

Board of Directors Meeting

Friday December 6, 2019

12:30 – 1:30pm – Luncheon (Prelude)

1:30 – 3:30pm – Meeting (Privé)

Green Music Center

MEETING MINUTES

1. 1:30pm – Call to Order

Felte called meeting to order at 1:29pm in the absence of Chair, Gordon McDougall.

He announced to Board that the new 19/20 Board Face Sheet has been passed out at each seat for them to take home.

Felte proceeded to introduce the meeting guests: Kirsten Tellez, Director of Development; Dean Lynn Stauffer, School of Science and Technology; ACE Fellow, Kara Rabbitt; and Jerlena Griffin-Desta, Chief of Staff to the President and AVP of Diversity & Strategic Initiatives.

1. Public Comment Period

No public comments were requested/made.

1. Consent Agenda

*(see 12.6.19 meeting packet)*

Felte called to motion on the following consent agenda items:

* September 20, 2019 Board Minutes
* Quarterly Financial Statement
* Graystone Quarterly Performance Report
* 18/19 NACUBO Endowment Survey Talking Points

Motion: To approve all consent agenda items.

Action: Board unanimously approved.

1. University President’s Report

Dr. Sakaki welcomed and thanked all Board members.

Sakaki proceeded with updating the Board on the following topics:

* The CSU has been increasing their presence internationally and has scheduled a few international trips to connect with CSU Alumni. The most recent trip was to London prior to the Thanksgiving holiday. Dr. Sakaki attended with Sr. Director of Alumni Engagement and Annual Giving, Tiffany O’Neil and met with SSU Alum and SSU International exchange students studying in London including a pre-reception organized by SSU Alumni Engagement office. SSU had the strongest presence out of all the CSU’s with approx. 30 people in attendance.

Dr. Sakaki shared that the CSU has arranged for a trip to Asia including stops in Tokyo and Seoul this upcoming spring.

* Sakaki reported on the impacts of the recent Kincade Fire and PG&E PSPS (public safety power shutdown). SSU lost 8 days of instruction and students vocalized their dismay about missing classes and face-to-face time with their professors. Sakaki informed Board that her leadership team are coming up with strategies to minimize the impact to the campus when such events happen. She noted many creative resolutions were made to assist students who were not able to leave campus to go home during the events. The University utilized the vacancies in the Petaluma work force housing to place students in and utilized Culinary Services food truck to feed students at the Petaluma units.
* A new Dean for the School of Business and Economics has been announced, Dr. Jean-Francois Coget who will be coming from Cal Poly San Luis Obispo. He will begin his new role at SSU July 1, 2020.
* Dr. Sakaki shared with Board that she is in the final details of closing the decision for the new VP for Advancement. She thanked Board members who participated in the open forums when candidates came to campus and she hopes to have an announcement next week.
* Dr. Lynn Stauffer, Dean of School of Science and Technology has decided to step down from her position and will return to the faculty at the end of the academic year.
* Sonoma State celebrated the opening of its first space dedicated to supporting military-connected students on campus on November 14th, the Military and Veteran Resource Center. Military and Veteran Programs recently expanded services to address academic, personal and social success of military-connected students and to build community within the current campus population.
* Associated Students has given support to recognize students who graduate in the Fall by advocating for a Fall type celebration so students don’t have to wait for Spring to walk with spring graduates. A fall graduation reception for approximately 600 students will be held at the Student Center at the end of the semester.
* SSU Engineering students played a recent part in a SpaceX rocket launch which included a Rubik’s Cube size satellite they helped build. The satellite was boosted into orbit 500 kilometers above the Earth to collect data on vegetation health in ecosystems around the globe.
* Lastly, Dr. Sakaki informed Board that the campus Fall Budget Planning Forum will be held in the Student Center Thursday, Dec. 12th for any who are interested in attending.

1. Special Presentation

Dr. Lynn Stauffer presented on the School of Science and Technology. She noted the different degree concentrations under the School including Biology, Chemistry and Biochemistry, Computer Science, Engineering Science and Electrical Engineering, Geology and Earth Science, Kinesiology, Mathematics and Statistics, Nursing, and Physics and Astronomy. Recent projects and points of pride in the school were shared. Director of Development, Kirsten Tellez, presented on funding opportunities for the school including the opportunity to help in the construction and completion of the Student Success and MESA center Darwing Hall lobby expansion, graduate and undergraduate research project scholarships, research travel and project presentation scholarships, as well as professional training scholarships.

Handouts and additional information were distributed to the Board.

1. Committee Reports

*(see 12.6.19 meeting packet)*

Audit Committee Report

No report as Audit Committee did not meet within this last quarter since audited financial statements were completed in September.

Governance Committee Report

Governance Committee Chair, David Felte reported to Board on recent committee activity. He noted the following:

* Committee discussed Board term renewals as several Board members have their first (3) year term ending June 2020. There are a few who self-identified as wanting to step down at that time as well as others that will be up for review for approval of 2nd term. Staff if working on drafting an email to be sent out on behalf of the Governance Chair (Felte) to those Board members up for term renewal to welcome feedback as well as desire to continue their dedicated service or if they hold a desire to pursue other interests.
* Advancement continues to search for and identify potential new Board members. Nominations will continue to be vetted and presented to Governance Committee for review as they are recommended from various channels, such as from Advancement team members or current Board members.
* Governance Committee discussed adding a 5th Board Committee, Philanthropy Committee, to begin efforts in increasing fundraising opportunities as well as play a key role the University’s first Comprehensive Campaign. Terry Atkinson has been identified as one committee member. Felte welcomed other Board members who may be interested to let staff know.
* Committee has begun initial review of SSUF Bylaws for minor edits and changes. Copy of the Bylaws has been shared with Board with areas of potential changes highlighted. No action at this meeting on the bylaws but a heads up of future changes/edits that may be brought forward. Any future edits will go through Governance Committee and/or Executive Committee before coming to Board for discussion and approval.

Investment Committee Report

Sullivan, Committee Co-Chair (*tele.),* reported to the Board the following updates from the Investment Committee:

* The 18/19 NACUBO- TIAA Study of Endowments survey was submitted last month. Results of the survey will be available around end of January which at that point we will have comparable peer data to provide. The 18/19 Talking Points gives an overall summary of what was reported for SSUF along with endowment trendlines. Includes info on market value, spend rate, asset allocation, performance fees, etc. The 10 average annual return = 6.5%, a little below the long-term return objective of 7.5%. Endowment growth has allowed for multiple years of increasing endowment distributions. Now over $1.5M annually (35% scholarships and 65% programmatic). Most recent distribution made in September 2019.
* A copy of Graystone’s (Investment Advisor) Quarterly Performance report of the SSUF Pooled Endowment has been provided to the Board for review. Pooled Endowment earnings for the quarter were flat. Graystone is beginning to phase in asset allocation changes approved in Investment Policy at the last Board meeting (i.e. moving long-term strategic equities allocation from 40% to 50%).
* Investment Committee discussed consideration of creating a quasi-endowment policy that would potentially allow for large donation balances that are not part of the pooled endowment to earn interest on money. Committee reviewed example from Humboldt State as a guide but discussed creating own minimum amounts and investment time horizon requirements. Committee agreed policy must be doable and realistic for institution and will consider drafting such policy for Board to approve in the future.

Executive Committee Report

Hannah, SSUF COO, provided report for Committee and addressed the following:

* The Board has been provided the draft version of SSUF Strategic Plan Goals for review and approval. Further work on each of the goals will be done at the Governance and/or Executive Committee level in determining tactics and measurable metrics to implement and work towards goals. Have begun a preliminary development of tactics, many of which were sourced from key take-a-ways of the LEAP Solutions lead Strategic Planning discussion/feedback and Board assessment results.

1. Action Items

*(see 12.6.19 meeting packet)*

Felte called for motion to approve following Board action items:

* Philanthropy Committee Charter
* Foundation Strategic Plan 2025 Goals
* Prop 13 Resolution

Motion: To approve Philanthropy Committee Charter as presented.

Action: Unanimously approved.

Motion: To approve Foundation Strategic Plan 2025 Goals as presented.

Action: Unanimously approved.

Board discussion ensued regarding Prop 13 Resolution. The resolution shows support from SSU Foundation on public education related Bond Act of 2020. The resolution was passed down from the CSU should each auxiliary wish to endorse Prop 13. Jerlena Griffin will distribute additional information to Foundation staff regarding the proposition to be shared with the Board.

Motion: To approve Prop 13 Resolution and support.

Action: Unanimously approved.

1. University Advancement Report

*(see 12.6.19 meeting packet)*

Hannah gave brief report and focused on SSU’s 2018-19 Annual Philanthropic Report. All Board members have been mailed a copy and the report has also been posted to SSU Advancement’s homepage. Report highlights fundraising successes and all of the donors who collectively have made a significant impact on the campus; also includes donation data, financial/endowment data, donor honor role, etc.

Hannah welcomed feedback from the Board to consider in next year’s report.

1. Student Update

Emily Miller, SSU Associated Students VP for External Affairs reported on the following AS initiatives:

* AS approved funding to pay their student auxiliary employees who lost pay during the campus shutdowns for PG&E PSPS and Kincade Fire.
* CSU Associated Students collaborated to support funding for basic needs for CSU students to add aid beyond housing for students.
* In an effort to boost student event programing, AS approved funding for additional AS events to be offered in the winter and spring.
* Lastly, AS is looking into supporting changes to the writing test requirement (WEPT) for students who have finished all the components of their degrees and are ready to graduate. Many students have degrees that are not focused in writing therefore are having a harder time successfully passing the testing requirement. AS is looking for a solution that would support all degrees successfully.

Daniel Yoeono continued the report with the following:

* Yoeono shared his personal experience as a student regarding the impact of the campus closures from PG&E PSPS and Kincade fire.
* Yoeone reiterated the AS focus on supporting Basic Needs for students and feels that this could be an area that can be helped through Advancement and additional fundraising.
* Lastly, Yoeono is advocating for additional mental health services and support for young people as there are many mental health challenges with the current generation. With the recent student loss of an SSU student, Yoeono supports boosting support and awareness.

1. Alumni Association Update

Felte reported on the latest Alumni Association events including two successful fall engagement events:

* The Oakland A's event in October had a strong attendance with roughly 40 alumni, friends and students.
* The annual Lagunita's Mixer event in November was also well attended with over 110 alumni and friends. The Alumni Association raised funds to support the Heart of SSU Scholarship endowment. The event had two community leaders, Henry Hansel (CEO of Hansel Auto Group) and Maria Stipp (CEO of Lagunitas), speak at the event and to connect with our alumni community.

President Sakaki and Tiffany O'Neil just got back from London where they met with over 20 SSU alumni. The CSU system hosts a couple of international alumni receptions, and London is one of the locations. Before the CSU reception, a private reception was held for students who are studying in London as well as SSU alumni to connect and make connections. Both events were successful.

The Alumni Association has affinity groups and co-hosted an event with the MBA Alumni Forum on October 17th. This event was in partnership with the MBA Alumni Forum, SSU Career Center and the Alumni Association. Three prominent business leaders shared their insights in their roles with students, alumni and community members.

Also, the Alumni Association relaunched their electronic newsletter in October - Noma Nation News. It has a new look and is a monthly e-newsletter that goes out to alumni. It has been well received and continues to share information about happenings on campus as well as other opportunities for alumni to engage with SSU.

Next week, Alumni Association will co-host the first Fall Graduation Reception with Associated Students and the University. This event is a smaller scale of Toast of the Town, which is their annual spring senior send-off event.

Alumni Association is gearing up for a busy spring semester and are continuing to look at opportunities to engage SSU alumni.

1. New Business / Announcements / Adjournment

Dr. Jean Bee Chan shared with Board that she has written a children’s book that will be available on Amazon titled “The Soldiers are Coming”. The book is a reflection of Dr. Chan’s experience as a World War II survivor.

Meeting adjourned at 3:12pm.

Kyle Bishop-Gabriel – Redacted Signature

Ian Hannah – Redacted Signature

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*Minutes Approved by: Minutes Prepared by:*

Ian Hannah Kyle Bishop-Gabriel

*Chief Operating Officer & Advancement/Foundation Analyst, SSU*

*Secretary, SSUF*

Record of Attendance

December 6,2019

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| --- | --- | --- | --- | --- |
|  |  | *First* | *Last* | Attendance |
| 1 | Ms. | Jeannette | Anglin | *Absent* |
| 2 | Mr. | Terry | Atkinson | Present |
| 3 | Mr. | Herm | Benedetti | *Absent* |
| 4 | Mr. | Sam | Brown | Present |
| 5 | Dr. | Jean Bee | Chan | Present |
| 6 | Ms. | Anita | Christmas | Present |
| 7 | Mr. | David | Felte | Present |
| 8 | Mr. | Tom | Gillespie | *Absent* |
| 9 | Mr. | Ian | Hannah | Present |
| 10 | Mr. | Tom | Isaak | Present |
| 11 | Dr. | John | Kornfeld | Present |
| 12 | Mr. | Dan | Libarle | Present |
| 13 | Ms. | Joyce | Lopes | *Absent* |
| 14 | Mr. | Gordon | McDougall | *Absent* |
| 15 | Ms. | Emily | Miller | Present |
| 16 | Dr. | Andréa | Neves | *Absent* |
| 17 | Mr. | Randy | Pennington | *Absent* |
| 18 | Mr. | Irwin S. | Rothenberg | Present |
| 19 | Dr. | Judy | Sakaki | Present |
| 20 | Mr. | Michael | Sullivan | Present *(tele.)* |
| 21 | Mr. | Brent | Thomas | Present |
| 22 | Mr. | Robert | U’Ren | Present |
| 23 | Ms. | Amanda | Visser | Present |
| 24 | Dr. | Lisa | Vollendorf | *Absent* |
| 25 | Mr. | Daniel | Yoeono | Present |

Members Present 17

Members Absent 8

Board Quorum 14 *Article IV, Section 6, Bylaws*

Staff/Guests Present:

Ms. Kyle Bishop-Gabriel *– Advancement Operations/Foundation Analyst, SSU*

Dr. Jerlena Griffin-Desta – *Chief of Staff & Associate VP for Strategic Initiatives and Diversity*

Ms. Kara Rabbit – *ACE Fellow*

Ms. Kirsten Tellez – *Director of Development, SSU*

Dr. Lynn Stauffer – *Dean, School of Science and Technology*