

Thursday, November 29, 2018

3:00 PM to 5:00 PM

Welch Hall B-470K

AD HOC EXECUTIVE COMMITTEE MEETING MINUTES

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

Members Absent: Alan Caldwell

Guests: Jerome Groomes (Interim Executive Director), Fay Ji (Controller), and Jinna Matzen (Manager Business Process Improvement, Customer and Board Relations)

I. Call to Order – Interim Chair Roger Von Ting

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

II. Closed Session: 3pm – 4:00pm

The Executive Committee entered into a closed session pursuant to California Education Code §89923 at 3:03 P.M. and resumed open and public session in accordance with California Education Code §89920 at 4:09 P.M.

III. Approval of Meeting Agenda

Ward moved and Donell seconded. Motion carried.

IV. Approval of Minutes of Previous Meeting(s)

- November 01, 2018

Donell 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 did not provide a report

Interim Executive Director

Groomes opened his report discussing a newly formed Starbucks Taskforce, stating that campus dialogue between several entities was occurring to house Starbucks in the University Library. The Executive Committee accepted this information asking about costs, analysis of revenue stream to justify placing Starbucks in the Library, and requesting an analysis of construction costs. Groomes agreed to follow up on the Executive Committee's concerns and return to the next committee meeting with answers to their questions.

VII. Informational Items

OPEB Accounting and Funding Status

Ji presented the committee with information detailing the changes made to OPEB due to new accounting

standards. Ji reported that the only significant change was that the recommended 7% discount rate increased meaning less liability. Ji concluded her report stating that Foundation was behind on payments to OPEB but that two payments were made this year to bring the account current, noting that normally only one payment per year would be warranted. The Executive Committee accepted this information with discussion about annual payments.

Distribution Policy

The Executive Committee discussed a proposed draft form Distribution Policy that included budgets, projections, mid-year budget adjustments, and flexible capital retention. The Executive Committee requested that a final draft be brought at the next Executive Committee to decide whether the document was ready to be brought before the Board of Directors for a vote.

Land Development

The Executive Committee discussed items pertaining to Land Development including: loan principal and interest payments, understanding commitments to the future Business Building, a need to document arrangements and commitments based on future revenue in an MOU that would outline thresholds, allocation, and verbal agreements. The Executive Committee ended conversations acknowledging the important role the Land Development Committee would have in Land Development.

RFP Investment Advisors

Deferred to the next Executive Committee meeting scheduled on January 17, 2019.

VIII. Financial Reports

Statement of Operations as of September 30, 2018

Ji presented a document outlining the Statement of Operations as of September 30, 2018. The Executive Committee accepted this information requesting that the font size be larger on the Statement of Operations for the next meeting and that the document include “year to date budget” along with an explanation of any significant changes.

Investment Review as of September 30, 2018

Ji presented the Investment Review as of September 30, 2018 prepared by Graystone Consulting. The Executive Committee accepted Ji’s review and asked that Foundation’s current Investment Policy be brought to the next Executive Committee meeting for review.

IX. Action Items – None

X. Other Items – None

XI. Adjournment

Donell moved to adjourn, von Ting seconded. Meeting adjourned at 6:24 P.M.