

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS FOUNDATION
FINANCE AND HUMAN RESOURCES MEETING

August 18, 2015
Welch Hall B-470K
3:00 p.m. – 5:00 p.m.

Members Present: Robert Fenning, George Schmeltzer, Carrie Stewart, Phil D’Amato, Roger von Ting, and Dr. Russel Statham

Members Absent:

Guests: Sarah Vagts (HR Manager), Richard Chester (Director of Commercial Operations), and Brandon Martinez (Executive Assistant to the CFO),
Morgan Stanley/Graystone Consulting

I. Call to Order

- a. Meeting called to order by Roger von Ting at 3:05 p.m.

II. Approval of Minutes

- a. Schmeltzer moved and Stewart seconded. Motion carried.

III. Approval of Meeting Agenda

- a. Schmeltzer moved and Stewart seconded. Motion carried.

IV. Public Comment

- a. No one was present to represent the public.

V. Chief Financial Officer’s Report

- a. Quarterly Investment Review – Morgan Stanley/Graystone Consulting

Graystone Consulting was present to review the performance of the long term investment fund.

- b. Audit Schedule: Fiscal/Uniform Guidance, Scholarships, and CO Auxiliary

Statham stated we are going through the fiscal year end close process. It is approximately a two month process to produce financial statements. Statham also stated we are ending the Uniform Guidance audit (formerly known as A-133 audit) for grants and contracts. Statham informed the committee that the Foundation will

be undergoing two additional audits; a Scholarship Audit, which the Foundations' role is the financial custodian for the scholarships, and second the Auxiliary Audit, which every auxiliary completes every three years.

VI. Consent Items

- a. No items to discuss.

VII. Informational Items

- a. Development of Post Award Principal Investigator's Handbook

Statham stated that the Foundation is developing a post award handbook which is a guidebook to help Principal Investigators conduct business with the Foundation. It will touch on financial administration topics, specific grants and contracts resources, human resources, payroll, and risk management. It will provide a summary of documents during employee on-boarding processes.

- b. Revision of Employee Handbook

Vagts has gone through and updated policies in the original employee handbook to bring it up to date with current state and federal regulations. Vagts will continue to update all policies that need to be updated and make them available to all employees.

VIII. Action Items

- a. Accounts Payable Policy
- b. Community Relations Policy
- c. Procurement Policy
- d. Travel Policy

Statham presented the new policies for consideration. Schmeltzer moved to approve. Stewart seconded. Motion carried unanimously.

IX. Other Items

No other items were presented.

X. Adjournment

- a. Meeting adjourned at 5:05 p.m.