



THE FRIENDS OF CHABOT COLLEGE

Board of Directors Meeting

Wednesday, September 17, 2025 • 12:00 p.m.– 1:30 p.m.

Chabot College Building 200, Board Room

2025-26

*The Friends of Chabot
College Board of Directors*

Board Officers

Mayor Mark Salinas

Chair

City of Hayward

Hon. Pat Gacoscos

Vice Chair/Secretary

Union City Council Member

Mr. Obray Van Buren

Fundraising Chair

United Association

Local Union 342

Board Members

Ms. Marita Cheng

Hayward Business Owner

Ms. Melinda Matsuda

Chabot College

VP Emeritus

Ms. Olga Rosales Salinas

Rosales Sisters' Scholarship

President & Co-Founder

Mr. Kristopher Kokotaylo

City Attorney of Union City

Institutional Directors

Dr. Hal Gin

CLPCCD Trustee

Thomas Burke

Interim Vice President,
Administrative Services

Chabot College

Dr. Jamal Cooks

President

Chabot College

Staff

Ms. Yvonne Wu Craig

Executive Director

Ms. Sarah Renton

Senior Administrative
Assistant

1. Call to Order – Chair Salinas

- a. Yvonne Wu Craig called the meeting to order at 12: 09 p.m.

2. Roll Call – Executive Director-Yvonne Wu Craig

- a. Attending Board of Directors and staff: Hon. Mark Salinas, Mr. Kristopher Kokotaylo, Dr. Jamal Cooks, Ms. Yvonne Wu Craig, Ms. Sarah Renton, Dr. Hal Gin, Mr. Obray Van Buren, Mr. Tom Burke
- b. Absent Board of Directors: Ms. Marita Cheng, Ms. Melinda Matsuda, Hon. Pat Gacoscos
- c. Attending Guest: Melissa Barth, NonProfit Suite

3. Public Comments: No public comments

4. Approval of Minutes: August 20, 2025 Minutes

- a. Motion to approve the August 20, 2025 minutes.
- b. Motioned by Dr. Cooks
- c. Obray Van Buren seconded the motion
- d. Abstention Hal Gin and Burke
- e. The motion to approve the minutes was passed

5. President's Report

- a. The semester is off to a positive start, with operations moving forward smoothly. Dr. Cooks expressed appreciation Thomas Burke's contributions, noting that his fresh perspective and business-services experience have been valuable in evaluating processes and bringing new insights to the work.
- b. Dr. Cooks shared updates on recent and upcoming engagement activities. He highlighted the college's RISE Program, which serves formerly incarcerated students, as well as the instructional program operating inside Santa Rita Jail. He also referenced his past involvement with youth programming through Positive Communication Practices, including Rights of Passage classes in Juvenile Hall and a writing class in the MAX units.
- c. An upcoming community networking event connected to this work will be held on November 15th in the Terrace Room in Oakland. The event aims to bring together individuals and organizations interested in supporting justice-impacted students and exploring potential collaborations. Details regarding cost are still being confirmed. Board members are invited to attend and may extend the invitation to their networks.

6. Executive Director's Report

- a. Yvonne Wu Craig reported attending the Sister Cities event, thanking the board for sponsoring her attendance.
- b. Yvonne Wu Craig highlighted an important "Pay It Forward" alumni recognition program. A former Chabot student, who transferred to UC Berkeley, nominated the Chabot Movement program for its impact on their educational journey. As a result, UC Berkeley awarded \$3,000 to support the program. Yvonne noted that UC Berkeley's TAP program

allows Cal students to nominate organizations for financial awards, and she encouraged board members to keep this in mind for future student connections. The alumnus's nomination letter will be featured in the Foundation newsletter.

- c. Yvonne Wu Craig introduced the three-year Strategic Plan included in the meeting materials. Developed over the summer with the Institutional Advancement team, the plan outlines goals and activities for both the college's grant development efforts and the Foundation's fundraising priorities. Focus areas include donor identification, corporate partnerships, a spring fundraising event, development of a President's Circle, potential volunteer engagement initiatives, and exploration of a campus naming campaign. She invited board members to review the document and share feedback, emphasizing that the plan is a living document.
- d. Lastly, Yvonne provided an update on professional development funds designated for board use. She thanked Olga Rosales Salinas for representing the board in the Leadership San Leandro program and encouraged all board members to pursue similar community engagement opportunities.

7. Information Items

a. Financial Report for July 2025

- Yvonne Wu Craig introduced updates to the Foundation's financial dashboard, noting that Melissa Barth of NonProfit Suite revised the format to make it more user-friendly and responsive to the comments at the last board meeting.
- The dashboard now clearly separates unrestricted funds available to spend from restricted funds, reflecting what the Foundation can use immediately versus funds designated for specific purposes.
- A new section displays restricted fund releases, included to show revenue available to cover current expenses.
- Matrix 11 has been divided into operating expenses and in-kind expenses.
- These adjustments create a more accurate picture of monthly cash flow and spending capacity.
- Foundation's unrestricted net assets increased due to the annual release of investment income from the Martins endowment.
- Melissa confirmed that earlier negative balances in the statement of financial position had resolved following receipt of scholarship donations and pending reimbursements from the Office of Student Life.
- Melissa Barth will add an investment performance matrix to the dashboard based on a request.
- The financial dashboard will continue to evolve based on board input and monthly review.

8. Discussion & Action Items (AI)

a. Bay Area Stack City Brick-Con Special Event Grant (AI)

- Yvonne Wu Craig reported that the Foundation has received a special event grant to support the Stack City BrickCon, a free family event hosted on the Chabot College campus. The program will feature engineering activities led by the Engineering Club.

The event will also feature large-scale LEGO displays provided by BayLUG (Bay Area LEGO User Group). Grant funds will cover event costs, including support from Maintenance & Operations, supplies, and other logistical needs.

- Motion to approve accepting the City of Hayward Grant:
 - Motioned by Dr. Hal Gin
 - Olga Rosales Salinas seconded the motion
 - The motion to accept the funds unanimously passed
Votes 5 unanimous. 0 Nos

b. President's Sponsorships Request (AI):

- Dr. Jamal Cooks presented a formal request for up to \$5,000 to support his participation in various community events, networking opportunities, and outreach activities where Chabot College benefits from having a presence. He noted that he is frequently invited to events that help strengthen relationships, increase visibility for the college. While the President's Office has restricted funding for such engagements, the Foundation's unrestricted funds and existing board professional development allocations can appropriately support this type of sponsorship and attendance.
- Dr. Cooks emphasized that he will use discretion when determining whether to attend events based on relevance and cost. He also committed to reporting back to the board after attending events, including who he met and how those connections may support Chabot's mission.
- Yvonne clarified that the Foundation budget includes funds for sponsorships, which is why the request is being routed through the Foundation rather than the college.
 - Motion to approve funding the President's Sponsorships:
 - Motion: Dr. Hal Gin
 - Second: Olga Rosales Salinas
 - Votes yes 6, no 0

c. 2025 Gala Planning:

- Yvonne Wu Craig provided an update on preparations for the upcoming Gala. Attendance has reached 123 confirmed guests, with a maximum capacity of 144 (assuming eight guests per table). Sponsorships received or pledged total \$37,350. While this figure is lower than last year's record, due in part to the previous election cycle, fundraising is progressing well. She shared several updates on event components, noting that the program and itinerary have been finalized.

d. New Donor & Community Engagement Board Calendar

- Yvonne Wu Craig shared that we have created a Google calendar specifically for the FCC Board. Board members will be invited to join the calendar, which will serve as a centralized location for all board meetings and Foundation-sponsored events, including the Stack City BrickCon, the Jingle & Thanks Donor Appreciation Mixer, Career Education Open House, and other major activities. Additional Chabot College events of interest will also be included to help board members stay aware of engagement opportunities. The board was encouraged to share preferences for any other events they would like highlighted for spring engagement planning.

9. For the good of the order

Yvonne Wu Craig informed the board of the passing of Mr. Edward E. Martins, the donor whose generosity named the Chabot College Library and established the \$5 million endowment that continues to provide unrestricted funding for the Foundation. She recognized his profound impact on Chabot College and expressed condolences on behalf of the institution.

10. Adjournment: Meeting adjourned at 1:18pm

Next Meeting: Wednesday, December 17, 2025

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