

## **THE FRIENDS OF CHABOT COLLEGE**

### Board of Directors Meeting

Wednesday, June 24, 2015 • 11:30 a.m. – 1:00 p.m.  
Chabot College • 25555 Hesperian Blvd. • Hayward CA • 94545  
Event Center • Building 700 South

### MINUTES

#### **Voting Members Present**

Chair Mr. Mark Salinas  
Vice Chair/Secretary Pat Gacoscos  
Ms. Marita Cheng  
Ms. Melinda Matsuda

#### **Voting Members Not Present**

Chief Sheryl Boykins  
Dr. Hal Gin  
Mr. Obray Van Buren

#### **Non-voting Members Present**

Executive Director Office of Development and the Foundation Dr. María Ochoa

#### **Non-voting Members Not Present**

Chabot College President Dr. Susan Sperling  
Chabot College Vice President-Administrative Services Ms. Connie Willis

#### **1. Call to Order – Roll Call – Chair Mark Salinas**

Chair Salinas called the meeting to order at 11:39 a.m.

#### **2. Roll Call – Vice Chair/Secretary Pat Gacoscos**

All voting members were present except for Dr. Hal Gin and Mr. Van Buren. Non-voting members that were not present included President Sperling and Vice President Willis.

#### **3. Approval of Minutes for May 7, 2015 - Special Meeting Motion to accept minutes moved by Vice Chair Gacoscos and seconded by Ms. Cheng. 4 Ayes, 0 Nays, 3 Absent**

#### **4. Action Items**

**Financial Report** Chair Salinas introduced Ms. Nasi Raissian CPA and principal of MKR Accounting, whom The Friends of Chabot College has retained for accounting and bookkeeping services. Ms. Raissian expressed her great interest in working with the Foundation. as she specializes in non-profit accounting and bookkeeping. She has been the accountant for the Las Positas College Foundation for many years, and brings much knowledge of the district and of the two colleges. Ms. Raissian spoke of the need for the Foundation to raise funds to cover its expenses. She suggested that the Board of Directors consider levying administrative fees in order to cover operational expenses. Ms. Raissian spoke of the need for the Foundation to have administrative support staff in order to better serve the donors and recipients of the funds raised by the Foundation. She indicated that for almost two years there has only been the Executive Director staffing the Foundation. Given the growth of the Foundation, she strongly recommends this additional staff be prioritized.

**On a motion by Vice Chair Gacoscos and second by Ms. Matsuda, the Board voted affirmatively to contract with MKR Accounting to provide hourly support to The Foundation. 4 Ayes, 0 Nays, 3 Absent**

**On a motion by Ms. Matsuda and second by Vice Chair Gacoscos, the Board voted affirmatively that two items—administrative support staffing levels and administrative fees—be placed on the agenda of the next Board of Directors’ meeting. 4 Ayes, 0 Nays, 3 Absent**

**Striving Black Brothers Coalition/Marcus Foster Education Fund** Chair Salinas reported that the Marcus Foster Education Fund is awarding Striving Black Brothers Coalition, a student centered support service offered at Chabot College, with a grant of \$25,000 in order to create a manual and video documenting the dynamics of initiating and supporting such student support groups. The Friends of Chabot College is the funding conduit and the Special Programs unit of Student Services will monitor the timeline and deliverables as outlined in the Memorandum of Understanding.

**On a motion by Vice Chair Gacoscos and second by Ms. Matsuda, the Board voted affirmatively for The Friends of Chabot College to serve as the funding conduit for the Marcus Foster Education Foundation grant to the Striving Black Brothers Coalition of Chabot College. The motion stated that should other grants be presented to the Board that there may be a levying of administrative fees for such service at some point in the future. 4 Ayes, 0 Nays, 3 Absent**

**Robert and Linda Carlson Award** Chair Salinas reported that the Carlsons will donate \$500 to cover the award amount for the 2015 honor given to a meritorious Chabot College classified professional. The relationship between the Foundation and the Carlsons is still under discussion, and more details are expected over the next six months.

#### **4. Board Members Remarks, Reports and Recommendations for Action**

**HSI-Title V Grant – Endowment** Chair Salinas reported that he was working in tandem with the HSI-Title V Committee for Chabot College and in his role as Chair gave approval for the grant to move forward with a matching fundraising provision that would raise funds for an endowment. The dollar for dollar match would grow incrementally over five years and at the conclusion of the grant bring \$500,000 to the endowment fund.

**Foundation Gala – November 12** Mr. Van Buren was unable to be present for the meeting, but communicated to Dr. Ochoa that he is working on securing sponsorships for the gala, and would like for other Board Members to be involved in the planning of the gala including sponsorship donors. Dr. Ochoa is meeting with Mr. Van Buren and Dr. Gin on June 30 in order to continue these discussions.

**Battle of the Guardians – August 8** Chair Salinas reporting on behalf of Chief Boykins, who could not attend the meeting, indicated that the event is postponed for reasons unknown, until some time in the future. The Board was disappointed, but looks forward to a new date for this fundraising activity.

#### **5. Non-voting Members Reports**

**President’s Report** Dr. Sperling was not present for the meeting, and as a result there was no report.

**CFO’s Report** Vice President for Administrative Services Connie Willis was not present for the meeting, and as a result there was no report.

**Executive Director's Report** Dr. Ochoa reported on the Snapshots of Success campaign created by the Office of Development. The purpose of the campaign is to highlight recent alumni of Chabot. A series of six display advertisements will be mounted in the three regional malls of the Chabot College service area: Southland, Bayfair, and NewPark. Further, the images will be part of the design for banners that will be mounted to the lighting poles in the median strip along Hesperian Boulevard between Depot Road and Turner Court.

A \$15,000 challenge grant from the Miranda Lux Foundation has been met through the vigorous and persistent fundraising by Dr. Ochoa, and these funds will provide new scholarship opportunities for Chabot College students.

Dr. Glenn Leuning, a former faculty and administrator with Chabot College, gave the Foundation \$4,000 to establish the Dr. Glenn Leuning Scholarship. The first \$1,000 scholarship will be issued in the fall semester and the forthcoming scholarships will be offered in 2016, 2017, and 2018.

Dr. Ochoa presented to the Board of Directors with an invoice received from the law firm Libert Cassidy Whitmore. The invoice came to the Foundation via the CLPCCD Business Office. Chair Salinas will review the itemized bill and confer with Dr. Ochoa and Dr. Sperling regarding its disposition.

### **Adjournment**

Chair Salinas adjourned the meeting at 1:30 p.m.

Respectfully submitted,

---

Pat Gacoscos, Vice Chair-Secretary

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Office of Development and the Foundation, 25555 Hesperian Blvd., Hayward, CA 94545, 510-723-7091, between 8:00 a.m. and 5:00 p.m. at least 48 hours before the meeting. Pursuant to Government Code 54957.5: Supplemental materials distributed less than 72 hours before this meeting, to a majority of The Friends of Chabot College Board will be made available for public inspection at this meeting and at the Office of Development and the Foundation located at 25555 Hesperian Blvd., Hayward, CA 94545 during normal business hours. Materials prepared by The Friends of Chabot College and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by some other person. Documents related to closed session items or are exempt from disclosure will not be made available for public inspection.