



CalPolyPomona

Philanthropic
Foundation

BOARD OF DIRECTOR MEETING MINUTES

Thursday, May 11, 2023

8:30 AM – 11:30 AM

Student Services Building/West/1967-69

Zoom Video Conference: <https://cpp.zoom.us/j/84395118935>

Member Attendees in Person: Ahmed Al Khatib, Walt Allen, Brett Berglund, Michelle Cardona (proxy for Ysabel Trinidad (CFO)), Larry Gates, Michele Gendreau (Development Committee Chair), Majed Muhtaseb, Winy Dong (Board Secretary), Provost Jennifer Brown, Kristin Crellin (Nominations & Governance Committee Chair), President Soraya Coley, Michele Gendreau (Development Committee Chair), Doug Nelson (COO), John, Resich (Finance & Investment Committee Chair), Wendy Rogers, Scott Schork, Sean Yu (Audit Committee Chair)

Member Attendees via Zoom: Maria Alvarez, Rudy Duran, Dorothy Roberts, Sandy Smith, Frances Teves (CEO)

Members Absent: Vice President Christina Gonzales (Student Affairs), Susan Kellogg

Advancement Staff Present: Natalie Graff, Pam Jones, Arah Parker, Diana Saldana, Connie Schmitz

Guests Present: Monica Guerra (student), Jonathan Islas (student), Angel Rubio (student), Cecelia Santiago-Gonzales (university staff)

Call to Order/Opening Remarks

Diane Miller, Chair, called the meeting to order at 8:31 AM and welcomed the members and attendees. She explained that since this is the annual meeting, several items and actions to take would be discussed.

Consent Agenda

The consent agenda included the minutes from the February 9, 2023, Board of Directors meeting. Diane Miller requested a motion to approve the Board of Directors Meeting minutes as presented. *John Resich moved to approve the meeting minutes, Walt Allen seconded, and the motion was approved unanimously.*

Chair's Report

Diane Miller introduced Frances Teves, newly appointed Interim Vice President for University Advancement and CEO of the Philanthropic Foundation. She expressed her excitement to have her in this role. Frances gave an overview of the recent Washington D.C. visit and their meeting with a few Cyber Alumni.

Diane's report focused on highlights from the Executive Committee meeting on April 27, 2023. The committee discussed the Executive Committee retreat to be held in early August. It will help them focus and prioritize some of the Board's and Philanthropic Foundation's activities for the coming year. The committee will examine the goals and initiatives and how they can be measured. In addition, they will engage around the results of the University Advancement assessment and preliminary recommendations to look for synergies and provide input to help optimize the work of and partnership with the division. A plan will be developed and rolled out to the full board in the coming months.

Diane and Frances had an opportunity to meet and had a good conversation about the incoming deans and the board's engagement to support onboarding and success. They also discussed the importance of further alignment, coordination, and engagement between the Philanthropic Foundation Board and the college advisory boards. An agenda for the November 16 all-board meeting is being developed to help support these goals.

The Executive Committee will spend time at the retreat in August to take a deeper look at the Bylaws, including chair terms and appointments. Diane called attention to “Terms and Renewals for Board,” currently under the Nominations and Governance Committee (page 76 of the meeting packet). As chair, she is advancing the reconstitution of our committee chairs as outlined in the document. An Audit Committee Chair has not yet been identified for FY23-24 year but will be settled as soon as possible. The Audit Committee has been expanded to include two non-members. Sean Yu was thanked for his service as chair of the Audit Committee, which will now be focused on the Finance and Investment Committee.

President’s Report

Diane Miller transitioned the meeting to President Coley for the President’s Report. She acknowledged and congratulated President Coley, recently in Washington, D.C., for receiving the 2023 American Council of Education (ACE) Donna Shavlik Award. Presented annually, the award honors an individual who demonstrates a sustained commitment to advancing women in higher education through leadership and career development, campus climate, and mentoring.

President Coley’s report highlighted the recent Celebration of Support event in which there were more than 100 attendees, along with students who were able to showcase their work. The recent trip to Washington, D.C., focused on doubling the Pell Grant due to inflation so that we do not have to go back each year to advocate for additional funding. The trip also included visits to the NASA Goddard Center and the U.S. Department of Human Services to pursue programs and opportunities for student internships to help them become career ready.

The State Budget projections for FY23-24 include lower revenues and a larger deficit. The May Revised report will be released on May 12.

There is a nationwide projected decline in high school graduation rates. CPP will focus on year-round engagement to exceed the enrollment target and launch CPP Choice to strengthen enrollment. CPP has made significant progress on GI2025 goals. Commencement 2023 will include 7,598 graduates, 2,000 with honors, 749 master’s degrees, 29 doctoral degrees, 15 McPhee Scholars, and six inaugural graduates in the MS Digital Supply Chain Management program. Clark Rucker and Sean Yu will receive honorary doctorates, and Wendy Rogers will be the distinguished speaker for the College of ENV.

Frances Teves’ appointment as Interim Vice President for University Advancement began on March 6. A search for a permanent vice president will officially launch in fall 2023. Transition year priorities include organizational effectiveness, cultivating a culture of philanthropy, and better alignment of Philanthropic and college advisory boards. President Coley has met with Frances and Natalie Graff to understand the distribution of endowments.

CPP welcomes several new Deans starting their appointments over the summer; Dr. Camille Su-Ling Johnson, CLASS; Dr. Sandeep Krishnamurthy, CBA; and Dr. Jenelle Pitt-Parker, CEIS. We will work with them to strengthen industry and board relationships to ensure they understand their philanthropic engagement responsibilities, constituting 25-30% of their time. A CSU chancellor search is underway, and a new chancellor will be announced over the next few months.

Committee Reports

Audit (Sean Yu, Chair)

All board members must disclose potential conflicts, sign the annual Conflict of Interest form, and return it to Diana Saldana by June 12.

The Audit Committee met on March 23 to review and approve the audit engagement letter, and a preliminary audit has already begun, with the majority of work commencing in late July. Jason Yardley, ‘98, and Cynthia Nelson, ‘82, two non-board members, joined the Audit Committee. Both are accomplished executives with backgrounds in accounting and fraud, bankruptcy, and healthcare finance and will be crucial in supporting our RFP for our audit firm that will launch in fall 2023. The RFP will select our audit firm for the fiscal year 2023-2024 through 2027-2028. The accounting software solution is currently being assessed for the Philanthropic

Foundation, with Financial Edge NXT (FENXT) being one option. FENXT is a nonprofit accounting solution by Blackbaud and is being considered for the conversion to provide integration to the donor and alumni database. We are currently in contract negotiations, and the software solution is accounted for in the FY23/24 budget.

Development (Michele Gendreau, Chair)

Pam Jones provided an update on the Giving Day 2023 results, which raised \$633,300. She announced that in total, of the 10th anniversary of Giving Day efforts (2013-2023), over \$3.3M has been raised to support students. Michele thanked the board for their efforts in the letter-writing campaign, which yielded over \$30K. The Hospitality Uncorked annual fundraising event, held on April 14 by the Collins College of Hospitality Management, was a great success. Susan Feniger was honored and received the Robert Mondavi Wine and Food Award. She was instrumental in the event's success. Over \$250K was raised for Collins College: 540+ attendees, and a \$10K scholarship was awarded. Feedback from committee members who attended was overwhelmingly positive. Next year's event will be held on March 9, 2024, and the honoree will be the Marriott Family/Foundation.

To assist with supporting the GI2025 Initiative, the University is planning to send a fiscal year-end solicitation or request for philanthropy, promoting gifts to programs such as Summer Bridge, Summer Boost, and Summer Completion programs, which the Board will learn about in the latter part of the meeting. This strategy will allow testing of messaging to explore additional communications for fall 2023.

In addition to the 14 existing [Wow Sheets](#), three additional sheets have been developed: Black Thriving Initiative, Partner in Education (PIE), and Renaissance Scholars Communications. These documents and other board resources are on the Philanthropic Foundation website under the public documents section.

Finance and Investment (John Resich, Chair)

Standard and revised financial statements were shared with the board, including the budget comparison for 22/23 with the actuals for nine months. Gift and donation revenues of \$9,951,927 are ahead of budget projections, as is the amount received from GIP investment income. Educational expenses, the amount transferred to the University to pay for program expenses, are also ahead of projections. Scholarship transfers are lower than projected. Expenses related to philanthropic activities are either at or below projected levels. Total assets have increased to \$227,016,256.

The Statement of Revenues and Expenses is a new format that separates the monies within the Foundation for university expenses compared to revenues and expenses directly related to the Foundation; this statement is the reformatted actuals on 3/31. The statement for the GIP for the 23/24-year projects \$11M in cash receipts, an endowment distribution equal to the distribution this year, and program and scholarship payments equal to the current year (based on cash collections, not necessarily new gifts).

The proposed Philanthropic Budget for 23/24 is related specifically to the Foundation. Revenues come from three sources: a projected 2% on the fund balance of the General Investment Pool, a 75-basis point annual fee on endowed fund balances (except for Kellogg and a couple of other endowments), and the 5% gift fee. This year's fee paid to the Enterprise Auxiliary for accounting and reporting services reflects a \$25K increase from last year's fee. Audit, legal, insurance, and administrative fees align with last year. The University Advancement support is reduced to \$1M since it will be later in the year before vacant positions might be filled, and there will not be campaign-related expenses. The accounting software solution, FENXT, is accounted for in this year's budget.

John Resich requested a motion to approve the Philanthropic Budget as presented, *Michele Gendreau moved to approve the budget, Brett Berglund seconded, and the motion was approved unanimously.*

Nominations and Governance (Kristin Crellin, Chair)

Committee members will be reviewing the current bylaws to note any recommended changes. The information will be summarized by staff and shared with the Executive Committee over the summer for review. The Nominations Committee recommends a review on an annual basis.

All board members currently serving on committees plan to return for another year. Kristin asked the board members to review the proposed list of recommended committee assignments and let her know if they would like to serve on a different or more than one committee. The Audit Committee Chair will be named in the coming month.

The committee is also reviewing the annual survey content and process and agreed to the following: review current questions and revise as needed, add potential additional prompts for feedback on topics such as personal experiences with CPP, information updates, and preferences for board materials, and transition from a paper survey to an online survey.

The committee will update the annual task review of duties to address changes as the board evolves. She recognized the four new board members this past fiscal year: Maria Alvarez, Jawaad Malik, Scott Schork, and Wendy Rogers. The pipeline of potential prospects has been reviewed, and the staff has implemented a new tracking system to streamline efforts that will allow the committee to track engagement better and revisit past candidates.

Advancement Update (Frances Teves)

Frances Teves gave an overview of the environmental scan and the Chancellor's Office Report. The Chancellor's Office collects data and goal information for University Advancement divisions, including an environmental scan, narrative goals, quantitative data, and an organization chart. The campus plan dashboard is developed and reported to the vice presidents in the spring from this information. The dashboard's strategic goals support the chancellor's annual consultations with university presidents about campus progress. A shared PowerPoint explained the environmental scan, endowment value, and the calculated 3-year average ROI for our campus, our peer group, and the 23-campus system. Our ROI is slightly ahead of our group peers and slightly behind the overall 23-campus system: Pomona Three-Year Average (\$7.57), Peer Group II Three-Year Average (\$7.24), CSU Three-Year Average (\$7.71).

Several Tableau reports were shared, including the overall Gift Commitments/New Commitments for the past four fiscal years. As of May 5, \$6M has been raised (38% of goal). New commitments were broken down by unit; Engineering is leading the fundraising goals this year with a little over \$2.2M. Several gifts are sitting in the Suspense/Pending account, with the bulk from three estate distributions that came in this year supporting the Colleges of Engineering and Business, and the third is unrestricted. The donor and gift counts are trending down to date; however, with the recent Giving Day, the donor counts are above where they were during this period for the prior two years, and there is a stabilization in the overall gift count.

The assessment results that JH Collective conducted will be shared with the Executive Committee at their retreat, getting their input and then shared with the rest of the board and key partners. Several new deans will be onboarding in the new fiscal year. Advancement will develop a framework to identify the top institutional and college- or unit-based fundraising opportunities that resonate with donor investors. Several 2023 events are approaching, specifically Commencement this month; a list of upcoming events with specific details is provided in the board packet.

Campus Highlight: Student Success Program

Cecilia Santiago-Gonzalez, Assistant Vice President for Strategic Initiatives for Student Success, accompanied three students to share their experiences with impactful student success programs: Summer Bridge, Summer Completion, and Bronco Scholars. These programs help achieve the GI2025 goals and were referenced earlier on the year-end request for philanthropy.

Open Forum/Public Comment

Diane Miller invited any members of the public in attendance who would like to step forward or speak. No members of the public wished to be recognized. She thanked everyone for a great meeting and looks forward to the next meeting on Wednesday, August 23. She concluded with a few reminders for the August meeting. The meeting will take place the week of the University's convocation. President Coley will give a State of the University address, which can be viewed online. Please let Natalie or Diana know if any members want to attend in person. In addition, we will receive an update on the RFP for new auditors from the Audit Committee, the new deans will be introduced to the board at a future meeting, and the board will be updated on the Executive Committee retreat.

Adjournment

Diane Miller, Chair, asked for a motion to adjourn the meeting. *Sandy Smith moved to adjourn the meeting, Wendy Rogers seconded, and the motion was carried. The meeting adjourned at 11:32 AM PST.*

Approval of the Board of Directors Meeting Minutes:

As Chair of the Board of Directors, the meeting minutes for the May 11, 2023, meeting as presented are approved.

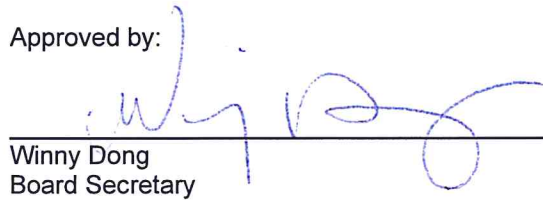
Approved by:



Diane Miller
Board Chair

Date 8/23/23

Approved by:



Winny Dong
Board Secretary

Date 8/23/23