

Minutes
CSU–RELUI Advisory Board Meeting
August 10, 2020

Members Present: Michael LaCour-Little; Patrick Lieu; Melanie Williams; Tammie Mosley; Ben Herb; Gerd Welke; John Nguyen; Eileen Brewster

Members Absent: Sandra Knau

Guests: Lori Redfearn, CSU Foundation; Jeff Oboyski, Department of Real Estate Assistant Commissioner

Welcome and Call to Order

10:02 am

Melanie Williams called the meeting to order and welcomed the Advisory Board members and guests.

Approval of the Agenda

The agenda was approved unanimously.

Approved Agenda

- Welcome and Call to Order
- Approval of the Agenda
- Approval of Minutes – Previous Meeting (August 5, 2019)
- Welcome Real Estate Assistant Commissioner Jeff Oboyski
- Executive Director Report on Accomplishments of 2019-2020 (Scholarships and Program Improvement Grants Awarded)
- Endowment Performance and Proposed Budgets for 2020-2021 (Lori Redfearn)
- Review of Campus Program Improvement Grant (PIG) Applications
 - CSU Fresno
 - CSU Northridge
 - CSU Sacramento
- Discussion Items
 - Review of Existing PIG Application Language in Light of RELUI Endowment Agreement Authorization. Discussion on Whether to Allow Alternate Uses of Grants
 - New RELUI Website
 - Term Expirations
- New Business
- Adjourn

Approval of the Minutes

The minutes of the August 5, 2019 meeting were approved.

Welcome Assistant Real Estate Commissioner Jeff Oboyski

Melanie Williams welcomed Jeff Oboyski and thanked him for attending the meeting. Oboyski thanked everyone and talked briefly about his experience. Michael LaCour-Little said he was happy handing the reins off to Williams and is glad to have Oboyski here.

Executive Director Report on Accomplishments of 2019-2020 (Scholarships and Program Improvement Grants Awarded)

The Committee members for 2019-20 were Ben Herb, John Nguyen, and Gerd Welke.

- Fall 2019 – 71 applications received; \$25,250 was awarded amongst 38 recipients
- Spring 2020 – 55 applications received; \$49,550 was awarded amongst 24 recipients (the total awarded exceeded the budget by \$50)

The Committee members for 2020-21 will be John Nguyen, Gerd Welke, and Melanie Williams.

\$25,664 was awarded for Program Improvement Grants between Sacramento State, CSU Northridge, and Fresno State.

Endowment Performance and Proposed Budgets for 2020-21

Lori Redfearn reported that there was some underspending on PIGs and some overspending on scholarships and travel. There was some recovery with endowments, with an investment return of 3.79%, which was better than the prior year.

The proposal for the next budget recommends, based on market value, a 4% distribution.

- \$45,000 for Program Improvement Grants
- \$64,000 for Scholarships
- \$50,000 to Support Executive Director Time Buy-out, Administrative Staff Support, Indirect Costs, and Board Expenses

The proposed budget and report were approved unanimously,

Review of Program Improvement Grant Applications for 2020-21

Tammie Mosley said that an application was submitted for CSU East Bay, but was not included in the handouts. LaCour-Little said it must have been an oversight and he will locate the application.

- CSU Fresno did not use all of their 2018-19 funds and none of their 2019-20 funds. Reasons stated for this were the pandemic in spring 2020 forced the cancellation of planned events and a trip. Ben Herb suggested that a letter be sent approving the new application, but only if the unspent funds be used during the program. Welke said they are planning a student get-together and a real estate conference. Patrick Lieu agreed that the prior years' funds could be rolled over, but they must use expend them next year.

There was some discussion about how funds are typically planned to be used, but sometimes that is not the case for various reasons and sometimes unused funds are returned. The pandemic presented new and unusual circumstances that could not have been foreseen. Redfearn added that when funds are returned, they are put back in the endowment or used to offset future grant requests. Williams asked how everyone felt about rolling over unused funds. Mosley suggested CSU Fresno should have the opportunity to roll over funds for one or two years. Redfearn said that as long as the funds are tracked and reported, that makes sense. There was a discussion about establishing a process for requesting approval to rollover unused funds, but for now, a motion could be made that pertained just to CSU Fresno.

Following the discussion, Mosley made a motion that CSU Fresno be allowed to rollover funds from last year for one year with the approval of the executive director. Herb seconded the motion. The motion passed unanimously.

A motion was made to approve the program improvement grant application for \$4,000 from CSU Fresno. The motion passed unanimously.

LaCour-Little indicated that he located the application from CSU East Bay and forwarded it to Williams for distribution to the committee members.

- Williams abstained from the discussion of the CSU Northridge (CSUN) application. LaCour-Little led the discussion. There were questions about travel restrictions using Foundation vs. State funds and travel to certain states. LaCour-Little said that CSUN has had a large program and has done a good job using their funds and he feels the application is meritorious and should be funded in full. He added that large requests for faculty travel are not normally looked upon favorably, but there is a modest request for faculty travel here with most funding going to student-supported functions.

Herb made a motion to approve the program improvement grant application for \$14,186 from CSU Northridge. The motion was approved by all, with Williams abstaining.

- Williams indicated there are some issues with funds supporting part-time faculty, but this proposal supports full-time faculty. There was some discussion about a RELUI prohibition on equipment purchases, but Williams clarified that this is not in the endowment language. Oboyski said that technology is more important than ever, especially now. The discussion continued on universities providing equipment for online teaching and loaners for students who cannot afford equipment.

A motion was made to approve the program improvement grant application for \$4,110 from Sacramento State. The motion passed unanimously.

- Williams made a motion to amend the agenda to add consideration of the PIG application from CSU East Bay. The motion passed unanimously.

Herb noted the application request was a modest amount and made a motion was made to approve the program improvement grant application for \$1758.24 from CSU East Bay. The motion was approved by all, with Mosley abstaining.

Review of Existing PIG Application Language in Light of RELUI Endowment Agreement Authorization. Discussion on Whether to Allow Alternate Uses of Grants

Williams mentioned the need to modify the PIG application to give better guidance. A discussion followed about supporting part-time faculty, not only full-time faculty, with grant money. Williams noted that the application specifies full-time faculty, but there is no language in the endowment restricting part-time faculty from using funds. The discussion followed that some faculty from other areas may only teach one real estate course, but the bigger issue may be supporting faculty who are real estate people, professionally. Welke noted that part-time faculty tend to be real estate people. The discussion continued about providing more details for travel fund requests and noting a percentage of time that faculty teach real estate courses. Williams added that the application can give better guidance about what are examples of what funds can be requested. Williams and Welke will work on revising the application.

New RELUI Website

Williams shared that there is a new RELUI website and asked everyone to review and provide suggestions for improvement, and also review the brief bios. The PIG and scholarship applications and links will be posted on the site later.

Term Expirations

Williams noted that the endowment agreement prevents anyone from serving more than six years. Oboyski mentioned that he is interested in serving and that the commissioner has the authority to appoint from industry. Williams said that they can talk offline about ideas.

Williams thanked Tammie Mosley, Ben Herb, and Patrick Lieuw for their service. Williams asked that suggestions for new members be sent to her.

The next meeting is scheduled for August 16, 2021.

New Business

Mosely said that when Williams steps down as executive director, she would be like to be considered, as she has been a member of the steering committee since 2004-05 and has a lot of history with RELUI. She said that Williams will provide good leadership. Williams thanked her for her support.

LaCour-Little said he has enjoyed working with everyone over the years and is glad that Mosley is interested in the executive director position; the line of succession is important. He thanked Redfearn for her support of real estate education in the CSU.

Lieuw thanked everyone and said he has learned a lot.

Herb thanked everyone.

Williams thanks everyone and wished everyone a good future.

The meeting was adjourned at 11:29 am