

MINUTES

FORTY-NINER SHOPS, INC.

BOARD OF DIRECTORS MEETING

Friday, December 9, 2022 – Zoom & In-Person Conference Room Meeting

(Exception Made Due to ongoing Covid-19 Safety Precautions)

Members Present:

Mr. Scott Apel

Dr. Beth Lesen

Dr. Wendy Reiboldt

Mr. Milton Ordoñez

Dr. Praveen Soni

Mr. Isaac Julian

Ms. Diamond Byrd

Ms. Mitali Jain

Absent:

Mr. Jeremy Harris

Staff Present:

Dr. Miles Nevin, Executive Director

Mr. Gordon Copley, Chief Financial Officer

Ms. Rosa Hernandez, Associate Executive Director of Administrative Services

Mr. Clint Campbell, Associate Executive Director of Retail Services

Ms. Sylvana Cicero, Associate Executive Director, ASI

Ms. Cyndi Farrington, Director of Bookstore Services

Mr. Alfredo Macias, Director of Residential Dining Services

Mr. Tom Collier, Accounting Manager

Mr. Idris Aydin, Director of Finance, ASI

Ms. Eliana Diaz, Risk Management Training Coordinator

A. Call to Order:

The meeting was called to order at 10:34 a.m. by Mr. Scott Apel, Chair.

B. Approval of the Agenda: December 9, 2022

Motion to accept the Agenda as presented.

M/S Ms. Jain / Dr. Lesen

By acclamation the Agenda for the meeting of December 9, 2022, was approved as presented.

C. Approval of Minutes: October 21, 2022

Motion to accept the Minutes as presented

M/S Ms. Jain / Dr. Lesen

By acclamation the minutes of October 21, 2022 were approved as presented.

D. Public Comment:

- There was no public comment given.

E. Board Chair's Report:

- Mr. Apel passed on the duty to Dr. Lesen who reported that unfortunately positive COVID case numbers are back on the rise along with the flu and RSV, so she recommended getting a booster shot along with a flu vaccine.

- Fortunately, these are available on the campus in several different locations to accommodate everyone in our community.

E. Risk Management Review:

- Risk Management Review:

- As part of CSU Audit requirements, Ms. Hernandez discussed that the 49er Shops need to annually provide a risk management overview to the Board so she would be reviewing our current risk management efforts and guidelines.
 - She introduced Ms. Eliana Diaz to the group who works in the 49er Shops' Human Resources office and will be coordinating with ASI through the Shared Services project for Risk Management moving forward.
- She explained that risk management is a critical part of our organization due to our unique work environment which includes retail and food services, catering, cash handling, alcohol licenses and various satellite operations along with our equally unique employee pool of sometimes inexperienced student staff.
- With the onset of the Covid-19 pandemic in March 2020, we have put together very conservative mitigation efforts as an organization that have helped to keep our staff safe and our locations as supported as possible.
 - The following items are examples of some of these activities:
 - Developed a COVID Response Plan that aligned with the City of LB Social Distancing Protocol.
 - Created departmental Sanitation and Disinfecting Plans with the help of all Shops managers for their specific locations.
 - Contracted with INX for increased cleaning and daily electrostatic spraying.
 - COVID Mitigation Training was introduced on a companywide basis for not only supervisors and managers but also hourly employees.
 - Increased Employee Communication on all updated safety and health mitigation efforts through an expanded Risk Management website and internal Shops At-A-Glance emailed newsletters.
 - Moving forward, we are re-assessing these efforts to better align with the campus and other auxiliary departments.
- Historically, the Shops had a Safety Committee whose primary focus was on safety and reviewing employee accidents.
 - In 2019, we changed our approach based on a CSU Audit recommendation and put together a Risk Management Committee working group.
 - Currently, these committee members actively help to mitigate risk by ensuring that we are conducting the necessary company-wide safety training, in compliance with regulatory requirements.
 - ❖ Furthermore, these committee members act as liaisons communicating the information discussed in these meetings back to their respective divisions and departments in an effort to better support these system-wide efforts.
 - Highlights from this committee over the past few years include:
 - ❖ Created and put together a more comprehensive Risk Management website that Ms. Hernandez reviewed with the Board and includes essential forms, audit documents and meeting agenda and minutes.

- ❖ Updated our process to analyze work injuries and review accident investigations.
- ❖ Introduced departmental location audits that includes a defined corresponding corrective action process
- ❖ Organized Cart Vehicle Inspections with key lock boxes
- ❖ Implemented a new First Aid Program that includes on-campus training for management staff
- ❖ Revised the Injury Illness Prevention Program
- ❖ Strategically working on a companywide training matrix
- When it comes to our risk management efforts, the organization strives to maximize resources available through the campus as well as in our Long Beach community with the following partners:
 - The CSU Risk Management Association (CSURMA) and Auxiliary Organization Risk Management Association (AORMA) Insurance
 - ❖ The insurance coverage received from these organizations include Liability, Workers Compensation, Property, Crime and Unemployment Insurance along with Alliant Risk Control Consulting.
 - Occupational Safety & Health Administration
 - State of California Fire Marshall
 - California Alcohol Beverage Control
 - LA County Weights & Measures
 - Los Angeles County and Long Beach Health Department
 - CSULB Environmental Health & Safety Department

Motion that the Board has reviewed and approved the current 49er Shops Risk Management program

M/S Dr. Soni / Ms. Jain

By acclamation the board approved the Risk Management program as presented

F. Executive Director's Report

- Dr. Nevin reviewed the priorities that he and the Senior Leadership Team were currently working on:
 - There were a number of contracts and leases that were under review and would be shared with the Board once these have been finalized and confirmed moving forward.
 - In an effort to restore more food service on campus, he was happy to report that the Nugget had done a soft opening this past week with limited hours.
 - Additionally, Mr. Campbell was working on a new contract for the Beach Hut area to hopefully open in the spring.
 - They are reviewing and evaluating the financial planning for this continued Shared Services activities including cost-sharing and cash management strategies since this had not been built into the 49er Shops budget for our current fiscal year.
 - New and innovative affordable learning solutions are being analyzed especially in terms of textbooks and digital access.
- He updated the Board on the following Shared Services areas:
 - Our Facilities teams are extremely busy as of late assessing the current facility conditions and providing needed maintenance to the Bookstore and Outpost buildings while preparing other locations for service like the Nugget, Beach Hut and the Future U Showroom.

- On the Finance & Accounting side, both organizations are getting closer to the consolidation of business offices into one general area in the Accounting department area within the Bookstore building along with the making headway on the following activities:
 - Reviewing the current systems being used and assessing how best to move forward with one comprehensive platform for both organizations.
 - Published an Audit & Tax Services RFP that includes doing a deep dive into which service we would be using for this process next year.
- When it comes to our Information Technology team, we have recruited new staff and the reorganization is moving full steam ahead.
 - In-depth project management along with aligning the trouble-ticketing system remain a priority for this group as we continue this process.
- In terms of updates for Human Resources, we had recently made an offer to a new Human Resources Director that would oversee both organizations and were awaiting the response.
- Looking ahead, Dr. Nevin discussed the following topics:
 - We do have tentative dates for the Spring Board Retreat on Friday and Saturday, April 14 & 15th, 2023.
 - The Senior Leadership Team has been re-assessing this activity to determine if there would need to be changes to the format to how this has been conducted in the past to better align it with the needs of the organization moving forward.
 - The 49er Shops was beginning a rebranding process that would occur through the next year moving away from the 49er name to a more contemporary and inclusive persona.
- Ms. Cicero gave a thorough review of the current Dining options on campus including the food vendors at the University Student Unions, Convenience Stores, Student Wellness & Recreation Center, Outpost, and Nugget.
 - She reviewed their hours, locations and what kind of foods that are currently being offered in these facilities.
- Additionally, she discussed the Future U Project which hosted a Kick-Off Event the previous week and had been very well received by students and the campus community.
 - The website for this is live on the ASI Website with the concurrent survey open from December 5, 2022 – February 10th, 2023
 - A Winter Wonderland Event was had at the Student Wellness and Recreation Center earlier that week in support of this campaign and had also been well received.
 - Additionally, she reviewed the illustrated renderings that were showcased at these events that showed options of what the University Student Union could look like in the future.

G. Adjournment

There being no further business, the meeting was adjourned at 11:54 AM