

Real Estate and Land Use Institute

Advisory Committee meeting Monday, August 16, 2021, 10:00 a.m.

Conducted on Zoom

Members: Christine Baker, Eileen Brewster, Mitch Guidry, Nuriddin Ikromov, Lingxiao Li, John Nguyen, Jeff Oboyski, Jeanne Radsick, Patrick Smith, Gerd Welke, Melanie Stallings Williams (Executive Director)

Guest: Lori Redfearn, CSU Foundation

Support: Ken Rappe, administrative support

- I. Welcome and call to order
Welcome to new members:
Christine Baker, Mitch Guidry, Nuriddin Ikromov, Lingxiao Li, Jeanne Radsick, Patrick Smith
- II. Reports and Action Items
 - A. Approval of Agenda
 - B. Approval of Minutes of August 10, 2020
 - C. Report of accomplishments of 2020-21
 1. 2020-21 Annual report & selection of scholarship subcommittee (Williams).
 2. Revision of PIG application to provide better guidance to applicants, to conform with the language of the endowment, and to streamline the process (Ikromov, Welke, Williams).
 3. Creation of website that includes founding documents, current information, information for student scholarship applications, and profiles of board members and student recipients (Williams).
 4. Coordination with the community college RELUI program director (Williams).
 - D. Annual investment report and budget proposal (Redfearn).
 - E. Consideration of program improvement grant applications (Welke, Williams).
 - F. Provision to allow campuses to alter grant expenditures (Williams).
- III. Discussion Items
 - A. Meeting among program directors and faculty on creating new programs, modifying curriculum (Williams).
 - B. Other matters
- IV. Adjournment
Next meeting: Monday, August 15, 2022, 10:00 a.m.

**Real Estate and Land Use Institute
Advisory Board
Annual Meeting August 16, 2021
Minutes**

Present: Christine Baker, Mitch Guidry, Nuriddin Ikromov, Lilngxiao li, Jeff Oboyski, Jeannet Radsick, Patrick Smith, Gerd Welke, Melanie Stallings Williams (Executive Director)

Absent: Ellen Brewster, John Nguyen

Ex officio: Lori Redfearn, CSU Foundation

Administrative support: Ken Rappe

Welcome and call to order: 10:01 a.m.

Melanie Williams called the meeting to order and welcomed the Advisory Board members and guests. She introduced new members Christine, Baker, Mitch Guidry, Nuriddin Ikromov, Lingxiao Li, Jeanne Radsick, and Patrick Smith.

Approval of the Agenda

The meeting agenda, attached was unanimously approved as amended.

Approval of the Minutes

The minutes of the August 10, 2020 meeting was approved as submitted

Executive Director Report on Accomplishments of 2020-21

- The Student Scholarship Committee (Nguyen, Welke, Williams) reported that there was an increased number of applicants from more campuses – 200 applications from 11 campuses. \$50,000 was awarded to 54 applicants. There was a discussion of whether it was better to award more applicants with smaller grants or larger grants to fewer applicants.
- \$38,054 was awarded for Program Improvement grants (PIG). The board discussed revising the PIG applications in an effort to clarify some of the language and adding a line for a statement of purpose. There was a discussion about the eligibility of part-time faculty for awards.
- Williams gave an overview of the updated website, including a new student profile feature. There was some discussion of other improvements to the website, including adding social media accounts to reach more students and others.
- Williams shared that she met virtually with Emily Maynard, Grant Project Manager for the California Community College Real Estate Education Center to discuss coordination with community college RELUI programs and articulation of courses between community colleges and four-year universities

Endowment Performance and Proposed Budget for 2021-22

Lori Redfearn presented the Endowment Performance Report and a proposed budget for 2021-22. Both were approved and submitted.

Review of Program Improvement Grant Application

There was \$45,000 available for award, which included a refund from CSU Fresno of \$10,523.58 from past, unspent awards.

The board approved the following grants:

- CSU San Bernardino \$979.02
- Cal Poly San Luis Obispo - \$12,909
- CSU Fullerton - \$2,900
- CSU Los Angeles - \$5,135. This campus has \$6,000 in unspent funds from a past award.
- CSU Northridge - \$17,203
- CSU Sacramento - \$5,874

The application from CSU East Bay was declined.

There was a discussion about justifications for certain requests, eligibility, and, as there are no representatives on the board for all applicant campuses, potentially inviting applicants to present at the meeting about their submission. There was a discussion about allowing campuses to alter their grant proposals during the academic year as needs and circumstances changed.

Discussion Items

The board agreed to a mid-year meeting to revise/update the PIG application and other matters.

The 2021-22 Student Scholarship Committee will be comprised of Guidry, Welke and Williams.

A motion was passed to create an ad hoc committee (Li, Radsick, Williams) to review requests to modify PIG spending during the academic year if circumstances (particularly Covid-related travel plans) changed.

There was a discussion about new programs, creating minors, extended learning programs, and certificates prepare students for licensure exams. Williams discussed the possibility of a cross-campus meeting for such a discussion.

Williams explained that the board had been asked to comment on SB 263. There was a discussion of issues created by the bill, including the lack of content sufficient to make the topics a stand-alone class, the problems in instituting course requirements that would invalidate courses taken earlier, the fact that the topics are already taught in existing courses, and the difficulty of implementing pedagogy mandated by the proposed statute.

Conclusion

Williams thanked everyone for attending and said that she would send out a date for the mid-year meeting.

The meeting was adjourned at 1:03 p.m.

California State University Real Estate and Land Use Institute
As of June 30, 2021

	2020-21 Budget	2020-21 Actual	Variance	Proposed Budget
Operating REVENUES				
PIG Management Fee	\$14,000	\$14,000	\$0	\$14,000
RESIG Management Fee	\$14,000	\$14,000	\$0	\$14,000
Total Revenue	\$28,000	\$28,000	\$0	\$28,000
EXPENDITURES				
Executive Director	\$22,000	\$22,000	\$0	\$22,000
Administrative Staff	\$2,000	\$2,000	\$0	\$2,000
Indirect Costs	\$2,400	\$2,000	\$0	\$2,400
Board Expenses				
Meals	\$400	\$0	\$400	\$400
Travel	\$1,000	\$0	\$1,000	\$1,000
Other	\$200	\$0	\$200	\$200
Total Expenses	\$28,000	\$26,000	\$1,600	\$28,000
Program Endowment REVENUES				
Investment	\$0	\$327,508	\$327,508	\$0
Total Revenue	\$0	\$327,508	\$327,508	\$0
EXPENDITURES				
Operating Support	\$14,000	\$14,000	\$0	\$14,000
Program Grants	\$31,000	\$24,054	\$6,946	\$34,500
Total Expenses	\$45,000	\$38,054	\$6,946	\$48,500
Scholarship Endowment REVENUES				
Investment	\$0	\$469,907	\$469,907	\$0
Total Revenue	\$0	\$469,907	\$469,907	\$0
EXPENDITURES				
Operating Support	\$14,000	\$14,000	\$0	\$14,000
Scholarships	\$50,000	\$50,000	\$0	\$55,000
Total Expenses	\$64,000	\$64,000	\$0	\$69,000