

**THE FRIENDS OF CHABOT COLLEGE**  
Board of Directors Meeting  
Wednesday, September 13, 2017 • 12:00 p.m.  
Chabot College • 25555 Hesperian Blvd. • Hayward CA • 94545  
Board Room • Building 200

**MINUTES**

**1. Call to Order – Yvonne Wu Craig**

Chair Salinas called the meeting to order at 12:22 p.m.

**2. Roll Call – Recording Secretary Ms. Aubrie Ross**

**Members Present:**

Chief Sheryl Boykins  
Ms. Marita Cheng  
Mr. Ronald Gerhard  
Ms. Melinda Matsuda  
Chair Mark Salinas (Conferenced in)  
Dr. Susan Sperling  
Mr. Obray 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.

**4. Approval of Minutes from July 12, 2017**

Motion to approve the minutes was moved by Mr. Obray Van Buren and Seconded by Ms. Melinda Matsuda

All were in favor.

**5. Finance Report**

• **Reviewing 2016-17 Year-end Close & 2017-18 FOCC Budget**

Mr. Ron Gerhard reported that the 2016-17 books are closed. The Board of Directors reviewed the expense overview as of June 30, 2017.

- **Budget – Operating Budget**

Ms. Yvonne Wu Craig shared the 2016-17 Balance sheet. She pointed out that the Foundation didn't have a current investment policy in place and would like to work on implementing one in the near future. Ms. Wu Craig informed the Board of Directors that a new accountant will be brought on board to help with lowering cost and streamlining the accounts.

Chair Salinas inquired about using Chabot's Business Services staff to help with the accounting for the Foundation. Mr. Gerhard informed the Board of Directors that the Business Office currently doesn't have the bandwidth to do the books for us and it is best to use outside accounting services for all of the accounting processes the Foundation including taxes and audit preparation.

The Board agreed to hire an independent accountant.

Ms. Wu Craig informed the Board of Directors that Vice Chair/Secretary Pat Gacoscos will be stepping down as a Board Member effective in January 2018. The Board of Directors discussed the possibility of bringing more members from the community to join the Board. Chair Salinas requested to add additional community members to the Board Retreat Agenda.

The Board agreed to move the Action Items to the next topic item for discussion.

## **6. Action Items**

- **Appoint FOCC Board Representative for Mertes Scholarship Committee**

Ms. Wu Craig informed the Board of Directors that the Valley Care Mertes Scholarship will provide funds to Chabot Allied Health students. Las Positas College is currently working on the guidelines and committee for the Scholarship. The terms of the Mertes Trust requires a Board member to serve on the Mertes Scholarship Committee.

Dr. Sperling asked Ms. Wu Craig to verify that the Scholarship would be available for eligible Chabot and LPC students to apply and Ms. Wu Craig confirmed that students from both campuses can apply. Ms. Wu Craig plans to meet with Mr. Copper, Executive Director of LPC foundation to review the guidelines and convene the first meeting. Ms. Wu Craig will share the draft of the criteria with the Board once it goes forward for LPC Board approval.

Chair Salinas requested to be the representative for the Mertes Scholarship Committee.

Motion to approve Chair Mark Salinas as the representative of the Mertes Scholarship  
Mr. Obray Van Buren and Seconded by Ms. Melinda Matsuda

All were in favor.

- **Request for Supervisor Nate Miley to fund Ashland Cherryland FamFest**

The Board approved \$500 Sponsorship towards the FamFest Ashland Cherryland event.

Mr. Van Buren moved to approve Dr. Sperling seconded  
All approved  
Ms. Wu Craig will share the FamFest event with the College.

- **Approving 2017-18 FOCC Budget**

Motion to approve the 2017-18 operating budget as presented.  
Moved by Mr. Gerhard and seconded by Mr. Van Buren

All in favor.

- **Revise Stewardship Fees**

Ms. Wu Craig shared that \$9,800 was collected from Scholarship fees in 16-17. She informed the Board that she recently received feedback from Scholarship Donors that they were not aware of the Stewardship Fees in place, and requested to have the fees reversed.

Chair Salinas suggested that the Stewardship fees be waived for this year and discuss it in length during the Board Retreat.

Mr. Gerhard suggested to add Administrative fees on the investment earnings.

## 7. Discussion Items

- **FOCC Leadership**

Mr. Gerhard shared the draft of the final budget that is going to the Board of Trustee for approval during the September 20<sup>th</sup> Board meeting. The College is on the same fiscal year as the Foundation. He shared that overall the College Budget balanced budget which includes restricted funds which can't be used towards general operating costs. Auditors will be on site in the next couple of weeks and will be reviewing the Unaudited Actuals. The District implemented a new software that intended to help structure the budget. The budget was overstated by over 5 million dollars which was caused by the implementation of this new tool. Reductions across the board to allow for the Budget to be balanced.

Dr. Sperling shared that decisions are made at District level on what would be considered a reasonable reserve. Mr. Gerhard shared that our district is in excess of 25%.

The impact on the Friends of Chabot College Foundation is that it is hard to find funds for the college for the new Executive Director. Need to identify budget. 2 years ago the District foundation has funds that belonged to the Chabot College foundation that was to be used for the operating costs for FOCC. Yvonne has been working hard as a volunteer to provide the support towards the Board.

Obray shared what is the function of the Board – Ambassador for the college and raising money for college programs. Foundation depends on the college for support.

Dr. Sperling suggested that the Board meet with the Chancellor and volunteer district foundation director Clyde Allen, Lorenzo Legaspi, Dr. Sperling, Mr. Gerhard, Ms. Wu

Craig, Mr. Van Buren, Chair Salinas, Ms. Cheng, Dr. Gin any other Board of Directors who would like to join the meeting to approach the District Foundation for funding of the Executive Director role.

- **Gala Update**

Ms. Wu Craig shared the Gala update with the Board of Directors. Revenue is a little lower due to lower Sponsorship levels. Thanked all the Board for their help.

Ms. Matsuda informed the Board that Mr. Felix Galaviz would not be in attendance to accept the award. She will accept the award on his behalf. Ms. Wu Craig suggested that there be a Program Spotlight portion to the Gala program and solicited feedback from the board for suggestions. The board suggested that we spotlight a program that is student-focused that would allow the students to speak about how their involvement in the Program has impacted their lives.

- **Alumni & Friends Association**

Ms. Wu Craig shared that the Alumni database is growing and currently has over 600 Alumni who are in the system. Would like to tap into Alumni in the work force to be mentors for current students. Job placement and resume writing. A way to grow the Alumni Association. Currently not charging for dues. Invite the Alumni to Job Fairs and the Foundation may want to Sponsor the event to get more involvement. Ms. Wu Craig will work with Ms. Frances Fon in the Career & Transfer Center to speak about partnering with the Foundation.

- Results of Chabot Classified Alumni & Staff Survey  
Received great feedback from staff who are interested in the Alumni Association.
- Homecoming Game, Carnival & Beer/Wine Garden – Saturday, October 28, 2017  
Chabot College Office of Student Life & Student Senate will be paying for the event. The Foundation will sponsor the Beer Garden. Drakes & Buffalo Bills are generously donating craft beer.

- **ABC Liquor License Process & Insurance**

Ms. Wu Craig informed the Board that she will be purchasing the ABC License and Special Event Insurance for the Homecoming event.

- **Payroll Deduction Program**

5% Stewardship fee will be added for handling and processing.

- **Stewardship Fees**

Dr. Sperling requested to add the rescinding of DACA to the next agenda. Request that the Foundation act as the agent for a fundraiser for undocumented students for legal support. Active Fundraising to bring legal counsel to the campus more frequently to assist students.

Ms. Wu Craig will connect Mr. Robert Nakamoto, Chabot College Equity Director to Cal State East Bay Diversity Director.

## **8. For the Good of the Order**

Mr. Van Buren suggested looking into new board members in other areas.

Ms. Wu Craig informed the Board that we may consider changing our bank to Fremont Bank after meeting with the new Accountant.

Ms. Yvonne Wu Craig adjourned the meeting at 2:38 p.m.

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Minutes prepared by Ms. Aubrie Ross

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