

ASC EXECUTIVE COMMITTEE

Minutes – Regular Meeting

Via Zoom

April 30, 2020 • 4:00 pm

Present: Amir Dabirian, Rosalina Davis, Bob Hall, Theresa Harvey, Danny Kim, Chuck Kissel, Sean Walker.

Absent:

Staff: Kim Ball, Rosario Borromeo, Raul Castaneda, Ann Ehl, Tony Lynch, Mike Marcinkevicz.

- I. CALL TO ORDER
Chair Bob Hall called the meeting to order at 4:05 pm. Quorum was present.
- II. APPROVAL OF MINUTES
Ms. Harvey moved, Prof. Walker seconded and motion carried to approve the minutes of the February 27, 2020 ASC Executive Committee meeting.
- III. PUBLIC COMMENT
There was no public comment.
- IV. EXECUTIVE DIRECTOR & FINANCIAL REPORTS
Mr. Kissel reported that due to the impact of COVID-19, ASC was forced to close all dining operations and limit Titan Shops sales to online. All ASC employees received two weeks' pay during the initial weeks of "safer at home." All full-time, non-exempt employees have been furloughed a minimum of 20%; all full-time, exempt employees were furloughed at a minimum of 25%, with some at 100%. HR has been busy hiring employees to meet sponsored program obligations and processing unemployment for furloughed employees. Sponsored Programs is still busy with various grant work that continues during this uncertain time. ASC will also explore a line of credit, should the need arise in this uncertain financial future. Regarding Roscoe's Pub, ASI declined to subsidize the concept and agreed with ASC to not proceed with the pub. ASC has invested approximately \$80K for the project which it will begin depreciating.

Mr. Kissel briefly shared that the financials from February 2020 showed promise of ASC on track to make up the earlier deficit. Unfortunately, the current situation nationwide has had a negative impact to operations. As of March 2020, ASC revenues totaled \$50.4M, expenses totaled \$50.3M, with a total net surplus of \$68K, a (\$229.9K) variance to budget. The net deficit for general, buildings and enterprises is (\$161.8K).

V. DISCUSSION ITEM: 2020-21 BUDGET, FIRST DRAFT

Mr. Kissel presented the first draft of the 2020-21 budget. This was based on several assumptions, including flat enrollment growth, continued virtual instruction thru summer, furloughs lifted in August, minimum wage increasing \$1 to \$14/hr effective 01/01/2021, 6% administrative fee on deposits, 3% merit pool, minimal conference/travel and 1 Banting occupied by campus. After some discussion, the Executive Committee members asked that the merit pool be removed from the next budget; reasoning that it can be added later should the conditions of the economy and financial health of the ASC improve.

Mr. Kissel said that all campus dining operations closed mid-March and will reopen in three stages. The first venues to reopen by the first day of class will be the Pollack Library Starbucks, Carls Jr, Baja Fresh, Togo's, Hibachi San, Panda Express and Juice It Up. The second tier to open after classes begin in August are Starbucks at Mihaylo and the TSU. Pieology and Fresh Kitchen will follow later in the semester. The budget reflects these reduced hours. At Titan Shops, we plan for traditional commencement sales in 2021; at 1 Banting, the assumption is that it will be campus-occupied.

VI. CLOSED SESSION: AUTHORITY TO SELL REAL PROPERTY

The meeting went into closed session at 4:45 pm. Prof. Walker moved, VP Kim seconded, to authorize the Executive Director to sell real property on the condition that CSUF President Virjee approves the final terms of the sale. Approval was unanimous. Closed session ended at 5:00 pm.

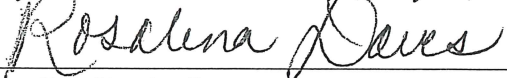
VII. ANNOUNCEMENTS

- Executive Comm: Thu 05/28/20, 4 pm (via Zoom)
- Board meeting: Thu 06/25/20, 3:30 pm

VIII. ADJOURNMENT

Mr. Hall adjourned the meeting at 5:05 pm.

Approved by the Executive Committee, May 28, 2020.



Rosalina Davis, Secretary