

**THE FRIENDS OF CHABOT COLLEGE**  
**Board of Directors Meeting**  
Wednesday, December 16, 2015 • 12 p.m.  
Chabot College • 25555 Hesperian Blvd. • Hayward CA • 94545  
Building 700 South • Conference Room 727-J

**Minutes**

**Voting Members Present**

Chair Mr. Mark Salinas (arrived at 12:55 p.m.)  
Chief Sheryl Boykins  
Ms. Marita Cheng  
Vice Chair/Secretary Pat Gascocos  
Dr. Hal Gin  
Ms. Melinda Matsuda

**Voting Members Not Present**

Mr. O Bray Van Buren

**Non-voting Members Present**

Executive Director María Ochoa

**Non-voting Members Not Present**

President Susan Sperling  
Vice President Connie Willis

**Guest**

Nasi Raissian, Principal, MKR Accounting

**1. Call to Order – Pat Gascocos**

The meeting was called to order by Vice Chair/Secretary Gascocos at 12:16 p.m.

**2. Roll Call – Pat Gascocos**

**3. Approval of Minutes for October 3, 2015 – Retreat and Annual Meeting – Pat Gascocos**

**Motion to accept minutes moved by Dr. Gin and seconded by Ms. Matsuda. Motion passed with 5 Ayes, 0 Nays, 2 Absent**

**4. Finance Report – Nasi Raissian**

Ms. Raissian presented the financial report for October. She hoped that the monthly financials might be ready for presentation by the 15<sup>th</sup> of each month. There is a significant gap of time between the moment when deposits and requests for payment are sent forth from the Foundation and when funds are deposited to the bank or payment is issued to vendors. **Motion to accept the finance report moved by Dr. Gin and seconded by Chief Boykins. Motion passed with 5 Ayes, 0 Nays, 2 Absent**

**5. Action Items**

**Discussion and vote regarding an assessment fee applied to contributions – Nasi Raissian**

At its October 3 meeting the Board preliminarily agreed to apply a fee to all contributions made to the Foundation. As the Foundations grows, the work required to maintain a transparent, accurate, and full accounting of funds increases.

Applying an administrative fee will provide a partial amount to cover the cost of doing business. Ms. Raissian reviewed the sliding scale as follows:

- Gifts of \$100,000 or more – 3% of contribution total
- Gifts between \$99,999 and \$25,000 – 6% of contribution total
- Gifts between \$24,999 and \$5,000 – 8% of contribution total
- Unrestricted funds will not be assessed a fee

In the course of discussion, a suggestion was made to apply the term “designated funds” rather than “restricted funds.”

**Motion to accept the fee scale was moved by Dr. Gin and seconded by Vice Chair/Secretary Gacoscos. Motion passed with 5 Ayes, 0 Nays, 2 Absent**

**Chair Salinas arrived and assumed chairing of the meeting.**

**Discussion and vote regarding the scheduling of a spring fundraising activity – Obay Van Buren**

A discussion regarding a spring event was held until such time as Mr. Van Buren could be present.

Board Members provided feedback on the Second Annual Gala that was held on November 12:

- Holding the event earlier in the year when there would be more sunlight
- Excellent location
- Enjoyed Wendy Tokuda’s presentation
- Presentation of successes for the past year would have been good
- Difficult to find
- Kitchen continues to be an issue
- Insufficient lighting in the front of the room where the speakers stood
- No focal point with the room configuration that was formed
- Perhaps have college banners in back of podium
- Food was not served evenly; head table was served last
- One of the desserts was most unappealing in its presentation
- Coffee service continues to lag
- More visible student participation
- Food was improved from last year
- Wants more diversity of guests’ professional affiliations

**Discussion and vote regarding modification of policy on acceptance of gifts – María Ochoa**

Because earlier in the meeting, the Board Members had decided to apply an administrative fee, Dr. Ochoa asked that this discussion be held over for the next regular Board meeting so that she might have time to include the newly enacted policy in her suggestions.

## **6. Board Members’ Remarks, Reports and Recommendations**

Board Members expressed their happiness with the progress of the Foundation and thanked Dr. Ochoa for her successes in bringing so many new funders to the Foundation, and for upholding the highest of standards without having any administrative support.

## **7. Executive Director’s Report – María Ochoa**

Administrative Assistant position – Dr. Ochoa reported that the long awaited administrative support position was approved and the job announcement will be posted on the District website in the next week.

Community Outreach activities – Dr. Ochoa reported that a speakers series “Politics and Prose” will launch in spring 2016. The first three presentations are: A’Lelia Bundles, the great-great granddaughter of Madam C.J. Walker, the first African American female entrepreneur-millionaire will open on April 7; followed by Freddie Davis and Carol Ruth Silver who will discuss Freedom Summer; concluding with a Chicano veterans panel moderated by Felix Galaviz, Chabot College alumnus, veteran, and found of the Puente Program. She also reported that a newly renovated Veterans Resource Center will open in Building 2300 thanks in part to a generous \$40,000 contribution from the Kisco Foundation.

## **8. Adjournment**

Chair Salinas adjourned the meeting at 1:54 p.m. with a reminder that a special meeting will be held on January 12, 2016 for the purpose of reviewing and accepting the financial audit of the Foundation. He wished everyone a happy holiday season and joyful new year.

Respectfully submitted,

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Pat Gacoscos, Vice Chair-Secretary

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