

**THE FRIENDS OF CHABOT COLLEGE**  
Board of Directors - Regular Meeting  
Wednesday, August 4, 2021 • 12:00 P.M. – 1:30 P.M.  
Zoom Meeting

**MINUTES**

**1. Call to Order – Chair Salinas**

- Chair Salinas called the meeting to order at 12:08 P.M.

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

- **Members Present:** Chair Salinas, Dr. Hal Gin, Ms. Melinda Matsuda, Vice Chair/Secretary Gacoscos, Ms. Yvonne Wu Craig, Ms. Sheryl Boykins, Ms. Marita Cheng, Mr. Dale Wagoner
- **Guests:** Annette Cook, CEO of Nonprofit Suite
- **Members Absent:** Mr. Obray Van Buren, Dr. Susan Sperling
- **Minute Taker:** Nicole Albrecht

**3. Public Comments**

- VP Matthew Kritscher – Provided the following written comment:
  - “I just wanted to express my deepest gratitude and appreciation for your full support of the Title V HSI grant endowment matching commitment! As the first endowment to the college, your commitment and support represent an historic effort to help remove financial barriers for our diverse communities in pursuing their education dreams and career pathways. Chabot College is so very proud to partner with you on this ongoing financial resource that leverages our fund-raising to maximize the scholarship resources available to our students. Thank you very much for your shared vision, leadership and support!”
- Dean Abigail Patton – Echoed VP Kritscher’s appreciation for the Board’s commitment to support the Title V H.S.I. grant endowment. This commitment to Latinx education will be shared with the community in the next El Centro newsletter. Dean Patton would like to make a recommendation the funds be put towards scholarships for students, realizing this decision is ultimately up to the Board.

**4. Approval of Minutes – July 7, 2021 Meeting**

- Vice Chair/Secretary Pat Gacoscos moved and Mr. Dale Wagoner seconded; approved.

**5. President’s Report**

- No President’s report.

**6. Executive Director’s Report**

- The Alumni group is planning a “Beyond the Resume” career-focused workshop, to be held virtually on Sept. 11, 2021. This event targets more recent graduates and will provide a resume review, networking information, and LinkedIn tips. Tomoko Ha, who provides career advancement services in community colleges, has agreed to help support the event. We also plan to promote the Gala during the event.

**7. Information Items**

a) June 2021 Financial Reports

- As a general note, the foundation has started working with the auditor. Field work is scheduled for October.

- Annette Cook and Yvonne Wu Craig provided a review of the preliminary financials, with the following points of interest:
    - Statement of financial position: This has improved due to a grant from the California Relief Program.
    - Accounts Payable: Shows a significant number of ~\$56,000. ~\$16,500 of this includes scholarships to be paid. The other \$40,000 reflects a previous, underlying bill created with Chabot College. The money was identified for and removed from the H.S.I. endowment. Currently working this out with the auditor, so we believe this is not truly \$40,000 in accounts payable.
    - Ending the year in the black: There are ~\$7,000 of unrestricted net assets. We will end in the black, despite COVID implications and meeting our commitment with the H.S.I. endowment.
      - Do we know if all scholarship checks are cashed?
        - i. We check this every month. There are a couple of times when checks need to be reissued. Students are followed-up with individually. All things considered, the amount of uncashed checks is nominal.
      - Of checks disbursed, are the students re-enrolling? Can we have this data as far back as when the foundation started (~7 years ago)?
        - i. We have submitted a research request to gather this type of data. Hoping to have this report for either the September or October Board meeting. We will try to request data as far back as possible.
    - Silicon Valley Community Fund (SVCF) – Shows a 22% gain this year, which is a very significant increase.
      - During the month of June, an additional \$250,000 was transferred to this account.
      - Do any of the funds in Silicon Valley Foundation have a scholarship disbursement expectation? With the dividends we receive from these investments, can we meet the expectations of those dollars?
        - i. Yes, there is enough funding generated, so the corpus does not get touched. A review of Permanent Net Assets and Related Funds was provided.
      - Moving forward, could we have a report out on the total dollar amount in the SVCF account?
        - i. Absolutely.
- b) 2021-22 Tentative Budget
- The tentative budget is still being drafted. Once complete, this will be emailed to the Board for review before including on the next meeting agenda for adoption.

## 8. Discussion & Action Items

- a) Appointment of CLPCCD Foundation FCC representatives (AI)
- Two representatives are requested to represent The Friends of Chabot College on the District Foundation Board. Meetings occur once a quarter. President Sperling already has a position.
  - Motion to appoint Chair Salinas and Ms. Melinda Matsuda to represent The Friends of Chabot College on the District Foundation Board.
    - Motion by Mr. Dale Wagoner, second by Dr. Hal Gin; approved unanimously.
- b) Berty Nebenzahl Trust and H.S.I. Endowment Matching Funds (AI)
- The Board date and signature dates will be revised on the document.

- This action item requests we use the Berty Nebenzahl Trust funds to match the remaining funds needed for Title V, H.S.I. grant endowment. This will give us the total amount of \$110,000 to provide a 1:1 match to the HSI grant.
- Berty Nebenzahl's financial advisor was consulted and is in full support.
- Funds would be used for scholarships for Chabot College students.
- Motion to apply the Berty Nebenzahl Trust funds to the H.S.I. Endowment Matching Funds.
  - Motion by Ms. Melinda Matsuda, second by Dr. Hal Gin; approved unanimously.

c) Fall Gala Update

- Honorees:
  - Berty Nebenzahl; Jeff Dixon, Sprinkler Fitters; and Mr. Dale Wagoner
- Sponsorship Levels:
  - Sponsorship levels were reviewed and will be included on: paper invites, The Friends of Chabot website, and newsletter.
  - The baseball team suggested providing the opportunity for a company to post a sign on the fence of the baseball field/ticket booth area. This has been incorporated in the sponsorship levels.
  - Will we recognize donors during the event?
    - Donors/sponsors at the \$2,500 sponsorship level and higher will be recognized on a welcome banner.
  - A discussion occurred regarding local foundations/groups.
    - Maybe we can restore 5, \$1,000 donations in the budget next year to support local partner organizations, such as: Hayward Education Foundation, San Leandro Education Foundation, New Haven Schools Foundation, Hayward Chamber, etc.)
    - A suggestion was provided to send event invitations to: Hayward Firefighters Local 1909 on Main Street and Local 304 Laborers on Mission Blvd.
- Caterer
  - A possible alternative caterer is Pacific Dining, our onsite caterer. They may be best equipped, as they are familiar with the campus. We are working on getting a quote.
    - Since Pacific Dining does not require a deposit until later in the process and typically has more flexibility with cancellations, general support was expressed to use Pacific Dining.
- Tickets
  - Proposing ticket price of \$85 per person and \$150 for a family of four.
- Questions/Feedback
  - With the rise of the COVID delta variant, are there any restrictions/considerations to make?
    - Maybe we can wait and see how things are going through the end of August.
    - Maybe we can have screening procedures, mirroring college procedures, to enter the event.
    - Before signing contracts on food/vendors, maybe we can negotiate with the vendor on the last and final date when we can sign.
  - Looking for Silent Auction items.

**9. For the good of the order**

**10. Adjournment – 1:17 P.M.**

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