

Thursday, September 16, 2021

11:00 a.m. to 12:00 p.m.

Zoom Meeting Conference: csudh.zoom.us/j/89298533796

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

Meeting ID: 892 9853 3796

EXECUTIVE COMMITTEE AD HOC MEETING MINUTES

Members Present: Gil Ivey, Del Huff, Deborah Wallace, and Dana Ward

Members Absent: Dr. Cornelia Brentano

Guests: Tranitra Avery (Executive Director), Naoko Barker (Starbucks), Kelvin Blunt (Executive Assistant to Executive Director/Board Liaison), Jonathan Canton (Systems Administrator), Alexis Cook (Starbucks), Amanda Dodd (Director, Human Resources and Payroll), Eduardo Fimbres (Dining Manager), Brendan Gallery (Starbucks), Cherisse Ross (Controller), and Theresa Morrison (CFO)

I. Roll Call

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

II. Call to Order – Chair Del Huff

Meeting called to order at 11:05 a.m.

I. Approval of Meeting Agenda

Ivey moved, and Huff seconded. Motion carried.

II. Public Comment

No members from the public were present.

III. Action Items

- a. FY2021-09 Amended Resolution Authorizing Capital Investment for a Licensed Starbucks Location. **REJECTED**

Avery reported that the university-owned would be located at CSUDH in the brand-new Innovation & Instruction (I&I) building, which provides mixture of classrooms, student meeting rooms, and faculty offices. This Starbucks will be

located directly across from the new courtyard/quad area, across from a new 500-room student residence hall; and a 1,500-room student housing complex.

Avery reported that the estimated total for furniture, fixtures and equipment (FFE) for the proposed Starbucks store build-out cost would be \$395,000 for the 1277 square feet of space. She stated that Starbucks typically sees an average build-out cost of 1.5X FF&E in Southern California, but based on the University having already mobilized C. W. Driver, Foundation's estimated GC cost would be \$139,700.

Avery reported that Foundation recently met with Starbuck and CSUDH's Facilities team to finalize the schematic design and strategically cut GC costs, based on items already in place. The resolution amount suggested is now \$548,670, inclusive of 10 percent contingency for GC costs.

Gallery, Cook and Barker (from Starbucks) answered questions from the Executive Committee, then vacated this virtual meeting. Avery and the committee discussed the updated proposal. Avery and the committee unanimously agreed it would not be beneficial for Foundation to move forward with the Starbucks licensing deal. Avery stated that she will send the full Board of Directors her recommendation that we not move forward with this project.

IV. Discussion Topic
a. Expansion of Board Committees

Avery resumed her proposal to the committee regarding proposed two committees to be added to Foundation Board of Directors' bylaws. The first committee, the Business Innovation Committee (BIC), would identify opportunities for revenue that are consistent with Foundation's mission, vision, values and that will benefit the CSUDH campus and surrounding community. Avery stated that this committee would identify, evaluate, and suggest Foundation recommendations for new or expanded revenue generating business initiatives and/or investment opportunities. Avery laid out the committee responsibilities, member responsibilities, and the overall composition of the Business Innovation Committee.

The second committee Avery proposed is the Finance and Investment Committee (FIC). This committee would be responsible for the oversight of policies and practices related to Foundation's financial affairs and policies, performance, and investments related to operating funds. Avery added that this committee would work with Foundation's Chief Financial Officer to evaluate and recommend policies and procedures to the Board and, if approved, monitor financial operations to ensure seamless implementations. Avery laid out the committee responsibilities, member responsibilities, and the overall composition of the Finance and Investment Committee.

The Executive Committee discussed this proposal and agreed that Avery should present this proposal to the full Board at their meeting on September 23, 2021.

V. Other Items

NONE

VI. Adjournment

Wallace moved to adjourn, and Huff seconded. Motion Carried. Meeting adjourned at 12:14 p.m.