

**THE FRIENDS OF CHABOT COLLEGE**

Board of Directors Meeting

Wednesday, December 7, 2016 • 1:30 p.m.

Chabot College • 25555 Hesperian Blvd. • Hayward CA • 94545

Building 400, Room 453M

**MINUTES**

**Members Present**

Chair Mark Salinas

Vice Chair/Secretary Pat Gacoscos

Chief Sheryl Boykins

Ms. Marita Cheng

Dr. Hal Gin

Dr. María Ochoa

Dr. Carla Walter

**Members Not Present**

Ms. Melinda Matsuda

Dr. Susan Sperling

Mr. O Bray Van Buren

**1. Call to Order – Chair Salinas**

Chair Salinas called the meeting to order at 1:30pm

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

Roll was called by Vice Chair Pat Gacoscos; Ms. Melinda Matsuda, Dr. Susan Sperling, Mr. O Bray Van Buren were not present.

**3. Approval of Minutes for September 28, 2016 and November 7, 2016- Mark Salinas**

**Motion to approve the minutes was moved by Vice Chair Gacoscos seconded by Dr. Hal Gin**

**Motion passed unanimously with 7 Ayes, 0 Nays, and 0 Abstentions.**

**4. Finance Report- Carla Walter**

- Financial statement – October, 2016

Dr. Carla Walter asked the Board to review the October 2016 financial statement.

Marita Cheng asked Dr. Walter to clarify where the major contribution came from. Dr.

Ochoa clarified the \$100,000 Kisco Fund was deposited as restricted funds.

**Motion to approve the October 2016 Financial Statements was moved by Vice Chair Pat Gacoscos and seconded by Chief Boykins**

**Motion passed with 4 Ayes, 0 Nays, and 1 Abstentions.**

Chair Salinas asked how much was committed for HSI Grant, and if money could set aside for the future. Dr. Walter suggested that funds be earmarked and asked Dr.

Ochoa to instruct the accountant to set up an HSI matching fund of \$10,000.

**Motion to encumber \$10,000 for HSI Matching Funds was moved by Dr. Walter and seconded by Vice Chair Pat Gacoscos**

**Motion passed unanimously with 7 Ayes, 0 Nays, and 0 Abstentions.**

- Final audit outcomes – FY 2015-16  
Dr. Walter read page 2 from the Final Audit report.  
*In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Friends of Chabot College as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.*  
Dr. Ochoa informed the Board that she received a call from the Auditors that there were two outstanding checks of \$5,000 each, made payable to the Measure A political campaign. She stated that it is strictly prohibited for the Foundation to make any type of contribution to political campaigns. Marita Cheng shared her concerns over the check signers and who initiated the check process. She asked “How were two checks issued without anyone’s knowledge?” Dr. Walter informed the Board that she will look into all of the checks in question and report back to the Board once she has more information. Chair Salinas will make phone calls to all the Board members once he has more information from Dr. Walter regarding the Measure A Campaign checks. Dr. Gin suggested that the check signers not be a direct report to another check signer. The Board agreed and felt that a representative from the Board be a check signer on the Foundation bank account.

#### **5. Discussion Items- Mark Salinas with Pat Gacoscos**

- Scholarship Luncheon Celebration Fall 2016- update  
Chair Salinas stated that the Scholarship Luncheon was a huge success. Awarded 17 Scholarships. The food was great. He stated how nice it was to see the parents and friends of the students coming out to support the scholarship recipients. He also mentioned that having a professional photographer was a great idea.

#### **6. Action Items- Mark Salinas**

- Fourth Annual Gala- Identification of day/time/location  
Chair Salinas shared with the Board that TPC Stonebrae seems to be the best venue for the Gala. Dr. Carla Walter asked if it would be possible to reserve the restaurant as well for overflow. Dr. Maria Ochoa shared that it is available to reserve as well and we can consider that for the upcoming year. The Board agreed to have the 4<sup>th</sup> Annual The Friends of Chabot College Gala at TPC Stonebrae in September 2017.
- Identification of Board Member to serve on Foundation checking account  
The Board unanimously decided to put item on hold until next Board meeting.

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

- Scholarship Distribution, Spring 2017- List of available scholarships  
Dr Ochoa informed the Board of three new scholarships being offered in Spring 2017:
  1. Ellen La Fleur McIlroy Scholarship- 1 @ \$1,000
  2. Barnes & Noble Scholarship- 4 @ \$500
  3. Institute of Management Accountant Scholarship- 1 @ \$250
- Scholarship Luncheon Celebration Spring 2017- Friday, April 28 11:30 a.m., Event Center.  
Dr. Ochoa shared that the Event Center has been reserved for the Luncheon. Scholarship applications will be accepted from Monday, January 9<sup>th</sup> through Friday, March 10<sup>th</sup>.
- Gift of stocks for the purpose of funding scholarship- report on discussion with

investment advisor

Board members agreed to hold off on opening the Charles Schwab account.

- Edward and Donna Martins' gift update

Dr. Ochoa informed the Board that the Martins feelings were hurt once they were informed of the College decision. They have decided to pull back on their \$500,000 donation for the naming of the Library. The Committee & responses took too long to respond. Dr. Ochoa added that the Foundation was not represented in the decision. Dr. Walter will provide link to the Board members on the College Naming of Building policies.

- Exit Interview- identification of day/time

Dr. Ochoa suggested a hand off of all ongoing items with the Board and President Sperling. She informed the Board that her last day on campus will be Friday, January 13<sup>th</sup>. Foundation Board designee will be Chair Mark Salinas.

Hal Gin asked Dr. Walter if there was a timeline in place for the new Executive Director. Dr. Walter informed the Board that the interview and hiring is a long process and she would have to talk to President Sperling for more information regarding the position. Chair Salinas requested that he be on the hiring committee.

## **8. For the good of the order**

Chair Salinas asked Dr. Walter to forward communication regarding the 3 outstanding checks, and the Naming of Building policies to all Board members as soon as possible.

## **9. Adjournment**

Chair Salinas adjourned the meeting at 3:34 p.m.

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Pat Gacoscos  
Vice Chair/Secretary

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Minutes prepared by Ms. Aubrie Ross

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