



The University Corporation
 San Francisco State
 Room ADM 361
 1600 Holloway Ave.
 San Francisco, CA 94132
 ucorp.sfsu.edu

Board of Directors Meeting Agenda

Monday, September 17, 2018
 3:00 p.m. to 4:30 p.m.
 Administration Building, ADM 153L
 1600 Holloway Avenue, San Francisco, California

I. Call to Order by the Chair, Trevor Getz

There being a quorum present, the University Corporation, San Francisco State (UCorp) Board of Directors was called to order by the chair, Trevor Getz, at 3:04 p.m. at San Francisco State University, Administration Building, room 153 L, San Francisco, CA.

Board Members Present

Brian Beatty
 Neil Cohen
 Monica DiLullo
 Trevor Getz, Chair
 Bonnie Li Victorino
 Kathy O'Donnell
 Jay Orendorff
 Jason Porth
 Kal Salama
 Alison Sanders, Vice Chair
 Rob Strong
 Mia Veal

Board Members Absent

Anoshua Chaudhuri
 Gene Chelberg
 Nancy Gerber
 Hrag Kalebjian

Others Present

Mary Bagazinski, Clerk of the Board
 Deon Brown, Freshman ASI Representative
 Chris Farmer, Director of Operations
 Shae Hancock, Executive Assistant
 Andrew Lok, Retail and Commercial Services Manager
 Tammie Ridgell, AVP of Finance and Administration
 Anthony Victoria, Associate Director of Finance and Administration

1. Introductions

Being the first board meeting of the 2018/2019 fiscal year, the board began with a round of introductions

2. Approval of the Agenda

Neil Cohen motioned to modify item IV of the agenda, making it informational only and deferring the board vote until the next meeting. This is due to the fact that the resolution is still being considered and drafted. This was seconded by Kal and approved unanimously.

3. Monica DiLullo motioned to remove her name from item III of the agenda. Monica is no longer able to make the time commitment necessary for board members due to becoming a graduate student. Neil seconded. Approved unanimously.

4. Approval of the Board of Directors Meeting Minutes for June 25, 2018 **Action**



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Trevor called for a motion to approve the June 25, 2018 minutes as presented. It was moved by Neil, seconded by Rob, and approved unanimously.

BOD Resolution No. 20180917-01

II. Public Comment

No members of the public chose to express comment.

III. **Resolution:** Approval of Student Board Director for The University Corporation, San Francisco State, Fiscal Year 2018/19.....**BOD Resolution No. 20180917-02**

WHEREAS, the committee is pleased to recommend one student representative, nominated by the Associated Students and approved by President Leslie Wong, to serve one term with an end date of June 30, 2019:

- Mia Veal, Associated Students VP for Internal Affairs, International Relations Major

THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the recommendations of the Nominating Committee as set out above and approved by President Leslie Wong; and

BE IT FURTHER RESOLVED that the number of members of the Board shall not exceed seventeen (17) for the 2018/19 fiscal year.

Neil moved to remove Monica and Julie based on their requests, from the resolution, and to approve Mia Veal. Rob seconded. Amendment passed unanimously. Motion passed unanimously.

IV. **Resolution:** Provide Financial Support for the Associated Students Pop-Up Food Pantry..**Discussion**

As this resolution was modified to be informational only, the following were discussed:

Jason Porth explained the premise of the resolution. ASI is requesting UCorp funding to support a physical space for a student food pantry on campus. Some funds to support this have been promised via the governor's allocation. SAEM is also looking for additional funds. Additionally, funds from the Foundation possibly available.

However, more discussion is needed. Is the only way that UCorp can contribute is by providing space? Also, is there a way to take UCorp's money and better leverage it? There is a student fee that supports programming and another fee to support building. Additionally, there are funds which surpass the reserve. The idea that needs to be explored is if UCorp can support in other ways, not just with funds to build out the space (i.e. salaries, equipment purchases, etc.).



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Monica DiLullo provided additional background: The resolution to provide a pop-up pantry was passed last spring. The agreement was that the University would pay for the space, and ASI would provide salary(ies). Currently they are serving a large percent of the student population; about 40% percent are food insecure. Permanent space is not currently available. The Pop-Up is currently in the Student Life Events Center (The Annex). Serving students right now, but additional space is needed, in addition to additional shelving so they are able to hold dry goods for example. Their goal is to have a permanent space by January 2019.

Floor Open

- Neil asked how much is in the building fund and would the cost of funding the Food Pantry be annually reoccurring. Jason responded that the funding could be ongoing; That is up for the board to decide. If it is decided to be reoccurring, then a budget would have to be drawn up. There is possibly five million in the building fund.
- Jay asked what the source is for the building reserve. The answer is student fees.
- Rob asked how busy the food pantry is currently and asked if AS is aiming to transition the pop-up to a permanent facility.
- Monica responded that they serve about 250 students/week during the Monday 2 hr. pop-up. Just started Wednesdays and Thursdays the week prior. It has toiletries, household goods, also available. Yes, AS is looking for a permanent space with shelving, and refrigeration. AS is looking at permanent location in the basement of Cesar Chavez.
- Neil expressed supporting giving AS seed money for start-up and asked how UCorp can help get them successful the first year or so, so it's not a struggle. He would like to put UCorp money to work, so it has a better guarantee for success.
- Kal asked about the structure of the food pantry. .Monica responded that they currently have 1 full time staff member. The SF Marin Food Bank drops off goods.
- Kathy mentioned that housing insecurity is also an issue. Food insecurity is tip of iceberg. If there's a way it can be helped, then it should be done.
- Trevor mentioned the Hope fund. This fund run by the Dean of Students has been successful. Repayment is voluntary for the hope fund. Asked UCorp for funding as well.
- Rob mentioned that the SF Marin Food Bank is an enormous enterprise, successful financially, this might be grant writing opportunity.
- Monica replied that AS could ask Marin Food Bank staff. However, they provide the goods based on number of students in need. If SF State can show that they have students in need, the Marin Foodbank will provide.
- Trevor asked if Student Affairs and AS will come to the board with a full proposal? Jason – yes. Does anyone propose we do anything?



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- Neil responded that the board needs to look at the issue with common sense, an efficiency perspective, and possibly consider providing a contingency/line of credit – that they have just in case. Failure is not an option.

V. Board Announcements/Constituent Reports

- Monica announced that the next ASI Board of Directors meeting is on September 19th from 2 to 4pm. Everyone is welcome at the meetings.

VI. Report from the Finance Committee Chair, Kal Salama

a. June 30th Fiscal Year-End Report

- Kal reported on the Beacon Pointe Fiscal Year-End Report through June 30, 2018. It was an okay year at 6.3% return; we budget based on 5.5%.
- Neil asked what Beacon Pointe's (BP) plan is when the markets start reversing. Does BP handle that strategy?
- Kal responded that the portfolio has enough diversification in equities, as well as 40% in bonds and 12% in alternatives, to still be protected. We'd be able to cushion a drop. We should also be able to live with temporary declines.
- Kal explained more about the differences between equity markets: developed vs emerging, etc. People travel, what countries are we invested in? The main (and standard) criteria to distinguish between these is GDP per person. Use GDP first, then look at liquidity and market accessibility. For example, China is emerging. They have a local market – many of those stocks aren't included in the indexes. They've only recently let non-Chinese investors buy stocks. So accessibility is an obstacle. Emerging markets are generally very risky, so we limit how much we invest in them and invest in several different ones.
- Jay asked - Equities that are domiciled in the country? Kal – Yes, typically traded on a local exchange and domiciled locally.
- Neil asked if we have policy (guidelines) with regards to investing in countries which may have human rights violations, etc.
- Kal responded that we have several social mandates in terms of investing. We can choose to exclude companies based on various social criteria.
- Trevor commented that we can refer back to the original IPS (Investment Policy Statement) that was made with BP.

- ##### b. July 31st Report – Kal commented that the new fiscal year is off to a good start based on the first month, but it is still very early.

VII. Report from the Associate Vice President, Finance and Administration, Tammie Ridgell

- Tammie Ridgell gave some quick highlights for end of FY 17/18.
 - o Ending the FY year relatively flat in terms of assets.
 - o We will have a huge liability, but it's mostly related to year end accruals. A lot of payables and receivables come in at year-end that we record.



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- Jay asked if this is the year we brought on a new auditor. No; Auditor is Grant Thornton.
- Tammie explained that she will be going to UCorp's Audit Committee to report the audit, then share that report with the Board of Directors.

VIII. Report from the Director of Operations, Chris Farmer

- The Operations team had a productive summer; We accomplished all projects.
- Inventory: Did physical inventory: we budgeted for 5% shrinkage, only had 1.8%.
- Team structure gives our employees room to grow. There is a pathway; We are able to hire a lot of students. Our 2 leads left – Ray and Darryl (who was with us for 5 yrs.).
- Summer student orientation voucher program was successful. Vouchers were given to students and their families visiting campus. All vendors on campus were invited to participate. 100k flowed through program. 11,500 vouchers redeemed. Program benefited families on campus; also provided reason for vendors to stick around during summer, with UCorp collecting a small fee.
- Sugary Beverage Tax, 9-week research project run by grad students. Found that sales did not go up with additional info posted for consumers. UCorp was able to donate \$500 to children's campus. An estimated \$1000 will go to children's campus by the end of the project.
- Big projects completed in the Student Center with the Reserve and Replace Fund
- Newsletter for CTRL+P sent to about 300 people on campus. 30% open rate. Will send it along. Talks about newest partnership + capabilities.
- Shop24 – Dismantled operating components, credit card agreement in process. CPDC, facilities, contractor team from Florida.
- Café X meeting – New and up-and-coming company. Product is coffee made by a robot/machine. Andrew Lok and Chris went to visit company site, they also toured our campus, laid groundwork for future partnership. Liked Shop24 location. For discussion in Retail Committee.
- Neil expressed interest in this product – they have high quality beans, outdoors, 2nd and market , one in Metreon, there's an app. How do you get good quality products for less?
- Brian asked what the next steps are for the sugary beverage research project. Chris explained that they want to know customer buying habits and perceptions on where funds are going. They want to know how it affects buying.
- Chris explained that they are not trying to influence/adjust people's buying decisions, just gather research about their habits.
- Neil expressed that the food shops/vendors are our sole source of funding other than the investments. He doesn't think that UCorp should be the food police.

IX. Report from the Executive Director, Jason Porth

- Terrapinn – Trade Show West conference on campus. Limited number of free tickets for faculty and staff. More info to follow soon. Save the date for November 29th, 2018.
- President's Alumni Dinner & Hall of Fame. We do this to thank our board. We'd love to have you all. Save the date for November 9th, 2018.
- Tammie has a new title: She's the Associate Vice President of Auxiliary Business Services, as her current role is far beyond previous scope.
- COI – Mary will pass out forms after the meeting for those who need an updated signature on file.
- Commencement 2019 will be on Tuesday, May 28, 2019. UCorp assumes the risk and negotiates the terms of contract. Since commencement will be after the Memorial Day weekend, there will be a long set of activities that weekend to encourage people to stay in town, though we acknowledge that there might be a fallout of attendance.



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- Neil asked who arranges for the keynote speaker. There will be a formal notification following this week.
- UClub construction – demolition is just about done, then the remediation will continue. Vista Room Chef (Tim) working with him to launch food program. Tim is going down to Long Beach to check program. Meeting with DPH, as well.
- Holloway – Signed and notarized agreement with developers. Found financial partners American Campus Communities. They have thousands of projects and are publicly traded. The terms of agreement got better. There will be base rent of \$650k annually, plus additional rent for outperformance. Student rents can only be increased a fixed amount. Oct 1 breaking ground, then 2 years of construction. Aug 15, 2020 estimated completion date. There are also other challenges, for example, steel tariffs have gone up, increased price, 8-10% more. We do value engineering to stay within budget (i.e. reduce nicer things, adding beds, and/or make single a double, etc.).
- Monica asked if the extra beds would increase the student beds. Yes and they will all have kitchens.
- Rob asked how many beds are there on campus now. Jason responded that it depends. We currently have legacy tenants. There are about 5,000 people including legacy. 14% of students are housed.

X. FY18/19 Schedule of Meetings

Board of Directors

Meetings held at least bi-annually

Monday, September 17, 2018	3:00 p.m. to 4:30 p.m.	ADM 153L
Monday, October 15, 2018	3:00 p.m. to 4:30 p.m.	ADM 153L
Monday, December 10, 2018	3:00 p.m. to 4:30 p.m.	ADM 153L
Monday, February 18, 2019	3:00 p.m. to 4:30 p.m.	ADM 460
Monday, April 15, 2019	3:00 p.m. to 4:30 p.m.	TBA
Monday, May 13, 2019	3:00 p.m. to 4:30 p.m.	TBA
Monday June 24, 2019	3:00 p.m. to 4:30 p.m.	TBA

XI. Call for Adjournment

There being no further business to conduct, the University Corporation, SF State Board of Directors meeting was adjourned at 4:22 p.m.

Passed and adopted on this 15 day of October 2018, by the following vote:

Aye: **12** No: Abstain: Absent:



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Secretary Certification

The undersigned state that she is the authorized Secretary of the Corporation and certifies that on October 15, 2018, at a duly called meeting of the Board of Directors' of the University Corporation, San Francisco State at which a quorum was present and acting throughout, the foregoing resolution was adopted by the votes indicated above.

Wherefore, the undersigned has executed this Certification this 15 day of October, 2018, at San Francisco State University, 1600 Holloway Ave. ADM 153L San Francisco, California.

Action Item No: 20181015-01

Bonnie Li Victorino, Secretary