



2024-25
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
Administrator 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

Mr. Dale Wagoner
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

THE FRIENDS OF CHABOT COLLEGE

Board of Directors Meeting

Wednesday, June 18, 2025 • 12:00 – 1:30 P.M.

Chabot College Building 200, Board Room

1. Call to Order – Chair Salinas

- a) Vice Chair/Secretary Gacoscos called the meeting to order at 12:09 P.M.

2. Roll Call – Vice Chair/Secretary Gacoscos

- a) Attending Board of Directors and staff: Hon. Pat Gacoscos, Mr. Obray Van Buren, Ms. Marita Cheng, Ms. Melinda Matsuda, Ms. Olga Rosales Salinas, Mr. Kristopher Kokotaylo, Dr. Hal Gin, Mr. Dale Wagoner, Dr. Jamal Cooks, Ms. Yvonne Wu Craig
- b) Attending Guests: Gabriel Chaparro, Kena Jones, Dagoberto Zelaya, Nicole Albrecht
- c) Absent Board of Directors: Mayor Mark Salinas

3. Public Comments

- a) Gabriel Chaparro thanked the board for providing funding for the STEM Speaker Series. Funding supported providing lunch and made a significant difference in attendance. The first semester without providing lunch, about 8-9 students attended speaker events. The second semester including lunch had an average of 44 students attending each event. Since lunch was provided, more students were able to engage with speakers, meet professionals from across STEM fields, learn about internships, and ask questions. With increased attendance, community organizations are interested in partnering for future events, as well.

4. Approval of Minutes

- a) April 25, 2025 Minutes
 - a. Motion to approve the April 25, 2025 minutes.
 - i. Motion: Dr. Hal Gin
 - ii. Second: Dr. Jamal Cooks
 - iii. Vote: Yes: 7; No: 0; Abstain: 0

5. President's Report

- a) Thank you to the Foundation for supporting the Scholarship Luncheon. The event was a great success, and over 550 students were awarded scholarships totaling ~\$95,000 this year.
- b) Thank you to the Foundation for supporting the President's Leadership Institute (PLI). PLI was introduced at the Scholarship Luncheon, and the cohort had a follow-up meeting, where students shared their needs. The cohort will meet again over the summer and work towards creating resumes.
- c) The Foundation has been particularly active throughout the Spring semester. Thank you for the work, and we look forward to continuing this work into the new fiscal/academic year.

6. Executive Director's Report

- a) The Executive Director's report consisted of the Board Retreat debrief.
 - Notes about key priorities and updates were reviewed. Since the retreat, the following steps have been taken:

1. Mayor Mark Salinas provided a list of local Hayward businesses to possibly engage;
2. Mr. Kristopher Kokotaylo is working on a similar list of Union City businesses to possibly engage;
3. Ms. Yvonne Wu Craig gathered the “event brain trust” to envision a spring event; and
4. Ms. Yvonne Wu Craig generated a list of donors with transaction amounts above ~\$200, from 2021 through present. The list includes many repeat donors, and the majority of donations are for the Gala and/or scholarships.

- a. The group researching potential new board members may wish to use this list for ideas.

- i. Mr. Obray Van Buren was added to the group researching new potential board members.

- b. There was general consensus to start an **Advisory Group**. Members would have fewer duties than Board members, but they would still play an active role. An example is New Haven Foundation’s Advisory Group. This could provide repeat donors a way to be more involved.

- i. Ms. Yvonne Wu Craig will work with Ms. Sarah Renton to convene the workgroup – consisting of Dr. Jamal Cooks, Mr. Dale Wagoner, Ms. Marita Cheng, and Mr. Obray Van Buren - to create a short list of potential new Board and Advisory members.

- ii. An idea was suggested to consider comping Gala tickets for individuals we seek to recruit as future Board members.

- Feedback: On June 16, the CLPCCD Board approved a new 5-year Facilities Master Plan, which includes a new area for executive leadership. In the future, could part of this new building include a donor wall?

1. This an opportunity/area of interest. A potential future agenda item may include pricing out different areas across campus for donor walls/recognitions.

- Feedback: PayPal was interested in RSS sponsorships for larger organizations. Ms. Olga Rosales Salinas will provide information to Ms. Yvonne Wu Craig.

7. Board Retreat Debrief

- a) Please see the Executive Director’s report above.

8. Information Items

- a) Financial Reports for March and April 2025

- We are still expecting receivables, so the report is slightly negative on Unrestricted Net Assets at approximately negative \$35,000. Receivables will resolve this. This is not unexpected, as there was a large ~\$17,000 unanticipated expense for the Building 600 Naming signage and ceremony (~\$8,000).

- The group reviewed the Fiscal Dashboard Report and discussed: What are the red dots in area 10 Expenses? How are we addressing the red dot areas? Do we have a way to clear the negative \$35,000? Key takeaways include the following:
 1. Some red dots are due to poor budget estimations. For example, Office Expenses were underestimated; Occupancy (in-kind utilities and rent) estimates have since been updated; Fundraising Event expenses may be categorized differently than anticipated; and in-kind Personnel cost estimations had inaccuracies.
 2. The Grants & Scholarships line item shows we gave out more scholarships than originally anticipated. This can be seen as a good thing, as we brought in more funds than estimated.
 3. Although the Unrestricted New Assets reflects a negative \$35,434, this will be covered by using Donor Restricted funds. As far as cash flow, expenses are covered.
 4. When the current Executive Director started with the Foundation, there was about a negative \$100,000 in Unrestricted Net Assets. Primarily due to increasing Gala revenue year-over-year, we've been able to decrease this number to about negative \$35,000.
 - a. Would we be able to resolve the negative \$35,000 if we didn't have the Gala?
 - i. The Board has also invested some Temporarily Restricted Net Assets into an investment account. We could potentially draw into this, if needed. Since cash flow is not affected, the Board has not explored this.
 - ii. Once the Martins endowment comes in, this will contribute to Unrestricted Net Assets.
 - iii. As endowments are growing, the Finance Committee may wish to think about: How are we drawing down on these funds?

9. Discussion & Action Items (AI)

a) City of Hayward Workforce Development Grant (AI)

- Mayor Mark Salinas was not involved in any discussion about this agenda item, not present when this item was discussed, and did not vote on this topic.
- The Foundation has been awarded a \$10,000 grant to accept on behalf of the college from the City of Hayward's Economic Development Department, through the Hayward Earn and Learn Tuition Assistance Program, to support job fair programming and activities supporting workforce development activities at Chabot College.
- The Chabot College Career Center, in partnership with the Dean of Counseling, will work together to roll out the funding. Students report a desire to have help with headshots, resumes, and other workforce development needs; this funding will help provide these services and create a better job fair experience for students.

1. Feedback: The Career Center may wish to engage with the list of local Hayward businesses referenced in item 6(a) to invite to the job fairs.
2. Ms. Yvonne Wu Craig will share Gala invitations/sponsorship packets with the Career Center to further engage the business community already connecting with Chabot through job fairs.
- The Chabot College Career Center will be responsible for any required data collection and reporting.
- Feedback: Does Chabot anticipate holding multiple job fairs? Will the \$10,000 cover the job fair expenses?
 1. Multiple job fairs will occur during the year, and \$10,000 is anticipated to cover costs.
- **Motion to approve accepting the City of Hayward Workforce Development Grant.**
 1. Motion: Dr. Hal Gin
 2. Second: Mr. Dale Wagoner
 3. Vote: Yes: 9; No: 0; Abstain: 0

b) Alameda County Behavioral Health Grant (AI)

- The Foundation has been awarded a \$55,000 grant to accept on behalf of the college from Alameda County Behavioral Health.
- Dr. Jamal Cooks shared this grant addresses the need for youth mentoring programs, particularly in Hayward. There are an increasing number of youth, especially in middle and high school, with depression and mental health issues. The grant seeks to help address these areas. While the agreement refers to supporting young boys, the project has recently been revised to expand to all youth, especially ages 14-21. The idea is to have activities in the fall addressing the importance of mental health, while services in the spring will be career focused. The goal is to create a summer program for the following year that allows youth to begin earning college credit.
- This is considered pilot funding. The hope is to expand services upon successful implementation.
- Alameda County Behavioral Health has licensed therapists that can help collaborate on the project.
- Feedback: How will students be recruited?
 1. Recruitment will start with the college's Dual Enrollment Program and 14 Outreach Specialists.
- **Motion to approve accepting the Alameda County Behavioral Health Grant.**
 1. Motion: Mr. O Bray Van Buren
 2. Second: Ms. Melinda Matsuda
 3. Vote: Yes: 9; No: 0; Abstain: 0

c) 2025-26 Budget (AI)

- The proposed budget for FY 2025-26 was reviewed. Of note:
 1. There was consensus to continue awarding mini grants, and budget this at \$6,000.
 2. There was a request to add a \$1,000 sponsorship for Sister Cities, bringing the total for Sponsorships to \$10,000
 3. The cost share for the Scholarship Luncheon was increased by \$1,000 to accommodate increased event costs.

4. Stonebrae's pricing has increased.
5. The last page shows new donor designated contributions, including restricted donations estimated at \$1.3 million.

- **Motion to approve the 2025-26 budget, adding a \$1,000 sponsorship for Sister Cities, bringing the total for Sponsorships to \$10,000.**

1. Motion: Mr. Dale Wagoner
2. Second: Mr. O Bray Van Buren
3. Vote: Yes: 9; No: 0; Abstain: 0

d) 2025-26 Board Calendar (AI)

- The 2025-26 Board Calendar reflects moving meetings to the third Wednesday, with the Board Retreat on April 15.

- **Motion to approve the 2025-26 Board Calendar.**

1. Motion: Ms. Marita Cheng
2. Second: Ms. Olga Rosales Salinas
3. Vote: Yes: 9; No: 0; Abstain: 0

e) 2025 Gala Planning

- Save the Date
 - The group reviewed draft Save the Dates. The Save the Date was created in collaboration with Chabot's Marketing department and reflects Chabot's rebranding.
 - There was consensus to use option 1 (the version without photos).
- Honorees
 - The group discussed and came to a consensus to honor the following individuals at the 2025 Gala:
 - Chuck Leonard, UA Local 342 Plumbers & Pipefitters
 - Freddy Davis, Chapter President, NAACP Hayward South Alameda County
 - Supervisor Elisa Márquez, Alameda County Board of Supervisors, District 2
- Sponsorships
 - Proposed sponsorship levels were reviewed, including VIP Table and Platinum levels to create options for those who may not desire as many tickets. "Coffee with Cooks" is a new benefit.
 - There was consensus to add "Coffee with Cooks" to the \$2,500 sponsorship level.
 - Ticket pricing was discussed. Stonebrae increased menu pricing with the following options:
 - \$70: Chicken and vegetarian
 - \$80: Salmon, chicken, and vegetarian
 - **\$85: Short ribs, chicken, and vegetarian**

- There was consensus to go with the \$85 Short rib option.
 - Ticket pricing discussed includes:
 - Early birds: **\$195/ticket**
 - Late tickets: **\$220/ticket**
 - Other suggestions:
 - Place a ticket QR code on the Save the Date
 - Pay for an additional bar tender.
 - Look into using LPC's wine.
- Silent Auction
 - The group was asked to think about a fund-a-need program to highlight or support. Ms. Yvonne Wu Craig will bring a list of programs who have requested funding to a future meeting.
 - Feedback: The most successful fund-a-need campaigns tend to have student speakers.
 - The group was asked to contribute silent auction items.

10. For the good of the order

- a) Mr. O Bray Van Buren thanked Ms. Yvonne Wu Craig for attending the Tri-CED Gala.
- b) This marked Mr. Dale Wagoner's final Board meeting, as he will be retiring from the college on August 15, 2025. The Board thanked Mr. Dale Wagoner for his ongoing support of the Foundation.

11. Adjournment

- a) Vice Chair/Secretary Gacoscos adjourned the meeting at 1:42 P.M

Next Meeting: Wednesday, August 20, 2025

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