

California State University, East Bay Foundation, Inc.
Board of Directors
May 17, 2007
2:30 p.m.
Minutes

PRESENT

Dr. Mo Qayoumi, Chair
Mr. Shawn Bibb, Director
Dr. Michael Leung, Director
Mr. Thomas Hird, Vice Chair
Dr. Bruce Trumbo, Director
Dr. David Stronck, Director
Ms. Isioma Emordi, Director

STAFF

Mr. Christopher Brown
Ms. LaTanya Bellow
Ms. Danielle Ortuno
Ms. Marilyn Stager
Ms. Cynthia Vinson

OTHER

Mr. Brian Sharps, UBS

I. Call to Order

President Qayoumi called the meeting to order at 3:02 p.m. with a quorum present.

II. Public Discussion

No Public Discussion

III. Approval of Agenda

M/S/P (Bibb/Stronck) The Agenda be approved with the change of order for Item VII A & B.

IV. Announcements

No Announcements

V. Consent Calendar

A. Minutes of March 8, 2007

M/S/P (Stronck/ Hird) The consent calendar be approved as presented.

VI. Board Chairman's Report

President Qayoumi announced that enrollment was 4.3% below the target level but still an increase over past years. The enrollment and courses for Summer are up over last year.

President Qayoumi stated that the Honors Convocation will be held on May 19, 2007 and the Presidential Inauguration on June 1, 2007.

VII. Finance & Personnel Committee Report

A. Investment Policy Update

Brian Sharp of UBS discussed the proposed changes to the Investment Policy which included the definition of the role of the Finance & Personnel Committee and the Foundation Managers. President Qayoumi asked how we are able to safeguard the absolute rate of return of 7.5%. Mr. Sharp stated that we are not very aggressive when it comes to the fixed income portion which brings the volatility down. Mr. Sharp stated that the minimums are too high for the Foundation to invest in unless the Education Foundation were to invest jointly with the Foundation.

M/S/P (Trumbo/Stronck) The Investment Policy be approved as presented.

B. Quarterly Investment Report

Mr. Sharp stated the Board should look at the risk level the Foundation would like to take. Currently we are investing in mostly low risk items and higher risk investing would bring in a larger profit.

C. Adoption of the Proposed 2007/08 Budget

Mr. Brown reported that Pepsi, Red Bull and Coke are currently bidding on exclusivity rights to the vending services on campus. An increase in Vending revenue is expected after negotiations for a higher commission rate as well as placement of 40 new vending machines being installed around campus. In-store tenant income has increased due to bookstore leasing space to Copy Pacific and the Post Office.

The Foundation has applied to participate in the Federal Work Study program and hopes to employ student employees on Federal Work study to save on student employment. Participation is expected as soon as Fall quarter in the program.

The review of the CSURMA insurance has shown the Foundation has been overcharged in years past. The Foundation has requested a refund and CSURMA is evaluating the overpayment and will refund the Foundation for the overpayment. Insurance costs for next year are expected to drop 20%.

M/S/P (Stronck/Hird) The 2007/08 budget be approved as presented.

D. Quarterly Financial Report

Mr. Brown reported the effects of TEMBA closing had a negative impact on the bottom line. There were some savings on insurance costs and an increase in bookstore revenue due to the addition of more tenants that has increased revenue.

E. Revenue Refund Bond Payment Schedule

The Board asked the Director to provide the Bond Payment schedule for the building during the March 8, 2007 meeting. There were no questions/comments about the schedule.

F. Engaging Services of Bookstore Consultant

Mr. Brown recommended contracting the Campus Bookstore Consultants to audit the Bookstore's operation and recommend ways to cut costs and increase revenue.

M/S/P (Stronck/Bibb) The Engagement of the Campus Bookstore Consultant Services.

VIII. Executive Director's Report

Mr. Brown reported on the quarterly AOA workshop he attended in March, the Foundation will hold the next quarterly meeting in June. He also commented on the possibility of converting to PeopleSoft for accounting and the possibility of using a web-based time recording system for payroll of the Foundation employees.

IX. Audit Committee – Auditor Selection (AKT)

The Audit committee has selected AKT to be the new audit firm for the Foundation. AKT will begin the Audit in August. Mr. Bibb stated all auxiliaries have selected the same audit firm after the committee met and reviewed all potential candidates.

X. Closed Session – Personnel Matter

XI. Adjournment

M/S/P (Hird/Stronck) The meeting was adjourned at 4:08 p.m.

Minutes of the CSUEB Foundation Board of Directors for the May 17, 2007 meeting were adopted on October 25, 2007.

Secretary 

Date 11-7-07

Executive Director 

Date 11-06-07