

11-10-2016

## Finance Committee Meeting Packet 11/10/2016

UC Hastings Board of Directors

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HASTINGS  
COLLEGE  
OF THE LAW

**FINANCE COMMITTEE  
MEETING**

**November 10, 2016**

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## NOTICE OF MEETING

The Finance Committee of the University of California Hastings College of the Law Board of Directors will hold an Open Meeting on Thursday, November 10, 2016.

EVENT: Meeting of the University of California  
Hastings College of the Law Board of Directors  
Finance Committee Meeting

DATE: Thursday, November 10, 2016

PLACE: UC Hastings College of the Law  
Office of the General Counsel  
A. Frank Bray Board Room  
198 McAllister Street, 1-Mezzanine  
San Francisco, California 94102

STARTING TIME: 10:15 a.m.

AGENDA: See Attached

*This notice is available at the following University of California, Hastings College of the Law website address: <http://www.uchastings.edu/board>*

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*For further information please contact Elise Traynum, Secretary of the Board of Directors, 198 McAllister Street, San Francisco, CA 94102, (415) 565-4851. You are encouraged to inform Ms. Traynum of your intent to speak during the public comment period 72 hours in advance of the meeting.*

*The University of California, Hastings College of the Law subscribes to the Americans with Disabilities Act. Please contact the Secretary's Office by 10 a.m. on Monday, November 7, 2016, for accommodations.*



**UNIVERSITY OF CALIFORNIA  
HASTINGS COLLEGE OF THE LAW**

**MEETING OF THE FINANCE COMMITTEE**

**OPEN MEETING AGENDA**

Thursday, November 10, 2016  
10:15 a.m.  
UC Hastings College of the Law  
A. Frank Bray Board Room  
198 McAllister Street, 1-Mezzanine  
San Francisco, California 94102

1. Roll Call

Chair, Director Don Bradley  
Director Tina Combs  
Director Marci Dragun  
Director Claes Lewenhaupt  
Director Courtney Power  
Director Chip Robertson

- |     |                                                                           |           |
|-----|---------------------------------------------------------------------------|-----------|
| 2.  | Public Comment Period on Open Agenda Items                                | (Oral)    |
| *3. | Approval of Minutes – August 11, 2016                                     | (Written) |
| 4.  | Investment Report as of September 30, 2016                                | (Written) |
| 5.  | State Budget Report for 2016-2017 as of September 30, 2016                | (Written) |
| 6.  | Auxiliary Enterprises Budget Report as of September 30, 2016              | (Written) |
| 7.  | State Contracts in Excess of \$50,000                                     |           |
|     | *7.1 Engineering Services – Rosenberg McGinnis                            | (Written) |
|     | *7.2 2017 Commencement – BGCA Management, LLC<br>(Bill Graham Auditorium) | (Written) |
|     | *7.3 Hastings Magazine – Diablo Communication Partners                    | (Written) |

- 8. Nonstate Contracts in Excess of \$50,000
  - \*8.1 Grant – Washington Center Equitable Growth – WLL Schedule Stability Project (Written)
  - \*8.2 Alumni Reunions – Palace Hotel 2017 (Written)
- \*9. State Budget Planning – Fees and Scholarships for 2017-2018 (Written)
- \*10. Fund Transfer/Investment Pool (Written)
- 11. Update on Moss Adams Engagement – HR and Payroll Processing (Oral)
- \*12. Summary Report: Long Range Campus Plan (Written)
- \*13. Approval of Agency Statement – Climate Adaptation in the 2017 California Five-Year Infrastructure Plan (Written)
- \*14. Shared Platform Proposal – UC Davis Graduate School of Management (Written)
- 15. Listing of Checks and Electronic Transfers over \$50,000 (Written)
- \*16. Adjournment

## FINANCE COMMITTEE MEETING

### Roll-Call

Here    Absent

<input type="checkbox"/>	<input type="checkbox"/>	Chair Don Bradley
<input type="checkbox"/>	<input type="checkbox"/>	Director Tina Combs
<input type="checkbox"/>	<input type="checkbox"/>	Director Marci Dragun
<input type="checkbox"/>	<input type="checkbox"/>	Director Claes Lewenhaupt
<input type="checkbox"/>	<input type="checkbox"/>	Director Courtney Power
<input type="checkbox"/>	<input type="checkbox"/>	Director Chip Robertson

Start Time: \_\_\_\_:\_\_\_\_p.m.

**FINANCE COMMITTEE MEETING**

**Public Comment Period**

This item is reserved for members of the public to comment on non-agenda and agenda items.

**OPEN FINANCE COMMITTEE MEETING**

**ACTION ITEM:** Approval of Minutes: August 11, 2016





**UNIVERSITY OF CALIFORNIA  
HASTINGS COLLEGE OF THE LAW**

**FINANCE COMMITTEE MEETING  
OPEN MEETING MINUTES  
AUGUST 11, 2016**

1. Roll Call

Chair Don Bradley  
Director Tina Combs  
Director Marci Dragan  
Director Claes Lewenhaupt  
Director Courtney Power  
Director Chip Robertson

2. Public Comment Period  
None.

3. Approval of Minutes – May 12, 2016

Chair Donald Bradley called for approval of the May 12, 2016 minutes. Chief Financial Officer David Seward requested a change to the minutes to reflect that Chief Financial Officer David Seward requested a seven percent increase for residential rates of the Tower and a five percent increase in penthouse rates of the Tower. The minutes were approved subject to revisions.

4. 2015-16 Year-end Investment Report

Chief Financial Officer David Seward explained the investment report data, as of May 31, 2016. He received a June 30, 2016 report from the UCOP Office of the Treasurer on the year-end total return for the general endowment pool. He reported that the return on the College's invested funds in the general endowment pool for the fiscal year was a negative 3.54 percent, above the UC policy benchmark of a negative 1.75 percent in total return. Chief Financial Officer David Seward said he has asked the assistant treasurer of the UCOP to visit, possibly during the next Finance Committee meeting in November, to discuss the report.

5. State Budget Report - Preliminary 2015-16 Year-end

Chief Financial Officer David Seward provided the year-end State Budget Report. He reported that the College started the 2015-2016 fiscal year with a budget that forecasted a state deficit of \$3.6 million due. The projected total revenue for the fiscal year was \$52.7 million and the projected total expenses were \$56.3 million. The mid-year revision captured unspent financial aid allocations, salary savings, and a number of cost reductions. This resulted in a deficit reduction, reduced from \$3.6 million to \$2.3 million. At June 30, 2016, year-end, the state budget deficit was \$1.9 million. This amount included the impact of \$1 million in unrealized loss from the investments in the general endowment pool. Chief Financial Officer David Seward noted that for the 2015-2106 fiscal year expenditures were down and revenues were stable.

In response to inquiry about the \$1 million loss, Chief Financial Officer David Seward explained that these were related to market losses.

6. Core Operations - State Budget for 2016-17

Chief Financial Officer David Seward presented a power point on the state budget for 2016-2017. He reported that there is a deficit of \$5.9 million. This deficit reflects planned enrollment which was reported at 354 students as of August 11, 2016, though Chief Financial Officer David Seward anticipated melt. The budget also included ten percent growth in general fund support at \$1 million and an additional \$2 million in restricted deferred maintenance funds. The number of L.L.M. students increased from the previous year, but did not hit the target enrollment number of 28 students. Revenue from MSL students has decreased. These variances result in flat revenue. For the 2017 fiscal year he projected a \$4 million to \$5 million institution-wide deficit.

Acting Chancellor & Dean David Faigman discussed establishing an endowment campaign for student scholarship money and support. He mentioned bringing in someone from the University of Virginia (UVA) who has had success raising money for the UVA endowment. He also mentioned engaging alumni in contributing to the endowment.

Acting Chancellor & Dean David Faigman discussed opportunities to broaden the College's grant receipts and mentioned the HPL program. This program offers a jointly-conferred degree with UCSF. He also explained that the L.L.M. program remains another area for potential revenue, though the College competes with UC Berkeley School of Law for L.L.M. enrollment. Director Courtney Power agreed to attend a meeting with Professor Richard Boswell and Professor Keith Hand to discuss specialized L.L.M. programs.

Upon motion duly made, seconded, and carried, the Finance Committee approved the State Budget for 2016-2017.

7. Core Operations – State Budget Planning for 2017-18

Chief Financial Officer David Seward noted that the College is obligated to tender its budget package to the California Department of Finance in October and it must be finalized by December. Chief Financial Officer David Seward projected a \$1 million

increase on the general fund, provided fees remain flat. Chief Financial Officer David Seward clarified that this projection is predicated on funding increases related to the renewal of Proposition 30. He also discussed a plan to draft a funding proposal to be presented to the California Department of Finance requesting an augmentation in funds that would put the College on par with the UC law schools.

Chief Financial Officer David Seward mentioned a need to codify the Long Range Campus Plan.

8. Non State Budget Report - Preliminary 2015-16 Year-end

Chief Financial Officer David Seward explained that the activities that fall within the non-state budget report are funded through funds from restricted gifts or grants. Because these restricted gifts or grants are received in one fiscal year but disbursed over the course of two or three different fiscal years, they appear as deficits for this period.

\*9. Non State Budget for 2016-17

Chief Financial Officer David Seward reported that the College continues to distribute payouts at a rate of four percent with a cost recovery surcharge of 0.35 percent. Chief Financial Officer David Seward recommended remaining at a four percent payout and the 0.35 percent surcharge, as this structure conforms to UC practices and policies.

10. Preliminary 2015-16 Year-end Auxiliary Enterprises Budget Report

Chief Financial Officer reported that for the current fiscal year of 2016-2017, the seven percent rent increase in the Tower and parking rate changes allowed for a projection of about \$1.8 million less \$900,000 in overhead.

Director Chip Robertson inquired about the revenue limits for the auxiliaries and a lengthy discussion ensued about the issues around raising rents in the Tower or increasing parking charges.

11. Budget Changes – 2016-17 Auxiliary Enterprises

\*11.1 McAllister Tower – Skyroom – Interior Finishes Renewal

\*11.2 McAllister Tower – Elevator Cab Renewal

\*11.3 Parking Garage – Special Maintenance

Chief Financial Officer David Seward explained the budget change for auxiliary enterprises for 2016-2017. He noted that the Skyroom in the Tower, the elevators in the Tower, and the parking garage will all require some maintenance and renewal.

Upon motion duly made, seconded, and carried, the Finance Committee recommended that the Board of Directors approve the budget changes for the above auxiliary enterprises.

12. State Contracts in Excess of \$50,000

12.1 Kane Hall Master Planning – MK Think

Chief Financial Officer David Seward mentioned the possible need to have MK Think develop a master plan for the 200 McAllister building that would tie into the development of the 333 Golden Gate building.

12.2 Software & Information Technology – Simplrr

12.3 Graphics Design – Mortar

12.4 Professional Services - Partners in Communication

Upon motion duly made, seconded, and carried, the Finance Committee recommended that the Board of Directors approve the above state contracts in excess of \$50,000.

13. Nonstate Contracts and Grants in Excess of \$50,000

\*13.1 Ctr. Gender & Refugee Studies – Nat'l Science Foundation Grant

\*13.2 Ctr. for Innovation Law – National Science Foundation Grant

Upon motion duly made, seconded, and carried, the Finance Committee recommended that the Board of Directors approve the above non state contracts and grants in excess of \$50,000.

14. Update on Long Range Campus Plan

Chief Financial Officer David Seward reported that the College will clear its litigation period on August 14, 2016 for the certified CEQA document. He reported that the College is proceeding with predevelopment discussions with UCSF and that Perkin +Will, the UCSF architect, has finalized programming for the housing elements. UCSF will handle all the contracts related to the level three seismic modeling of 100 McAllister, while the College will retain review, editing, and joint approval on these contracts. The state issued a request for quotation (RFQ) for the 333 Golden Gate project and the bidders' conference is scheduled for a later date in August on campus.

15. Annual Report on Insurance Coverage – 2016-17

[This agenda item was not discussed.]

16. Listing of Checks and Wire Transfers over \$50,000

[This agenda item was not discussed.]

\*17. Adjournment

**THE COMMITTEE WILL GO INTO CLOSED SESSION**

The Committee will adjourn to the closed session to consider the items listed on the Closed Session Agenda. At the conclusion of the Closed Session, the Committee will reconvene the Open

meeting prior to adjourning the meeting, to report on any actions taken in Closed Session for which a report is required by law.

1. Agenda Item 2

Upon motion duly made, seconded, and carried, the Finance Committee approved the May 12, 2016 Closed Session minutes.

There being no further business to come before the Finance Committee, the Open Meeting was adjourned.

Respectfully submitted,

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Elise Traynum, Secretary

## REPORT ITEM

1. **REPORT BY:** David Seward
2. **SUBJECT:** Investment Report as of September 30, 2016
3. **REPORT:**

UC Hastings follows the investment philosophy of the University of California and invests excess cash and long-term investments – endowments and operating reserves - in the General Endowment Pool ("GEP") managed by the Office of the Treasurer.

- **Total Return**

As of September 30, 2016, total returns for the GEP was 4.47%. Multi-year average annual return and policy benchmarks are summarized below:

**AVERAGE ANNUAL  
RETURNS - GEP**

	<u>3 Months</u>	<u>FYTD</u>	<u>CYTD</u>	<u>3 Years</u>	<u>5 Years</u>	<u>10 Years</u>
Total Fund	4.47	4.47	3.41	6.8	9.11	5.83
GEP Policy Benchmark	3.70	3.70	5.38	5.54	7.91	5.34

The Short Term Investment Pool (STIP) had a .29% return for the period and a Calendar Year To-date return of .9%.

# Chief Investment Officer of the Regents

RATES OF RETURN - Unit Value

Periods Ending September 30, 2016

GEP STIP UNIT VALUE RETURN SUMMARY REPORT



STATE STREET

	EMV	1 Month	3 Month	6 Month	FYTD	CYTD	1 Year	3 Year	5 Year	10 Year
<b>TOTAL FUND</b>										
GEP TOTAL - UNIT RETURN	9,412,393,901	0.90	4.47	5.87	4.47	3.41	6.48	6.80	9.11	5.83
<i>GEP TOTAL PLAN POLICY BENCHMARK</i>		<i>0.89</i>	<i>3.70</i>	<i>5.27</i>	<i>3.70</i>	<i>5.38</i>	<i>7.51</i>	<i>5.54</i>	<i>7.91</i>	<i>5.34</i>
GEP Unit Rtn UC Foundations	9,412,393,901	0.90	4.47	5.87	4.47	3.41	6.48	6.80	9.10	5.83
GEP TOTAL PLAN POLICY BENCHMARK		0.89	3.70	5.27	3.70	5.38	7.51	5.54	7.91	5.34
GEP TOTAL US PUBLIC EQUITIES	689,891,806	1.07	5.63	7.33	5.63	1.22	7.20	7.45	14.73	6.37
<i>U.S. EQUITY B-MARK R3000 TF</i>		<i>0.20</i>	<i>4.57</i>	<i>7.24</i>	<i>4.57</i>	<i>8.14</i>	<i>14.87</i>	<i>10.35</i>	<i>16.33</i>	<i>7.25</i>
GEP TOTAL NON-US PUBLIC EQUITIES + EQ	1,228,263,351	2.43	9.97	5.77	9.97	1.91	6.88	0.29	5.98	2.40
NON-US EQUITIES POLICY BENCHMARK		1.23	6.91	6.22	6.91	5.82	9.26	0.18	6.04	2.17
GEP DEVELOPED NON US PUBLIC EQUITY	613,293,213	3.16	10.83	2.47	10.83	-3.43	1.01	-0.80	6.46	1.91
<i>BLENDED EAFE TF + CANADA INDEX</i>		<i>1.19</i>	<i>6.41</i>	<i>5.20</i>	<i>6.41</i>	<i>2.98</i>	<i>6.98</i>	<i>0.18</i>	<i>6.79</i>	<i>1.74</i>
GEP EMERGING MARKET EQUITY	614,970,138	1.72	9.13	9.29	9.13	9.55	15.35	1.65	4.72	4.52
EMERGING MARKETS EQUITY POLICY BENCHMARK		1.29	9.03	9.75	9.03	16.02	16.78	-0.56	3.03	3.94
GEP GLOBAL EQUITY	2,681,734,906	0.63	7.20	7.08	7.20	-1.50	4.48			
MSCI AC WORLD (NET)		0.61	5.30	6.34	5.30	6.60	11.96			
GEP TOTAL FIXED INCOME W/ TIPS & DOLLAR	920,664,388	0.28	1.86	4.30	1.86	7.32	7.18	3.87	4.49	5.61
GEP TOTAL CORE FIXED INCOME	275,242,007	0.03	-0.04	1.72	-0.04	3.28	2.94	3.29	3.03	4.43
<i>GEP FIXED INCOME POLICY BENCHMARK</i>		<i>-0.12</i>	<i>-0.25</i>	<i>1.96</i>	<i>-0.25</i>	<i>5.05</i>	<i>4.45</i>	<i>3.78</i>	<i>2.94</i>	<i>4.72</i>
GEP HIGH YIELD	298,426,660	0.29	4.05	7.59	4.05	10.68	10.57	5.32	8.68	7.37
<i>BofAML HY Cash Pay (Daily)</i>		<i>0.65</i>	<i>5.50</i>	<i>11.60</i>	<i>5.50</i>	<i>15.21</i>	<i>12.79</i>	<i>5.24</i>	<i>8.19</i>	<i>7.51</i>

# Chief Investment Officer of the Regents

RATES OF RETURN - Unit Value

Periods Ending September 30, 2016

GEP STIP UNIT VALUE RETURN SUMMARY REPORT



STATE STREET

	EMV	1 Month	3 Month	6 Month	FYTD	CYTD	1 Year	3 Year	5 Year	10 Year
GEP EMERGING MARKET DEBT	137,855,496	0.42	3.13	5.35	3.13					
<i>FI TOTAL EMERGING MKTS BENCHMARK (DAILY)</i>		<i>0.40</i>	<i>4.04</i>	<i>9.26</i>	<i>4.04</i>					
GEP TIPS	209,140,226	0.49	0.91	2.52	0.91	6.58	6.05	2.35	1.96	4.75
<i>UCR BBG BARC US TIPS (Dly)</i>		<i>0.55</i>	<i>0.96</i>	<i>2.69</i>	<i>0.96</i>	<i>7.27</i>	<i>6.58</i>	<i>2.40</i>	<i>1.93</i>	<i>4.48</i>
GEP BLACKROCK UNCONSTRAINED	0									
BBG BARC Agg (Dly)		-0.06								
GEP TOTAL PRIVATE EQUITY	1,112,404,538	3.98	5.06	10.11	5.06	15.42	18.58	22.60	17.34	12.72
<i>GEP PRIVATE EQUITY POLICY BENCHMARK</i>		<i>3.98</i>	<i>5.06</i>	<i>10.11</i>	<i>5.06</i>	<i>15.42</i>	<i>18.58</i>	<i>22.60</i>	<i>17.34</i>	<i>12.72</i>
GEP AR - DIV - UNIT RETURN	1,808,488,447	0.06	2.01	2.50	2.01	0.48	1.89	5.15	5.46	4.68
<i>WEIGHTED HFRX (PREV. 30-DAY TBILL+4.5%)</i>		<i>0.00</i>	<i>0.56</i>	<i>0.91</i>	<i>0.56</i>	<i>-3.94</i>	<i>-5.12</i>	<i>-0.58</i>	<i>0.63</i>	<i>2.49</i>
GEP REAL ASSETS	172,225,802	1.54	2.37	0.38	2.37	-8.48	-11.59	-3.42	-1.41	
<i>GEP REAL ASSETS LAGGED BENCHMARK</i>		<i>1.54</i>	<i>2.37</i>	<i>0.38</i>	<i>2.37</i>	<i>-8.48</i>	<i>-11.59</i>	<i>-3.42</i>	<i>-1.41</i>	
GEP TOTAL REAL ESTATE	499,975,262	-1.71	-1.94	3.43	-1.94	3.23	5.72	11.40	11.23	
GEP PRIVATE REAL ESTATE	499,975,262	-1.71	-1.94	3.43	-1.94	3.23	5.72	11.38	11.14	2.38
GEP LIQUIDITY	298,482,097	0.04	0.17	0.41	0.17	0.69	1.00	1.33	1.43	17.33
<i>UC US TWO YEAR TREASURY NOTE INCOME RETURN</i>		<i>0.06</i>	<i>0.17</i>	<i>0.39</i>	<i>0.17</i>	<i>0.61</i>	<i>0.79</i>	<i>0.56</i>	<i>0.43</i>	<i>1.21</i>
<b>STIP</b>										
STIP - UNIT RETURN	8,634,875,959	0.10	0.29	0.59	0.29	0.90	1.20	1.37	1.69	2.60
<i>STIP POLICY</i>		<i>0.04</i>	<i>0.12</i>	<i>0.28</i>	<i>0.12</i>	<i>0.45</i>	<i>0.59</i>	<i>0.41</i>	<i>0.32</i>	<i>1.15</i>



# Chief Investment Officer of the Regents

RATES OF RETURN - Unit Value

Periods Ending September 30, 2016

GEP STIP UNIT VALUE RETURN SUMMARY REPORT



STATE STREET.

	EMV	1 Month	3 Month	6 Month	FYTD	CYTD	1 Year	3 Year	5 Year	10 Year
<b>PLANNED GIVING</b>										
PG FIXED INCOME POOL	31,028,005	0.02	0.80	3.02	0.80	6.13	6.07	4.41	4.27	5.44
<i>BBG BARC Agg Bd</i>		-0.06	0.46	2.68	0.46	5.80	5.19	4.03	3.08	4.79
PG EAFE STATE ST INTL INDEX FUND	8,821,819	0.40	5.69	4.54	5.69	2.35	6.38	0.22	7.03	2.10
<i>BLENDED EAFE TF + CANADA INDEX</i>		1.19	6.41	5.20	6.41	2.98	6.98	0.18	6.79	1.74
PG RUSSELL 3000 INDEX FUND	30,164,066	0.40	4.86	7.53	4.86	8.51	15.26	10.61	16.56	7.46
<i>U.S. EQUITY B-MARK R3000 TF</i>		0.20	4.57	7.24	4.57	8.14	14.87	10.35	16.33	7.25

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## REPORT ITEM

1. **REPORT BY:** David Seward
2. **SUBJECT:** State Budget Report for 2016-17  
– As of September 30, 2016
3. **REPORT:**

Attached is the state budget report for 2016-17 as of September 30, 2016. Major variances are discussed below:

### Revenues

- Registration Fee -- The beginning budget projected total JD enrollment of 915 FTE students. At the end of the add-drop period for the fall 2016 semester the Records Office reports there were 910 FTE students enrolled. Given prior attrition loss patterns between fall and spring semesters a midyear budget decrease is projected.
- HPL Revenue Share – The online Masters in Health Policy and Law (HPL) degree program is being offered for the first time this year. Per the MOU between Hastings, UCSF and Berkeley Resource Center for Online Education (BRCOE) the pre-determined share of top-line revenue is 13% for Hastings, 37% for UCSF and 50% for BRCOE. The budget was based on projected enrollment of 35 FTE paying \$41,200. UCSF collects fees and the revenue share payment is made to Hastings in arrears by UCSF.
- Unrealized Gain/Loss on Investments – This category accounts for the change in the market value of the state fund's share of the UC General Endowment Pool (GEP). Unrealized gains of \$1,062,577 are recognized as of September 2016 while unrealized losses of (\$1,328,032) were posted last year as of September 2015.
- Prior Year Reserve/Beginning Fund Balance – The estimated carryover of prior year fund balance has been finalized at \$17,181,058. This is the net amount of state fund assets less liabilities with the non-cash pension accounts excluded (i.e., deferred outflows/inflows of resources, net pension liability and pension payable to UCRP).

### Expenditures

- Financial Aid Grants – The segments of financial aid and their status as of September 2016 are:
  - JD Grants – An increased amount sufficient to fund the Student Aid Strategies for the Class of 2019 is included in the total 2016-17 JD grant budget of \$16,064,840. Awards in the fall semester total \$7,327,494 or 48% of budget. If the spring semester experiences the same level of expenditure, total budgetary savings of \$436,000 would result by year-end.
  - LL.M. Grants – Awards in the fall semester total \$253,625 or 61% of the \$416,262 budget; revenues are 53% of budget.

- MSL Grants – Awards in the fall semester total \$4,203 or 70% of the \$6,000 budget; revenues are 60% of budget.
- LRAP Loan Cancellations – Expenditures of \$57,337 against the 2016-17 budget of \$520,000 have been incurred as of September.
- International Summer Internships – No expenditures have yet been incurred in 2016-17 against a budget of \$31,000; these are summer awards to rising 1L and 2L students to help defray travel and living expenses while working on international issues in an unpaid position.

HASTINGS COLLEGE OF THE LAW  
State Budget Report -- 2016-17

11/3/2016

<b>REVENUES</b>	<b>Beginning Budget 2016-17</b>	<b>Revised Budget 2016-17</b>	<b>Actual as of 30-Sep-16</b>	<b>Actual Sep-16 as a Percent of Revised Budget</b>	<b>Year-end Actual 2015-16</b>	<b>Actual as of 30-Sep-15</b>	<b>Actual Sep-15 as a Percent of 2015-16 Year-end</b>
<b>State Appropriations</b>							
General Fund	11,659,000	11,659,000	2,711,775	23%	10,644,000	2,458,025	23%
Lottery Fund	<u>125,000</u>	<u>125,000</u>	-	<u>0%</u>	<u>140,243</u>	-	<u>0%</u>
Total	\$ 11,784,000	\$ 11,784,000	\$ 2,711,775	23%	\$ 10,784,243	\$ 2,458,025	23%
<b>Tuition and Related Fees</b>							
Non-resident Tuition	600,000	600,000	336,000	56%	681,999	396,000	58%
Registration Fee	39,789,690	39,789,690	19,795,980 *	50%	38,246,959	19,307,784	50%
Veteran Fee Waivers	(815,262)	(815,262)	(369,631)	45%	(751,344)	(347,888)	46%
LL.M. Tuition	1,211,250	1,211,250	642,629	53%	1,059,558	537,058	51%
MSL Tuition	113,300	113,300	67,666	60%	205,155	117,692	57%
HPL Revenue Share	187,460	187,460	0 *	0%	173,467	0	0%
Summer Legal Institute	535,650	535,650	149,738	28%	612,221	231,371	38%
Other Student Fees	<u>78,900</u>	<u>78,900</u>	<u>25,019</u>	<u>32%</u>	<u>80,636</u>	<u>35,207</u>	<u>44%</u>
Total	\$ 41,700,988	\$ 41,700,988	\$ 20,647,401	50%	\$ 40,308,651	\$ 20,277,224	50%
<b>Scholarly Publications</b>							
Subscription Revenues	<u>33,500</u>	<u>33,500</u>	<u>3,271</u>	<u>10%</u>	<u>98,481</u>	<u>13,341</u>	<u>14%</u>
Total	\$ 33,500	\$ 33,500	\$ 3,271	10%	\$ 98,481	\$ 13,341	14%
<b>Other Income</b>							
Investment Income	200,000	200,000	39,702	20%	217,920	50,913	23%
Realized Gain/Loss on Sale of Investments	-	-	-	--	18,812	-	0%
Unrealized Gain/Loss on Investments	-	-	1,062,577 *	--	(1,047,775)	(1,328,032)	127%
Overhead Allowances	1,161,455	1,161,455	-	0%	1,045,064	1,212	0%
Miscellaneous	<u>52,825</u>	<u>52,825</u>	<u>33,573</u>	<u>64%</u>	<u>48,105</u>	<u>7,409</u>	<u>15%</u>
Total	\$ 1,414,280	\$ 1,414,280	\$ 1,135,852	80%	\$ 282,126	\$ (1,268,498)	-450%
<b>Transfer from Other Funds</b>	\$ 139,350	\$ 139,350	\$ -	0%	\$ 365,781	\$ -	0%
<b>Prior Year Reserve/Beginning Fund Balance</b>	<u>\$ 17,091,699</u>	<u>\$ 17,091,699</u>	<u>\$ 17,181,058</u> *	<u>101%</u>	<u>\$ 19,005,018</u>	<u>\$ 19,005,018</u>	<u>100%</u>
<b>TOTAL REVENUES</b>	\$ 72,163,817	\$ 72,163,817	\$ 41,679,357	58%	\$ 70,844,300	\$ 40,485,110	57%

\*See attached narrative

HASTINGS COLLEGE OF THE LAW  
State Budget Report -- 2016-17

11/3/2016

<b>EXPENDITURES</b>	<b>Beginning Budget 2016-17</b>	<b>Revised Budget 2016-17</b>	<b>Actual as of 30-Sep-16</b>	<b>Actual Sep-16 as a Percent of Revised Budget</b>	<b>Year-end Actual 2015-16</b>	<b>Actual as of 30-Sep-15</b>	<b>Actual Sep-15 as a Percent of 2015-16 Year-end</b>
Salaries & Wages	25,199,504	25,563,956	6,570,018	26%	23,854,658	5,917,986	25%
Student Wages-Reg. & Work-study	531,152	531,152	74,544	14%	396,064	69,709	18%
Staff Benefits	8,449,421	8,477,303	2,106,493	25%	7,934,812	1,949,026	25%
Consultants	628,550	628,550	83,230	13%	605,305	67,349	11%
Temporary Help (Contracted)	143,060	143,060	28,806	20%	330,865	60,254	18%
Employee Development & Testing	157,927	157,927	31,755	20%	154,809	54,687	35%
Recruiting & Advertising	135,600	135,600	38,876	29%	138,327	56,482	41%
Audit, Legal, and Case Costs	258,515	258,515	15,123	6%	245,276	18,944	8%
Insurance	281,809	281,809	299,953	106%	285,844	284,351	99%
Printing & Copier Service	871,838	871,838	152,609	18%	803,802	120,908	15%
Supplies	290,524	290,524	81,125	28%	290,616	78,480	27%
Travel	776,525	776,525	57,536	7%	520,469	100,849	19%
Dues & Subscriptions	229,524	229,524	35,062	15%	249,883	47,101	19%
Events & Entertainment	289,977	289,977	63,611	22%	235,421	61,851	26%
Computer Software	805,042	805,042	231,551	29%	662,369	129,008	19%
Data Processing	172,730	172,730	16,824	10%	112,140	31,628	28%
Info Retrieval & Bibliography Svc.	181,100	181,100	166,312	92%	170,425	155,792	91%
Books & Bindings	1,078,709	1,078,709	332,659	31%	1,094,017	306,829	28%
Equipment Maintenance	103,289	103,289	10,348	10%	86,427	16,255	19%
Building Maintenance	947,805	947,805	157,657	17%	939,071	214,696	23%
Other Contract Services	945,926	945,926	318,832	34%	465,375	276,199	59%
Utilities	916,883	916,883	183,717	20%	915,523	301,187	33%
Telephone	44,180	44,180	12,712	29%	66,542	16,483	25%
Mail	63,627	63,627	17,410	27%	64,217	18,289	28%
Misc. (Including Bank Fees)	246,489	246,489	82,823	34%	262,092	90,209	34%
Equipment & Improvements	146,068	146,068	55,198	38%	121,500	20,346	17%
Space & Equipment Rental	608,873	608,873	130,456	21%	589,892	137,132	23%
Financial Aid Grants	16,064,840	16,064,840	7,642,659 *	48%	12,084,060	6,015,672	50%
Collection Costs	5,000	5,000	448	9%	(49,192)	621	-1%
Transfer to Other Funds	376,386	376,386	-	0%	34,045	-	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,950,873</b>	<b>\$ 61,343,207</b>	<b>\$ 18,998,347</b>	<b>31%</b>	<b>\$ 53,664,654</b>	<b>\$ 16,618,323</b>	<b>31%</b>

\*See attached narrative

## REPORT ITEM

1. **REPORT BY:** David Seward
2. **SUBJECT:** Auxiliary Enterprises Budget Report  
-- As of September 30, 2016
3. **REPORT:**

Attached for all auxiliary enterprises of the College – McAllister Tower, Parking Garage, Student Health Services, and Business Center – are budget reports for 2016-17 as of September 30, 2016. Major variances are discussed below.

### McALLISTER TOWER

#### Expenditures

- Maintenance and Special Repairs – This reporting category includes elevator maintenance, building maintenance, window washing and pest control. The beginning base budget of \$249,500 approved by the Board in June was increased by \$180,000 at the September Board meeting to fund one-time special repairs: Skyroom interior finishes renewal \$100,000 and elevator cab renewal \$80,000. Expenditures as of September 30, 2016 represent 8% of budget because none of the one-time special repairs are yet included.

#### Nonoperating Revenues/(Expenses)

- Unrealized Gain/Loss on Investments – This category accounts for the change in the market value of the Tower's share of the UC General Endowment Pool (GEP). Unrealized gains of \$34,403 are recognized as of September 2016 while unrealized losses of (\$42,998) were posted last year as of September 2015.

### HASTINGS PARKING GARAGE

#### Expenditures

- Maintenance and Special Repairs – The beginning budget for equipment and building maintenance was increased by \$30,000 at the September Board meeting to fund replacing stairway treads for the two staircases in the Parking Garage; those special repair expenditures have not yet been incurred.

HASTINGS COLLEGE OF THE LAW  
McAllister Tower Budget Report -- 2016-17

11/3/2016

	Beginning Budget 2016-17	Revised Budget 2016-17	Actual as of 30-Sep-16	Actual Sep-16 as a Percent of Revised Budget	Year-end Actual 2015-16	Actual as of 30-Sep-15	Actual Sep-15 as a Percent of 2015-16 Year-end
<b>REVENUES</b>							
Apartment & Commercial Rent	5,097,135	5,097,135	1,216,962	24%	4,798,654	1,165,247	24%
Other	27,705	27,705	10,150	37%	31,252	11,176	36%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 5,124,840</b>	<b>\$ 5,124,840</b>	<b>\$ 1,227,112</b>	<b>24%</b>	<b>\$ 4,829,906</b>	<b>\$ 1,176,423</b>	<b>24%</b>
<b>EXPENDITURES</b>							
Salaries and Wages	75,744	75,744	18,886	25%	77,127	21,380	28%
Student Wages--Regular & Work-study	21,500	21,500	1,840	9%	19,874	1,657	8%
Staff Benefits	25,685	25,685	6,421	25%	25,913	7,269	28%
Regular Contract Services	1,099,000	1,099,000	232,820	21%	1,060,006	283,588	27%
Other Contract Services	68,000	68,000	7,723	11%	191,082	40,497	21%
Utilities	612,550	612,550	146,674	24%	627,124	157,255	25%
Maintenance & Special Repairs	249,500	429,500	32,687 *	8%	228,064	57,470	25%
Insurance	110,000	110,000	115,582	105%	108,881	108,881	100%
Supplies	150,000	150,000	19,102	13%	158,974	29,078	18%
Printing & Reproduction	1,800	1,800	238	13%	2,023	639	32%
Telephone	750	750	146	19%	737	191	26%
Miscellaneous	83,400	83,400	19,094	23%	113,425	34,000	30%
Equipment & Building Improvements	-	-	-	--	1,416	-	0%
Overhead Pro Rata	614,981	614,981	-	0%	580,462	-	0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 3,112,910</b>	<b>\$ 3,292,910</b>	<b>\$ 601,213</b>	<b>18%</b>	<b>\$ 3,195,108</b>	<b>\$ 741,905</b>	<b>23%</b>
<b>NET OPERATIONS</b>	<b>\$ 2,011,930</b>	<b>\$ 1,831,930</b>	<b>\$ 625,899</b>	<b>34%</b>	<b>\$ 1,634,798</b>	<b>\$ 434,518</b>	<b>27%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>							
Investment Income	13,000	13,000	6,895	53%	23,083	3,731	16%
Realized Gain/Loss on Investments	-	-	-	--	609	-	0%
Unrealized Gain/Loss on Investments	-	-	34,403 *	--	(33,924)	(42,998)	127%
Transfer to Other Funds	-	-	-	--	(509,330)	-	0%
<b>TOTAL NONOPERATING REVENUES</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 41,298</b>	<b>318%</b>	<b>\$ (519,562)</b>	<b>\$ (39,267)</b>	<b>8%</b>
<b>TOTAL CHANGE IN NET ASSETS</b>	<b>\$ 2,024,930</b>	<b>\$ 1,844,930</b>	<b>\$ 667,197</b>	<b>36%</b>	<b>\$ 1,115,236</b>	<b>\$ 395,251</b>	<b>35%</b>

\* See attached narrative.



## Hastings Parking Garage and Retail Operations Budget Report -- 2016-17

	Beginning Budget 2016-17	Revised Budget 2016-17	Actual as of 30-Sep-16	Actual Sep-16 as a Percent of Budget	Year-end Actual 2015-16	Actual as of 30-Sep-15	Actual Sep-15 as a Percent of 2015-16 Year-end
<b>REVENUES</b>							
Parking Operations	2,106,500	2,106,500	514,646	24%	2,057,609	480,212	23%
Retail Leases	337,956	337,956	88,520	26%	268,541	57,938	22%
Other (including Storage)	800	800	200	25%	913	200	22%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 2,445,256</b>	<b>\$ 2,445,256</b>	<b>\$ 603,366</b>	<b>25%</b>	<b>\$ 2,327,063</b>	<b>\$ 538,350</b>	<b>23%</b>
<b>EXPENDITURES</b>							
Salaries and Wages	352,910	352,910	89,111	25%	348,720	86,475	25%
Staff Benefits	84,099	84,099	21,325	25%	81,697	20,429	25%
Regular Contract Services	7,000	7,000	-	0%	7,000	-	0%
Other Contract Services	13,140	13,140	-	0%	12,456	-	0%
Utilities	72,600	72,600	16,628	23%	67,661	15,216	22%
Maintenance & Special Repairs	55,520	85,520	4,907 *	6%	50,392	5,570	11%
Insurance	57,932	57,932	61,787	107%	57,932	57,932	100%
Supplies	5,000	5,000	1,018	20%	5,448	879	16%
Printing, Telephone and Mail	2,850	2,850	411	14%	2,554	205	8%
Advertising/Promotion	300	300	-	0%	-	-	--
Miscellaneous & Credit Card Fees	41,370	41,370	6,164	15%	41,960	5,533	13%
Overhead Pro Rata	293,431	293,431	-	0%	279,233	-	0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 986,152</b>	<b>\$ 1,016,152</b>	<b>\$ 201,351</b>	<b>20%</b>	<b>\$ 955,052</b>	<b>\$ 192,239</b>	<b>20%</b>
<b>NET OPERATIONS</b>	<b>\$ 1,459,104</b>	<b>\$ 1,429,104</b>	<b>\$ 402,014</b>	<b>28%</b>	<b>\$ 1,372,010</b>	<b>\$ 346,111</b>	<b>25%</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>							
Investment Income	\$ 1,000	\$ 1,000	\$ 181	18%	\$ 1,070	\$ 78	7%
Realized Gain/Loss on Investments	-	-	-	--	3	-	0%
Unrealized Gain/Loss on Investments	-	-	196	--	(193)	(245)	127%
Funded from Bond Proceeds	(1,541)	(1,541)	-	0%	960	-	0%
Debt Service (Principal & Interest)	(1,592,659)	(1,592,659)	(236,713)	15%	(1,587,568)	(243,296)	15%
Transfer from Other Funds	-	-	-	--	76,713	-	--
Cash Short/Over	-	-	2,762	--	591	(141)	-24%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>\$ (1,593,200)</b>	<b>\$ (1,593,200)</b>	<b>\$ (233,573)</b>	<b>15%</b>	<b>\$ (1,508,423)</b>	<b>\$ (243,603)</b>	<b>16%</b>
<b>TOTAL CHANGE IN NET ASSETS</b>	<b>\$ (134,096)</b>	<b>\$ (164,096)</b>	<b>\$ 168,441</b>	<b>-103%</b>	<b>\$ (136,413)</b>	<b>\$ 102,508</b>	<b>-75%</b>

\*See attached narrative.

HASTINGS COLLEGE OF THE LAW  
**Student Health Services Budget Report -- 2016-17**

11/3/2016

	Budget 2016-17	Actual as of 30-Sep-16	Actual Sep-16 as a Percent of Budget	Year-end Actual 2015-16	Actual as of 30-Sep-15	Actual Sep-15 as a Percent of 2015-16 Year-end
<b>REVENUES</b>						
Fees	\$ 619,290	\$ 328,026	53%	\$ 619,403	\$ 310,043	50%
Other	<u>370</u>	<u>205</u>	--	<u>535</u>	<u>138</u>	--
<b>TOTAL OPERATING REVENUES</b>	\$ 619,660	\$ 328,231	53%	\$ 619,938	\$ 310,181	50%
<b>EXPENDITURES</b>						
Salaries and Wages	408,168	78,159	19%	390,844	62,877	16%
Staff Benefits	72,917	16,874	23%	70,035	13,256	19%
Consultants and Contracted Services	38,871	19,966	51%	67,377	16,742	25%
Insurance	33,512	33,512	100%	33,512	33,512	100%
Supplies	10,675	4,518	42%	12,616	2,834	22%
Printing and Mail	1,499	479	32%	1,295	378	29%
Travel	3,050	39	1%	2,019	63	3%
Miscellaneous	1,490	225	15%	1,429	450	31%
Events	500	16	3%	507	-	0%
Overhead Pro Rata	<u>74,359</u>	<u>-</u>	<u>0%</u>	<u>77,393</u>	<u>-</u>	<u>0%</u>
<b>TOTAL OPERATING EXPENDITURES</b>	\$ 645,041	\$ 153,787	24%	\$ 657,026	\$ 130,112	20%
<b>NET OPERATIONS</b>	\$ (25,381)	\$ 174,444	-687%	\$ (37,088)	\$ 180,069	-486%
<b>NONOPERATING REVENUES (EXPENSES)</b>						
Investment Income	5,000	1,273	25%	3,765	992	26%
Realized Gain/Loss on Sale of Investments	-	-	--	1	-	0%
Unrealized Gain/Loss on Investments	<u>-</u>	<u>54</u>	<u>--</u>	<u>(53)</u>	<u>(68)</u>	<u>-11263%</u>
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	\$ 5,000	\$ 1,327	27%	\$ 3,713	\$ 924	-1734%
<b>TOTAL CHANGE IN NET ASSETS</b>	\$ (20,381)	\$ 175,771	-862%	\$ (33,375)	\$ 180,993	-542%

\*See attached narrative.

HASTINGS COLLEGE OF THE LAW  
Business Center Budget Report -- 2016-17

11/3/2016

	Budget 2016-17	Actual as of 30-Sep-16	Actual Sep-16 as a Percent of Budget	Year-end Actual 2015-16	Actual as of 30-Sep-15	Actual Sep-15 as a Percent of 2015-16 Year-end
<b>REVENUES</b>						
Copy Services	\$ 310,000	\$ 91,874	30%	\$ 334,321	\$ 103,965	31%
<b>TOTAL OPERATING REVENUES</b>	\$ 310,000	\$ 91,874	30%	\$ 334,321	\$ 103,965	31%
<b>EXPENDITURES</b>						
Contracted Services	287,250	48,477	17%	296,631	46,595	16%
Supplies	250	-	0%	-	-	--
Printing	500	-	0%	622	-	0%
Events & Promotions	250	-	0%	-	-	--
Miscellaneous	250	-	0%	150	-	0%
Overhead Pro Rata	37,200	-	0%	40,119	-	0%
<b>TOTAL OPERATING EXPENDITURES</b>	\$ 325,700	\$ 48,477	15%	\$ 337,521	\$ 46,595	14%
<b>NET OPERATIONS</b>	\$ (15,700)	\$ 43,396	-276%	\$ (3,200)	\$ 57,370	-1793%
<b>NONOPERATING REVENUES (EXPENSES)</b>						
Investment Income	500	114	23%	597	116	19%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	\$ 500	\$ 114	23%	\$ 597	\$ 116	19%
<b>TOTAL CHANGE IN NET ASSETS</b>	\$ (15,200)	\$ 43,510	-286%	\$ (2,603)	\$ 57,486	-2208%

\*See attached narrative.

## **ACTION ITEM**

- 1. REPORT BY:** David Seward
- 2. SUBJECT:** State Contracts in Excess of \$50,000
- 3. RECOMMENDATIONS:**

That the Finance Committee recommends that the Board of Directors authorize award of the 2016-17 state contracts described in this report.

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**Item:** 7.1

**Title:** Engineering Services – Kane Hall  
**Vendor Name:** Mk Think (McGinnis Chen Associates, Inc)  
**Cost:** \$194,000  
**Term of Contract:** One-year

### **Description:**

Contract authority is requested to enter into an agreement with MK Think who in turn would retain as a subcontractor McGinnis Chen Associates, Inc. for work related to the roofs and building exterior of Kane Hall associated with the Long Range Campus Plan. MkThink/McGinnis Chen Associates, Inc to provide the following scope of work:

1. Consult a Façade Access Engineer to design the location of the new swing stage anchors.
2. Consult a Structural Engineer to evaluate the existing roof structure and design roof strengthening recommendations to accommodate a roof garden, new swing stage, anchors, and wind screens. The mass of the roof cannot increase by more than 10% without requiring full seismic upgrade per the Building Code. Roof strengthening construction work to occur during a Sixth Floor tenant improvement project scheduled to begin in May 2017.
3. MCA will provide two (2) options and will consult with a Contractor to provide a budget estimate to compare for the design of the location of the swing stage anchors:
  - Option One will maximize the useable roof space, but will require more structural strengthening
  - Option Two will locate the anchors to reduce costs, but will also reduce the amount of useable roof space.
4. Update existing drawings to meet modern requirements and incorporate installation of roof social and green space.
5. Review roof social and green space plans from MK Think to provide recommendations for the roofing and waterproofing.

---

**Item:** 7.2  
**Title:** Commencement 2016 / Bill Graham Civic Auditorium  
**Vendor Name:** Another Planet Entertainment  
**Cost:** \$100,000  
**Term of Contract:** One-time Contract

**Description:**

Contract authority is requested to enter into an agreement with Another Planet Entertainment in order to book the Bill Graham Civic Auditorium for UC Hastings 2016 Commencement. Hastings Student Services is in charge of the event and works directly with the venue.

---

**Item:** 7.3  
**Title:** Printing – Hastings Magazine  
**Vendor Name:** Diablo Communications & Printing  
**Cost:** \$125,000  
**Term of Contract:** One Year

**Description:**

Contract authority is requested to enter into an agreement with DCP to deliver one issue of the Hastings Magazine. This agreement will be for the spring 2017 issue. Work includes all copywriting, layout, graphic design, photography, editorial layouts and decisions, in coordination with UC Hastings staff.

**4. PROPOSED RESOLUTION:**

That the Finance Committee recommends that the Board of Directors authorize award of the 2016-17 state contracts listed below:

7.1	Engineering Services – MkThink - Rosenberg McGinnis	\$194,000
7.2	Commencement 2016 - Another Planet Entertainment	\$100,000
7.3	Printing – Hastings Magazine – Diablo Communications Partners	\$250,000

## **ACTION ITEM**

- 1. REPORT BY:** David Seward
- 2. SUBJECT:** Nonstate Contracts in Excess of \$50,000
- 3. RECOMMENDATIONS:**

That the Finance Committee recommends that the Board of Directors authorize acceptance of the 2016-17 nonstate grants and contracts described in this report.

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## **4. BACKGROUND:**

Under Section 100.4 of the Standing Orders, Duties of the Chancellor and Dean, the Chancellor and Dean is “authorized to execute on behalf of the College all contracts and other documents necessary to solicit and accept pledges, gifts, and grants”. This item is intended to address reporting and approval requirements to the Board of Directors as directed by the Standing Orders.

**Item:** 8.1

**Title:** Work Life Law’s Stable Schedules Study – Research Grant  
**Grantor:** Washington Center for Equitable Growth  
**Grant Award:** \$72,113  
**Term:** One year

### **Description:**

A grant of \$72,113 from Washington Center for Equitable Growth will provide the critical support we need to complete WorkLife Law’s Stable Schedules Study. Funds from Equitable Growth will be allocated to the salaries of data analysts who will collect, scrub and analyze a large amount of raw quantitative and qualitative data. The total project budget from May 2014 – September 2017 is \$477,025. We are requesting support from Equitable Growth for the core academic piece of the project given the Center’s focus on rigorous, academic-quality research.

---

**Item:** 8.2

**Title:** Hastings Reunion 2017  
**Vendor Name:** Palace Hotel  
**Cost:** \$115,000

**Term of Contract:** One year

**Description:**

Contract authority is requested to enter into an agreement with the Palace Hotel in San Francisco as the venue and banquet provider for the 2017 UC Hastings Reunion. Details will be negotiated and incorporated into the Beverage/Entertainment Orders (BEOs) and the final agreement.

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**4. PROPOSED RESOLUTION:**

That the Finance Committee recommends that the Board of Directors authorize acceptance of the following grants and contracts:

8.1	Grant - Washington Center Equitable Growth – WLL Schedule Stability Project	\$72,113
8.2	Alumni Reunions – Palace Hotel 2017	\$115,000

## **ACTION ITEM**

- 1. REPORT BY:** David Seward
- 2. SUBJECT:** State Budget Planning – Fees & Scholarships for 2017-18
- 3. RECOMMENDATION:**

No action at this time is recommended as comparative data is not yet available.

## **4. BACKGROUND:**

On an annual basis, the College submits its spending and revenue plan to the State of California's Department of Finance along with any requests for additional funding through its Budget Change Proposal process for both its operating (i.e., Support) and infrastructure (i.e., Capital Outlay) needs.

- The Governor's Multi-Year Funding Plan and Student Fees

A continuation of the Governor's funding plan is anticipated. The plan calls for increases applied to total Core Funding (student fees and General Fund support) of 2% annually. The Governor's plan assumes tuition charges for resident students remain flat. The upcoming year will be the sixth consecutive year of a flat General Enrollment Fee.

- Enrollment Management, Financial Aid & Tuition Discounting

Tuition discounting assumptions for the upcoming year are based on a continuation of levels expensed for the 2016-17 academic year. A more refined plan will be developed once comparative data from our competitive cohort can be secured in December 2016.



## **ACTION ITEM**

- 1. REPORT BY:** David Seward
- 2. SUBJECT:** Fund Transfer – Cash Account to GEP

### **3. RECOMMENDATION:**

That the Finance Committee recommends that the Board of Directors approve the transfer of \$2,000,000 from the cash account to the General Endowment Pool (GEP).

### **4. BACKGROUND:**

The College has, since 1993, invested its funds with the UC Treasurer's Office. In managing the College's invested funds, emphasis has been placed on aggressively managing cash balances to maximize the amount of funds invested at any given time in GEP.

While the College aggregates its invested funds into pools, in order to ensure the observance of limitations and restrictions placed on the use of resources available, general ledger accounts are maintained in accordance with the principles of fund accounting. Revenue and expenditures for various purposes are accounted for in separate funds consistent with the activities or objectives specified.

For cash management purposes, it is now advisable to transfer funds from the cash account held by the College's commercial bank to the GEP. The State of California has remitted to UC Hastings \$2 million for deferred maintenance projects in state-supported facilities. These funds nor reside in the commercial checking account and will not be spent down until summer 2018 with cash starting to go out door in summer 2017. GEP average annualized returns for past 3 years is 6.8%; STIP has a 0.9% return. UC Hastings is obligated to spend the \$2 million on identified deferred maintenance needs so any market loss would need to be backfilled with building reserves.

### **5. PROPOSED RESOLUTION:**

Resolved, that the Finance Committee recommend that the Board of Directors approve the transfer of \$2 million by December 31, 2016 to the General Endowment Pool from the cash account.

## **REPORT ITEM**

- 1. REPORT BY:** Debbie Tran
- 2. SUBJECT:** Update on Moss Adams Engagement - HR and Payroll Processing

**3. REPORT:**

As part of their 2015 year-end financial statement audit, Hood and Strong issued a Management Letter to the Board of Directors. With the "HR and Payroll Processing and Accuracy" comment from prior year continuing to be an issue, this item was characterized as a significant deficiency. In May 2015, the College retained a management consulting firm specializing in higher education, Campus Strategies, to analyze the HR/payroll functions. Subsequently, in October 2015, the College retained the audit firm of Moss Adams to supplement the efforts of UC Hastings staff to correct deficiencies in payroll processing identified in their initiate report issued in December 2014. In response to the second Moss Adams engagement and the respective report issued in January 2016, College leadership appointed a work group to address the eighteen (18) recommendations Moss Adams proposed to address this significant deficiency. The work group included employees from HR, Fiscal, the Academic Dean's Office and the CFO's office.

The 2016 year-end financial statement audit was prepared by Moss Adams and was adopted by the Board of Directors at its October 2016 meeting. The auditors' review found no:

- Financial reporting findings
- Compliance findings
- Significant control deficiencies
- Material weaknesses

The group charged with addressing the Moss Adam findings from their 2016 report are continuing their efforts and work is progressing. Attached is a status report.

Audit Finding No.	Description	Category	Status 11/7/16	Primary Responsibility		
				GC and/or CFO	HR	Payroll
1.0	Document and Verify PPS Changes	Internal Workflow and Training	Complete		X	X
1.1	Implement PAN - Staff	Internal Workflow and Training	In Process			X
1.2	Implement PAN - Faculty Supervisors	Internal Workflow and Training	Not Started			X
2.0	Develop Online Workflows and Signature Tracking	Salesforce	In Salesforce Implementation		X	
3.0	Establish Accurate Appointment End Dates	Internal Workflow and Training	Complete		X	
4.0	Develop an Automated Workflow for Hiring/Onboarding Employees	Salesforce	In Salesforce Implementation		X	
5.0	Consolidate Processing of Benefits in PPS and HR	Internal Workflow and Training	Not Started		X	X
6.0	Establish a Stipend Policy	Policy Development	In Process		X	
7.0	Develop an Automated Workflow to Communicate Pay Adjustments	Salesforce	In Salesforce Implementation		X	
8.0	Budget Managers to Notify Budget Officer of Changes to Salary and Wages Budget	Budget	Complete			X
8.1	Budget Officer to Receive PAN Notifications		Complete			X
9.0	Establish SOP for Employee Resignations	Internal Workflow and Training	Complete		X	
10.0	Develop an Automated Workflow to Authorize and Communicate Pay Adjustments	Salesforce	In Salesforce Implementation		X	
11.0	Transfer New Hire and Re-Hire Functions from Payroll to HR	Internal Workflow and Training	Not Started		X	X
12.0	Develop Communication SOP for Mass Comp Changes Approved by the Board	Internal Workflow and Training	In Process	X		
13.0	Develop a Policy on Employee Settlements	Policy Development	Not Started	X		
14.0	Develop Training Program on Recruit, Hire, Pay and Manage Labor Budgets	Internal Workflow and Training	Not Started		X	X

Audit Finding No.	Description	Category	Status 11/7/16	Primary Responsibility			
				GC and/or CFO	HR	Payroll	Budget Office
14.3	Provide detail labor costs, July to April 2016		Complete			X	
14.4	Provide detail labor costs beginning July 2016		Complete			X	
15.1	Update the Staff/Management Employee Handbook	Policy Development	In Process	X			
15.2	Update the Payroll Policy in the Financial Policy and Procedure Manual	Policy Development	Not Started		X		
16.0	Develop SOP and Workflow for Reviewing Timesheet Transactions	Internal Workflow and Training	Complete		X		
17.0	Develop Internal Controls to Help Prevent and Detect Payroll Errors	Internal Workflow and Training	Complete		X		
17.1	Develop and conduct internal payroll audits.		To Begin Post-TRS Implementation			X	
18.0	Modify the Budget Process for Salaries and Wages	Budget	Complete				X
18.1	Develop Position Control System	Salesforce	Complete (Salesforce)				X
19.1	Develop a Labor Cost Dashboard-Report of Vacant Positions	Salesforce	In Process (Salesforce)				X
19.2	Develop an Employee Off-Boarding Workflow	Salesforce	In Salesforce Implementation		X		
19.3	Develop HRS System - HR Database	Salesforce	Complete (Salesforce)		X		

**ACTION ITEM**

- 1. REPORT BY:** David Seward
- 2. SUBJECT:** Summary Report Describing the Approved  
Long Range Campus Plan
- 3. REPORT:**

A preliminary draft of the Long Range Campus Plan will be distributed at the meeting.  
No action is recommended at this time.

## **ACTION ITEM**

- 1. REPORT BY:** David Seward
- 2. SUBJECT:** Approval of Agency Statement - Climate Adaptation  
in the 2017 California Five-Year Infrastructure Plan

### **3. RECOMMENDATION:**

That the Finance Committee recommends that the Board of Directors approve submittal of the College's Agency Statement to be incorporated into the State of California's Five-Year Infrastructure Plan.

### **4. BACKGROUND:**

The Office of Planning and Research (OPR), is an agency within the Office of the Governor. OPR serves the Governor and his Cabinet as staff for long-range planning and research, and constitutes the comprehensive state planning agency. This report is required by Executive Order B-30-15 to be included in the California 2017–22 Five Year Infrastructure Plan.

The executive order also specifically addresses the need for climate adaptation and directs state government to:

Incorporate climate change impacts into the state's Five-Year Infrastructure Plan:

- Update the Safeguarding California Plan - the state climate adaption strategy - to identify how climate change will affect California infrastructure and industry and what actions the state can take to reduce the risks posed by climate change;
- Factor climate change into state agencies' planning and investment decisions; and
- Implement measures under existing agency and departmental authority to reduce greenhouse gas emissions.

This Agency Statement outlines the Long Range Campus Plan commitment to implementation of Executive Order B-30-15 and Safeguarding California which together underpin initiatives to create an adaptive management program - Sustainable UC Hastings - to assess, monitor and mitigate risks to campus infrastructure from climate change.

### **5. PROPOSED RESOLUTION:**

Resolved, that the Finance Committee recommend that the Board of Directors approve submittal of the Agency Statement to the Governor's Office of Planning and Research.



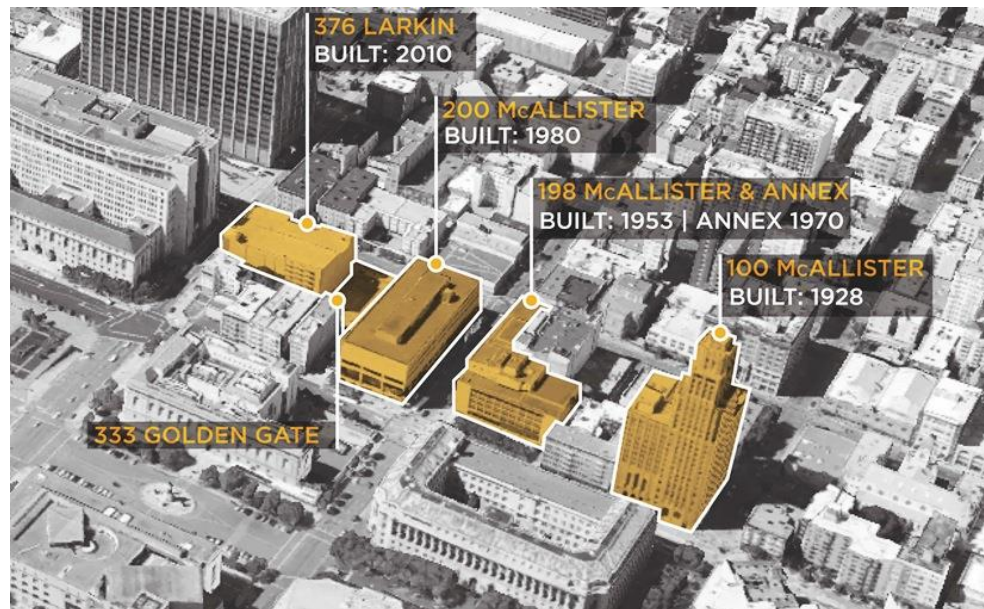
**Agency Statement:**  
**Climate Adaptation in the 2017**  
**California Five-Year Infrastructure Plan**  
October 2016

**Summary**

UC Hastings College of the Law is implementing Executive Order B-30-15<sup>1</sup> through the consolidation and intensification of multiple environmental initiatives into a comprehensive adaptive management and engagement program, **Sustainable UC Hastings**, which aims to both reduce campus contributions to climate change and adapt to its effects.

The coordinated effort of Sustainable UC Hastings includes:

- Monitoring mission-critical infrastructure points of vulnerability to climate change and opportunities for mitigation
- Ongoing assessment of campus contributions to climate change and strategies to mitigate adverse impacts
- Implementation of campus-wide infrastructure and capital upgrades, integrating life cycle maintenance and renewal planning as an element of all building projects
- Communication of campus-wide benchmarks, objectives and results through internal departments, neighborhood, regional and other networks including educational and professional forums
- Structured commitment to ongoing modeling, monitoring and iteration in adaptive management system
- Significant support for cultural initiatives aimed at adapting behaviors and customs towards sustainability within and surrounding campus



## Adaptive Management of Climate Impacts at UC Hastings

UC Hastings has been an anchor institution at various locations in the Civic Center, mid-Market and southern Tenderloin neighborhoods since 1879. With close proximity to municipal, state and federal offices and court facilities, UC Hastings faculty, students and alumni have deeply influenced public policy and civic life for generations. This legacy includes hallmark scholarship on water rights and usage, land use and environmental programs and innovations in law related to intellectual property and information technology. These areas complement the College's core commitment to public interest and public service.

Today the College's groundbreaking clinical programs represent a major intellectual and institutional investment in experiential learning. Clinics that serve the legal needs of immigrants, non-profit organizations, the elderly and tenants attract an intensely public service-oriented student population who go on to practice law in public interest and public service fields at a higher rate than any other law school.

However, the campus' physical infrastructure does not adequately reflect its vanguard pedagogy and talent. As the only stand-alone college of law within the UC system, the College has been nimble and frugal in conserving building budgets and maintenance resources. Through a comprehensive research and planning process, the Long Range Campus Plan, the College finds that within the next decade three-fifths of campus properties, must be replaced or upgraded. <sup>2</sup>





As the building program commences conditions in and around the College render it ripe for institutionalizing a deeper culture of sustainability and resilience in response to climate change.<sup>3</sup>

UC Hastings' campus is situated on the densely urban San Francisco peninsula in a maritime Mediterranean climate zone which is characteristically adapted for summer-drought / winter-rain cycles, temperatures with a low seasonal but high daily variability, both mitigated by fog which is deeply dependent upon robust ocean currents. Access to plentiful, high-quality drinking water and availability of hydroelectric power is dependent upon the montane climate of the southern Sierra Mountains surrounding Hetch Hetchy Reservoir. Macroclimate factors and extreme weather place both regions at high risk for extreme desertification, droughts, fires and floods. On the 30-year scale the built environment and dependent populations may suffer interruptions in public transit, access to fresh water and food from the Central Valley. Longer term, on the 50 to 100-year scale, intensifications of these as well as compromised housing stock due to sea level rise are predicted. The recent four-year drought substantiates the view that these changes are already in effect.

Specific mission-critical vulnerabilities to current College infrastructure based upon predicted climate changes are identified as:

- Our dense, urban neighborhood is at high risk of extreme heat events and poor air quality which can exacerbate pulmonary and heart disease and provoke heat stroke in vulnerable populations<sup>4</sup>
- Old wooden windows in the 29-story, 252-unit high-rise student housing facility known as McAllister Tower could fail due to wind conditions associated with extreme storms potentially displacing all resident students into the highly impacted Bay Area housing market
- HVAC & electrical failure in the academic building at 198 McAllister could displace 83% of all teaching functions
- Green space required for health and social interaction may not be viable with extended drought
- Food and fresh water insecurity may exponentially increase all costs of health-required amenities and campus operations overall
- Commutes to campus could be impacted if public transit is compromised due to drought or floods
- Sea-level rise of 1 -2 meters by 2050 would put pressure on scarce housing stock as shoreline development would be abandoned

Additionally, due to synergies in climate-related impacts the uncertainty is intensified and compounds complexity in managing all campus infrastructure. Therefore responsive risk management is predicated upon a holistic, adaptive



management approach. **Sustainable UC Hastings** consolidates and builds upon existing efforts both within UC Hastings and in the wider community.

Ongoing efforts include:

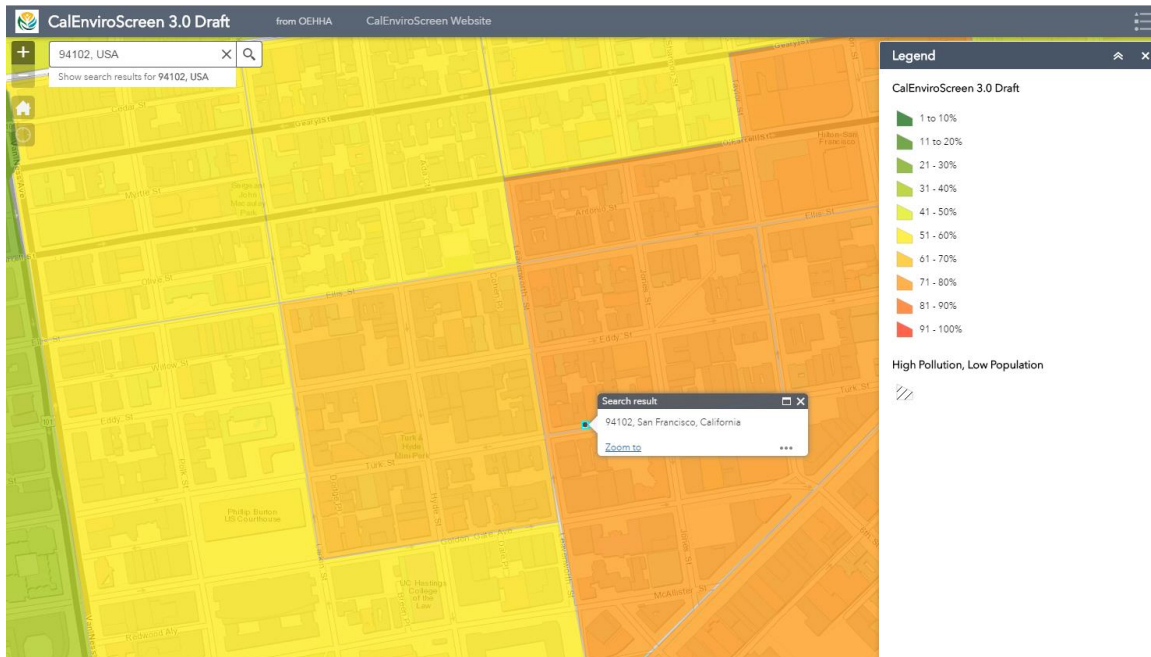
- **Environmental Law Concentration and Clinic:** through rigorous academics and real-world work experience, students address the legal and public policy issues affecting the future of our planet
- **West-Northwest Journal of Environmental Law and Policy:** the first regional environmental law journal covering California and the Pacific Northwest; semi-annual issues and annual symposium to stimulate and disseminate climate change scholarship<sup>5</sup>
- **The Demonstration Gardens:** community-based education in environmental stewardship & green livelihood training, since 2009, is deepening Environmental Justice focus through service learning and more collaboration with CBOs, the City & County of San Francisco and state court system.<sup>6</sup>
- **UC Hastings Facilities efficiencies, water conservation and waste reduction:** with consumption trending -5 to – 15% each year since 2002, specifications were completed in 2016 for new construction that will more than double efficiencies already achieved, for the first of three increasingly complex projects; Replacement Academic Building at 333 Golden Gate Ave, New Campus Housing at 198 McAllister St, Rehabilitation of UC Hastings Tower at 100 McAllister.
- **The McAllister Streetscape Improvement Project:** (completed 2015) greening and pedestrian safety improvements conducted in partnership with the SF County Transportation Authority at a cost of \$2.4 million<sup>7</sup> continued maintenance.
- **Campus Housing- Graduate Village:** (planned for 2022 – 2025) will reduce travel demand and housing market pressure by density infill of 1,000 to 1200 units while amplifying opportunities to innovate for water conservation and green space. <sup>8</sup>
- **Cool Island Research Lab:** Collaboration initiated with climatologists, data scientists and health researchers to study and address heat island effects endemic in our urban microclimate.
- **Environmental Impact Report:** The Long Range Campus Plan program EIR was certified in July 2016 further codifying UC Hastings' aggressive responses to climate change.

Sustainable UC Hastings has convened a community-of-practice for knowledge sharing to address the risks outlined above and meet the challenges inherent in Governor Brown's executive orders. This team, comprised of staff, faculty,



students and community partners is helping to model and inform systems development and decision-making in areas such as waste stream management, water and energy conservation. This model will play a significant role in campus renewal over the next decade, leveraging technological advances and lower-trending operating costs.

The Sustainable UC Hastings community-of-practice is working together to determine strategies, scope and methods. Systemic tools include development of data gathering methods and a GIS (geographic information system or geodatabase) to process and communicate information.



Cal EnviroScreen 3.0 shows that residents of the south Tenderloin neighborhood of San Francisco are assessed at higher risk from environmental stresses such as poor air quality and extreme heat in 2016 than in 2015. <http://oehha.ca.gov/calenviroscreen/general-info/calenviroscreen-30-draft-indicator-and-results-maps>

Practical outcomes and deliverables of this adaptive management approach will include:

- Increased access to environmental data through ongoing mapping, assessment, monitoring and iteration
- Continued “right-sizing” of campus facilities for changing population and to optimize campus assets with other public higher education institutional partners such as UCSF, UC Davis, among others
- Enhanced “cool-island” effects from increased carbon capture, respect for resources and living canopy densification



- More nimble deployments in technology
- Elevation of understanding and investment in sustainable development to yield higher returns over the life cycles of campus buildings and in the community

Sustainable UC Hastings has participated in or coordinated additional regional efforts on the 2016-17 horizon:

- Civic Center Sustainable Utilities District Plan 2015, SFPUC<sup>9</sup>
- Civic Center Public Realm Plan 2015 – 2019, SF Planning Department
- San Francisco Green Festival, Nov 2015
- TLConnect Health, Jobs and Lively community Fair, August 2016, host
- Community forums & workshops in partnership with SF Public Library, Department of Recreation & Parks, Trust for Public Land, San Francisco Public Utilities Commission, Tenderloin Neighborhood Development Corporation, Twitter and others to promote adaptive climate management

After the first year of consolidation of environmental initiatives under the Sustainable UC Hastings umbrella UC Hastings is poised to further leverage its legacy, intellectual capital and trajectory as an institution of social justice to meet the challenges of a changing climate. The College's commitment is demonstrated through investment in specifications for infrastructure that will meet or exceed the emissions reduction and efficiency targets mandated by Governor Brown's executive orders. Through community-based adaptive management our campus culture will be restructured upon principles of sustainability and resilience. Our built campus will be renewed as an emblem of environmental justice.



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<sup>1</sup> Governor Brown's Executive Order available from:

<https://www.gov.ca.gov/news.php?id=18938#targets#targets#targets%20for%20climate%20change%20adaptation>

<sup>2</sup> Long Range Campus Plan 3.0 available from:

<http://www.uchastings.edu/about/leadership/strategic-plan/lrcp/master-planning-archive/index.php>

<sup>3</sup> Downtown/Civic Center Climate & Health Resiliency Assessment available from:

<http://www.sfclimatehealth.org/neighborhoods/downtowncivic-center/>

<sup>4</sup> Classification of the air quality in the neighborhood has extended into higher percentiles (higher risk) Cal EnviroScreen3.0 available from:

<http://oehha.ca.gov/calenviroscreen/general-info/calenviroscreen-30-draft-indicator-and-results-maps>

<sup>5</sup> West-Northwest Journals available from:

<http://journals.uchastings.edu/journals/websites/west-northwest/index.php>

<sup>6</sup> Demonstration Gardens @UC Hastings available from:

<http://demonstration-gardens.org>

<sup>7</sup> McAllister Streetscape Greening 2015 available from:

[http://www.uchastings.edu/about/leadership/strategic-plan/lrcp/resources/McAllisterStreet\\_Hastings-Streetscape\\_PropAA\\_proposal.pdf#McAllister%20Streetscape%20Greening%202015](http://www.uchastings.edu/about/leadership/strategic-plan/lrcp/resources/McAllisterStreet_Hastings-Streetscape_PropAA_proposal.pdf#McAllister%20Streetscape%20Greening%202015)

<sup>8</sup> UC Hastings Housing plans: <http://uchastings.edu/about/leadership/strategic-plan/lrcp/resources/housing-statement-to-land-use-2-29-2016-f.pdf#Sustainable%20Housing>

<sup>9</sup> Civic Center Sustainable Utilities District Plan 2015 available from:

<http://www.sfwater.org/index.aspx?page=739#Civic%20Center%20Sustainable%20Utilities%20District%20Plan>

## ACTION ITEM

1. **REPORT BY:** David Faigman
2. **SUBJECT:** Shared Platform - UC Davis Graduate School of Management
3. **RECOMMENDATION:**

That the Finance Committee recommends that the Board of Directors approve entering into a site license agreement with the UC Davis Graduate School of Management.

## 4. BACKGROUND:

UC Davis has developed a new graduate degree program, the Master of Science in Business Analytics (MSBA) as part of an effort to meet the increasing demand for information workers proficient in analytics. The M.S. in Business Analytics represents an initiative of their Graduate School of Management to strengthen its portfolio of programs and capitalize on synergies with the business community.

The UC Davis MSBA degree is 40 units of graduate courses including a series of project courses over 10 months that are equivalent to 10 units. It will solely be offered at UC Hastings with on campus coursework Fridays and Saturdays throughout the 2017 academic year. Initial forecasts project 40-50 students in the program's inaugural year.

	Fall	Winter	Spring	Summer
<b>Analytics</b>	Statistical Reasoning and Exploration	Advanced Statistics Machine Learning	Analytic Decision Making Application Domains	Capstone Project – Implementation
<b>Data</b>	Data Management Data Visualization	Big Data	Data Design and Representation	
<b>Business</b>	Introduction to Business Analytics Problem Structuring	Organizational Issues in Implementing Analytics	Organizational Effectiveness Workshop	
<b>Practice</b>	Capstone Project – Initiation	Capstone Project – Elaboration	Capstone Project – Analysis	

For an agreed fee of \$60,000, UC Hastings agrees to house the GSM the MSBA program and provide a classroom and the of breakout classrooms B1 and B2 on an “as available” basis during program hours for instructional or other program purposes.

In addition, UC Hastings will:

- Provide customary building security, custodial services and instructional media support services at no additional charge;
- Grant UCD GSM students, faculty and staff engaged in the MSBA program access to all areas of the UC Hastings campus building during normal operating hours, to include the libraries, library study rooms, student meeting rooms, commons areas, student lounge areas, athletic facilities, outdoor patios and all other amenities otherwise available to UC Hastings students excluding the on-campus Student Health Center.
- UC Hastings will grant UCD GSM students enrolled in the MSBA program access to amenities in the UC Hastings residential building, to include the athletic facilities and lounge areas to the extent such amenities are available to UC Hastings students.

It is the intent of the parties to renew this agreement in subsequent years and that the terms and conditions, including the use fee, is subject to change in subsequent agreements as both parties acquire operational experience with the MSBA program.

## **5. PROPOSED RESOLUTION:**

Resolved, that the Finance Committee recommend that the Board of Directors approve entering into a site license agreement with the UC Davis Graduate School of Management.

## REPORT ITEM

1. **REPORT BY:** David Seward
2. **SUBJECT:** Review of College Checks & Electronic Transfers over \$50,000
3. **REPORT:**

Listed below are checks & electronic transfers issued by the College for the period of August 1, 2016 through November 4, 2016.

Date	Check/ Electronic Transfers No.	Vendor	Amount	Description
8/02/16	0265329	Pacific, Gas & Electric	\$61,438.21	Utilities payment for the period of 6/7/16-7/6/16
8/02/16	ACH1667	State California Franchise Tax Board	\$143,181.29	State withholding employee income tax payment for PPE 7/31/16
8/03/16	ACH1665	Internal Revenue Service	\$727,449.61	Payment for federal income taxes, social security taxes and Medicare taxes (employee and employer share) for PPE 07/31/2016
8/05/16	0265342	ABM Janitorial Services	\$57,589.37	Facilities custodial services in the 198, 200 & 100 McAllister buildings for the month of July 2016
8/05/16	0265353	Lexis Nexis	\$52,514.52	Lexis Advance Online Access Subscription Effective 7/1/16 through 6/30/2017
8/05/16	E0040612	Regents University California	\$604,433.52	Employer/employee contributions to UC Retirement Plan for PPE 07/31/2016 (\$559,433.52) Plus \$45,000 for Research & Analysis for PT JD program
8/09/16	PC 9004251	Wells Fargo Bank. N.A.	\$66,246.98	Recording of procurement card payments/PayIt on general ledger for the month of July 2016
8/12/16	E0040644	Corp State Street	\$72,308.80	Retirement program costs for annuitants and employees – Other Post-Employment Benefits for PPE 07/31/2016
8/12/16	E0040656	Regents University California	\$299,448.15	Employer/employee contributions: Health and Welfare for PPE 07/31/2016
8/19/16	PC 9004268	Wells Fargo Bank. N.A.	\$88,733.91	Recording of procurement card payments/PayIt on general ledger for the month of July 2016
8/23/16	0265559	ABM Engineering Services	\$73,500.78	Payment Tower Building Engineers 7/1/16/7/31/16
8/23/16	0265569	CSAC Excess Insurance Authority	\$93,066.00	Excess Workers Compensation Premium for 7/1/16- 7/12/17
8/30/16	0265647	West Group Payment Center	\$73,459.28	Annual Westlaw Subscription fee. Effective: 7/1/16 through 6/30/2017



<b>Date</b>	<b>Check/ Electronic Transfers No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
9/02/16	ACH1670	Internal Revenue Service	\$565,924.80	Payment for federal income taxes, social security taxes and Medicare taxes (employee and employer share) for PPE 08/31/2016
9/02/16	ACH1671	State California Franchise Tax Board	\$109,093.08	State withholding employee income tax payment for PPE 8/31/16
9/06/16	E0041384	Regents University California	\$474,996.42	Employer/employee contributions to UC Retirement Plan for PPE 08/31/2016
9/12/16	0265716	Alliant Insurance Services	\$519,558.58	General, excess, legal, garage liabilities for UCH and incidental liability for Health Center, Property Insurance 2016-2017
9/15/16	E0041464	Corp State Street	\$62,093.43	Retirement program costs for annuitants and employees – Other Post-Employment Benefits for PPE 08/31/2016
9/15/16	E0041478	Regents University California	\$293,335.29	Employer/employee contributions: Health and Welfare for PPE 08/31/2016
9/16/16	0265755	ABM Janitorial Services	\$77,881.93	Facilities custodial services in the 198, 200 & 100 McAllister buildings for the month of August 2016 and September 2016 August Janitorial Services
9/27/16	0265861	Pacific, Gas & Electric	\$68,743.25	Utilities payment for the period of 8/8/2016-9/6/2016
9/27/16	E0041649	MK Think	\$74,500.43	For services June, July, Sept, & Oct 2016
9/29/16	0265893	Regents University California	\$59,395.00	MOU for 2016-17 TRS (Time Reporting System)
9/30/16	PC 9004283	Wells Fargo Bank. N.A.	\$223,709.53	Recording of procurement card payments/PayIt on general ledger for the month of August 2016
10/03/16	ACH1677	Internal Revenue Service	\$581,929.41	Payment for federal income taxes, social security taxes and Medicare taxes (employee and employer share) for PPE 09/30/2016
10/03/16	ACH1678	State California Franchise Tax Board	\$116,921.97	State withholding employee income tax payment for PPE 9/30/16
10/04/16	0265894	ABM Engineering Services	\$51,066.19	Payment Tower Building Engineers 8/1/16 to 8/31/16
10/04/16	E0041708	Regents University California	\$826,419.44	UC Student Health Insurance Premium- Fall 2016
10/07/16	E0041788	Regents University California	\$466,711.01	Employer/employee contributions to UC Retirement Plan for PPE 9/30/2016
10/11/16	0265968	Moss Adams LLP	\$60,000.00	Payment for 6/30/2016 Audit services

<b>Date</b>	<b>Check/ Electronic Transfers No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
10/14/16	E0041823	Corp State Street	\$60,766.33	Retirement program costs for annuitants and employees – Other Post-Employment Benefits for PPE 09/30/2016
10/14/16	E0041850	Regents University California	\$288,521.18	Employer/employee contributions: Health and Welfare for PPE 09/30/2016
10/20/16	E0041913	BGCA Management LLC	\$50,000.00	Pre-payment for 2017 commencement venue/event at Bill Graham Civic Auditorium
10/25/16	0266053	Pacific, Gas & Electric	\$75,482.46	Utilities payment for the period of 09/07/16-10/05/16
10/28/16	0266061	ABM Janitorial Services	\$80,232.00	Facilities custodial services in the 198, 200 & 100 McAllister buildings for the month of October 2016 and November 2016
	<b>35 Records Listed</b>	<b>TOTAL</b>	<b>\$7,600,652.15</b>	

Agenda Item: \*16  
Finance Committee  
November 10, 2016

## **FINANCE COMMITTEE MEETING**

Meeting adjourned at \_\_\_\_:\_\_\_\_ a.m/p.m.