

**California State University Channel Islands  
SITE AUTHORITY**

**Minutes of Meeting  
17 May 2010**

The California State University Channel Islands Site Authority met on Monday, 17 May 2010. The meeting was held at the University Glen Corporate Office on the California State University Channel Islands (CI) campus, 45 Rincon Drive, Suite 104-A, Camarillo.

Chair of the Site Authority Ms. Linda Parks called the meeting to order at 11:42 a.m. Following the recitation of the pledge of allegiance, the secretary gave the roll call and a quorum of members was present. Members absent were Dr. Debra Farar and Ms. Kathy Long.

Members Present:

Charlotte Craven  
R. J. Considine, Jr., Vice Chair  
Linda Parks, Chair  
Benjamin Quillian, Treasurer  
Richard Rush

Members Absent:

Debra Farar  
Kathy Long

Others Present:

George Ashkar, CSU Chancellor's Office  
Erik Blaine, CI-University Glen  
Carol Cory, CI-University Glen  
Joanne Coville, CI, Division of Finance & Administration  
Steven Raskovich, Counsel to the Site Authority  
Elizabeth Rubalcava, Secretary to the Site Authority  
Elvyra San Juan, CSU Chancellor's Office  
Deborah Wylie, CI, Operations, Planning and Construction

A revised agenda was provided to the Board at the start of the meeting because Item #7 was changed from an action item to an information item. A more detailed explanation is given later in these minutes.

Ms. Parks called for the approval of the minutes of the 22 March 2010 meeting. Mr. Considine moved to approve the minutes, Dr. Quillian seconded, and the motion carried with all in favor.

Ms. Parks called for public comments, pursuant to Government Code Section 11125.7. There being no public comments, Ms. Parks closed the public comment period.

Ms. Parks then called for board member comments, but there were none.

Ms. Parks called for the first information item on the agenda, the President's Report. Dr. Rush provided a brief report on campus events and activities, highlighting the campus' commencement ceremony which was held last Saturday. The campus graduated its largest class, approximately 1300 students of which about 850 walked. Dr. Rush also reported on the infrastructure project which is continuing throughout the summer with an expected completion date of late September. Work will continue on University Drive from the Broome Library down to the end of University Drive. Dr. Rush gave credit to Ms. Deborah Wylie for the success of the project to date. Moreover, there will be more construction projects underway in July and August as a result of the recent approval received from Sacramento. In all, this has been a very good year for the campus with students and faculty making great achievements.

Moving on to Item #6, Dr. Blaine presented the FY 2010-11 University Glen Corporation (UGC) Budgets for corporate, leasing and food services activity. These budgets were submitted to the UGC Board of Directors for review and approval last month on April 30. After discussion, the budgets were approved by the UGC Board as submitted. Of particular note, the Site Authority Board approved the budget for leasing operations last year at 85% given the economy, but the budget for this year is submitted at 90% occupancy. Dr. Blaine then responded to questions posed by Dr. Quillian pertaining to corporate expense and management fees on the corporate budget. Dr. Quillian suggested a breakdown of those items for clarity and staff agreed to do so. At Dr. Quillian's request, Dr. Blaine explained that capitol planning activities included in the leasing operations budget under maintenance represent the decomposed granite walking path, additions to the tot lot, and construction of the new pool. Dr. Blaine then addressed the operation of Freudian Sip as part of the food service program which is being managed as an auxiliary. Ms. Coville explained that staff are currently working on differentiating auxiliary operations from Site Authority operations. There being no further questions or concerns, Mr. Considine moved to approve the budgets as presented, Dr. Quillian seconded, and the motion carried unanimously.

Next, Ms. Coville presented Item #7, the 3<sup>rd</sup> Quarter Site Authority Financials. Ms. Coville stated that staff are not yet ready to submit a budget for the Site Authority as indicated on the previous agenda and are instead presenting the third quarter financials. Ms. Coville explained some of the accounting complexities and challenges since accounting functions transitioned to the campus on July 1 of this fiscal year. Previously, Site Authority accounting functions were performed by Mr. Ashkar's office at the CSU Chancellor's Office up until June 30 of last year. Since then staff have been working on sorting through activities performed as an agent of the Site Authority and those performed by the University Glen Corporation, and tracking activities that link directly to Site Authority accounting. As part of that process, information was drawn from both UGC's and Mr. Ashkar's office and verified so that the figures presented today are truly reflective of Site Authority accounting. Consequently, the financials presented today are in draft form in order to provide a brief overview of Site Authority operations.

Ms. Coville briefly reviewed the balance sheet, explaining assets and liabilities, and noted that the large deficit shown on the balance sheet is mostly due to the Broome Library which was recorded as a one-time gift to the campus and as a result drained all of the equity. Ms. Coville then addressed revenues and general operating expenses for the Site Authority, though the categories are highly summarized since actuals are not available for all of the programs. Ms. Coville concluded her presentation by addressing next steps which include incorporating the Site Authority accounting with the campus' financials.

After that, Dr. Blaine provided the Construction Status Update, reporting on current projects underway. Dr. Blaine stated that the Phase 1C pool was delayed because of contractor errors but is expected to be completed next week. The Verizon cellular antenna project has been delayed until July/August 2010 due to a back order on equipment. Also, the front portion of University Drive at Lewis Road will be re- asphalted at the beginning of June. There is one additional project in planning that involves landscaping, a tot lot and BBQ for the Phase 1C pool area.

Dr. Blaine then reported on housing sales. He stated that the Site Authority has one home in escrow and five homes on the market. On June 1<sup>st</sup>, one home will be auctioned as the homeowner has walked away. Dr. Blaine will be there to bid on the home along with Carol Cory in an effort to keep it under Site Authority control.

With regard to leasing activity, Dr. Blaine stated that we are currently 91% occupied but the rental rates have been reduced to keep in line with market conditions.

At the April 30<sup>th</sup> UGC Board of Directors meeting, new officers were elected. David Press is the new chair, Bill Robe is now vice chair, Ms. Coville continues as the treasurer, and Barbara Thorpe continues as the secretary. Also, the Homeowners Advisory Council elections start today and run through the end of the month. There are three positions available with two-year terms.

Next, Dr. Blaine gave an update on the FEMA issue which involves an area identified as a special high flood zone in University Glen. This issue is greatly impacting homeowners because of increased insurance policy premiums. The Ventura County Watershed District has issued a letter of community support. A civil engineer was hired and is working with the County on some of the details before our final report and letter of support are submitted to FEMA at which point FEMA will have 90-days to respond and to reverse the special high flood zone designation.

In closing, Dr. Blaine reported on retail activity, noting the initial success of Freudian Sip in the Broome Library, and the food service program which will employ approximately forty students as food service workers in addition to hourly line cooks and managers.

There being no further business to discuss, the public meeting adjourned at 12:12 p.m.

APPROVED:

California State University Channel Islands Site Authority

Signed: Elizabeth Rubalcava  
Secretary to the Site Authority

Dated: 9/13/10