

THE FRIENDS OF CHABOT COLLEGE
Board of Directors • SPECIAL MEETING
Monday, November 7, 2016 • 1:30 p.m.
Chabot College • 25555 Hesperian Blvd. • Hayward CA • 94545
Conference Room 727-A • Building 700 South

MINUTES

Members Present

Chair Mark Salinas
Vice Chair/Secretary Pat Gacoscos
Ms. Marita Cheng
Dr. Hal Gin
Ms. Melinda Matsuda
Dr. María Ochoa
Dr. Susan Sperling
Mr. O Bray Van Buren
Dr. Carla Walter

Members Not Present

Chief Sheryl Boykins at start of meeting; arrived later

1. Call to Order – Chair Salinas

Chair Salinas called the meeting to order at 1:32 p.m.

2. Roll Call – Vice Chair/Secretary – Vice Chair/Secretary Gacoscos

Chief Sheryl Boykins was not present during roll call, but joined the meeting at 1:45pm.

3. Clarification of Friends of Chabot check signing policy - President Sperling

Chair Mark Salinas provided opening remarks indicating his reasons for calling the Special Meeting. He was appreciative of all who took time from their busy schedules to attend. He emphasized the importance of the Foundation leadership to be informed and involved in financial matters of the Board, particularly the issuance of scholarships. President Sperling stated that all checks must have two approval signatures. Board Members asked about the number of signatures required for checks that are issued from the Friends of Chabot College account. Dr. Carla Walter explained that Billy delos Santos was removed from the account when he was out on medical leave and she stated that she will need to put him on the account now that he has returned to work fulltime. President Sperling clarified that the signature of Business Manager Billy delos Santos is warranted as a back-up signer for the account. Chair Salinas stated that clarification of the signees on the accounts is necessary. Board Members recommended the addition of a Board Member and someone from the District Office be placed on the account as approved signees. The Board recommended that the Chair be notified of all checks being issued from The Friends of Chabot College account. The Chair would then communicate updates to the Board. Dr. Ochoa and Dr. Walter agreed to review the check signing policies and procedures. Board Members also asked about the status of the Osher Scholarship Fund, and some requested clarification regarding the source of this funding and the distribution of the funds. Dr. Ochoa provided a description of the

funding mechanism: the Osher Foundation contributes to the Foundation for California Community Colleges which, in turn, allocates funds to the community colleges in the state.

Motion was moved by Dr. Hal Gin, seconded by Obray Van Buren to 1. Review the check signing policies and procedures; 2. Add a Foundation Board Member and a District employee to the Foundation checking account; 3. Have regular updates made to the Board Chair regarding disbursements from Foundation accounts. Motion passed unanimously with 9 Ayes, 0 Nays, 0 Absentions.

4. Reimbursement of District Legal Counsel for Services - President Sperling

President Sperling was asked by District office to clarify the amount of Foundation work performed by the Executive Director Dr. María Ochoa. President Sperling distributed copies of the following documentation to the Board for review: 1. Liebert Cassidy Whitmore materials presented to the Foundation Board of Directors at a retreat held on June 25, 2014; 2. Master Agreement and The Friends of Chabot College Bylaws. After further discussion, it was determined that the Foundation will not be responsible for any of the charges associated with the District Legal Counsel for Services on this matter.

5. Discussion regarding the resignation of Executive Director Dr. Ochoa - Chair Salinas

The Chair reminded the Board of Dr. Ochoa's resignation effective as of March 1, 2017.

However, due to the accumulated vacation leave, her final day on the job will be January 13, 2017. Each Board member personally thanked her for service and dedication to the Foundation.

Next Steps:

- Board involvement with the recruitment of the new Executive Director.
- Job description updated

6. Presentation of outcomes from the 2016 Gala- Mr. Obray Van Buren and Dr. María Ochoa

Mr. Obray Van Buren shared the Gala financial updates.

Revenue

- Sponsorships-\$31,500.
- Individual Guest- \$21,850.
- Live Auction- \$3,015.
- After Event Gifts- \$30,635.
 - Gross Total \$87,000.

Expenses

- Food and Beverage- \$10,574.
- Print/Mail Invites- \$1,898.
 - Total - \$12,472.

Net Total - \$74,528.

Chairman Salinas shared that Julie Zhu from Fremont Bank, Foundation is interested in working together in ways of supporting The Friends of Chabot College Foundation.

Dr. María Ochoa shared that outcomes of the Gala gained support from the Hardisty's who are interested in providing The Friends of Chabot College with a Video Gaming Scholarship. And the

Vukasians who contributed \$1,000 with the Bechtel Foundation Matching Gift Program providing an additional \$1,000.

Chief Boykins departed the meeting at 3:15 p.m.

Chair Salinas adjourned the meeting at 3:30 p.m.

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.