

**EXECUTIVE COMMITTEE MEETING**Date: Wednesday, March 12<sup>th</sup>, 2025

Time: 1:00pm – 2:00pm

Location: <https://csudh.zoom.us/j/84961121857?from=addon>**Dial-In:** +1 669 444 9171 **Meeting ID:** 849 6112 1857**MEETING MINUTES****Voting Members****Present:**

Chair Nicole Harper Rawlins, Pat West, Deborah Wallace, Bobbie Porter Ph.D., Myla Rahman

**Staff Present:**

Tranitra Avery, Kelle Kain, Amanda Dodd

**I. Call to Order – Chair Nicole Harper Rawlins**

- The meeting was called to order at 1:00pm by Chairperson Rawlins.

**II. Roll Call**

- Roll call was taken by Ms. Kain. A quorum was confirmed.

**III. Approval of Meeting Agenda**

- Chairperson Rawlins called for approval of the agenda. Member West moved to approve the agenda, seconded by Member Porter. The motion carried unanimously.

**IV. Approval of Minutes of Previous Meeting****A. November 12, 2024**

- Chairperson Rawlins called for approval of the minutes from the November 12, 2024 meeting. Member West moved to approve the minutes, seconded by Member Porter. The motion passed with one abstention from Member Rahman who was not present at the previous meeting.

**V. Public Comments**

- No public comments were made.

**VI. Committee Meeting Updates****A. Audit Committee Meeting - January 23, 2025**

- Executive Director Avery reported that the CohnReznick audit identified \$1.3 million in misstatements related to grant expenditures reported in the incorrect fiscal year, resulting in a material weakness. Signature Analytics was engaged to conduct a thorough review. Corrective actions have been implemented, including structured submission deadlines and meetings with the grants team. The committee acknowledged the severity of the findings, and Executive Director Avery confirmed

ongoing collaboration with university leadership to ensure compliance and accountability. Member Wallace stressed the importance of timely contracts and systemic accountability, stating the current situation is not acceptable and must be addressed at the board level.

B. Finance & Investment Meeting – March 4, 2025

- Executive Director Avery provided a report on the committee's decision to dissolve the Dominguez Hills Corporation, resulting in a \$51,000 gain. The committee also reviewed Accounts Receivable status, noting OSRP's recent \$600,000 billing and concerns about collections. A meeting with OSRP is scheduled. Investment performance remains strong, but concerns about long-term sustainability persist. An ad hoc budget meeting will occur in April to review year-end projections and proposed FY25-26 budget planning. Committee directives include identifying sustainable funding strategies and enhancing receivable practices.

C. Nominating Committee Meeting (November 5, 2024 – No updates)

- No updates. Executive Director Avery noted a meeting will be scheduled soon due to expiring terms and officer considerations.

D. Business & Innovation Meeting (November 14, 2024 – No updates)

- No updates. Executive Director Avery shared that Business & Innovation Committee Chairperson Sheri Repp Loadsman is being contacted. A future meeting will include updates from legal counsel regarding the AEG agreement.

VII. Advisory Audit Update

A. Strategic Preparation for Assurance Audit (TBD)

- Executive Director Avery recommended engaging Blank Wolff Cord to support pre-audit readiness efforts across all TAP-affiliated auxiliaries. Drawing from California State University peer examples, this firm would provide risk mitigation and operating procedure alignment. Discussion included the potential formation of a subcommittee to oversee assurance audit preparation. Member Porter and Member Wallace emphasized the importance of transparency, preparation, and clarity regarding the consultant selection process. The associated memorandum and peer references were included in the meeting packet. No action was taken, but the matter may be revisited at the retreat or full board meeting.

VIII. Other Business

A. Board Retreat Planning

- i. Development of Agenda
- ii. Potential Bylaws Subcommittee

- Ms. Cain reviewed results from a recent survey to inform the board retreat agenda. Member Wallace and Member Porter underscored the importance of dedicating significant time to budget and financial health, particularly in light of projected deficits and sustainability concerns. Members discussed inviting Dr. Karen Semien-McBride and Member Porter for facilitation, focusing on engagement, board roles, and DEI within the CSU. There was consensus to prioritize financial planning discussions in the morning session and community-building efforts in the afternoon. Clarifying

board member roles and improving mutual understanding among campus and community representatives were also raised.

B. Closed Session

- The Executive Committee entered a brief closed session. No reportable action was noted in open session.

IX. Adjournment

- The meeting was adjourned following a motion by Member West, seconded by Member Porter. All in favor. Meeting end time: 1:56pm.

*The TAP Executive Committee entered into Closed Session pursuant to California Education Code § 89923 to discuss Human Resource Matters. Attendees included Executive Committee Members and Staff Guest Amanda Dodd, Chief Human Resources Officer. The closed session adjourned at 2:11 PM.*