EXECUTIVE COMMITTEE MEETING
Date: Tuesday, March 10th, 2026
Time: 2:00pm – 3:00pm
Location: https://csudh.zoom.us/j/85308066882?pwd=h0Jy9oNBpNwCS0VWawjsg25qRBbFIL.1
PW: 482225 **Dial-In**: +1 669 444 9171 **Meeting ID**: 818 5577 5655

AGENDA

I. Call to Order
- Chair Nicole Harper Rawlins called the meeting to order at 2:01 PM and welcomed committee members and guests.

II. Roll Call

III. Approval of Consent Agenda
A. Approval of Agenda
i. March 10th, 2026
B. Approval of Previous Meeting Minutes
i. December 9th, 2025

- A motion was made by Pat West and seconded by Myla Rahman to approve the consent agenda, including the March 10, 2026 meeting agenda and the December 9, 2025 Executive Committee meeting minutes.

The motion carried unanimously.

IV. Public Comments
- Chair Rawlins opened the floor for public comment. No public comments were received.

V. Informational Items
Amanda Dodd | *Chief Human Resources Officer*
A. Finance and Investment Committee Updates

Jeremy Brown provided an update regarding the recent Finance and Investment Committee meeting. Due to staffing transitions within the finance area, complete financial statements were not available at the time of the committee meeting. Efforts are ongoing to finalize the financials in preparation for the upcoming Board of Directors meeting.

Mr. Brown reported that the committee discussed investment portfolio liquidity needs and authorized preparations to make approximately $500,000 available by June 2026 through liquidation of alternative investments requiring advance notice. He noted that despite ongoing market volatility, the TAP investment portfolio has remained stable due to the committee's decision to maintain a higher equity allocation.
Committee discussion also included:
Compensation policy review timing and anticipated Board discussion;
Preliminary updates regarding Business Service Agreements (BSAs);
Continued monitoring of TAP's long-term financial sustainability and organizational structure.

Vice President Wallace provided additional context regarding current budget reduction efforts, expenditure management, and organizational restructuring initiatives aimed at balancing revenues and expenses for FY 2026–2027. Discussion also included the importance of separating auxiliary-related accounts and ensuring compliance with audit recommendations and financial reporting standards.

B. Pay Adjustment Procedure

i. *Briefing on the current structure of the TAP Pay Adjustment Procedure.*

- Amanda Dodd, Chief Human Resources Officer, presented an overview of the TAP Pay Increase and Salary Adjustment Procedure. Ms. Dodd explained that the procedure was developed to formalize and standardize compensation-related requests across TAP departments while ensuring internal equity, procedural consistency, and compliance with audit and regulatory expectations.

  Ms. Dodd explained that all pay increase requests require a Personnel Transaction Form (PTF) and written justification, while certain requests may require additional supporting documentation depending on the type of increase requested. Merit increases require performance evaluations, while equity adjustments may require salary range documentation or compensation analyses conducted by Human Resources. The procedure also outlines internal review and approval processes to ensure proper documentation, accountability, and record retention for future audits.

  Committee members discussed the various circumstances leading to pay increase requests, including employees taking on additional responsibilities, grant-funded staffing changes, and employee-initiated salary reviews. Additional discussion focused on the broader TAP employee population beyond the organizational charts previously shared with the Board, as well as the Board's governance responsibility over TAP policies and procedures impacting all TAP-affiliated departments and staff. The item was presented for informational purposes only and did not require committee action.

C. Advisory Audit Observation Status Update

i. *Briefing on the current status of TAP's Advisory Audit observations.*

- Ms. Dodd provided an overview of TAP's current audit observation tracking efforts and ongoing corrective action planning. She explained that the current tracking document would continue to be revised to better align with Chancellor's Office reporting expectations and to provide clearer visibility into corrective actions, timelines, and implementation progress.

  Committee discussion focused on the importance of transparency and accountability in addressing repeat audit findings and documenting corrective action plans. Vice President Wallace emphasized the need for future reporting to clearly identify whether TAP has completed previously identified corrective actions and whether implementation timelines are being met. Additional discussion addressed operational challenges associated with implementing corrective actions amid staffing transitions and limited personnel resources, particularly in areas requiring segregation of duties and additional staffing support.

D. Organizational Transition Planning and Interim Structure *i. Overview of TAP's transitional staffing plan following recent organizational changes, including updated reporting lines, interim role coverage across finance and operations, and continuity considerations that may impact near-term workflows, controls, and committee-facing deliverables.*

- Ms. Dodd presented an updated organizational chart reflecting recent staffing changes, including vacancies resulting from employee departures and organizational restructuring efforts. She discussed interim operational coverage plans, recruitment priorities, and efforts to strategically evaluate staffing structures while maintaining service continuity and addressing budget limitations.

  Ms. Dodd shared that the Executive Assistant position would be prioritized for recruitment in order to support board governance operations and assist with process improvement initiatives, while other positions may remain temporarily unfilled pending further organizational review. Additional discussion focused on payroll continuity planning and cross-training efforts currently underway to maintain operational stability during the transition period.

  Committee members acknowledged the significant workload currently being managed by remaining staff and expressed appreciation for the professionalism and dedication demonstrated throughout the ongoing transition process. Vice President Wallace also discussed future opportunities for TAP growth and sustainability, including potential revenue-generating initiatives associated with campus development projects and upcoming regional events such as the Olympics.

VI. Other Items

- Chair Rawlins informed the committee that she would be unable to attend the upcoming Board of Directors meeting due to travel obligations. Pat West will serve in her place during the meeting.

  Committee members expressed appreciation to TAP staff and leadership for their continued efforts and professionalism throughout the organizational transition process.

VII. Adjournment

A motion to adjourn was made by Deborah Wallace and seconded by Pat West.

The motion carried unanimously, and the meeting adjourned at 2:56 PM.

Voting Member	Position
Bobbie Porter, Ph.D.	Vice President & Chief Diversity Officer, CSUDH
Deborah Wallace	Vice President for Administration and Finance & Chief Financial Officer, CSUDH
Myla Rahman	Executive Director, Angels for Sight
Nicole Harper Rawlins	Owner, Nicker Management & McDonald's Franchisee

Pat West	Long Beach City Manager (retired); Principal, Pat West LLC

Non-Voting Member	Position
Jeremy R. Brown	Independent Advisor, Vanderbilt Financial Group
Ryan Heredia	Interim Associate Vice President for Business and Finance, CSUDH
Sheri Repp-Loadsman	Project Planning Consultant

UPCOMING MEETINGS AND EVENTS

Event	Date
Board of Directors Meeting	**March 19th, 2026**
Board of Directors Retreat	**April 2026** *(TBD at 09/18/25 BOD Meeting)*
Executive Committee Meeting	**June 2nd, 2026**
Board of Directors Meeting	**June 11th, 2026**

*****_Unless otherwise noted, board-related meetings are held virtually._