

Tuesday, December 05, 2017
3:00 PM to 5:00 PM
Welch Hall B-470K

Finance and Human Resources Committee Minutes

Members Present: Phil D'Amato, Roger von Ting, Dana Ward, Carrie Stewart, and Bob Lovitt

Members Absent: Naomi Goodwin

Guests: Richard Chester (Associate Executive Director/Director of Commercial Operations), and Jinna Matzen (Business and Finance Coordinator)

I. Call to Order

Meeting called to order by Ward at 3:03 P.M.

II. Approval of Minutes of Previous Meeting(s)

Lovitt moved and Ward seconded. Motion carried.

III. Approval of Meeting Agenda

Lovitt moved and Ward seconded. Motion carried.

IV. Public Comment

No one was present to represent the public.

V. Officer's Reports

a. Interim Executive Director

Lovitt updated the Committee on the current status of the Executive Director Search. The Committee held lively discussions which included: past searches, roles and responsibilities of the Executive Director position, the relationship between the Executive Director– the University– and the Board. The Committee decided after robust discussion that the search for the Executive Director would be placed on hold pending Committee approval to proceed.

VI. Consent Agenda

a. Investment Report as of October 31, 2017

Lovitt furnished attendees with an Investment Report document from Graystone Consulting. Lovitt reviewed the report with discussion from the Committee.

b. Statement of Operations as of October 31, 2017

Consolidated Statement of Operations provided by Lovitt to all attendees. Committee received with a request to add Long Term Investment Fund balances to the report.

VII. Informational Items

a. Controller Position

Lovitt updated the Committee on the Controller position search stating that three candidates are in the interview stage. Lovitt further clarified the steps needed when hiring a manager level position. The Committee held a short discussion on current workload, Interim Consultant, and the timeframe for hiring.

VIII. Action Items – None

IX. Other Items – None

X. Adjournment

a. Meeting adjourned at 04:26 P.M.