

Thursday, September 27, 2018
3:00 PM to 5:00 PM
Executive Conference Room, Welch Hall D-444

Board of Directors Meeting Minutes

Members Present: Dr. Thomas Parham, Dr. Cornelia Brentano, Alan Caldwell, Phil D'Amato, David Donell, Dr. William Franklin, Dr. Leena Furtado, David Gamboa, Naomi Goodwin, Jerry Groomes, Del Huff, Gil Ivey, Christian Jackson, Dr. Michael Spagna, Carrie Stewart, Dana Ward, and Roger von Ting.

Members Absent: David Donell and Dr. Leena Furtado

Guests: Amanda Dodd (Director Human Services and Payroll, Richard Chester (Associate Executive Director/Director of Commercial Operations), Ed Fimbres (Dining Manager), Gillian Fischer (Director of Sponsored Research and Programs, Christian Jackson (President of Associated Students Inc.), Fay Ji (Controller), Kamal Hamdan (Director & Annenberg Endowed Chair) Chris Manriquez (Vice President, Information Technology), Jinna Matzen (Business and Finance Coordinator).

I. Call to Order

Meeting called to order by von Ting at 3:07 P.M.

II. Approval of Meeting Agenda

Brentano moved and Gamboa seconded. Motion carried.

III. Approval of June 28, 2018 Meeting Minutes

Ivey moved and Ward seconded. Motion carried.

IV. Public Comment

No one was present to represent the public.

V. Reports

University President

President Parham opened his report by thanking the Board for welcoming him to the campus and stated that he and his wife were delighted to be at CSUDH. Parham stated that one of his initiatives is to bring an era of transparency to students and has calendared monthly Toro

luncheons, which include the entire administrative team to meet with students. Parham noted that later on in the agenda under “Dream of Possibilities” he would expand on his vision as the new CSUDH President.

President Parham concluded his report noting that in his message of transparency he himself wanted to be transparent with the Board. The President then discussed an article in the LA Times that portrayed Parham in a negative light. Parham stated that the issue had not been fully adjudicated and that the issue stemmed around pay equity, it was not based on salary issues, it was based on stipends. Parham went on to discuss with the Board the details of the complaint and the fact that he has always been a champion for gender and race equity, noting his disappointment with the allegations and the leak of the story. Parham stated that this was not a report released by the University, but rather a story that was leaked which he wanted to address. Parham wanted the Board to know that they should feel confident having a President that champions and fights for gender and race equity issues. He also shared that his wife is a former Director of Affirmative Action at CSUDH.

The members openly discussed the allegations with the President clarifying that the issue was not due to sex discrimination, it was regarding equity issues having to do with stipends. The President noted that no one had ever been given a stipend for the activities detailed in the complaint. Members also noted attention grabbing headlines written in a way to heighten interest and thanked the President for being so open and transparent not only to the Board but to students, faculty, and staff. A discussion followed regarding the excitement and energy at the campus convocation. The President ended his report by welcoming critiques and feedback to allow him as a President to grow and be better.

VI. Officer’s Reports

Interim Chair of the Board

von Ting initiated his report by discussing the responsibilities, duties, and functions of the Foundation, stating that after being on the Board for several years, he now has an understanding of the day-to-day activities of the Foundation and feels it is important to share this information with the Board. von Ting informed the Board that Interim Executive Director D’Amato would give an in depth presentation on this under his report.

Interim Executive Director

D’Amato began his report by bringing the Board’s attention to a hand-out included in the Board’s packet detailing “What We Do, For Whom We Do, and How Much We Do”. D’Amato detailed “What we do” by explaining the Foundation oversees numerous operations which include dining, catering, management of contracted vendors, commercial services including: University bookstore, filming, land development, live scan, human resources including payroll services, comprehensive human resources for eight hundred plus employees, including benefits administration, W2 issuance, and recruitment, accounting services, including accounts payables with an average of thirteen thousand checks processed per year, accounts receivables with an average of one thousand invoices processed per year, general accounting services, including over five hundred individual accounts with accounting necessities, including bank reconciliations, financial document preparations, journal entries and general changes to ledger accounts. D’Amato concluded his “What we do” discussion by noting that Foundation also conducts other services, including contract administration and execution to assure compliance with Board policy and CSU requirements, working as a liaison with the Board of Directors, and overseeing the Infant Toddler Development Center which provides childcare to the public,

University students, staff, and faculty.

D'Amato transitioned his report to "For Whom we Do" detailing that Foundation provides catering services to all University departments, provides all financial services to Loker Student Union (LSU), provides all business and financial services to Grants and Contracts, provides all business and financial services to Commercial Services, provides Live Scan background screening services and childcare services to the public, and University staff, students and faculty, provides business and financial services to campus programs, and provides payroll services, accounting for student clubs and orgs, and business and financial services to Associated Students Inc. (ASI.)

D'Amato then went on to explain "How Much we Do" providing yearly transaction numbers: Dining: 6,354 transactions per year, Commercial Services: 2,695 transactions per year, Grants/Contracts administration: 9,288 transactions per year, Loker Student Union (LSU): 1,950 transactions per year, Associated Student Union (ASI): 813 transactions per year, Philanthropic Foundation: 2,923 transactions per year, and other transactions: 260 transactions per year.

D'Amato provided a document titled CSUDH Foundation Activity Matrix to the Board which gave a detailed description of the different businesses that fall in the categories outlined in his presentation. D'Amato went on to explain that information provided to the Board in his presentation helped him create the Foundation's "Labor & Overhead Allocations," a document provided to the Board detailing the amount of time each Foundation employee spends executing tasks and for which category/department they spend their time. D'Amato informed the Board that this is how rates for business agreements are determined and that some business agreements currently are under the amount the Foundation should be charging. The Board accepted this in depth analysis with members noting the strides Foundation has recently made. Members stated that Foundation is now more customer focused with an emphasis on collaboration between departments, students, faculty, and staff, and that previous procedures have been streamlined to provide greater efficiency.

VII. Committee Reports

Executive Committee

von Ting informed the Board that the Executive Committee acting on the Board's behalf appointed new members to the Nominating and Audit Committees. Dr. Cornelia Brentano and David Donell were appointed to the Audit Committee, Gil Ivey and David Gamboa were appointed to the Nominating Committee. von Ting also went on to discuss other actions taken by the Executive Committee, such as inclusion as members of the CSU auxiliary organizations' Benefits User Group (BUG) to opt into the excess insurance authority (EIA) health plan, self-insured benefits program for 2019. von Ting further reported on decisions of the Executive Committee to initiate RFPs for a new audit firm and new investment advisors. The Board accepted the Executive Committee's report.

Audit Committee

D'Amato reported to the Board on behalf of the University AVP, Finance as chair of the Audit Committee that the Audit Committee met on September 21, 2018 with Foundation's audit firm, Vasin Heyn and Company, and there were no substantial findings. The report was submitted to the Chancellor's Office the same day. The Board accepted the Audit Committee's report.

Nominating Committee

von Ting reported that the Nominating Committee was set to meet on November 1, 2018. von Ting informed the Board that according to the Foundation bylaws, the Board could have up to nine members from the University to which there are no vacancies. The Board can have ten members of the general public and there are three vacancies. von Ting noted that at the November 1, 2018 meeting, Nominating Committee members would decide whether to actively fill the vacant spots and determine what skillsets new candidates should possess. The Board accepted the Nominating Committee's report.

VIII. Informational Items

Sponsored Research and Programs Update FY 2017-18 and FY 2018-19 Year-To-Date – Gillian Fischer

The Board welcomed Gillian Fischer, Director of Sponsored and Research Programs, to the meeting. Fischer distributed a document to the Board detailing information for fiscal years 2017-18 and 2018-19 year-to-date. The document provided the Board with an update on the number of proposals requesting full IDC and the number of awards with full IDC. Fischer also updated the Board on Chancellor's Office audits and recommendations, additional staffing, and the merger of Pre-Award and Post-Award departments into one co-located office. The Board accepted Fischer's report and discussed tracking proposals versus awards, breaking proposals down by college and area, IDC tradeoff, broadening opportunities, incoming faculty, looking at grants with indirect benefits, keeping fingers on the pulse of the faculty, productivity of faculty, and scope of impact. Dr. Spagna noted the investment that CSUDH is making in building relationships, with the President, Provost, and faculty visiting the NSF and NIH in Washington. Discussions also included the current separation of Pre-Award and Post-Award with half currently housed in Small College Complex and the other half located in Welch Hall.

Statement of Operations as of August 31, 2018

Ji reviewed the Statement of Operations document that was distributed to the Board in the meeting packet, noting that accounting has moved from GASB45 to GASB75. Ji further noted that there was a change in the post-retirement health plan and also explained that there were three new costs to report, new positions: Executive Director, Accounting Manager, and HR Generalist. The Board accepted the report on the Statement of Operations.

Investment Review as of August 31, 2018

Ji reported on the performance of the Foundation's investments stating investment performance did not meet the benchmark of 2.69% instead investments yielded a 1.87% return before the deduction of management fees with a loss of an additional expected return equaling \$72,000. The Board accepted the Investment Review.

Executive Director Position

von Ting reported that the Board was sad to see Interim Executive D'Amato leave and noted that D'Amato was able to accomplish many things during his short tenure as Interim Executive Director. D'Amato stated that this was actually his last Board meeting, acknowledging his time on the Board and as Interim Executive Director. von Ting further informed the Board that he felt it was a disservice to the Foundation to keep the Executive Director position vacant for so long, recognizing the fact that the position has been without a permanent Executive Director for over ten years. von Ting stated that they were currently reviewing new search firms as the past resulted in two failed searches. von Ting reviewed the position description presented in

the Board packet with the Board and discussions followed regarding the desire to find a candidate with expertise related to gift and endowment management. Discussions concluded with von Ting noting that it was highly unlikely that candidates would be identified prior to the end of the year.

University Village Land Development and Business Park

Goodwin stated that a real estate advisory firm was successfully identified, BAE (Bae Urban Economics) and that the Land Development Committee had a very successful kickoff meeting last week. Goodwin further noted that BAE would be assisting Foundation in re-issuing the University Village Mixed Use and Business Park RFQs and that the EIR was scheduled for mid-November.

IX. Action Items – None

X. Other Items

Dream of Possibilities – President Thomas A. Parham

President Parham provided the Board with an inspiring presentation on “Dreaming of Possibilities” in which he detailed the vision that he and his wife, Davida had for CSUDH. Parham conveyed to the Board the success of Move-In Day with Chancellor White, acknowledging that his top priority is to identify ways to enhance and contribute to student success. President Parham went on to detail his getting to know the DH community, and the respect he has for his predecessor, President Willie Hagan, sharing in his vision to provide the best educational and co-curricular experience for DH students in order for them to have successful lives. President Parham stated that he was ready to roll up his sleeves and work. He thanked Dr. William Franklin and his team for helping to roll up their sleeves, forming a gauntlet on Move-In Day to cheer and welcome new students to the Toro Nation.

President Parham stated that “higher education is the engine of social mobility” acknowledging though that we must never forget our historic roots, Parham further stated his desire to build upon the historic roots of the campus. He urged Board members to look at the diversity of our campus and ask themselves, do policies and procedures need to change with our current demographics? President Parham went on to note that the DH campus is 63% women and 37% men. Parham pressed Board members to dream of possibilities asking where do we want to go? What do we do well and where are holes, where we can do better? Parham identified some of his visions, which include: contributing to student success, making CSUDH a destination campus, having students choose DH as their destination, asking what is it about a campus that makes it a destination, how can we cultivate interest in investing in our campus?

President Parham went on to note that DH is having record breaking enrollment with over 16,000 enrolled, DH has been affirmed by WASC with accreditation for the maximum period of ten years which Parham stated is a huge deal, it is the gold standard of where Universities want to be. Parham went on to state he would love for the graduate footprint to increase and grow, leading the way in STEM education. President Parham further stated the importance of demonstrating to the public why we matter and how educating our youth can not only impact their lives but also impact communities. President Parham went on to discuss the numerous accolades that CSUDH has received, recognizing: accessibility & affordability, community service and the public good, diversity, graduate programs, online programs and career outcomes.

President Parham transitioned his presentation to discuss academic infrastructure, acknowledging that many CSUDH buildings were built in the sixties and seventies and are no

longer suited for today's technology. In keeping with dreaming of the possibilities, Parham visions a new cutting edge campus with new buildings going up to support the present snapshot of top academic programs, including: Leaders in Stem education, Center for Orthotics and Prosthetics, Occupational Therapy Programs, and School of Nursing. Parham noted that out of 727 colleges rated in Money Magazine, CSUDH was rated #45 in what students get for their money.

President Parham continued to inform the Board of his visions including ensuring that the academic programs keep up with market needs, taking advantage of being in a region that is a global hub, Los Angeles, and building internships, making a difference and building communities. Parham presented images depicting visions of new building entry ways, student housing with dynamic environments that include lounges and academic spaces, noting that the current housing was exponentially too small. President Parham urged the Board to dream of creative ways to provide a first class experience to a campus who has a high enrollment of U.R.M, Pell Grant recipients, and first generation college students, to increase student engagement and leave a housing footprint. Parham continued to inspire the Board to help "transform lives that transform America", to leave a legacy, "to unlock the shackles of conceptual incarceration and to dream of the possibilities".

Mobile Fab Labs – Kamal Hamdan

Dr. Hamdan updated the Board on new projects occurring in Stem pathways at the Center for Innovation in Stem Education (CISE), and the California Stem Institute for Innovation & Improvement, (CSI3). Expanding on President Parham's vision to "dream of possibilities," Hamdan stated that he dreamt that he could attain grants others thought were unattainable, informing the Board that thinking outside the box and trying is what makes dreams and visions come to life.

Hamdan explained how faculty and the University must seek external funding like the partnership between Toyota and CISE, which included the donation of five Toyota trucks and Mobile Fab Labs and funding for the Toyota Center for Innovation in Stem. Hamdan noted that students majoring in Stem are having difficulty graduating and achieving their undergraduate degrees, to help with student success Hamdan piloted a tutor program. Hamdan went on to further discuss grants and the trade-off between high IDC verses the importance of the reach of the programs and that some grants with low or no IDC give the most back to the students and communities. Hamdan urged the Board to think of the overall impact a grant may have and not think of just the IDC. Hamdan informed the Board that he felt CSUDH students have the capacity and ability to excel, he noted that many students have external factors influencing their education but how he felt it was the duty of educators to show students that they can achieve at a high level. He noted that in order to do so a comprehensive approach to project funding with both external sources as well as internal sources are needed,

Hamdan went on to reference the LA 2050 competition his team won, which brought a \$200,000 gift to CSUDH with the Annenberg Foundation providing an additional \$25,000. Hamdan described how early child hood programs like the ones currently in progress under Stem to reach K-12 students and inspire them in fields of Stem through REACH, CTA, Rise, bringing young students on campus and reaching out to young students through Mobile Fab Labs, works to inspire young minds to start thinking about their futures and college at a young age. Hamdan ended his presentation by inviting the Board to tour the Mobile Fab Labs immediately after the adjournment of the meeting.

XI. Adjournment

Goodwin moved to adjourn, von Ting seconded. Meeting adjourned at 5:19 P.M.

A thirty minute tour of Mobile Fab Labs immediately followed the conclusion of this meeting.