

Friday, March 25, 2022

9:00 a.m. to 4:00 p.m.

Loker Student Union (LSU), Ballroom B

### **BOARD OF DIRECTORS RETREAT SUMMARY**

**Members Present:** Tranitra Avery, Nicole Harper Rawlins, Del Huff, Gilbert Ivey, Dr. Philip LaPolt, Dr. Thomas Norman, Dr. Michael Spagna, Deborah Wallace, Dana Ward, and Pat West

**Members Absent:** President Thomas Parham, Cornelia Brentano, Alan Caldwell, Dr. William Franklin, David Gamboa, Jerome Groomes, and Jonathan Molina Mancio

**Guests:** Kelvin Blunt (CSUDH Foundation), Jonathan Canton (CSUDH Foundation), Dr. Kirti Celly (Board Delegate), Bill Chang (CSUDH), Amanda Dodd (CSUDH Foundation), Ed Fimbres (CSUDH Foundation), Chris Manriquez (CSUDH), Jinna Matzen (CSUDH Foundation), Theresa Morrison (CSUDH Foundation), Nnamdi Okafor (CSUDH), and Dr. Sheree Schrage (CSUDH)

I. Welcome – Del Huff, Chair of the Board of Directors

Huff welcomed everyone to the first Board of Directors Retreat in more than six years. Dodd guided attendees in an icebreaker exercise. Afterwards, attendees introduced themselves, their affiliation with CSUDH, and what they expected to obtain from participating in this retreat.

II. Public Comment

No one was present to represent the public.

III. CSUDH Foundation: Beginnings, Completions and Milestones – Nitra Avery, Executive Director

Avery's presentation to the Board provided an overview of the Foundation's overarching contributions to CSUDH and mission to provide outstanding products, facilities, and customer service to the University community in a fiscally responsible manner. Avery also emphasized the Foundation's vision to be a student-centric unit dedicated to providing the University community enhanced services, excellent product quality, and superior facilities.

Avery reported that the Foundation, with consultation from Human Resources Strategies, is developing a salary classification structure that will include a market pricing analysis and the development of an objective and competitive base salary structure for the Foundation.

Avery announced that after reviewing several vendors via RFP, Voya Voya will start managing the Foundation's 403b plan on July 1, 2022. Avery discussed the impending Aramark agreement and projected returns of \$30 million over the term of the ten-year agreement. Avery also discussed the Foundation's rebrand project to establish a new brand of the Foundation to properly represent the aims and objective of the organization.

IV. Campus Master Plan Update - Deb Wallace, VP, Administration & Finance/Chief Financial Officer

Wallace provided an update of the Campus Master Plan, a road map to the future of the physical campus, a plan for the facilities and systems needed to achieve the University's core mission, enrollment goals, as well as academic, student life and administrative goals.

V. Overview of Sponsored Research and Programs – Dr. Sheree Schragger, Dean of Graduate Studies and Research

Dr. Schragger provided an overview of the Office of Sponsored Research and Programs (OSRP), that manages all extramurally funded ("sponsored") grants and contracted programs for CSUDH, and how OSRP regularly interfaces with the Foundation. Dr. Schragger briefly described the major functions of OSRP, and summarized the current state of proposals, awards, and expenditures. Dr. Schragger also provided a breakdown of the organizational structure of OSRP, which includes Sponsored Research and Programs; Research Compliance; Research Development; Graduate Studies; and Research Opportunities for Undergraduates."

VI. The More You Know: Key Financial Statement Performance Metrics – Theresa Morrison, Foundation Chief Financial Officer

Morrison utilized the January 31, 2022, financial statements to explain key performance metrics to the Board, including the revenue of an annual budget compared to year-to-date (YTD) actuals; the revenue of a prorated budget compared to YTD actuals; the expense of an annual budget compared to YTD actuals; the expense of a prorated budget compared to YTD actuals; 5) the annual net of revenues and transfers in over (under); and the prorated net of revenues and transfers in over (under).

VII. Lunch Break

VIII. Campus Site Visits to Foundation-Affiliated Entities - Ed Fimbres, Dining and Commercial Services Manager

Fimbres led Board members and guests on a campus tour of campus dining facilities in Loker Student Union (LSU); new dining location in the Innovation and Instruction (I&I) building; LSU management facilities; and the campus bookstore.

IX. Board Brainstorm: Roles, Responsibilities, and Recruitment – Board of Directors

The Board reviewed results of the Board of Directors's Demographic Questionnaire, conducted between March 14 and March 24, 2022. Blunt announced that 14 out of 16 Board members participate in the survey. The Board agreed to continue efforts to ensure the Board reflects the demographic landscape of CSUDH and surrounding communities.

The Board reviewed the current list of university and committee directors, and the current list of standing committee members. Both lists were included in the Board Retreat packet electronically distributed to the Board in advance of the retreat.

The Board strategized ways to increase the engagement of Board members, fill vacant community seats on the Board, and highlighted role each Board member holds in actively participating in both endeavors. The Board discussed upcoming Board elections in June, and if it is possible to stagger term limits and the timing of Board elections. Blunt noted that the Board's term limits and elections are in accordance to Foundation bylaws.

X. Next Steps and Closing Remarks

Avery encouraged Board members to refer potential Board candidates to Foundation, to fill the three vacant community Board seats. Blunt reminded the Board that next year's board retreat will take place on Friday, April 14, 2023, and that the location will be announced at an upcoming Board meeting. Huff acknowledged Avery, Blunt, and the Foundation staff for successful planning today's retreat, and thanked Board members and guests for attending.