



*The Foundation for  
California State University, San Bernardino*

**BOARD OF DIRECTORS MEETING  
March 16, 2006 --- 4:00 p.m. \*  
Student Union Board Room**

**PROPOSED AGENDA**

**OPEN SESSION**

- |    |                             |        |
|----|-----------------------------|--------|
| A. | Call to Order/Introductions | Teyber |
| B. | Welcoming Remarks           | Karnig |

**ACTION ITEMS**

- |    |   |         |
|----|---|---------|
| C. | Approval of Minutes from December 8, 2005 Directors Meeting   | Teyber  |
| D. | Merge Accounting Services with State Accounting Department  | DeMauro |
| E. | Appointment of Mr. William Takehara as Assistant Treasurer  | DeMauro |
| F. | Signature Authority   | DeMauro |
| G. | Modify Board Meeting Agenda/Committee Reports   | DeMauro |
| H. | Approval of Board Resolution to Accept Year Four Funding For the Assistive Computing Contract and to Authorize the Treasurer to Sign the Agreement on Behalf of the Board | Stanley |
| I. | Approval of Payment to Californians for Higher Education to Support 2006 Education Bond   | DeMauro |

**INFORMATION ITEMS**

- |    |                         |          |
|----|-------------------------|----------|
| J. | Food Services Update    |          |
|    | 1. Student Union        | Ruzak    |
|    | 2. Commons and Catering | Calderon |

K. Financial Report

DeMauro

L. Tour of Student Union

Lehr

\*Hors d'oeuvres will be served

**Distribution:** Aguilar, Bayless, Carson, Chang, Chen-Maynard, DeMauro, Diaz, Fernandez, Fullerton, Gorian, Jackson, Karnig, Obershaw, Rincon, Saleson, Savage, Teyber, Ball, Burns, Calderon, Ruzak, Stanley

**Agenda Item A --- CALL TO ORDER**

**March 16, 2006**

**Call to Order/Introductions**

Dr. Ed Teyber, Board President, will conduct introductions of Board members and guests.

**Agenda Item B --- WELCOME**

**Welcoming Remarks by Chairman Karnig**

Chairperson Karnig will provide a report to the Board on current issues regarding the Foundation and the University.

**Agenda Item C --- ACTION**

**Approval of Minutes of December 8, 2005, Directors Meeting**

The Executive Committee recommended at its September 15, 2005, meeting to approve the proposed appointments or reappointments to the Board of Directors.

**RECOMMENDATION:**

It is recommended that the Board approve the attached minutes of the December 8, 2005, Board of Directors meeting.

The Executive Committee recommended at its March 2, 2006, meeting to approve the minutes of the December 8, 2005, Board of Directors meeting.

**Merge Accounting Services with State Accounting Department**

**RECOMMENDATION:**

It is recommended that the Board approve a request to merge the accounting functions of the Foundation into the State-operated Accounting and Budget departments.

**BACKGROUND**

Since the inception of the Foundation organization, all accounting and budget functions have been performed by Foundation employees working in a Foundation accounting office. The only exception is that Payroll functions have been contracted out for many years.

Several factors have changed over recent times, which places greater demands upon the Foundation Accounting Department. Year-end deadlines have been moved up, accounting standards have become more stringent, internal audits are conducted by the CSU Chancellor's Office, auditing standards are more stringent, and accounting systems have become more complex and costly.

It is recommended that the Foundation Board authorize the Treasurer to develop a transition plan to move Accounting Services operations to the State-operated Accounting and Budget offices. The plan will include a transition of Foundation employees to become State employees, as well as a "fee schedule" for services provided for Foundation recordkeeping, monthly reports, audit activities, and any other activities required.

The transition plan will be provided to the Board.

The Executive Committee recommended at its March 2, 2006, meeting to approve the transition plan to move Accounting Services operations to the State-operated Accounting and Budget offices.

**Agenda Item F – ACTION**

**March 16, 2006**

**Signature Authority**

**RECOMMENDATION:**

It is recommended that the Board approve signature authority in accordance with the attached chart.

**BACKGROUND:**

With the resignation of Mr. Jeff Blake from the Foundation, it is necessary that the Board authorize current signature authority on various accounts.

The need for approval of this agenda item was identified after the Executive Committee meeting on March 2, 2006. Therefore, the Foundation Treasurer recommends that the item be placed on the agenda for approval by the Board to approve signature authority in accordance with the attached chart.

**Appointment of Mr. William Takehara as Assistant Treasurer**

**RECOMMENDATION:**

It is recommended that the Foundation Board appoint Mr. William Takehara as Assistant Treasurer of the Foundation.

**BACKGROUND:**

Mr. William Takehara serves as the Associate Vice president for Financial Operations for CSUSB. In his capacity as AVP, the Accounting Department reports to Mr. Takehara. Commensurate with the Board's approval of having the CSUSB Accounting Department assume accounting functions on behalf of the Foundation, Mr. Takehara will also assume the overall responsibility for Foundation accounting operations. It is not planned to fill the position of Foundation Director of Finance. In the absence of this position, it would be beneficial for Mr. Takehara to assume some duties of the Foundation as part of his role as AVP for Financial Operations. These duties would be without individual compensation from the Foundation.

The need for approval of this agenda item was identified after the Executive Committee meeting on March 2, 2006. Therefore, the Foundation Treasurer recommends that the item be placed on the agenda for approval by the Board to approve the appointment of Mr. William Takehara as Assistant Treasurer of the Foundation.

**Modify Board Meeting Agenda/Committee Reports**

**RECOMMENDATION:**

It is recommended that the Board approve a request to modify the quarterly board meeting agendas to eliminate committee reports.

**BACKGROUND:**

Currently, the Foundation Board meeting agendas include a report from each of the committees. The committee format was adopted approximately ten years ago. Typically, the Board meetings last 2 ½ to 3 hours. By the time the committee reports agenda item is reached, many Board members have left the meeting, and there is no longer a quorum remaining.

It is recommended that the Foundation Board agendas no longer include a report from each committee. A process can be adopted that the Executive Director or Treasurer can include pertinent committee information in their report, or significant committee information or action can be included in an action or information agenda item.

The Executive Committee recommended at its March 2, 2006, meeting to approve the recommendation to modify the quarterly board meeting agendas to eliminate committee reports.

**Approval of Board Resolution to Accept Year Four Funding for the Assistive Computing Contract and to Authorize the Treasurer to Sign the Agreement on Behalf of the Board**

**RECOMMENDATION:**

It is recommended that the Board approve the Board Resolution to accept year four funding for the Assistive Computing Contract, and to authorize the Treasurer to sign the agreement on behalf of the Board.

**BACKGROUND:**

The Foundation entered into an agreement with the California Department of Rehabilitation, effective December 31, 2002, for a four-year program. Under this contract, the Department or Rehabilitation provides funds to support the campus Assistive Computing program. This is a development contract which funds 100 percent of the cost in year one, and subsequently reduces the funding in each following year. By the end of year four, the program is to be self-supporting. Previous funding received has been for \$113,109 in year one, \$92,198 in year two, and \$72,925 in year three.

The State of California Department of Rehabilitation will be processing the year four contract amendment shortly. The regulation requires a new Board Resolution for each year of the contract. Funding for year four will be approximately \$52,000.

Indirect cost is received on the program at 42 percent of Salary and Wages.

The Executive Committee recommended at its March 2, 2006, meeting to approve the recommendation to approve the Board Resolution to accept year four funding for the Assistive Computing Contract, and to authorize the Treasurer to sign the agreement on behalf of the Board.

**Agenda Item I – ACTION**

**March 16, 2006**

**Approval of Payment to Californians for Higher Education to Support 2006 Education Bond**

**RECOMMENDATION:**

It is recommended that the Board approve a request to support the 2006 Education Bond in the amount of \$11,000.

**BACKGROUND:**

Periodically, the University is asked by the CSU Chancellor's Office to provide financial support for construction bond initiatives which provide capital outlay funds for the California State University campuses. This year, the University has been asked to contribute \$11,000, in compliance with the attached schedule of payments. It is recommended that the Board approve the request to allocate funds for the requested contribution

The Executive Committee recommended at its March 2, 2006, meeting to approve the request to support the 2006 Education Bond in the amount of \$11,000.

**Agenda Item J – INFORMATION**

**March 16, 2006**

**Food Services Update**

**BACKGROUND:**

No action required. Foundation managers will update the Board regarding the status of operations within the Student Union and Commons/Catering areas.

**Agenda Item K – INFORMATION**

**March 16, 2006**

**Financial Report**

**BACKGROUND:**

No action required. David DeMauro, Treasurer, will update the Board regarding the status of Foundation finances.

**Agenda Item L – INFORMATION**

**March 16, 2006**

**Tour of Student Union**

**BACKGROUND:**

No action required. Dr. Greg Lehr, Executive Director of the Santos Manuel Student Union, will provide Board members with a tour of the new Student Union facility.