

Thursday, June 21, 2018
4:00 PM to 5:00 PM
Welch Hall B-470K

**FINANCE AND HUMAN RESOURCE COMMITTEE
MEETING MINUTES**

Members Present: Phil D'Amato, Naomi Goodwin, Roger von Ting, Dana Ward

Members Absent: Carrie Stewart

Guests: Richard Chester (Associate Executive Director), Amanda Dodd (Director of Human Resource and Payroll), and Jinna Matzen (Manager Business Process Improvement, Customer and Board Relations)

- I. Closed Session: 4pm – 4:30pm
The Finance and Human Resource Committee entered into closed session pursuant to California Education Code §89923 at 4:00 P.M. and resumed open and public session in accordance with California Education Code §89920 at 4:42 P.M.
- II. Call to Order

Meeting called to order by Ward at 4:42 P.M.
- III. Approval of Meeting Agenda

Ward moved and Goodwin seconded. Motion Carried
- IV. Approval of Previous Meeting Minutes

D'Amato moved and Ward seconded. Motion Carried.
- V. Public Comment

No one was present to represent the public.
- VI. Action Items
Education Reimbursement Program
Dodd reviewed the Education Reimbursement Program with the Finance and Human Resource Committee, stating that this program is currently offered at Foundation

and that the resolution was being brought forward to make sure the program was offered and implemented.

D'Amato moved to bring this item before the full Board for vote, Ward Seconded.
Motion Carried.

RESOLUTION: FY1718-16

APPROVAL OF EDUCATION ASSISTANCE PROGRAM

- WHEREAS,** the California State University (CSU), Dominguez Hills Foundation (“Foundation”) wishes to maintain its compensation program in a manner competitive with the University and in compliance with Education Code 89900(c);
- WHEREAS,** as an auxiliary organization, California Education Code 89900(c) requires that the Foundation “provide salaries, working conditions, and benefits for the full-time employees of each auxiliary organization that are comparable to those provided California State University employees performing similar services”; and
- WHEREAS,** California State University Dominguez Hills Foundation is committed to providing a value added educational program in an effort to attract, retain and develop our greatest asset, Foundation employees; and
- WHEREAS,** Foundation strongly encourage employees and their dependents to pursue higher education options, whether through additional skills training, completing a first degree or obtaining a graduate level education. The ongoing availability of this program is based on the availability of funds and will be reassessed on an annual basis; and
- WHEREAS,** for eligibility Employees must be employed by the Foundation for a period of at least twelve months in a full time, benefited position to receive benefits under this program; and
- WHEREAS,** employees must maintain satisfactory job performance as documented in current performance evaluation and have no disciplinary action during the six months prior to applying for the program.
- WHEREAS,** any employee who is eligible to receive benefits under this program may transfer their benefit to one qualifying dependent child, with whom is matriculating towards a degree at any Western Association of Schools & Colleges (WASC) accredited university or college. For the purpose of this policy, a qualifying dependent is under the age of 23 and is either a biological or an adopted child of the employee.
- WHEREAS,** Foundation brings forth the Education Assistance Program for approval.

THEREFORE, IN CONSIDERATION OF THE FOREGOING, IT IS RESOLVED AS FOLLOWS:

- RESOLVED,** that the Board of Directors of the Foundation recognizes the above recitals as true and correct and adopts them as findings of fact; and
- RESOLVED,** that the Board of Directors of the Foundation approves the creation of an Education Assistance Program; and
- RESOLVED,** that the Interim Executive Director is directed to undertake all efforts required to implement the Education Assistance Program and to develop the

administrative regulations and policy provisions applicable to its operation, as well as to take all actions as may be necessary and proper in connection with the execution and implementation of this resolution.

VII. Informational Items

Bylaws

The Finance and HR Committee reviewed red-lined drafts of the new proposed by-laws which included changes from previous versions supplied. The committee went through the bylaws line by line until the bylaws were deemed ready to be brought before the Board for adoption.

FY1819 Budget

A draft operating budget was brought before the committee for review. The committee discussed: budget highlights, sources and uses of cash, Dining Services, Commercial Services, the Infant Toddler Center, Administration costs, the Long-Term Investment Fund, and fund projections.

VIII. Adjournment

von Ting moved and D'Amato seconded. Motion Carried. Meeting adjourned at 5:21 P.M.

