

THE FRIENDS OF CHABOT COLLEGE
Board of Directors Meeting
Wednesday, July 12, 2017 • 12:00 p.m.
Chabot College • 25555 Hesperian Blvd. • Hayward CA • 94545
Board Room • Building 200

MINUTES

1. Call to Order – Chair Salinas

Chair Salinas called the meeting to order at 12:24 p.m.

2. Roll Call – Recording Secretary Ms. Aubrie Ross

Members Present:

Chief Sheryl Boykins
Ms. Marita Cheng
Mr. Ronald Gerhard
Dr. Matthew Kritscher
Ms. Melinda Matsuda
Chair Mark Salinas
Dr. Susan Sperling
Mr. O Bray Van Buren
Ms. Yvonne Wu Craig

Members Excused:

Vice Chair/Secretary Pat Gacoscos
Dr. Hal Gin

Recording Secretary:

Ms. Aubrie Ross

3. Public Comments

There were no Public Comments made during this meeting.

Dr. Susan Sperling introduced Mr. Ron Gerhard who is the new Vice President of Administrative Services. Mr. Gerhard has a state wide reputation across the California state community college system. Creatively handled finances at college and district level where he served at several college districts such as Compton, Peralta and San Francisco City College. He worked briefly at the state chancellor office. He also has some back ground in the private sector as a CPA. Mr. Gerhard thanked President Sperling for his introduction, humbled to be at Chabot and to serve the Community and serve students. Mr. Gerhard shared that he is looking forward to working with the Foundation Board of Directors.

The Board thanked Dr. Kritscher for all of his assistance during the transition period.

4. Approval of Minutes from May 3, 2017

Motion to approve the minutes was moved by Ms. Melinda Matsuda and Seconded by Dr. Susan Sperling.

All were in favor.

5. Information Items- Yvonne Wu Craig

Chair Salinas shared that during the previous meeting the Board of Directors voted to allocating \$4,000 for various Education Foundations.

Ms. Yvonne Wu Craig informed the Board that we have received Sponsorship information for the following Foundation Galas:

- San Leandro Education Foundation Gala
 - *Save the Date* – Evening Under the Stars, Friday, September 8th
\$1,000 Sponsorship level gives the Board four tickets.
- New Havens Schools Foundation Gala
 - *Save the Date* - Diamonds in Education, Saturday, October 21st
Awaiting for Sponsorship packet.
- FOCC Gala Update

Ms. Melinda Matsuda shared a brief update with the Board of Directors.

- Sponsorship Outreach

Ms. Yvonne Wu Craig requested the assistance from the Board of Directors to help contact prospective Sponsors.

- Silent Auction Items

Mr. O Bray Van Buran shared that he has committed donations for the Silent Auction.

Chief Sheryl Boykins informed the Board that she would like to contribute a \$1,000 scholarship in the name of the winner of the auction. Dr. Susan Sperling stated that she will also be contribute a \$1,000 scholarship to be named after the auction winner. The amount raised from the auction will be an addition amount to be added to the scholarship original \$1,000 amount.

- Schedule August Gala Committee Meeting

The Board agreed to hold a Gala prep meeting during the month of August to review and finalize items for the Gala.

6. Financial Report

- 2017-18 Budget Review

Ms. Yvonne Wu Craig shared the 2016-17 Expense overview with the Board of Directors. The Board of Directors reviewed the expense overview which detailed that the Foundation received income from Scholarships, Gala tickets and Sponsorships. Ms. Craig informed the Board that the College has been paying for all personnel costs associated with the Foundation and that the Master Agreement states that the College should pay 50% of the salary, and 50% of the salary from the Foundation. Mr. Ron Gerhard expressed the need to revisit the Master Agreement and Executive Director Salary.

7. Discussion Items

- The Friends of Chabot College Leadership

Dr. Susan Sperling shared that the College received fourteen applicants that applied for the Executive Director position which closed on April 20th. Ms. Melinda Matsuda and Chair Mark Salinas both agreed to be on the hiring committee once the hiring begins. Dr. Sperling explained that the good news is that Chabot College is currently working with the District and Las Positas regarding the budget allocation model. The issue is how to go forward with the new position and what types of resources are available through the Foundation to fund the Executive Director position. Mr. Gerhard stated that college expenses for 2016-17 were still in the process of being closed out and that by the next board meeting, the status of the college budget would be more certain.

The Board agreed to discuss the Executive Director's role and funding plan during the September 13th Board meeting.

- Miranda Lux Scholarship

The Board discussed the Miranda Lux Matching Scholarship and will highlight the matching scholarship.

- AwardSpring Centralized Scholarship Software for the Office of Student Life and the Foundation

Ms. Yvonne Wu Craig shared that the Foundation has an opportunity to partner with the Chabot College, Office of Student Life in using a centralized Scholarships system called AwardSpring which would allow students to apply to one location for Scholarships offered at Chabot College. Ms. Craig informed the Board that the Office of Student Life has covered most of the set-up costs and the Foundation would be responsible to pay \$600.

The Board agreed to move forward in paying \$600 for the AwardSpring centralized Scholarship System.

- Board Training Opportunity

Ms. Yvonne Wu Craig shared a training opportunity to attend the Council for Advancement in Support and Education (CASE) Conference for Community College

Advancement which will be held during the Fall of 2017 in Anaheim. Ms. Craig asked that the Board review the material and let her know if any of the Board of Directors are interested in attending.

- Chabot Employee Payroll Deduction Program

Ms. Yvonne Wu Craig asked the Board of Directors if they would be interested in moving forward with the Payroll deduction offered to Chabot College Employees. Set-up through payroll would be easily done and the money would be held in the Foundation account. Ms. Craig suggested a stewardship fee associated with managing the payroll deductions. Ms. Craig will email the Board of Directors a copy of the payroll deduction form for review.

- Donor Recognition Luncheon

Ms. Yvonne Wu Craig shared that there are several Scholarship donors that need to be contacted to see if they would be interested in contributing again. Ms. Craig suggested possibly holding a Scholarship donor recognition luncheon or coffee with the president. It would be an intimate experience.

The Board of Directors agreed to hold a VIP reception before the Gala for the Donor and Sponsors.

- Alumni Association Mixers and Homecoming

Ms. Yvonne Wu Craig informed the Board that the Alumni Association has partnered with Chabot College, Office of Student Life in plans for a Homecoming Game and Events on Saturday, October 28, 2017. Ms. Craig shared that she would like the Alumni Association to host a Beer Garden.

8. Action Items

- 2017-18 Budget Approval

The Board agreed to discuss the budget during the next Board of Directors meeting scheduled on September 13, 2017.

- Miranda Lux Matching Scholarship

The Board agreed to highlight the matching scholarship.

- Funding for New Centralized Scholarship Software for the Office of Student Life and Foundation

The Board agreed to move forward in paying for the AwardSpring centralized Scholarship system in the amount of \$600.

- Fiscal Sponsorship Stewardship Fee

Ms. Yvonne Wu Craig shared that one of the Foundations Scholarship donor Ms. Davida Scott is interested in having the Foundation act as a pass-through as a Fiscal Agent for her. Mr. Ron Gerhard informed the Board that if fundraiser doesn't support Chabot students and our mission then the foundation would not be able to do so. The Board agreed that they could not act as Fiscal Agents.

9. For the Good of the Order

Ms. Marita Cheng thanked Ms. Yvonne Wu Craig for pushing for the Scholarship Centralization system. Chair Mark Salinas welcomed Mr. Ron Gerhard and thanked Dr. Matthew Kritscher and Ms. Yvonne Wu Craig for all of their help during the transition.

Chair Salinas adjourned the meeting at 2:20 p.m.

Minutes prepared by Ms. Aubrie Ross

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, 510-723-6633, 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.