

Thursday, November 12, 2020

10:00 AM to 12:00 PM

Zoom Meeting Conference: <https://csudh.zoom.us/j/84000266254>

Dial: +1 669 900 6833 (US Toll) or +1 253 215 8782 (US Toll)

Meeting ID: 840 0026 6254

**SPECIAL AD HOC EXECUTIVE COMMITTEE CONTINUATION FROM NOVEMBER 06.  
2020 MEETING MINUTES**

Members Present: Dr. Cornelia Brentano, Del Huff, Gil Ivey, Jerry Grooms, Deborah Wallace, and Dana Ward

Members Absent: None

Guests: Amanda Dodd (Director of Payroll and H.R.), and Jinna Matzen (Manager Business Process Improvement, Customer & Board Relations)

I. Roll Call

Meeting was held via virtual platform, Zoom. Members and guests could be heard clearly. Quorum met.

II. Call to Order – Chair Del Huff

Meeting called to order by Huff at 10:04 AM.

Huff stated that the meeting's primary goal is to vote on the "Action Item" depicted on the agenda.

III. Approval of Meeting Agenda

Ivey moved, and Brentano seconded. Motion carried.

IV. Public Comment

No one was present to represent the public

V. Discussion Topics

a) E.D. Candidate Contingent Offer

Huff explained to the Executive Committee that even though proper procedures were not followed and that a contingent offer had been made to Executive Director candidate, Tranitra Avery without Board approval, the task is now to ensure that all are in agreement so that the offer can stand and move forward. The committee agreed. Wallace provided information on actions already taken, explaining that she sent the committee via email a confidential summary

provided by the Search Committee, which also detailed Search Committee candidate scoring. Wallace further clarified that the information sent was not inclusive of the stakeholders' surveys received. Wallace reviewed her methodology in choosing which candidate to provide the offer to, explaining that several parts were included (1) Executive cabinet comments and discussion (2) interview surveys from the campus (3) the Search Committee summary, which was provided to the Executive Committee (4) following the position description with respect to the candidate being able to transform the organization (5) candidates ability to work well with current staff and improve morale (6) ability to set and implement a strategic focus (7) choosing a candidate with a relatively strong financial know-how to communicate with the Board (8) selecting a candidate who has demonstrated evidence on turning revenue streams around for auxiliaries (9) selecting a candidate who will be able to address dining issues and create a sustainable plan (10) resume and portfolio information (11) choosing a candidate that can work with the Philanthropic Foundation to build a collaborative partnership. Wallace concluded her methodology in selecting the candidate, noting that there was no expectation that a candidate would meet all criteria but would create a strategic plan. Wallace disclosed the name of the candidate chosen. The committee agreed with the selected candidate with no objections voiced.

b) Bylaws: Foundation Board & Committees' Roles and Responsibilities

This item was incorporated into agenda item (a) discussed at the November 06, 2020, Ad Hoc Meeting

c) Foundation and Foundation Executive Director Reporting Lines

The committee discussed reporting lines. Wallace explained that she would have a collaborative and supportive relationship with the Executive Director but that this individual would report directly to the Board. Further conversation was held regarding the current dotted line noted on Foundation's organizational chart between the V.P. of Admin and Finance and the Executive Director. Chair Huff requested direct input from the President on that line, whether solid or dotted. The committee concluded the discussion on this, stating that clarity and transparency are needed to ensure turnover in this position ceases as reporting to two different places is difficult. The committee acknowledged that an in-depth review of the bylaws and handbook should be completed while ensuring that the current policies and procedures remain in place and govern current conduct until a change is memorialized in writing.

VI. Action Items

a) Approval of Executive Director Candidate, Tranitra Avery, Contingent Offer

Ivey moved to support the recommendation and sanction the contingent offer made to the candidate chosen. Brentano seconded.

Motion Carried.

VII. Adjournment

\* Before adjournment, the committee discussed the start date of the finalist candidate. The the committee provided approval for the candidate to start as the new Foundation Executive Director as soon as December 1, 2020, and as late as January 3, 2020.

Meeting adjourned at 11:04 AM.