

CAL STATE L.A.  
UNIVERSITY AUXILIARY SERVICES, INC.

**BOARD OF DIRECTORS MINUTES**

ZOOM/ IN-PERSON MEETING  
WEDNESDAY, MARCH 27, 2024

**Present:**

Andre Avramchuck	Academic Senate (Chair)
Carlos Beltran ( <b>Secretary/Treasurer</b> )	AVP of Budget, Planning, and Fiscal Compliance
Ya-Chih (Jilly) Chang	Professor of Division of Special Education & Counseling
Udayshy Chugh	ASI Elections Commissioner
Yahir Flores	ASI President
Rui Hu	Professor of Department of Accounting
Tye Jackson	Dean of College of Business and Economics
Queen King ( <b>Officer</b> )	Interim Vice President of Administration and Finance
Santhosh Kumar	ASI, VP for Academic Governance
Nitesh Thorat	College of ECST Representative
Jeffrey Underwood	AVP for Research
Dale S. Zuehls	Community Director, Zuehls, Legaspi & Co.

**Absent:**

Berenecea Eanes ( <b>Chair</b> )	President
Patrick Day ( <b>Vice Chair</b> )	Interim Vice President for Student Life

**Management:**

Raul Castaneda	Interim UAS Executive Director
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**Staff:**

Yohana Coronel

Executive Assistant to Interim Vice  
President of Administration & Finance

**Guest:**

Robert Avalos

Vice President for University Advancement

Jane Rhee

Administrative Assistant for Vice President  
for University Advancement

Victor Rojas

Chief of Staff, Office of the President

Anh Huynh-Nelson

Deputy Chief of Staff, Office of the  
President

Christine Lee

CohnReznick, Auditor

Alison Johnson

CohnReznick, Auditor

Patrick Butler

CohnReznick, Auditor

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**I. CALL TO ORDER**

Interim Vice President & CFO, Administration and Finance Dr. Queen King called the meeting to order at 12:06 pm.

**II. CLOSED SESSION**

**III. APPROVAL OF 12/13/23 MINUTES**

It was motioned by Ya-Chih (Jilly) Chang and seconded by Jeffrey Underwood. The motion was unanimously carried to approve the minutes of December 13, 2023.

**IV. BOARD ACTION ITEM**

**A. Form 990**

Interim Executive Director of University Auxiliary Services, Raul Castaneda provided an overview of the purpose of Form 990, which is used to provide the public with information about a nonprofit organization and the audit process. Alison Johnson, CohnReznick Senior Audit Manager, provided the Board with a review of UAS' Form 990, year ending June 30, 2023.

It was motioned by Udayshy Chug, seconded by Ya-Chih (Jilly) Chang, and unanimously carried to accept Form 990, year ending June 30, 2023 as presented.

**B. Aldrich (RFP)**

Interim Executive Director of University Auxiliary Services, Raul Castaneda, reported that

all auxiliaries on campus completed a Request For Proposal (RFP) in search of a Certified Public Accountant Firm (CPA) for external audit services. The CSU policy regarding auxiliaries requires a RFP at least every five years to reassess the audit firms. CohnReznick has been UAS' external auditor for the last five years. CohnReznick and Aldrich Advisors were the top two audit firms that submitted RFPs. Both firms have CSU auxiliary services experience. The RFP committee selected Aldrich based on experience and cost. Aldrich was selected to begin audit services for fiscal year 23-24, with a three-year term with the option to renew for two years.

It was motioned by Dr. Queen King, seconded by Andrew Avramchuck, and unanimously carried to accept Aldrich as the new Certified Public Accountant Firm.

## **I. EXECUTIVE DIRECTOR'S REPORT**

### **A. Financial Reports**

Interim Executive Director, Raul Castaneda reported the following:

**Financial Reports:** As of February 29, 2024, there was an increase in cash and cash equivalents of almost \$1.4 million dollars compared to June 30, 2023, primarily due to a reduction of accounts receivable of approximately \$600,000.00 and an increase in income resulting in an increase in current assets of over \$800,000.00. Total assets have decreased by \$1.6 million, primarily due to an adjustment in the right of use assets for the Golden Eagle building. Total liabilities have decreased by approximately \$1.6 million due to a reduction in deferred revenue of approximately \$700,000.00 and the payment of bond debt obligations various buildings, Fund balances increased approximately \$2 million year-to-date.

Cash flow statement reflects a positive change in assets of approximately \$2 million dollars year-to-date. Cash increased due to operations by approximately \$1.9M dollars. Three million dollars were transferred to the California State Local Agency Investment Fund account (LAIF). The LAIF account is considered a cash and cash equivalent/bank account where funds can be accessed within a twenty-four-hour period. The additional LAIF deposits have led to interest earned of over \$260,000.00.

The Statement of Revenue reflects improvement in dining operations compared to prior year, making the gross income over \$1.4 million, which is an increase of approximately \$300,000.00 compared to prior year. Children's Center is at full capacity and income increased by \$50,000.00 compared to prior year. Commission income decreased by approximately \$250,000.00 compared to prior year, due to loss in sales in the bookstore operations. Income year-to-date is \$6.6 million. Operating expenses, year-to-date have been largely controlled, with expenses totaling \$5.1 million. The increase in expenses are primarily staff related, due to hiring of previously filled vacancies in an effort to getting back to being a fully staffed organization. Year-to-date operating income is \$1.5 million. Campus programming net income year-to-date is \$2.1 million, contributing to UAS overall net income of over \$3.6 million year-to-date.

## **B. Operational Updates**

**Personnel Issues:** At LA BioSpace, a full-time Lab Manager, George Aninwene II, has been hired. He earned a Ph. D in bioengineering and previously served as a Project Scientist at UCLA. He will be the primary point of contact for resident companies in the LA BioSpace.

The previous human resources manager accepted a position on campus. A new human resources manager, Alejandra Ulloa, has been hired. She earned a bachelor's degree in communication, has various HR certifications, and over ten years of human resource experience.

**Dining Services:** Everytable has closed its second location at Salazar Hall. UAS negotiated to purchase all their equipment. The dining team successfully transitioned this space for UAS to provide services. This service is located alongside the Espresso Bar. This location has allowed for dining to extend its hours from 3PM to 6PM.

The University Club has re-established house-accounts. This service allows campus leadership the ability to host business lunches and UAS to bill campus and other auxiliaries directly on a monthly basis. This service requires a hospitality form.

The Spot has expanded its breakfast menu.

UAS is expanding the UAS dining service application to allow mobile and pre-order ordering. Operations on the south-side of campus are also being evaluated for expansion.

The Los Angeles County Health Inspector completed its review of all campus dining locations, with all received grades of A.

**The Children's Center:** A collaboration with Baldwin Park Unified School District (BPUSD), Early HeadStart Program has commenced. This includes a grant by BPUSD that will fund an expansion and renovation of two classrooms. Staff and teachers will be attending an Early childhood education training conference in Boulder, Colorado. The goal is to enhance the current constructivist approach and practice when teaching the children. The center successfully underwent the child and adult care food prep program audit, resulting with the center being commended for its family-style meal program.

**Bookstore:** Grad-Fest was successfully held on Monday, May 5<sup>th</sup> and Tuesday, May 6<sup>th</sup>. The next date will be April 11<sup>th</sup>. New Cal State LA gear and merchandise have been added, including a line by designer Julia Gash and Los Angeles State College retro gear. The art department has been collaborating with the bookstore to provide more art supplies for their students, including art-supply kits, to provide better pricing. The bookstore is actively working on outreach, for example, campus wide emails regarding promotion and marketing.

**Grants:** The pre-award office has submitted 101 proposals, totaling \$53 million. To-date, 98 awards have been received totaling over \$38 million, an increase of over \$18.5 million, over last year. The post award office continues to offer new online reporting tools to existing and new PI's. Twenty purchasing cards have been issued to PIs to increase efficiencies in managing grant expenses.

**LA BioSpace:** Biospace resident BADP signed a letter of intent with Gempack Industries. Los Angeles County of Economics visited the space. The organization will be helping to promote the space, while offering relocating assistance to graduating companies that outgrow our incubator space. Three LA BioSpace interns have been hired full time with one of the resident companies and two interns have acquired full time positions at the City of Hope Hospital.

**Operations:** Interim Vice President Dr. King announced that UAS collaborated with the Chancellor's Office to conduct advisory service evaluation of UAS. Feedback provided was to increase transparency regarding financial transactions to the UAS board, more facilities planning regarding deferred maintenance, formalize human resource policies and practices, and ensure adequate check and balances.

**II. INFORMATION ITEM:**

There were no information items at this time.

**III. PUBLIC FORUM**

Robert Avalos, Vice President for University Advancement thanked the board for inviting him and Jane Rhee, Administrative Assistant for Vice President for University Advancement to the board meeting. Anh Huynh-Nelson, Deputy Chief of Staff also thanked the board for the invitation.

**IV. ANNOUNCEMENTS**

Next Board of Directors meeting is scheduled for May 15, 2024, with a budget presentation.

**V. ADJOURNMENT**

There being no further business, at 1:09 P.M. the University of Auxiliary Services Board of Directors adjourned. The next Board meeting will be held at 12:00 P.M. on Wednesday, May 15<sup>th</sup>, 2024.

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*Approved by the Board of Directors, June 26, 2024*

  
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QUEEN KING, ACTING SECRETARY  
UAS BOARD OF DIRECTORS