



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

Board of Directors Meeting

Monday, April 15, 2019

3:00 p.m. to 4:30 p.m.

Administration Building, ADM 153L

1600 Holloway Avenue, San Francisco, California

Approval of Minutes from 20190218

Action Item No: 20190415-01

Passed and adopted on this 15th day of April 2019, by the following vote:

Aye: 10 No: 0 Abstain: 0 Absent: 5

Secretary Certification

The undersigned state that she is the authorized Secretary of the Corporation and certifies that on April 15, 2019, 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 action item was adopted by the votes indicated above.

Wherefore, the undersigned has executed this Certification this 15 day of April 2019, at San Francisco State University, 1600 Holloway Ave. ADM 153L San Francisco, California.

Bonnie Li Victorino, Secretary



Board of Directors Meeting Agenda

Monday, February 18, 2018

3:00 p.m. to 4:30 p.m.

Administration Building, ADM 460

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 3:03pm at San Francisco State University, Administration Building, room 460, San Francisco, CA.

Board Members Present

Brian Beatty
Anoshua Chaudhuri
Gene Chelberg
Neil Cohen
Trevor Getz, Chair
Jay Orendorff
Jason Porth
Kal Salama
Alison Sanders, Vice Chair

Board Members Absent

Nancy Gerber
Hrag Kalebjian
Bonnie Li Victorino
Kathy O'Donnell
Rob Strong
Mia Veal

Others Present

Ricardo Angeles, Accountant Lead
Mary Bagazinski, Clerk of the Board
Judy Leung, Controller
Andrew Lok, Retail and Commercial Services Manager

1. Approval of the Agenda

No objections present regarding the agenda.

2. Approval of the Board of Directors Meeting Minutes for December 10, 2018 **Action**

Trevor called for a motion to approve; it was approved unanimously.



II. Public Comment

There were no public comments.

III. **Resolution:** Adoption of new Fossil Fuel Free (FFF) Portfolio..... **Action**

Kal, the chair of the Finance Committee, brought the FFF Portfolio resolution to the board.

- To be consistent with SFSU’s FFF goal, we are modifying the current investment portfolio, based on the previous’ meeting’s discussion. We lose some diversification, some components that have small FFF exposure.

N – We went from little Fossil Fuel to less; it’s not impossible but difficult to eliminate it completely

K – Yes, some of the bonds and fixed income that we need to use due to our size have a little exposure, but they are guided by FFF principles.

- Re: time frame – BP will start switching over the portfolio as soon as we give them the word.

J – Many thanks and gratitude to Kal. We have enormous assets in Kal and Beacon Pointe (BP). We’re grateful for Kal. This work is a sign that we’re a much more mature organization.

K – BP is institutional, professional. They know how to build a portfolio, and are accommodating of ESG mandates. We’re really fortunate to have them as a resource.

T – Let the record show our thanks to Kal and BP.

Neil moved to vote, Gene seconded. The resolution passed unanimously.

WHEREAS, it is the responsibility and fiduciary duty of the Corporation’s Board of Directors to approve investments for the University Corporation, San Francisco State (UCorp); and

WHEREAS, the Board of Directors is committed to weighing the environmental, social and governance impacts of specific investments when deciding what should be a part of an institution’s overall portfolio; and

WHEREAS, the board seeks to limit its direct investment in equities and bonds of companies that are fossil fuel providers as well as in comingled funds that might contain fossil fuel company equities or bonds; and

WHEREAS, Investment Consultant Beacon Pointe has provided a proposed Fossil Fuel Free (FFF) investment portfolio; and

WHEREAS, the Board of Directors has reviewed the proposed portfolio and is confident that it will mirror our values apropos sustainability while also providing a viable investment structure;



THEREFORE, BE IT RESOLVED, the board of directors of the University Corporation hereby instructs staff to implement the attached FFF investment portfolio from Beacon Pointe.

IV. Board Announcements/Constituent Reports

1. Clerk of the Board Announcements

- i. Conflict of Interest forms still needed from 4 individuals
- ii. Call for Student Reps. Applications are due to Nate Jones (AS President) by Monday, 2/25 at the end of the day.
- iii. Board Box folder requested
- iv. Bios on website. Picture and short bio emailed to Mary by 2/28.

B – We often have an issue keeping/recruiting students for the board rep positions. Is there any wisdom we could seek to improve this?

G – We could target residential life communities and not just ASI. ResLife and Org Sync could be two additional avenues to recruit. Rather than just a cold appeal, it would be best to talk to leader of organization.

T – We've historically reached out to different depts.

A – Is there a description included for the students? Yes.

B – We could also add sample resume points for career.

V. Report from the Bookstore Advisory Committee Chair, Brian Beatty

- Student Discover Application. We were ready to move forward, but found accessibility issues. Project on hold until we're able to resolve these. It will hopefully be resolved by summer. However we are relying on our own tech team; they're standing by. It will be a 2-3 month coordination process for a couple days' work.
- Immediate Access Implementation time. On track, but slightly delayed. Bursar's is figuring out accounting piece. (i.e., when charges will apply/when students will be charged). Minimizing staff labor hours on this. Fall 2019 target will not be met because that would mean everything would need to be figured out by next month, March). Thinking that this will be ready by Fall 2020.
- Follett report – Textbook sales continuing to decrease. Rental market increasing. Working on them to list textbooks by author to reduce confusion, students have been missing books because they're not all on one shelf. Takes a little extra data from university. Part of Student Discover meeting. That should be in place for Fall 2019.

G – Where are we at with Follett? B – We're at end of 2nd year of 2nd extension.

VI. Report from the Finance Committee Chair, Kal Salama

- Current Portfolio Overview – through year-end 2018
 - Portfolio is down 4.6% for the fiscal year.
 - Equities are down 10% for quarter.
 - Rough 4th quarter for markets, but they are back now in 2019.
 - Equities are up 7-8% for the first quarter so far.



- Rough end of year was across the board.
- We asked Beacon Pointe for a comparison of our portfolio against other ENF ranked portfolios. This (attachment) shows our ranking in that comparison via percentiles.
 - We're doing fairly well; our portfolio tends to have lower risk
 - We also don't have many illiquid investments; only real estate is less liquid.
 - It's something to compare to.
- Overall, things are looking up for 1st quarter.

N – When the market's up, we don't do as well. And vice versa. It's interesting.

K – We're a low risk portfolio. We will lag when markets go up.

T – There a 10 year number (on the attachment), it includes a lot of years of doing things differently than we used to.

N – There's a substantially larger amount of money now. Back then it was less.

K – We have an institutional portfolio now. Our other considerations play into the overall results.

A – The graph on pg. 23 is a good representation. K – This is the first down calendar year since '08.

VII. Report from the Associate Vice President, Tammie Ridgell (Judy Leung)

Judy provided the following highlights on UCorp Financials:

- Numbers noted on right side on Pg. 3 in UCorp Dec Financials
 - #1 - "Food Vendor/Other Revenue" – includes revenue from vendors on campus Welcome Days.
 - #2 - Follett commission – revenue 45k received in current year. This amount is a past due amount, not budgeted.
 - #3 - Board appropriation – UCorp supporting tables at President Hall of Fame dinner, that wasn't in budget. This also includes the Hope Fund contributions.
 - #4 - Open24 additional cost due to construction and installation. At the time of budgeting, true cost wasn't available. 92k actual and originally only 50k was budgeted.
- Shops
 - Lobby Shop – Credit card minimum fee has increased.
 - Healthy U – Revenue up.
 - Ctrl+p – Revenue up; net profit up 6k from budget
 - Open24 – Operation; margin has improved slightly; interesting to see how it will perform for spring.
- Stores
 - Revenue down by 4%; gross profit down 31k from budget.

N – What is the monthly number for Open24? Is that above where we were before we switched? - We have to wait until the spring; we're waiting to find out what will happen. There have been lots of closures. We haven't had a full month of being open yet.

J – We have 2 members of Tammie's team – Judy is the controller, Ricardo is responsible for work we do with AS, and student banking. We oversee student banking for student clubs. He oversees student employees and others. He also trains students on how to do professional banking for an organization. We have a student org window – great opportunity for them to learn, interact with UCorp team. We're grateful to you both.

G – Could we hear a report on student org banking? How many accounts? R – There are about 180 active.



G – In a typical day, how many transactions do you handle? R – About 20 at the window. But that's just at the window. We have other venues such as email which is pretty active.

VIII. Report from the Director of Operations, Chris Farmer (Andrew Lok)

- Open24
 - Is on par with Shop 24 with evening and weekend sales. This is really positive
 - Credit card fees – hike in cost is because we don't take debit anymore. Trying to mitigate that by implementing minimum charge amount.
- Projects/Vendors
 - Student center leases are expiring in June. Working with them on these. Everyone typically has a 5 year lease/contract.
- RFP to be released. Transition away from Ike's. Current vendor is Crave. We eliminated option to extend. Crave owner is owner of Nizario's. We will thoroughly encourage Crave to submit proposal.
- Bread Project
 - 501 (c) (3) in Berkeley
 - Main mission is to alleviate poverty; help those with challenged background.
 - We took a tour, met with current cohort. They all had to do vision boards. One had a bottle of ketchup. "Don't pursue all of your goals as slow as a bottle of ketchup."
 - Re: business – they sell baked goods. They've sold to Ayesha Curry's restaurant, Whole Foods. Working on potential partnership, however they don't deliver.
- Student project – sugary beverages
 - Will be donating 2k to children's organization.
- Sneak preview on Saturday, April 6. UCorp is trying to get vendors open – we will and we'll have 2 food trucks as well.

B – Credit cards account for approximately 75% of our transactions at the shops.

IX. Report from the Executive Director, Jason Porth

- Student housing project on schedule despite rain. Milestone – concrete foundation poured this past week/weekend. Trucks that made continuous runs all night. 1 complaint.
 - Hope is that June 2020 it will be ready for soft open.
- Next housing project
 - We analyze what the most affordable option would be. There are different financing alternatives possible.
 - Example, revenue bond = UCorp has no role. This is from the university.
 - We're looking at different models in order to keep the annual rent the lowest for students.
 - We've been working across campus to identify the next one.
 - 700-900 beds of first year students on west campus green. Near-term loss of rec space. Alternatives would be annex...
 - Housing is one of our most significant needs.
 - Food is also important. Other campuses are not requiring students to be on meal plans. It asks a lot; these are expensive. We're brainstorming communal kitchen ideas. Working with campus housing before making a decision. One idea is "pod" housing. 20 units with



a shared kitchen. However it does raise risk and question of who is responsible for cleaning.

J – Are we talking having differential rates for rent – depending on the financing? - Yes, that’s in place now. There’s talk of leveling rates across campus. That’s a policy decision for campus leadership. We’re trying to find the most economical way to deliver housing to students.

- Re: Ideas of opportunities for engagement with the board. Years ago, we were a shadow board. We’re more engaged now. Mary has come up with some ideas. Presentations on campus. We have a lot of projects on campus, why not invite the PIs so you can hear about them first-hand. Spending some of our meeting time so that we can be better ambassadors of the board and what UCorp is doing.
- Nominations process is coming up. Board members have a three year term and students have a one year term. We’ll be encouraging all of you to think about continuing your term and passing along names of those who might be interested.

G – Do all of our terms end at the same time? – No they’re staggered in order to maintain institutional memory.

- UClub Update
 - Construction is moving along. In the process of filling in the walls (HVAC, electrical, data, plumbing).
 - Finance Plan brought to Finance Committee; recommended creating a Pro Forma.
 - Food Service will be provided by Vista Room; Tim Shaw, Chef Instructor is creating grab and go food options. We aim to partner with Vista Room/HTM/COB on potential course and employment opportunities for students as well.
 - Re: ABC and beer/wine license: we’ve identified the type we need.
 - Tentative opening late spring, early summer.

Neil – Can someone formally present this to students? Give them information on resolutions passed.

The meeting was adjourned at 3:58 p.m.

X. FY18/19 Schedule of Meetings

Board of Directors

Meetings held at least bi-annually

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

Audit Committee

Meetings held bi-annually

