

SONOMA STATE UNIVERSITY

Academic Foundation, Inc.

Board of Director's Meeting
Tuesday September 9, 2003

Agenda Item II – Approval of June 3, 2003 Minutes

I. Call to Order. Dr. Ruben Armiñana Board Chair determined that a quorum was present (refer to Record of Attendance for June 3, 2003). The Board Chair made the following general comments:

- ❖ Commencement 2003 was conducted on May 31 with approximately 1,400 graduates participating out of 2,000 students eligible. The Board of Trustees of the California State University and Sonoma State University conferred the honorary degree of Doctor or Humane Letters to Dr. Bernard Goldstein and Mr. Edward R. Stolman. Dr. Goldstein, who will be retiring from SSU on June 30, 2003 after 35 years of service to the CSU in a multitude of positions, was the 2003 commencement speaker.
- ❖ Dr. Eduardo Ochoa has accepted the position of Vice President for Academic Affairs/Provost and Chief Academic Officer and will resume his duties on July 1, 2003. Dr. Ochoa is currently serving as the Dean of the College of Business Administration at California State Polytechnic University, Pomona.
- ❖ FY 2003/04 CSU Budget continues to be shaped as California State budget is debated in Sacramento. SSU is presently planning for a \$4 to \$5.5 million reduction to its operating base budget. SSU's final FY 2003/04 will not be known until such time as the Governor approves a state budget act.

Enrollment for the academic year 2003/04 will be directly impacted by the final budget. Given the degree of uncertainty at this time and that a final budget will be known until July or later, the greatest impact will be to the spring 2004 semester.

- ❖ Green Music Center project has achieved 70% of the goal of obtaining collateralized pledges in the amount of \$18 million. Focused development efforts in attaining the final 30% continues.

APPROVED ITEM II, SSUAF BOD'S SEPTEMBER 9, 2003 MEETING

SONOMA STATE UNIVERSITY

Academic Foundation, Inc.

Board of Director's Meeting
Tuesday September 9, 2003

Agenda Item II – Approval of June 3, 2003 Minutes

❖ Construction Update

- ✓ Beaujolais Village I will open for occupancy in late August 2003. This complex will increase SSU's residential population by 650 students. There will be approximately 2,450 students in residence beginning with the fall 2003 semester.
- ✓ Beaujolais Village II planning is well underway. This project will add capacity for an additional 200 students in the fall of 2005 and 495 students in the fall of 2006.
- ✓ Recreation Center Mr. Bruce Walker, SSU Senior Director for Capital Planning, Design and Construction provide an overview of this project. The Recreation Center is currently under construction and is being funded through CSU Revenue Bonds with repayment provided through the Student Union Fee paid by all SSU students.

The project will provide a comprehensive recreation center complete with all the amenities and activities found in any upscale fitness center.

This project is scheduled for opening in fall of 2004.

II. Old Business

- A. Approval of the March 4 2003 Board Minutes was given without correction.

III. Action Items

A. General Expenditure Plan for FY 2003/04.

1. The General Expenditure Plan for FY 2003/04 is presented for review and approval. The Finance Committee has reviewed this plan at its May 20, 2003, meeting.

APPROVED ITEM II, SSUAF BOD'S SEPTEMBER 9, 2003 MEETING

SONOMA STATE UNIVERSITY

Academic Foundation, Inc.

Board of Director's Meeting
Tuesday September 9, 2003

Agenda Item II – Approval of June 3, 2003 Minutes

2. FY 2003/04 will be the last full year of SSUAF administered grants and contracts segment. Two contracts with the California Department of Transportation will expire on June 30, 2004.
3. The plan proposes an unrestricted transfer of \$35,000 to the President of Sonoma State University and \$10,000 to the Provost for the purpose of augmenting other resources that may accrue to both campus executives to carry out public relations activities. SSUAF Policy 00-02, Expenditures for Discretionary and Public Relations, governs the intent and uses of this transfer.
4. The FY 2003/04 plan proposes a transfer of funds to Sonoma State University for grants and contract administration. The transfer amount is proposed contingent upon the general expenditure plan being actually achieved. Transfers are initiated monthly, based upon monthly Indirect Cost Revenue billed with a final transfer occurring during the fourth quarter (April - June 2003) of FY 2003/04 upon confirmation of actual revenues and expenditures incurred.
5. Consistent with SSUAF Working Capital Reserve policy (SSUAF Policy 02-02) a minimum of \$50,000 in fund balance is required as a working capital reserve. The expenditure plan estimates a June 30, 2004 fund balance of \$68,000 and meets the reserve policy requirement.

Motion: Approve the General Expenditure Plan for FY 2003/04 as presented.

Action: Motion was accepted, seconded and passed unanimously.

APPROVED ITEM II, SSUAF BOD'S SEPTEMBER 9, 2003 MEETING

SONOMA STATE UNIVERSITY

Academic Foundation, Inc.

Board of Director's Meeting
Tuesday September 9, 2003

Agenda Item II – Approval of June 3, 2003 Minutes

B. Approval of FY 2003/04 Meeting Schedule

The following annual and quarterly meetings are proposed for FY 2003/04.

Location: University Conference Room (1121)
Jean and Charles Schulz Information Center

Time: 12:00 – 2:00 pm

Dates:

1. Tuesday, September 9, 2003- designated annual meeting per Article II, Section 6, Bylaws.
2. Tuesday, December 2, 2003 – quarterly meeting
3. Tuesday, March 2, 2004– quarterly meeting
4. Tuesday, June 8, 2004 – quarterly meeting

Motion: Approve the proposed annual and quarterly meeting dates and times.

Action: Motion was accepted, seconded and passed unanimously.

C. Selection of FY 2002/03 Audit Firm

It is proposed that Zainer Rhinehart Clarke be engaged to audit SSUAF annual financial statements for the year ending June 30, 2003. This will be the third year under Request for Proposal (RFP) #521-01 issued in February 2001. Zainer has served as the Foundation's auditors since 1996.

Estimated cost for the FY 2002/03 engagement, including federal and state tax preparation is \$38,850, an anticipated increase of 5.0% over FY 2001/02 costs.

APPROVED ITEM II, SSUAF BOD'S SEPTEMBER 9, 2003 MEETING

SONOMA STATE UNIVERSITY

Academic Foundation, Inc.

Board of Director's Meeting
Tuesday September 9, 2003

Agenda Item II – Approval of June 3, 2003 Minutes

Management has been and continues to be satisfied with the level of services provided by Zainer.

Motion: Approve the engagement of Zainer Rhinehart Clarke as SSUAF auditors for FY 2002/03.

Action: Motion was accepted, seconded and passed unanimously.

IV. Development Report.

- A. A brief discussion of the letter distributed by the Development Office regarding the suspension of endowment income for FY 2003/04 ensued. It was recommended that consideration be given to directing annual contributions normally made to an endowment fund be made directly to the specific endowment income account for FY 2003/04. This tactical action would enable the continuation of scholarship and operating purposes for which the endowment was created during this one-year period.
- B. Byron Blois, Director of Development, Principal Gifts and Academic Programs provided a briefing of activities focused on the academic schools. Significant items were;
 - ✓ Based on a survey of the school deans there are approximately 65 needs that are not currently funded. This needs identified by the survey will be used to guide school-based development efforts.
 - ✓ Initiatives to support Pre-College programs, the Wine Business Program, the Holocaust Lecture Series, and remodeling of Education's conference room have begun.
 - ✓ A development course titled "Fundraising 101" has been created to assist the deans, faculty and staff in their individual fundraising efforts.

APPROVED ITEM II, SSUAF BOD'S SEPTEMBER 9, 2003 MEETING

SONOMA STATE UNIVERSITY

Academic Foundation, Inc.

Board of Director's Meeting
Tuesday September 9, 2003

Agenda Item II – Approval of June 3, 2003 Minutes

- C. The 2003 Green Music Festival activities have generated over \$284,000 of donations, cash and in-kind. Over \$26,000 in scholarships are available for awarding to participants in the educational component called Green Farm of the Festival program.
- D. A one page SSUAF Board Survey was distributed to members seeking comments and perspective covering a wide range of topics centered on board member participation. Members were requested to return their completed survey to the Development Office.

Stuart Jones and Dr. Armiñana thank the board members for continuing support of Sonoma State University and their overall contributions to the Foundation.

V. Finance Committee Report

- A. Committee Report for June 3, 2003. Agenda item V.A was reviewed with the Board, which included significant actions taken by committee. The committee's minutes of February 18, March 25, and April 29, 2003 were included.
- B. March, 2003 Financial Statements. Linda Norris presented the interim quarterly financial statements.

Respectfully submitted,

Steve Wilson
Vice President/Chief Operating Officer

APPROVED ITEM II, SSUAF BOD'S SEPTEMBER 9, 2003 MEETING

SONOMA STATE UNIVERSITY

Academic Foundation, Inc.

Board of Director's Meeting
Tuesday September 9, 2003

Record of Attendance June 3, 2003

		First	Last	In Attendance
1	Dr.	Ruben	Armiñana	Present
2	Mr.	Stuart	Jones	Present
3	Mr.	Steve	Wilson	Present
4	Ms.	Letitia	Coate	Absent
5	Mrs.	Suzanne	Anderson	Present
6	Mr.	Herm	Benedetti	Present
7	Dr.	Jean Bee	Chan	Present
8	Ms.	Anita	Christmas	Present
9	Mr.	John	Comfort	Absent
10	Ms.	Debra	Condiotti	Present
11	Dr.	Katharyn	Crabbe	Present
12	Dr.	Carmen	Finley	Present
13	Ms.	Deborah	Hatfield	Present
14	Dr.	Alan	Johnson	Present
15	Ms.	Barbara	Kohler	Present
16	Mr.	Dan	Libarle	Absent
17	Mr.	Wallace	Lowry	Absent
18	Mr.	Randy	Pennington	Present
19	Ms.	Beth	Robertson	Present
20	Mr.	Rick	Rosa	Present
21	Ms.	Delphine	Tague Newman	Present
22	Dr.	David	Walls	Absent

Members Present 17

Members Absent 5

Board Quorum 6 Article II, Section 1(a), Bylaws

Guests:

Development: Byron Blois

Financial Services: Linda Norris

SSU Capital Planning, Design and Construction: Bruce Walker