

CAL STATE EAST BAY EDUCATIONAL FOUNDATION

Board of Trustees Meeting Minutes

Thursday, May 28, 2015

CSU East Bay

President's Conference Room

25800 Carlos Bee Boulevard

Hayward, Ca 94542

And via Conference Call

Trustees Present: Jack Acosta, Richard Carson, Debbie Chaw, Patrick Devine, Bette Felton, Ray Garcia, Tanya Hauck, James Houppis, James Klescewski (via conference call), Louis Miramontes, Leroy Morishita, Patrick O'Brien, Micky Randahawa (via conference call), Marvin Remmich, Rich Sherratt, James Songey

Trustees Absent: Carolyn Aver, Jennifer Case, Evelyn Dilsaver, Alan Gould, Tessie Guillermo, James Hannan, Howard Hyman, Narinder Kapany, Kumar Malavalli, Janet Owen, Mahla Shaghafi, Gary Wallace, Allen Warren, John Zamora

Staff Present: May Hernandez

Guests Present: Jagdish Agrawal, Derek Aitken, Kathleen Brady, Jesse Cantley, Stephanie Couch, Brandi Gross, Lisa Hayashi, Rafael Hernandez, Rhonda Johnson, Lisa Lewis, Michael Leung, Ranjini Malavalli, Carolyn Nelson, Dianne Rush-Woods, Richard Watters, John Wenzler, Julie Wong

I. Welcome Remarks/ Approval of Meeting Minutes

Chair Acosta started the Cal State East Bay Educational Foundation Board meeting at 7:59am. He welcomed everyone who was present and those via conference call. He noted that there was no a quorum, so the Board would not be able to take minute action in the meeting; however, after the meeting, there would be a virtual approval via email (copy attached.)

March 4, 2015 Board Meeting: The board reviewed the March 4, 2015 board meeting minutes. On motion duly made, seconded and unanimously carried, the following Minute Action was taken via email on Monday, June 1, 2015:

MINUTE ACTION: The board approves the minutes from March 4, 2015.

Motion by: Richard Sherratt

Seconded by: Richard Carson

Motion: Passed via email

II. Cal State East Bay President's Report

President Leroy M. Morishita began by introducing consultant, James Langley from Langley Innovations. He then discussed information regarding monies from the state given to the CSU system that is based on enrollment. The CSU system also received \$38M for student success initiatives and enrollment.

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President Morishita then discussed the WASC accreditation and that we received a good final report and we would receive accreditation for another 10 years, although that was not yet publicly announced. The accreditation committee did make some recommendations, although they were not troublesome.

III. Election of Officers and Trustees:

Chair Sherratt discussed the nominations slate for 2015-2016 and stated that the same officers would serve for the next year. The Board is still waiting to see who is appointed for the Faculty and Student trustees, and will inform the Board when that information is received. He further stated that if any Board member would like to contribute to a new or different committee this year to please discuss with Jack Acosta and Tanya Hauck. Minute action was presented to board to approve the Officers and Trustees nomination slate for 2015-2016. On motion duly made, seconded and unanimously carried, the following Minute Action was taken via email on Monday, June 1, 2015:

MINUTE ACTION: The board approves the nominations slate for the Officers and Committee appointments for 2015-2016.

Motion by: Jack Acosta

Seconded by: Jim Songey

Motion: Passed via email

IV. Executive Committee Report:

Chair Acosta discussed the annual Board Commitment form and its importance to be turned in. He also discussed the Conflict of Interest form and requested that all present board members sign and turn this form in after the meeting. He requested that the absent board members were emailed copies of this form.

V. Nominating Committee Report:

Co-Chair Sherratt discussed the 2015-2016 slate of officers and trustees and that there were no significant changes. The Faculty and Student representatives will be determined and the names given to the Board as soon as those decisions are made. He did mention that Lee Blich, former Interim Vice President for University Advancement, would be joining the Board of Trustees by appointment; Patrick Devine will be renewing his commitment for the 2015-2016 year; He is working on potentially asking Howard High, former Ed Foundation trustee, to again be a member of the Board; Lastly he mentioned that Patrick O'Brien would not continue to be a trustee in the 2015-2016 year.

Co-Chair Lou Miramontes commented that to keep our board refreshed each Trustee should identify at least one new potential candidate to be a Board Trustee by our next meeting.

Co-Chair Sherratt and Jack Acosta then discussed the committee appointments and requested that if a Trustee is not on a committee to please see VP Hauck or Jack Acosta to have one assigned to the Trustee.

Jack Acosta discussed the handout for the Board and Committee Assessment. The Board went over the metrics of gender, age and participation rates of Trustees. He discussed that we need to add diversity and Trustees that wish to participate more actively in the coming year.

VI. Finance & Investment Committee Report:

Debbie Chaw, Interim Vice President for Administration and Finance, discussed the Finance & Investment Committee reports in Chair Evelyn Dilsaver's absence. She noted that there was minute action to be taken, but since there wasn't a quorum present, it would be done by email after the meeting. She first discussed the Long Term Portfolio Summary (agenda Item #6). Our one year return was 6.54% and the endowment payout is 4%. She further discussed the FY 15-16 Endowment Distribution with the recommendation that the total transfer to current use funds is \$582,108.89. This distribution was approved by the Finance & Investment Committee at their last meeting on April 16, 2015 and is recommended to the full board for approval. On motion duly made, seconded and unanimously carried, the following Minute Action was taken via email on Monday, June 1, 2015:

MINUTE ACTION: The board approves the endowment distribution for FY 15-16.

Motion by: Debbie Chaw Seconded by: Bette Felton Motion: Passed via email

Ms. Chaw further requested that the Board approve the FY 15-16 Operating Budget and Reserve. She discussed that our proposed budget was \$170,135 although our expenditures are projected at \$194,438 which would suggest we are forecasting an operating loss for FY 15-16, although the reserve fund will still have a positive balance. On motion duly made, seconded and unanimously carried, the following Minute Action was taken via email on Monday, June 1, 2015:

MINUTE ACTION: The Board approves the FY 15-16 Operating Budget and Reserve

Motion by: Debbie Chaw Seconded by: Patrick Devine Motion: Passed via email

VII. Campaign Steering Committee

VP Hauck discussed the revival of the Campaign and the revised goal of \$60M. She mentioned that we are working with a search firm to recruit two more Directors of Development as well as a Senior Director of Corporate and Foundation relations, which should help us reach this goal. STEM initiatives will be the platform we will use to raise the funds needed for the CIRCLE project. She shared her vision on expanding the Campaign Steering Committee to gain further reach into the community which will help to reach the overall goal.

Associate Vice President, Kathleen Brady, further elaborated, mentioning that at this time we are in the quiet phase of the campaign. She discussed how strategy and events will help the University reach its goal of \$60M. The campaign kickoff event should take place around March 2016, which by then we hope to be at the \$36M mark of funds raised. We would have to raise \$8M per fiscal year to reach the goal, being as right now we are at nearly \$30M toward the overall goal.

VIII. University Advancement Report Update

VP Hauck discussed that University Advancement has so far surpassed its fundraising goal for FY 14-15, which is currently \$4M+. The Campaign is at the halfway mark of about \$29M+. She further elaborated on what types of ways we will help reach our next goal, which includes reaching out to

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the community, bringing more constituents and volunteers to participation in the Campaign Steering Committee as well as asking Dean and Emeriti Faculty for participation.

VP Hauck introduced James Langley, Consultant for University Advancement from Langley Innovations to present a report to the Board of Trustees with his baseline results summary and recommendations for University Advancement. This was followed by a discussion between the Board of Trustees and guests of the campaign progress and the next steps in relation to Mr. Langley's recommendations.

IX. Other Business

There being no further business to discuss, Chair Acosta adjourned the meeting at 9:53 am.

Dated: May 28, 2015


Mahla Shaghafi, Secretary

Recorded by May Hernandez, Executive Assistant to the Vice President of University Advancement

Action Items Noted:

1. Each Trustee should identify at least one prospect as a Trustee for our Board or Campaign Steering Committee in the next six months.
2. Each Trustee needs to be involved with one auxiliary committee, so if someone is not appointed yet they should contact either Jack Acosta or Tanya Hauck for an appointment.
3. Ensure that all Conflict of Interest and Board Commitment forms are received for FY 2015-2016.