



Thursday, August 09, 2018
3:00 PM to 5:00 PM
Welch Hall B-470K

EXECUTIVE COMMITTEE MEETING MINUTES

Members Present: Alan Caldwell, David Donell, Naomi Goodwin, Roger von Ting, and Dana Ward

Members Absent: None

Guests: Richard Chester (Associate Executive Director), Phillip D'Amato (Interim Executive Director), Amanda Dodd (Director of Human Resource and Payroll), Ed Fimbres (Dining Services Manager), Fay Ji (Controller), and Jinna Matzen (Manager, Business Process Improvement, Customer and Board Relations)

I. Call to Order

Meeting called to order by von Ting at 3:02 P.M.

Goodwin moved and Ward seconded. Motion carried.

II. Closed Session: 3pm – 3:30pm

The Executive Committee entered into a closed session pursuant to California Education Code § 89923 at 3:02 P. M and resumed open public session at 3:42 P.M.

III. Approval of Meeting Agenda

Donell moved and Goodwin seconded. Motion carried.

IV. Approval of Minutes of Previous Meeting(s) – March 22, 2018

Goodwin moved and Ward seconded. Motion carried.

V. Public Comment

No one was present to represent the public.

VI. Officer's Reports

Interim Chair of the Board

Von Ting provided an on-screen presentation as an example of a presentation that he would like to give to the full Board at the scheduled September 27, 2018 Board meeting. Von Ting noted that he felt it was important to educate Board members on Foundation responsibilities and activities. Von Ting's presentation consisted of: "Foundation, What We Do", which encompassed an overview of Grant & Contract Administration, Commercial Operations, Auxiliaries Foundation Services, Dining Services, and the Infant Toddler Center. Von Ting's presentation concluded with information on "Foundation Annual Net Revenue Projection". During the presentation numerous questions were posed by von Ting to committee and guests requesting clarification on various Foundation business units and functions, with answers rendered.

Interim Executive Director

D'Amato agreed with von Ting on the importance of presenting information to Board members in an effort to bring awareness to Foundation business practices. D'Amato gave a Power Point presentation that detailed what Foundation does, who Foundation provides services to, compensation for those services, and how revenue is spent. The committee accepted D'Amato's presentation with discussion on Dining staff turnover, term leases, commission based businesses, cell towers, and non-taxable bonds.

VII. Informational Items

Foundation Business Unit Responsibility Matrix & Admin. Allocations

D'Amato and Ji presented an "Activity Matrix" that detailed services provided and the amount of yearly transactions that are attributed to the services. The matrix offered detailed information on Accounts Payable and Accounts Receivable transactions including: purchase orders, invoices and payments, tax filings, journal entries, audits, bank reconciliations, and deposits. The matrix further included information on the types of services Foundation provides to different auxiliaries such as Associated Student Inc., Philanthropic Foundation, and Loker Student Union. D'Amato and Ji concluded their dialogue with a presentation of an analysis of Labor and Overhead allocations detailing the approximate amount of time each "main" office employee spends on each service to each contracted "customer" in order to understand the total cost of what it takes to administer the service in comparison to what Foundation receives in payment for the services provided.

Dining Services Update- MenuPro/COGS

Fimbres presented the Executive Committee with information on Campus Dining including: Micros POS (Point of Sale)/USF Profit Pro, US Foods reporting system, and Oracle Micros reporting and analytics. This information was provided to detail how Dining is now able to obtain the COGS (Cost of Goods Sold) per menu item for items already loaded into the Profit Pro system. Fimbres closed his presentation noting that this new process not only

saves time, it also more accurately calculates the cost of goods sold (COGS). The committee accepted this information observing the importance for Dining to be able to easily extract this information.

Live Scan Update

D'Amato expressed to the committee that a review of LiveScan is currently underway due to the pending physical move of Foundation. D'Amato noted that he was looking at several options, taking meetings regarding possible mergers of LiveScan with Passport (College of Extended Education), and would have an update on LiveScan at a future Executive Committee Meeting. The committee accepted this information with little discussion.

Grants/Contracts Process Update

D'Amato relayed to the Executive Committee that he had conducted a preliminary analysis of the IDC distribution in regards to the current MOU in place and that he and Goodwin have been communicating with the Provost on all matters concerning Grants and Contracts. The committee briefly discussed IDC rates, distributions, Pre-Award versus Post-Award, and how IDC rates are calculated.

Education Assistance Program

D'Amato noted that the current maximum age for dependents to use this program is 23. D'Amato suggested that this be raised to the age of 26 following the guidelines set forth in the ACA (Affordable Care Act). The committee accepted this information and will decide whether an amendment should be brought before the Board or if the program age should remain 23. The committee noted that if there were to be a change, a resolution would have to be brought forth.

Performance Review Update

Dodd presented the Executive Committee with paper documents that outlined "Implementing a Quasi-Performance-Based Compensation System" and an "Employee Performance Evaluation". Dodd's presentation detailed a basic pay for performance policy, evaluation forms, a timeline for roll-out, supervisor training timeline, evaluator instructions, categories for evaluation, and a summary rating. The Executive Committee accepted this information with discussion on subjectivity, specificity, state standards, pool size, pay for performance percentages, quantifying ratings, formulas, culture, and standard GSI (General Salary Increase).

Land Development Update

Donell reviewed with the committee updates on the RFP and RFQ noting that the Land Development Review Committee decided that the submissions received did not completely meet the requirements or wishes of the campus. Donell further described that the RFQ/RFP process will be reinitiated. The

Executive Committee accepted this information with a brief discussion on the EIR and Chancellor's Office recommendations.

VIII. Action Items – None

IX. Consent Agenda

Statement of Operations as of June 30, 2018

Ji presented the Executive Committee with a Statement of Operations and a Statement of Operations Summary as of June 30, 2018. The Executive Committee noted that revisions were needed on the Statement of Operations and discussed details of the report including layout and presentation.

Investment Report as of June 30, 2018

Ji presented the Executive Committee with an Investment Report and an Investment Report Quick Summary as of June 30, 2018. Ji noted that the Investment Report Quick Summary outlined, at a glance, performance vs. benchmarks. The Committee accepted the documents with a brief discussion.

X. Other Items – None

XI. Adjournment

Goodwin moved to adjourn, von Ting seconded. Meeting adjourned at 6:46 P.M.