

**Santiago Canyon College Foundation**  
**Board of Directors QUARTERLY BOARD MEETING**  
**Thursday, November 1, 2018**  
8:00 – 10:00 A.M.  
8045 E. Chapman Ave., Room E-107  
Orange, CA 92869

**Santiago Canyon College Foundation Mission Statement**

*The mission of the Santiago Canyon College Foundation is to sponsor various gift-giving opportunities, increase public awareness, and participate in campaigns needed to provide for the scholarships, programs, and capital needs of the College.*

**MINUTES**

**1.0 PROCEDURAL MATTERS**

**1.1. Call to Order and Roll Call**

The meeting was called to order at 8:09 a.m. by Larry Cohn

Board Members in Attendance: Larry Cohn, Kyle Kneubuhl, Rebecca Martinez, Mark Schmidt, Michelle Scolaro, Bill Underwood

Ex Officio Voting Members in Attendance: John Hernandez, Syed Rizvi

Staff in Attendance: Karen Bustamante, Gayle Sapak-Winder

Guests: Jordan Kahf, Beatriz Valencia, Tracy Heim, Jason Meyers (19th Hole Golf Productions), Maria Hernandez-Gutierrez (Guardian Scholars Program)

**1.2. Approval of Consent Calendar – Larry Cohn**

- Agenda
- Minutes from the Regular Board Meeting – July 26, 2018
- Financial Statements, April – June 2018
- Approval of 2018-2019 Conference Travel Request from Ralph Castellanos and Jared Kubicka-Miller

Action: Syed Rizvi moved to approve the Consent Calendar as distributed, Michelle Scolaro seconded, and the motion was carried without dissent.

**1.3. Public Comments – There were no public comments.**

**2.0 REVIEW OF GENERAL ITEMS**

**2.1. Board Member Term Approvals/Renewals – Larry Cohn**

2.1.1. Jordan Kahf to Initial Three-Year Term

2.1.2. Beatriz (Betty) Valencia to Initial Three-Year Term

Action: Larry Cohn moved to approve Jordan Kahf and Beatriz (Betty) Valencia for a new three-year term to the SCC Foundation Board of Directors. Syed Rizvi seconded and the motions was passed unanimously.

**2.2. 2018-19 Final Budget Review and Approval – Syed Rizvi presented the 2018-19 final budget.**

Bill Underwood pointed out that the investment income (line 3) is not included as a source of revenue when \$5,000 (line 23) in investment expense is. Karen Bustamante stated that this

should be removed; both the investment income and expenses were to be reported as a footnote to the budget. Mr. Underwood suggested that investment income and expense projections should be reported as line items in the budget. He suggested that the Finance and Investment Committee include a discussion of this at the next meeting on December 4, 2018. Action: Remove the \$5,000 expenditure (line 23) and adjust the ending balance. Syed Rizvi moved to approve the budget with the provision that the \$5000 be removed from line 23 and total expenses be adjusted downward accordingly. Michelle Scolaro seconded, and the motion was carried without dissent.

2.3. Authorization to Contract with Third-Party Accounting Services Provider – Mr. Rizvi provided an overview of the costs for OneOC accounting services; he is currently negotiating with administrative services to have the college cover the monthly fees in lieu of having the college accountant continue to manage the foundation’s bookkeeping, accounting and financial reporting.

Action: Addison Adams moved to authorize the foundation to spend up to \$3,950 on any start-up costs for this contract. Rebecca Martinez seconded and the motion was carried without dissent.

2.4. Board Development Updates – Karen Bustamante explained one of the roles of the board is to assist with new board member recruitment. The current bylaws allow up to twenty-four (24) voting members, and there are currently 15 (including ex-officio). With room to grow and the likelihood of attrition, there is always a need to cultivate new members, especially those with necessary skills like fundraising, finance, marketing, etc. The board reviewed a list of potential board members and provided updates. Ms. Bustamante is scheduled to meet with a potential board member on November 2, 2019.

Follow Up: Ms. Bustamante will forward the brochure “*Recruiting New Members to the SCC Foundation Board*” to the board.

2.5. 2020 Fundraising Campaign – Mr. Rizvi announced SCC will be celebrating its 20<sup>th</sup> anniversary in academic 2019-2020. A kick-off event is planned for Fall 2019. Ms. Bustamante recommended reactivating the Marketing and Outreach Committee to include fundraising.

Follow Up: Discuss ideas and ways to support a variety of SCC programs.

### **3.0 INFORMATIONAL ITEMS & ORAL REPORTS**

3.1. 19th Annual SCC Golf Tournament “Changing Students’ Lives” – Jason Meyers, 19<sup>th</sup> Hole Golf Productions, provided an overview of the golf tournament website and noted the importance to having a cause for a charity event. The Golf Tournament is set for Friday, April 26, 2019. This year’s tournament will benefit SCC’s Guardian Scholars Program in support of former foster youth. In order to meet our goal of raising \$35-\$40K, a helicopter ball drop has been added to attract non-golfers and additional sponsorship opportunities. Board members can help by soliciting sponsorships, selling golf balls for the ball drop, and recruiting foursomes. The tournament is a foundation-sponsored event and a portion of the net proceeds will go back to the SCC Foundation to support fundraising and outreach initiatives on behalf of SCC.

- 3.2. Presentation by Maria Hernandez-Figueroa, Guardian Scholars Program Coordinator – An Update on the Guardian Scholars (Emancipated Foster Youth) Program at SCC – Maria Hernandez-Figueroa conducted a presentation on SCC’s Guardian Scholars Program. Seventy-five (75) percent of foster youth have a goal of attending and graduating college; however nationwide statistics reveal that only an estimated 3-11 percent of foster youth actually go on to receive a bachelor’s degree. In 2006, the Foster Youth Support at California Community Colleges (FYSI) was established to remove barriers that youth from foster care encounter when attempting to access or attend an institute of higher education. The program currently serves 28 guardian scholars and offers assistance such as mentoring, textbook vouchers, transportation assistance, and a food pantry to ensure that students’ basic needs are met and they too can have a rich college experience. However, the program needs additional assistance for services that are not covered, including emergency housing support, hygiene, food insecurity, car maintenance, mentorship and scholarships.
- 3.3. Report from Attendees on the CASE Community Colleges Conference, October 3-5 – Mr. Rizvi attended sessions that focused on fundraising and referred to the book “*Fundraising Strategies for Community Colleges*”. The book is available through the Foundation library. Kyle Kneubuhl interests were on outreach and fundraising information and noted board development is key. Ms. Bustamante focused on major giving, planned giving and blended (both planned and major) gifts. Bill Underwood noted the difference between transactional giving vs. transformational giving.
- 3.4. College President’s Report – Due to time constraints, John Hernandez will submit a written report to be added to the minutes.
- 3.5. Board President’s Report – Larry Cohn encouraged board members to attend upcoming events and continue outreach efforts for new board members. Michelle Scolaro invited board members to attend the Field of Valor event on November 10, 2018, and to consider sponsoring a flag tribute or volunteering.
- 3.6. Quarterly Financial Briefing – Mr. Rizvi reported the 2017-18 final quarter report is pending the auditors review.
- 3.7. Executive Director’s Report – Mr. Rizvi reported the Board Retreat will be split into two sessions: An “Assets and Liabilities Inventory” on January 24, 2019 from 4:00pm-8:00pm and a “Visioning and Action Plan” on February 28, 2019 from 4:30pm-7:00pm. January 24<sup>th</sup> will include a 15-minute general board meeting prior to the start of the retreat. Board members are encouraged to purchase an SCC shirt from the Bookstore and forward the receipt for reimbursement.

**4.0** **ADJOURNMENT** – The meeting adjourned at 10:04 a.m. The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on **Thursday, January 24, 2018 from 4:00 – 4:15 pm, immediately followed by the annual board retreat. Venue TBA.**