



Cal Maritime Corporation

Board Meeting

Tuesday, December 15, 2020

3:00 - 4:00 pm

Zoom

**AGENDA**

- |            |   |                      |
|------------|---|----------------------|
| <b>I.</b>  | <b>Call to Order</b>  | <b>Franz Lozano</b>  |
| <b>II.</b> | <b>Approval of Minutes Nov 10, 2020</b>   | <b>Franz Lozano</b>  |
| <b>IV.</b> | <b>Old Business</b>   | <b>Mark Goodrich</b> |
|            | <b>1. MOTION: Adoption of the operation and management of Campus Run Enterprises: Keelhauler Shops, Housing Program, Dining Program, Conference &amp; Events, Anchor Center, and Energy and Sustainability.</b> |                      |
| <b>V.</b>  | <b>New Business</b>   | <b>Franz Lozano</b>  |
|            | <b>1. Standardize Cal Maritime Corporation scheduled meetings</b>   | <b>Franz Lozano</b>  |
| <b>VI.</b> | <b>Announcements</b>  |                      |
|            | <b>1. Next Meeting: January 19, 2021 3:30-4:30 pm</b>   |                      |



**Cal Maritime Corporation Board Meeting Minutes  
Conference Call  
Tuesday, November 10, 2020**

<b>Attendees</b>	T. Cropper, F. Lozano, M. Goodrich, M. Rodgers, L. Bienati, G. Benton, R. Joseph, C. Crutchfield
<b>Absent</b>	
<b>Guest</b>	M. Shay, L. Schroeder, L. Dineen Thackeray, J. Hembree, C. Beard,

**I. Chairman of the Board**

- A. Called to Order at 1:05 pm
- B. Approval of Previous Minutes for Sept 8, 2020  
CHANGE Rabi Joseph’s name to read R. Joseph  
GOODRICH MOVED TO APPROVE MINUTES AS PRESENTED. SECONDED BY JOSEPH. ALL IN FAVOR. NONE OPPOSED.

**II. Governance**

- A. Vice Chair position is vacant until the governance committee comes with a recommendation

**III. Old Business Discussed**

**A. Discussion Items: Enterprise Services to Cal Maritime Corporation**

Mark led discussion of proposal of services to go to Cal Maritime Corporation. Enterprise Services is a self-support area; receives no state funding and must generate its own revenue to pay for its own expenses. The department supports the campus in their mission primarily to support the students. The department also supports the community thru Conference and Events. They generate revenue, which in turn goes back to the department, and inevitably help the students.

- i. Keelhauler Shops – Bookstore on campus and is self-support. They provide uniforms for cadets, sweatshirts apparel, alumni items and they have a website that is active and running. They have close communications with Committees’ as needed for example; Commencement Committee will buy goods gifts and memorabilia for this event.
- b. Housing – Required live in on campus with both single and double accommodations. Enterprise Services provide housekeeping and maintenance services to the students. We also work with the campus when infrastructures or major capital improvements need to be made. Environmental Services is the handyman and campus is the owner of the infrastructure. We also maintain the financials responsibilities; we collect payment from the students and we pay the debts on the buildings for Maritime North and McAllister.
- c. Staff Housing- Is a subset within cadet housing area. 5 single family homes on Faculty Drive. Enterprise Services maintains structures and provide basic services. 2

of the 5 homes are able to accommodate special events. No rent just strict expenditure item.

When cadets are not on campus during the summer, Enterprise Services utilizes campus assets for additional income by running camps for most recently Camp Newman. These assets are used for additional revenue during the down times. Also during these downtimes, Enterprise Services uses this time to refresh with paint, carpet and furniture.

c. Dining Operations – partnered with 3<sup>rd</sup> party vendor Sodexo, to provide meals to cadets and catering for on and off campus clients for Conference & Events. ES also provides grab and go food for Bistro and Morrow Cove.

d. Conference & Events provides short term rental agreements for on and off campus programs and meetings for our campus and throughout our community.

e. Anchor Center – follows along with Conference & Events that generate revenue. Located at 201 Georgia St. to rent conference rooms to our external community

Mark discussed list of other [CSU Corporations](#) and what other campuses have that fall within 501 c (3) structure. Our intent is to move some of the Enterprise Services entities to Cal Maritime Corporation to expand and grow these programs.

1. To be discussed at next board meeting - motion to begin moving some of these in to the Cal Maritime Corporation.

President Cropper suggests writing the language for a motion that the motion is to approve to request the movement of those entities from state side to the corporation and ask to be approved by the cabinet after appropriate reviews.

To clarify, assets are not moving but operations and financials are.

- ii. Sponsored Programs
  - a. Golden Bear Research Center functional, guidance through the Provost and reports to the Provost, funds managed by the corporation. Projects bring in millions of revenue
  - b. Energy & Sustainability – MHK and Sperry Mill Project are projects that can create a lot of entrepreneurial flexibility that we would not be able to on the state side.

**IV. Future Business**

- A. Standardize Cal Maritime Corporation scheduled meetings

**V. Announcements**

- A. Next meeting December 15<sup>th</sup>

**VI. Adjournment**

- A. Cal Maritime Board Meeting Adjourned at 4:42pm.

**Item: Adoption of the operation and management of Campus Run Enterprises**

The Cal Maritime Corporation (“Corporation”) desires to take over from Cal Maritime Academy (“Campus”) the operation and management duties and responsibilities for certain Campus run businesses, programs, operations, events and property management (collectively, the “Campus Run Enterprises”).

Board approval will enable Corporation to enter into one (1) or more agreements with Campus pursuant to which Corporation will operate and manage the Campus Run Enterprises. Each such agreement will be contingent upon Campus agreeing to allow Corporation to take over the Campus Run Enterprises.

The proposed Campus Run Enterprises include the following:

***Keelhauler Shops (Bookstore)*** – Facilitating the day to day sales and promotional activity of Campus through both on line and in store locations. No rent will be charged to the Corporation for the spaces in which the bookstores operate (two locations on Campus). Operation and management responsibility include procuring and selling, among other things, apparel, textbooks, academic supplies, uniforms and gift items to the Campus community.

***Housing Program*** - Maintaining day to day operations of both the student and non-student housing programs; ensuring proper maintenance of housing community through the maintenance, grounds and custodial areas; and enforcing and facilitating the “live in” campus requirement. Corporation will have fiduciary responsibility for all housing funds and will act as property manager for occupants of non-student housing consisting of five residence.

***Dining Programs*** – Facilitating day to day maintenance of food areas (main dining center and retail outlets) and the student meals as required by Campus (live in and board plans are mandatory); operating a catering program for special events; and managing the third-party vendor contract.

***Conference and Special Events*** – Facilitating the sale of daily event facility usage during non-academic times; catering to both on and off campus groups to recruit summer camps and educationally related conferences; and facilitating both a year-round and summer programs.

***Anchor Center*** – Maintaining a downtown presence by maintaining the building located at 201 Georgia Street; and selling conference space and hosting campus offices located on the property.

***Energy and Sustainability Programs*** – Facilitating the contracts which meet sustainability goals set forth by Campus and the CSU; and negotiating and arranging for the installation of items which reduce the campus’ carbon footprint and highlights the desire of the university to be completely “off the grid” in 2029.