

THE FRIENDS OF CHABOT COLLEGE
Board of Directors Meeting
Wednesday, May 3, 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 12:18 p.m.

2. Roll Call – Vice Chair/Secretary Pat Gacoscos

Members Present:

Chief Sheryl Boykins (Arrived at 12:33 p.m.)
Vice Chair/Secretary Pat Gacoscos
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:

Ms. Marita Cheng

Recording Secretary:

Ms. Aubrie Ross

Others Present:

Ms. Kirti Reddy

3. Public Comments

There were no Public Comments made during this meeting.

4. Approval of Minutes from January 18, 2017

Motion to approve the minutes was moved by Vice Chair Pat Gacoscos
Motion passed unanimously with 8 Ayes, 0 Nays, and 0 Abstentions.

Approval of Minutes from March 1, 2017

Motion to approve the minutes was moved by Mr. Obray Van Buran and seconded by Dr. Hal Gin
Motion passed with 7 Ayes, 0 Nays, and 1 Abstention.

5. Information Items- Yvonne Wu Craig

- **Public Comment Requests – (Nursing, Earth Week)**

Ms. Yvonne Wu Craig shared the status from the Public Comment Cards that were discussed during the March 7th Board of Directors meeting. The Nursing Department was able to find alternative funding for the Nursing Lamps that they plan to use during their 50th Anniversary ceremony. Ms. Wu Craig thanked Mr. O Bray Van Buren for contacting Supervisor Richard Valle, who was able to generously sponsor the Chabot College Earth Week event by contributing \$4,000 for the Earth Week event activities. The contribution will be voted on for approval during the May 9th Alameda Board of Supervisors meeting.

- **Scholarship Luncheon Program, Date and Time**

Ms. Yvonne Wu Craig shared the Scholarship Luncheon program with the Board. With respect to our Scholarship Donors there will be assigned sitting which will allow the Scholarship Donors to sit with the Scholarship recipients, the menu will be family style, and the donor will also be allowed to take a photo with the recipient. After the ceremony there will be an opportunity the Scholarship Donors and recipients to mingle a little more outside in Cesar Chavez Plaza to enjoy cake and coffee. Ms. Wu Craig informed the Board of Directors that a formal invitation will be arriving in the mail. Chair Mark Salinas suggested extending an invitation to the Scholarship Luncheon to the Sponsors that supported the Gala. Ms. Aubrie Ross will send the electronic version of the invitation to the Board to extend the invitation to Sponsors.

6. Financial Report – Matthew Kritscher

- **Financial Statement – March 2017 Quarterly Reports**

Dr. Matthew Kritscher shared the Financial Statements with the Board of Directors. Dr. Kritscher informed the Board that \$10,000 has been set aside towards the Hispanic-Serving Institutions (HSI) Endowment. A matching contribution of \$10,000 from Chabot College was also deposited towards the HSI Endowment fund and should be available on the July 2017 financial report. The overall goal for the HSI Endowment is to have raised \$220,000 over the next 5 years.

Chief Sheryl Boykins suggested that the Board do a media blitz about the HSI Endowment funds once the money is fully raised. Ms. Yvonne Wu Craig added that we include information about the HSI Endowment on the Foundation website under the Gala Sponsorship page and also to include a fundraising thermometer that can track the progress of the money raised. Chief Boykins recommended setting up a Payroll deduction system where employees could make contributions through The Friends of Chabot College; Ms. Wu Craig mentioned that the Payroll deductions is in progress. The Board agreed to have “Planned Giving” information tents on each table during the Gala which will inform sponsors about The Friends of Chabot College vision, mission and what the Foundation does with the money raised and other ways to give. Mr. O Bray Van Buren recommended reaching out to the press to do a press release regarding the Gala and how we plan to support

students. Mr. Van Buren stated that the press release would help showcase the programs that the Foundation supports.

7. Discussion Items

- **Process for Donation Requests & Foundation Endorsement Packet - Chair Salinas & Yvonne Wu Craig**

Ms. Yvonne Wu Craig shared that this item was a to-do item from the March 1st Board meeting. The Board felt that it would be best to hold off on implementing the policy changes regarding donation request and endorsements until the new Executive Director is in place.

- **2017-18 Budget Development**

Chair Salinas shared that in the past The Friends of Chabot College participates in various events by supporting through Sponsorships, for example: New Havens Schools Foundation Gala the Foundation sponsors a VIP table at \$1,100. To continue with past practice the Board agreed to continue supporting in-service area fundraising events.

The Board agreed to earmark \$4,000 to fund the events to support annual Galas.

Dr. Hal Gin moved to approve to earmark \$4,000 annually, spend up to \$1,000 per organization (listed below) Seconded by Mr. Obray Van Buren.

Motion passed unanimously.

- Hayward Chamber of Commerce
- San Leandro Education Foundation
- New Haven Education Foundation
- Hayward Education Foundation

- **The Friends of Chabot College Gala**

Chair Salinas updated the Board of Directors with the status of the Gala. Ms. Melinda Matsuda reviewed the overview of the Gala, the detail work will be completed over the summer. Chair Salinas shared that the difference from previous years would be that we open the venue to the outside grass area to allow for more seating. The venue has been secured to be held on Thursday, September 21, 2017 at TPC Stonebrae. Chair Salinas and President Sperling will write a joint letter inviting Chabot College campus to the event. The Save the Dates will be mailed out by the second week of June. The Board agreed to update the Sponsorship level names to match the Legacy theme.

Sponsorship levels-

Legacy \$15,000

Classic \$10,000

Heritage \$5,000

Heirloom \$2,500

Traditional \$1,000

Golden \$500

The Board discussed various possibilities for Honorees but all agreed to honor, Mr. Andy Slivka: Northern Carpenters Union Local 713, Mr. Felix Galaviz: co-founder of the Puente Program, and Dr. Susan Cota: former CLCCPD Chancellor. President Sperling informed the Board that she will send out personal letters to the Honorees informing them of the recognition.

8. Action Items

- **Board of Directors Calendar - Draft**

Ms. Yvonne Wu Craig shared the drafted Board Calendar which was provided in the handout materials. The Board agreed to meet every other month.

The Friends of Chabot College Board Meetings – 2017/18

- July 12, 2017
- September 13, 2017
- November 1, 2017
- January 10, 2018
- March 7, 2018
- May 2, 2018

All in favor of the changes to the Board Calendar.

- **2017 – 18 Budget Development Items**

The Board approved to earmark \$4,000 annually, spend up to \$1,000 per organization (listed below)

- Hayward Chamber of Commerce
- San Leandro Education Foundation
- New Haven Education Foundation
- Hayward Education Foundation

- **Request to serve as a Fiscal Agent for Chabot College RISE Program Application**

Ms. Yvonne Wu Craig shared that Chabot College has an opportunity to apply for Grant funding through the Alameda County Probationary Department for re-entry Program for Youth. Ms. Wu Craig explained that in order to apply for the Grant they would need to apply using an active 501(c)(3) and requests that the Foundation act as a pass through for accounting process. Stewardship fees would be taken out of the Grant to help pay for the costs associated with the pass-through.

Motion to approve the request to serve as a Fiscal Agent for Chabot College RISE Program was moved by Dr. Hal Gin and seconded by Vice Chair Pat Gacoscos Motion passed unanimously.

- **Yon Hardisty Gaming Scholarship – Yvonne Wu Craig**

Yvonne Wu Craig shared that Yon Hardisty attended the Gala in 2016 and works for a software company which focuses on global research, development, and distribution. They bring a diverse team of professionals devoted to seeking out niche software markets and filling these markets with branded software products and services. Ms. Wu Craig shared that Mr. Hardisty is interested in contributing \$10,000 for an Online Gaming Scholarship Tournament to be hosted by Chabot College and scholarships given to Chabot College students but would need assistances with the organization portion of the event. Chief Sheryl Boykins mentioned that the Foundation would need to be careful with hosting an event with the outside parties. Dr. Matthew Kritscher shared that the costs associated with the organization of the event would be a factor as well.

The Board unanimously agreed not to sponsor the organization of the event.

Chair Salinas adjourned the meeting at 2:02 p.m.

Pat Gacoscos Vice Chair/Secretary

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.