

**Tower Foundation of San José State University**  
**Draft Nominating & Governance Committee Meeting Minutes**  
**November 13, 2024**  
**Via Zoom**

- I. Called to Order
  - A. The Zoom meeting was called to order at 2:02 PM by Eric Kelly
  - B. Roll Call
    1. Committee members present - John Baird, Steve Caplan, Eric Kelly, Judy Nagai, Gary Radine, Marko Trapani (via phone) exited at 2:11 PM
    2. Committee members absent - Phil Boyce, Connie Moore
    3. Staff present - Robin Reynolds, Sabrina Tanner
- II. Public Comment - There were no members of the public in attendance
- III. Old Business
  - A. Approval of the minutes of August 21, 2024. Mr. Caplan moved to approve, Dr. Baird seconded. The motion was carried unanimously.
- IV. New Business
  - A. Dr. Nagai shared that, in her capacity as Vice Chair for the Development Committee, she will lead the committee as Chair, Connie Moore takes a six-month leave of absence from the board due to her appointment as interim President and CEO at Healthcare Realty Trust.
  - B. Dr. Nagai confirmed that three board director candidates have successfully completed the vetting process. The committee recommended that the board elect these three new directors to the board at its upcoming meeting. Mr. Kelly moved to approve and Dr. Baird seconded. The motion was carried unanimously.
  - C. Dr. Nagai updated the group on upcoming board director candidates. There are several individuals in various stages of the process and staff continue to engage these individuals, scheduling meetings with SJSU leadership, with Tower committee chairs, and other vetting activity.
  - D. Ms. Reynolds asked the committee about the prior process of creating the annual slate of committee chairs, vice chairs, and committee assignments among board directors. Discussion ensued.
- V. Next Meeting - Proposed February 20, 2025 at 10:00 - 11:30 AM
- VI. Adjournment - The meeting was adjourned at 2:30 PM

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Robin Reynolds, Board Secretary

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Date