****

Board of Directors Retreat

Tuesday, August 13, 2024

9 am- 4:30 pm

Reception following

In-Person ONLY - Richards Grove 3575 Slusser Rd, Windsor, CA 95492

**MINUTES**

9-9:30am Board members and guests began arriving. There was social time until the official start of the retreat.

1. **Call to Order and Introductions**

The meeting was called to order at 9:31am by Mario Perez.

Bob U’ren offered the Public Comment Period. There were no members of the public present and no comments made.

Ali Pourghadir welcomed all attendees to Jackson Family Wines and the La Crema estate.

Perez welcomed the Board directors and provided introductions of the staff and additional SSU personnel in attendance and the Retreat Facilitator, Leonard Raley, AGB Consultant.

1. **Overview of the Day**

Raley provided an overview of the day and asked the attendees to describe what their expectations were for the day. These were written down and “parked” to refer back to throughout the day.

1. **Break**

 At 10:10am, the attendees took a 10-minute break.

1. **President’s welcome and update**

At 10:20am, the meeting resumed with an introduction of Interim President Emily Cutrer. Dr. Cutrer provided her background and experience leading up to her appointment as Interim President of SSU. She provided context of where SSU has been, and that SSU has not been alone in the enrollment decline and financial hardships realized as it is a phenomenon throughout the U. S. She provided her charge while here will be to ensure SSU remains on a positive trajectory, having recently balanced the budget and turning the enrollment ship around, and to not lose sight of what makes SSU so great. She explained that 75% of students depend on scholarships and financial aid, and continuing to support these students is one of her and the Foundation’s greatest priorities.

1. **Board Assessment**

Raley presented slides, breaking down the results of the survey question responses submitted by the Board directors, focusing on the highest and lowest ratings in each category: Mission and Strategy, Leadership, Oversight, Philanthropy, Board Performance, Board Culture. The raw survey results had been shared with the board in advance of the retreat. Raley elicited comments from the directors in each subject. During the discussion, the directors were asked to provide a definition of what Philanthropy meant to each of them and why they chose to serve on the SSU Foundation Board of Directors.

Raley identified five “opportunities” for the Board and University, based on the assessment:

1. Strategic Plan - updating and communicating the current plan with the Board
2. Funding/Budgeting - providing information to the board where funding comes from, how budgets are allocated campus-wide, beyond the Foundation’s budget
3. Philanthropic Focused Board - Board member self-assessment and annual one-on-one meeting with the CEO/Chair
4. Board Assessment – ideally the board would survey themselves every two years, Full assessment, by external partner (like AGB) every five years
5. Board member expectations - clarify expectations of each board director. Create personal engagement plans for each board member: “What would the University like me to help with?”
6. **Lunch**

 The Retreat attendees paused for lunch from noon - 1pm.

1. **Characteristics of Highly Effective Foundation Boards**

Following lunch, Raley presented a slide presentation “AGB examples/traits of high performing boards.” Included in the assessment was the need for trusted partners, informed advocates, philanthropic leadership, donor stewardship, asset management, entrepreneurial ventures in some instances, and to recognize that industry moves faster than education.

1. **Building the board into a high functioning team**

Raley and Perez, before excusing attendees to break out groups, discussed what characteristics are needed, how the board supports and leads.

The groups were given the same question set to answer about the Foundation:

* + Strengths
		- What is unique about SSU
	+ Weaknesses
	+ Opportunities

The small groups met, recorded their answers and then reported back to the full group their thoughts.

1. **Wrap-Up and Final Thoughts**

Raley and Perez noted the number of intersections of the groups’ thoughts. It is the start of an incredible plan. Celebrating the 50th Anniversary of the Foundation will be a priority and identifying what we can do in the next 12 months of takeaways from the list.

1. **Break** - There was a 10 minute break until 3:50pm
2. **Academic Reorganization Updates**

Provost Karen Moranski updated the board with the changes that occurred on July 1, 2024 with the implementation of the Academic Reorganization and the structure of the colleges, and how the schools, departments and centers now align under the three colleges.

Moranski introduced the Cabinet members, Deans and Associate Deans that joined the attendees for the reception.

The meeting was adjourned at 4:15pm

The board members and additional guests socialized for the next hour.

*Future Board meeting dates 2024/2025: 9/27/24, 12/6/24, 3/7/25, 6/6/25*

Ian Hannah

Redacted Signature

Alicia Hodenfield

Redacted Signature

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Minutes Approved by: Minutes Prepared by:
Ian Hannah Alicia Hodenfield
AVP Advancement and Foundation Administrative Manager for
Operations, SSU Advancement and Foundation
COO & Secretary, SSUF Operations, SSU*

 *Record of Attendance
August 13, 2024*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Title***  | ***First*** | ***Last*** | *Attendance* |
| 1 | Mr. | Monir | Ahmed | Present |
| 2 | Dr. | Frank | Chong | Present |
| 3 | Ms. | Anita | Christmas | *Absent* |
| 4 | Dr. | Emily | Cutrer | Present |
| 5 | Mr. | David | Felte | Present |
| 6 | Mr. | Asad “AJ” | Franklin | *Absent* |
| 7 | Mr. | Tom | Gillespie | *Absent* |
| 8 | Mr. | Ian | Hannah | Present |
| 9 | Mr. | Joseph | Huang | Present |
| 10 | Mr. | Tom | Isaak | *Absent* |
| 11 | Dr. | Brigitte | Lahme | Present |
| 12 | Dr. | Andréa | Neves | *Absent* |
| 13 | Mr. | Ernesto | Olivares | Present |
| 14 | Ms. | Libby | Payan | *Absent* |
| 15 | Mr. | Randy | Pennington | *Absent* |
| 16 | Dr. | Mario | Perez | Present |
| 17 | Ms. | Marcela | Piedra | Present - left at 2:15pm for day |
| 18 | Mr. | Ali | Pourghadir | Present |
| 19 | Ms. | Vanessa | Sanchez | *Absent* |
| 20 | Ms. | Maraskeshia | Smith | *Absent* |
| 21 | Mr. | Mike | Sullivan | Present - stepped out from 1-2:15pm |
| 22 | Mr. | Brent | Thomas | Present |
| 23 | Mr. | Robert | U’Ren | Present |
| 24 | Ms. | Amanda | Visser | Present  |

*Directors Present 15 \**

 *Directors Absent 9*

 *Board Quorum 13 Article IV, Section 6, Bylaws*

*Staff/Guests Present:*

*Ms. Alicia Hodenfield – Administrative Manager for Advancement and Foundation Operations, SSU*

*Mr. Adam Jarman – AVP Development, SSU*

*Ms. Tiffany O'Neil - AVP Alumni Relations and University Engagement*

*Dr. Karen Moranski - Provost and VP Academic Affairs*

*Mr. Leonard Raley - Facilitator, AGB*