

CAL STATE EAST BAY EDUCATIONAL FOUNDATION

**Board of Trustees Meeting Minutes
Tuesday, December 19, 2017
President's Conference Room SA 4900
Hayward Campus, CA**

Trustees Present: Richard Carson, Jennifer Case, Debbie Chaw, Patrick Devine, Evelyn Dilsaver, Bette Felton, Edward Inch, Bill Johnson, Derek Jackson-Kimball, Johan Klehs, James Klescewski, Leroy Morishita, Louis Miramontes, Janet Owen, Samantha Quiambao, Micky Randhawa, Marvin Remmich, Richard Sherratt

Trustees Absent: Jack Acosta, Tessie Guillermo, Alan Gould, James Hannan, Howard Hyman, Kent Kelley, Kumar Malavalli, Cherrie Nanninga, James Songey, Gary Wallace, Allen Warren

Trustees On Leave: Carolyn Aver

Staff Present: May Hernandez, Andrea Rouah, Richard Watters

I. Welcome Remarks/ Approval of Meeting Minutes

Chair Remmich called the Cal State East Bay Educational Foundation Board meeting to order at 8:04am with quorum present.

June 27, 2017 Board Meeting Minutes: The board again reviewed the minutes from the June 27, 2017 Board meeting. There was not a quorum present at the September 23, 2017 meeting, and therefore the minutes could not be approved at that meeting.

MINUTE ACTION: The board approves the minutes from June 27, 2017:

Motion by: Evelyn Dilsaver Seconded by: Rich Sherratt Motion: Passed

September 23, 2017 Board Meeting Minutes: The board reviewed the September 23, 2017 board meeting minutes.

MINUTE ACTION: The board approves the minutes from September 23, 2017:

Motion by: Patrick Devine Seconded by: Rich Sherratt Motion: Passed

II. Cal State East Bay President's Report

Dr. Leroy Morishita welcomed the trustees to the meeting, and gave an update on the new Vice President for Advancement, Bill Johnson's, progress since he started four months ago and thanked him for his contributions. He gave an update on the 60th Anniversary celebrations for the University and the semester conversion efforts. The board then discussed some logistics about moving from quarters to semesters.

Dr. Morishita gave an update on enrollment, the graduation initiative, and the search for the permanent Vice President for Student Affairs. He gave a status update on the budget from the state, and said in January 2018 we will have more information on the state budget funding expected. Additionally he announced that his six-year Presidential review was coming up, and that he would have an update for the board after January, and gave an overview of the process as some trustees may be asked for interviews.

III. Chair's Report:

Chair Remmich started with discussing the annual board commitment form, and that we are hoping for 100% participation by the trustees. He asked the trustees to review the 2018 calendar of meetings and the updated board contact roster, and asked for any changes to be submitted at the trustee's earliest convenience.

Chair Remmich then read aloud the mission and vision statement to the board, and asked them to review the universities mission statement. He elected to skip any specific Executive Committee report as the Chair's of the sub-committees would report most of the information in their individual reports.

IV. Finance & Investment Committee:

Chair Dilsaver went over the September YTD Investment summary and said the returns are looking good and asset allocation is close to target. She announced that our investment manager, Brian Sharpes, had officially made the switch to Morgan Stanley Graystone Consulting and that he and his team are doing a great job. Patrick Devine noted that since we changed firms, any stock gifts would be deposited to a new account number, and Treasurer Debbie Chaw told the board that she kept the old account number active for the time being, but we are in transition of communicating the new information to the campus community. She also stated that she moved the foundation accounts recently, and officially notified the former institution, UBS, of this change. Dr. Morishita thanked the Finance & Investment Committee for their great work and helping CSUEB to being one of the top in the CSU system for investment returns.

Chair Dilsaver also went over the September YTD Operating Budget Actuals with the board.

V. Updated Agreements:

Treasurer Debbie Chaw talked to the board further about the moving of the foundation's investment accounts from UBS to Morgan Stanley Graystone Consulting. She went over the Executive Committee's electronic vote on November 14, 2017 to approve the account move, and she is requesting the board ratify their approval.

Ratify the Executive Committee's Approval of the Resolution to Move Investment Accounts from UBS to Morgan Stanley Graystone Consulting with Approved Signatories as Bill Johnson, President, Educational Foundation and Debbie Chaw, Treasurer, Educational Foundation:

MINUTE ACTION: The board ratified the approval of the resolution to move investment accounts with approved signatories.

Motion by: Janet Owen Seconded by: Evelyn Dilsaver Motion: Passed

Debbie Chaw then discussed the operating agreement between the CSU and the Educational Foundation as they recently expired. She noted the only change was on page 5, section 14- contracts for campus service. She also stated we moved from a five-year agreement to a ten-year agreement. She asked the board to ratify the Executive Committee's approval of the updated operating agreement.

Ratify the Executive Committee's Approval of the Operating Agreement between the California State University and the Cal State East Bay Educational Foundation:

MINUTE ACTION: The board ratified the approval of the Operating Agreement between the CSU and Educational Foundation:

Motion by: Bette Felton Seconded by: Rich Sherratt Motion: Passed

Debbie Chaw further went over the updated Memorandum of Understanding between the CSU and the Educational Foundation. She asked the board to ratify the Executive Committee's approval of the updated Memorandum of Understanding.

Ratify the Executive Committee's Approval of the Memorandum of Understanding between the California State University and the Cal State East Bay Educational Foundation:

MINUTE ACTION: The board ratified the approval of the Memorandum of Understanding between the CSU and Educational Foundation:

Motion by: Evelyn Dilsaver Seconded by: Rich Carson Motion: Passed

VI. Campaign Steering Committee:

Co-Chair Patrick Devine shared the updated fundraising YTD totals with the board, and explained the committee has been focusing mainly on recognition and stewardship ideas for donors as well as the fundraising pipeline. Earlier, he had sent out an email to the board with the CORE prospect foundation list, requesting any relationship mapping from trustees to help us meet the right people from these foundations. He said he was pleased with results and if any trustees would not mind looking at the list that have not already, and giving us any feedback or ideas, they would be very welcomed. The board then discussed foundations in the community that might align with CORE, our fundraising vision, and some of the foundations listed in both the President and Provost's portfolios. Co-Chair Devine then gave a deeper narrative on the pipeline report to the board and that we will be working with this tool more often.

The board then discussed with Richard Watters, Executive Director of Alumni & Constituent Engagement for University Advancement, information regarding the Annual Fund. Richard went over some promising metrics and his strategic plan for creating a robust Annual Fund Program.

VII. Communications & Constituent Engagement Committee:

Chair Bette Felton gave an update from their last meeting noting some future plans for a brand recognition survey and she encouraged feedback on the 60th Anniversary issue of the Cal State East Bay Magazine. She also mentioned that we would be exploring constituent communication strategies and the donor experience, and concluded that at the next meeting the committee will be giving feedback on corporate and foundation proposals.

VIII. Nominating Committee:

Chair Rich Sherratt said the committee would be working with prospect research in University Advancement to start identifying advisory boards on campus that we can use as that pipeline for future trustees. He also asked the board if they had anyone in their networks that might like to be a trustee to please refer them. The board discussed that it might be helpful to recruit some trustees from our valued corporate and foundation partners. In the January 2018 meeting, Chair Sherratt said the committee would start focusing on the slate of trustees and contacting those with expiring terms to encourage renewal.

IX. University Advancement Update:

Vice President of Advancement Bill Johnson introduced ASI President and Student Trustee, Samantha Quiambao, to the board. Samantha gave an inspirational presentation to the board about her journey to Cal State East Bay.

Andrea Rouah followed with a presentation to the board on planned giving options, some of the new ways they have been finding planned gifts among our alumni base, and the marketing strategy for the planned giving program. She concluded by answering any questions about the program the trustees had.

With no further business to discuss, Chair Remmich adjourned the meeting at 10:04a.m.

Dated: December 19, 2017



James Klescewski, Secretary

Recorded by May Hernandez, Educational Foundation Analyst