



CalPolyPomona

Philanthropic  
Foundation

## Board Meeting Minutes

Wednesday, May 6th, 2020

10:00 AM – 12:00 PM

Zoom Video Conference

### MEETING MINUTES

**Members Present:** Larry Gates (Chair), Walt Allen, Dr. Sylvia Alva, Wen Chang, Dr. Soraya Coley, Kristin Crellin, Dr. Winny Dong, Earl Gales, Michele Gendreau, Ron Gregoire, Susan Kellogg, Danielle Manning, Diane Miller, Dan Montplaisir,

Dr. Majed Muhtaseb, Doug Nelson, Ganpat Patel, John Resich, Miguel Santana, Pasindu Senaratne, Sean Yu, Joan Robinson-Berry, David Singelyn, Kent Valley

**Members Absent:** Juliana Terian

**CPP Staff:** Natalie Graff, Gina Johnson

**Guests:** n/a

**Staff Recorders:** Diane Rivera, Natalie Graff

**Meeting Called to Order at:** 10:06 a.m.

**Meeting Adjourned at:** 12:02 p.m.

#### I. Call to Order

Larry Gates

*Called the meeting to order, welcomed the members and attendees.*

#### II. Election of New Board Member – **Item A**

Larry Gates

**Larry Gates:** *We have one new Board member nominee Sharon Tomkins.*

Action Item

**Larry Gates:** *Asks for a motion to approve Sharon Tomkins as our newest board member.*

- *MOTION: Kristen Crellin*
- *SECOND: Walt Allen*
- *All in favor; none opposed.*

*Sharon is the Vice President of Strategy, Engagement & Chief Environmental Officer for Southern California Gas Company. Sharon Tomkins was invited to join the meeting via Zoom and was introduced to the board.*

#### III. Consent Agenda

Larry Gates

##### 1. Approval of February 5, 2020 Meeting Minutes – **Item B**

Action Item

**Larry Gates:** *Asked for approval on February 5, 2020 meeting minutes.*

- *MOTION: Michele Gendreau*
- *SECOND: Miguel Santana*
- *All in favor; none opposed.*

##### 2. Annual Board Membership/Committee Assignments - **Item C**

Action Item

**Larry Gates:** *Asked for approval of Board Membership and Committee Assignment.*

- *MOTION: Walt Allen*
- *SECOND: Michele Gendreau*
- *All in favor; none opposed.*

## 1. University Response to the COVID-19

**President Coley:** *In beginning of March all classes transitioning to virtual modes of instruction. Over the course of the following week, our faculty and staff moved more than 5,000 courses from in-person instruction to virtual modes. All summer courses will be taught remotely, and we are preparing for the Fall semester to be taught partially, if not fully, in a virtual context.*

*Christina Gonzales our new Vice President for Student Affairs, coming from the University of Colorado Boulder; is a leader in higher education over the last 20 years.*

*Has a phone discussion with three members of our Congressional delegation: Grace Napolitano, Norma Torres, and Gil Cisneros on the needs of our campus and higher education in the state.*

*State officials are projecting a state budget deficit of as much as \$35 billion in the near future and an additional \$85 billion in the fiscal years to come. The impact is expected to be immediate, affecting fiscal year 2019-20, and will continue into fiscal year 2020-21 as well as additional years depending on the pace of recovery.*

*The Arabian Horse Center's newest foal Wenda was born on April 14.*

## 2. Academic Continuity – Provost Sylvia Alva

**Provost Sylvia Alva:** *In the early stages of our response to COVID-19, we rapidly transitioned the instruction calendar to virtual instruction with in-person labs. Then the safer at home directive was announced, within a week every single class went to virtual instruction and will continue throughout summer.*

*The current plan is to support the faculty over the summer to build their skills and approach in teaching quality online courses for our students in Fall 2020.*

*The campus is moving forward in expanding academic early alerts with three separate alerts:*

*1st alert early in the term after a quiz or assessment; 2nd alert around midterms; 3rd alert towards end of semester to help faculty identify students that might be at risk and connect them to services to assist with their needs.*

**Questions from the Board**

**Question:** *Has the University looked into opportunities to expand enrollment? What new opportunities is the University exploring? When Stanford offered their nano courses on-line, they received 20K students that applied.*

**(Provost Alva):** *We need to create individual and organizational capacity to offer more degree programs and certificate programs with our new reality and are looking at opportunities through our College of the Extended University (CEU). For example, CEU's project management course are being redesigned to reflect what project management looks like in remote environment and they are already seeing an increase in enrollment as a result.*

## 3. Business Continuity – VP Danielle Manning

**VP Danielle Manning:** *The Employee and Organizational Development and Advancement (EODA) department was able to quickly respond to the need for mass training for staff, administration, and faculty. Planning for this started in January by updating the university's communicable disease plan. Most staff and faculty are working remotely, the essential personnel on campus are police, facilities, IT, Arabian Horse Center, grounds and landscaping to address needs like animal life and safety, and security and maintenance of facilities.*

*Spending significant time on different financial scenarios, anticipating additional loss of revenue, Already have experienced this in self-operation areas like parking, our business auxiliary, and Associated Students Incorporated (ASI).*

*The business auxiliary has experienced a significant financial impact due to inactive campus.*

*Our new Executive Director, Jared Ceja, started right when the campus went virtual and is monitoring the operation closely.*

### **Questions from the Board**

**Question 1:** *Is outsourcing part of the strategy?*

**(Danielle Manning)** *Yes, on dining, bookstore, and Kellogg West (KW).*

**(Danielle Manning)** *Yes, we are looking at how can we create KW as a learning lab over time. We will make sure that student learning is a part of the RFP process.*

**Question 2:** *Several students are ineligible for the federal relief support. If you are in a mixed family with one person in the household is DACA then the whole family is ineligible. Can you talk more about what is being done with that population and how we can be helpful in that regard?*

**(President Coley)** *We are all working together, meaning all faculty, all staff, and all students. We appreciate the federal funding that was targeted towards FAFSA-eligible students (must have financial aid report on file). We have also established four groups for support based on calculation of need. DACA/Undocumented/International Group accounts for 700+ in this population and the State of California provides some support for this population (lottery funds, state university grants).*

**Question 3:** *The state's deficits will be similar to 2009-2010. When will you know what your budget cut will be for the current year?*

**(President Coley)** *We will not know until late July or early August, but we cannot afford to wait to make changes. We are already working on budget scenarios of 2%, 5%, 8% 10% cuts. Another factor is enrollment which is an unknown, so we are being very intentional about our communication strategy to students. We have student ambassadors reaching out to 10 new students to recruit.*

**(President Coley)** *Yes, we have identified several "what if" scenarios. When I say, "increasing our enrollment", last year we had 57K applications, but we recognized there were gaps in enrollment in some colleges versus others. Now we are being strategic with each college and departments' capacity. We have the potential increases in some areas and keep a steady state in others – so that is what I mean in terms of increasing enrollment. Each year we are expected to go up 2-3% in enrollment; in previous years we have made larger gains –primarily due to quarter to semester conversion – and now we are settling down and have a steadier rate of growth.*

**(Provost Alva)** *Yes, this enrollment situation is a tricky balance; we need to admit the new class, but also focus on students graduating to balance the overall enrollment.*

**Question 4:** *With this new virtual environment, is there any impact on accreditation standards?*

**(President Coley)** *I know some colleges have been in touch with accrediting bodies, but what we are focusing on is the desired learning outcomes. The faculty coming together over the summer is focusing not just on pedagogy, but how we achieve the learning outcomes which are tied to our accreditation. How we assess how students are leaning is on the forefront of our minds as we are constructing these faculty summer institutes.*

#### 4. President Coley – Distinguished Alumni Awards

**President Coley:** *The Distinguished Alumni Awards Program was created in 1960, to recognize our alumni for outstanding professional achievement, local, national, and global service, and service to our university.*

*The honourees will be celebrated at the 2020 Alumni Awards Gala, the date has not been confirmed.*

*President Coley announces this year's Lifetime Achievement Award to Michele Gendreau.*

### V. Advancement Update

Dan Montplaisir

**Dan Montplaisir:** *Fundraising remains a priority, our pledge payments and cash contributions are at a historical high.*

*The existing Student Emergency Grants Program has scaled up significantly, using a case management approach and we are continuing to push out awards. The program has awarded \$330K in 40 days to over 825 averaging at \$380 per grant. About 47% of our student body are first-generation students and this means they have extra challenges and pressures.*

*The Career center is offering free support to all CPP alumni.*

*Continued focus on estate planning, possibly receiving more of those types of gifts as opposed to cash.*

## VI. Committee Reports

### 1. Development

Susan Kellogg-Bell

**Susan Kellogg-Bell:** Most successful Giving Day raised \$334,183, an 8% increase from 2019. Farm to Table was able to recoup about 80% of the table donations and ticket sales. The CBA Gala had a successful virtual auction. Most Spring Events have been postponed. How can board members help: connect with donors, virtually engage with students, prepare for the future, and share your expertise on giving landscape.

### 2. Finance and Investments

Sean Yu

#### i. Investment Performance Reports - **Item E**

**Sean Yu:** The Fed started acting in April by lowering target rate and began bond buy backs to provide liquidity. April bounced back 7.57%. In terms of the calendar year so far (January-April), we were down 10.4% which is better than the Q1 report. Eventually we are going to shift from fixed-income assets to private equity assets. The RFP process is on hold, firm interviews have been postponed until August.

#### ii. Acceptance of FY20-21 Budget - **Item F**

Action Item

**Doug Nelson:** Current assets of \$127M and ahead of revenue projections and below expenditure projections.

For the budget, we projected that the endowment will not grow in 2020-2021.

Authorized to charge 0.75% on roughly \$50M in the endowment portfolio which equates to \$375K for budget purposes. The budget also includes some salary support for the Advancement program that are not covered by the state.

**(Question)** Why would the insurance fees be so much lower in next year's budget?

**(Doug Nelson)** Last year, that amount included start-up fees and it was a much broader category than just insurance.

**Doug Nelson:** Asked for the motion to approve 2020-2021 budget.

- MOTION: Joan Robinson-Berry
- SECOND: Diane Miller
- All in favor; none opposed

### 3. Nominating

Diane Miller

#### i. Board Demographic Data – **Item G**

#### ii. New Board Member Orientation – August 27th, 2020 at 12:30pm

**Diane Miller:** The dinners with potential candidates and President Coley has been rescheduled due to the current environment. The committee has agreed not to aggressively pursue new candidates to the board.

However, continue to think about individuals you know who could be potential candidates, so we can hit the ground running when the timing is better. The committee currently has 21 prospects in varying stages of engagement.

### 4. Audit

Ron Gregoire

**Natalie Graff (on behalf Ron Gregoire)** Audit committee did not meet.

Quick update: Aldrich is conducting early field work, no results at this time.

## VII. Open Forum/Public Comment

Larry Gates

VIII. Recognition of Service – Wen Chang and Pasindu Senaratne

President Coley

**President Coley:** President Coley thanked Pasindu for service with on Board and as ASI President.

**Pasindu Senaratne:** Thanks everyone for their support and introduces the new ASI President is Lucille Yu.

**President Coley:** President Coley thanked Wen for service with on Board and shares a brief description of Wen's history of volunteer leadership at Cal Poly Pomona.

**Wen Change:** Thanks everyone for their support.

IX. Adjournment

Larry Gates

**Larry Gates:** Asked for motion to adjourn, meeting adjourned at 12:02 PM.

- MOTION: Diane Miller
- SECOND: Miguel Santana
- All in favor; none opposed

*Approval of Philanthropic Foundation Board Meeting Minutes:*

*as Board Chair of the Cal Poly Pomona Philanthropic Board the meeting minutes for May 6, 2020*

*meeting as presented, have been approved.*

Approved by:

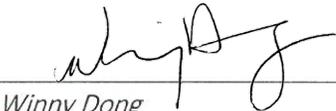


Larry Gates  
Cal Poly Pomona Philanthropic Board Chair

9/15/2020

Date

Approved by:



Winny Dong  
Board Secretary

Date