

THE FRIENDS OF CHABOT COLLEGE

Board of Directors Meeting

Wednesday, March 1, 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 12:11 p.m.

2. Roll Call – Aubrie Ross, Sr. Administrative Assistant

Members Present:

Ms. Marita Cheng
Dr. Hal Gin
Dr. Matthew Kritscher
Ms. Melinda Matsuda
Chair Mark Salinas
Dr. Susan Sperling
Mr. Obray Van Buren
Ms. Yvonne Wu Craig

Members Excused:

Chief Sheryl Boykins
Vice Chair/Secretary Pat Gacoscos

Recording Secretary:

Ms. Aubrie Ross

Others Present:

Ms. Catherine Gentiluomo
Ms. Mireille Giovanola
Ms. Kathryn Linzmeyer
Ms. Sara Parker
Ms. Kirti Reddy
Mr. Nathaniel Rice

3. Public Comments

Ms. Catherine Gentiluomo, Sr. Administrative Assistant for the Chabot College Nursing Program informed the Board of Directors that the Chabot College Nursing Program will be holding their 50th Anniversary Reception this year. She requested the Foundation to help purchase 50 Lamps with Chabot College emblems to be used during the Florence Nightingale Ceremony for years to come. She informed the Board that the total amount requested is \$1,900.

Mr. Nathaniel Rice, Chabot College Alternate Media Production & Technology Specialist/Instructor reported to the Board of Directors that AmazonSmile Foundation would be an ideal revenue stream for the Friends of Chabot College Foundation and recommended that the Friends of Chabot College register so that 0.5% of the price of eligible purchases on AmazonSmile be contributed to the Friends of Chabot College Foundation. Ms. Aubrie Ross informed the Board of Directors that Foundation has an existing AmazonSmile account and there is a link provided under the *Give Now* page of the Friends of Chabot College website.

Ms. Sara Parker, Chabot College Dean of Social Sciences and Ms. Mirelle Giovanola, Chabot College Anthropology Instructor reported to the Board of Directors that during the week of April 22, organized activities and workshops will be offered to all participants to learn about Earth Week. Ms. Parker mentioned that she will be leading a group of scientist that will highlight on *Make a Green Difference*. Ms. Parker requested that the Friends of Chabot College Foundation become sponsors for the day of Tuesday, April 18th at a cost of \$4,000 (covering food, drinks, and all related event costs) and/or for Thursday, April 20th at a cost of \$4,000 (covering food, drinks, and all related event costs).

President Sperling added that Supervisor Richard Valle should be contacted to see if he may want to be involved in the Earth Week activities since he is the Founder and President of Tri-CED Community Recycling. Obray Van Buren will reach out to him about the Earth Day sponsorship request.

4. Approval of Minutes from December 7, 2016

Motion to approve the minutes was moved by Dr. Hal Gin and seconded by Ms. Marita Cheng

Motion passed unanimously with 8 Ayes, 0 Nays, and 0 Abstentions.

Minutes from the Special Board Meeting on January 18, 2017 were put on hold till the next Board Meeting.

5. Information Items- Yvonne Wu Craig

- **Donation Acceptance Form**

Yvonne Wu Craig provided the Board with the donation acceptance form and donation letter. She pointed out that the forms provided were for an existing event hosted by the Swim and Dive Team. Ms. Wu Craig went on to explain that the Donation letter would be sent out to prospective donors on behalf of the Friends of Chabot College Foundation for the campus event. When donations are received, a Foundation staff member would input the donations values into a spreadsheet and send the donor a Thank you letter for their tax deduction.

After much deliberation the Board requested that a generic donation request form be used when asking for donations on behalf of the Foundation and that a clear process should be put in place on how to obtain a donation form from the Foundation. Chair Salinas, Dr.

Matthew Kritscher, Ms. Yvonne Wu Craig and Ms. Aubrie Ross will work on creating Policies and Procedures for the use of the Friends of Chabot College Tax ID and donation requests for campus events.

6. Finance Report

- **Taxes- Chair Salinas**

Chair Salinas reported to the Board that the Friends of Chabot College tax returns were signed, sealed and delivered.

- **Financial Statements- December 2016- Dr. Matt Kritscher**

Dr. Matt Kritscher provided the December 2016 financial statements to the Board of Directors. The Board reviewed the financials to date and found no changes to be made.

- **General Ledgers from December 2016- February 2017**

The General Ledgers were not discussed during the meeting.

- **Osher Scholarship- Update/Information- Dr. Kritscher & Kathy Linzmeyer**

Dr. Matthew Kritscher reported to the Board that the Osher Foundation provided the Foundation for California Community Colleges a \$25 million endowment gift to support scholarships at every community college in the State. This was the Osher Foundation's largest gift to a single entity and the largest private contribution ever made to a community college system in the country. Ms. Kathryn Linzmeyer explained to qualify for these scholarships, students had to have completed at least 24 units of degree-applicable study, be enrolled in at least six units for the ensuing semester, have a minimum 2.0 cumulative GPA, and be eligible for and receiving the Board of Governor's Fee Waiver (BOG Fee Waiver).

Ms. Linzmeyer provided the Board with an Osher at Chabot College handout. The Board reviewed the handout which detailed the Osher disbursement history with the Friends of Chabot College Foundation. Ms. Linzmeyer pointed out that the current scholarship application goes through the Office of Student Life and the checks are disbursed from the Foundation's account and awarded at the Office of Student Life's Scholarship Awards Ceremony. Ms. Yvonne Wu Craig mentioned that Mr. Arnold Paguio, Director of the Office of Student Life is in the process of purchasing a scholarships software system and has agreed to allow the Foundation to use the software.

Dr. Hal Gin suggested that there be a centralized location for scholarship applications in place to prevent any confusion that students may face when trying to apply for scholarships. President Sperling suggested that the new Executive Director for the Office of Development and the Foundation may want to help develop a centralized location and application process for all scholarships. Dr. Hal Gin recommended that a scholarship centralization process be added to the agenda for the next Board Meeting.

7. Discussion Items

- **Policy/ process for uncashed scholarship checks- Dr. Kritscher & Chair Salinas**

Chair Salinas advised the Board to have a process in place for Foundation checks that are left uncashed for a long period of time. Dr. Kritscher advised that a “void after” date be placed on the Foundation checks. The Board agreed to add “void after 120 days” to the Foundation checks.

- **Process for submission, approval and communication of request and disbursement- Yvonne Wu Craig & Chair Salinas**

Ms. Yvonne Wu Craig recommended that the Board have a process in place for foundation disbursements and funding requests. The Board agreed that the threshold of \$1,000 for disbursements without Board approval since Chair Salinas was put on as a check signatory. The Board also agreed that Board approval be required for all donation requests and a written proposal be submitted by the requestor.

- **Annual Gala- Chair Salinas & Obray Van Buren**

Chair Salinas suggested that The Friends of Chabot College Fourth Annual Gala be held at TPC Stonebrae in late September 2017. The Board agreed to hold the Gala at Stonebrae for Donors to attend; and proposed to hold an additional campus event be held at a later time that would be open to the entire campus to attend. Chair Salinas informed the Board that he will contact Stonebrae to secure the event date. Ms. Melinda Matsuda offered to work on the Gala arrangements with Ms. Aubrie Ross and Ms. Yvonne Wu Craig.

- **Scholarship Luncheon participation and mixers- Yvonne Wu Craig**

Yvonne Wu Craig reported to the Board that Chabot College holds two separate scholarship award luncheons; one hosted by The Friends of Chabot College and the other by the Office of Student Life. Ms. Wu Craig suggested that the Foundation’s luncheon be combined with the Office of Student Life, allowing for added college exposure for the Foundation. The Board approved the combined Friends of Chabot College and Office of Student Life scholarship luncheon on Friday, May 19, 2017.

- **Status Update- Scholarship Applications- Yvonne Wu Craig**

Yvonne Wu Craig reported to the Board that The Friends of Chabot College Scholarship applications deadline is March 10, 2017. Ms. Wu Craig informed the Board that she will be extending the deadline for some scholarship applications due to the lack of applicants.

- **New Scholarship for Non-Resident Students Seeking Political Asylum- Chair Salinas**

Yvonne Wu Craig asked the Board to review the letter provided in the handouts which was written to President Sperling from a student seeking political asylum. President Sperling reported that she, Ms. Paulette Lino, Dr. Matthew Kritscher all met with the

student and parents of the student. In the end they were able to help the student non-monetarily by allowing her to continue her studies with the intention that she pay back the out of state tuition costs. Ms. Kathryn Linzmeyer pointed out that the college has an emergency fund of \$500 in place for students in need and suggested having an emergency fund in place for special situations.

The Board requested that we agendize a process for asylum/emergency fund for the next scheduled Board meeting.

8. Action Items

- **Scholarship Luncheon participation**

Yvonne Wu Craig reported that she will work with Director of Student Life, Mr. Arnold Paguio to set up a budget for the luncheon.

The Board approved \$3,000 to fund the scholarship luncheon.

- **New Scholarship for Non-Resident Students Seeking Political Asylum**

Ms. Yvonne Wu Craig reported that she will work with Ms. Kathryn Linzmeyer on drafting an emergency fund proposal and will share the results during the next scheduled Board meeting.

Chair Salinas adjourned the meeting at 3:25 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.