

Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING

Thursday, April 25, 2019

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 – Larry Cohn (5 Minutes)

The meeting was called to order at 8:06 a.m. by Vice-President, Kyle Kneubuhl.

Board Members in Attendance: Larry Cohn, Jordan Kahf, Kyle Kneubuhl, Rebecca Martinez, Mary McMullin, Michelle Scolaro, Bill Underwood, Beatriz Valencia

Ex Officio Voting Members in Attendance: Syed Rizvi

Staff in Attendance: Karen Bustamante, Gayle Sapak-Winder

Guests: Tristan DeMers, Matt Terrones

1.2. Approval of Consent Calendar

- Agenda
- Minutes from the Regular Board Meeting – January 24, 2019
- Financial Reports for 1st and 2nd Quarters of Fiscal 2019
- 2019 Travel Grant Funding Requests for Faculty Members Lynnette Beers-McCormick and Vicky Schwann

Action: Kyle Kneubuhl moved to approve the Consent Calendar with Bill Underwood’s request to receive financial management/trend reports in the future, Rebecca Martinez seconded, and the motion was carried without dissent.

1.3. Public Comments

Karen Bustamante introduced Matt Terrones, Edward Jones Financial Advisor.

2.0 REVIEW OF GENERAL ITEMS

2.1. Approval of New Board Member Tristan DeMers – Larry Cohn (10 Minutes)

Kyle Kneubuhl moved to approve Tristan DeMers for a new three-year term to the SCC Foundation Board of Directors, Mary McMullin seconded and the motion was passed unanimously.

2.2. Guardian Scholars Program Promotional Video Screening – Syed Rizvi (50 Minutes)

Syed Rizvi reported a video will be presented during SCC’s 19th Annual “Changing Students Lives” Golf Tournament on April 26, 2019, in which SCC guardian scholar students share their experiences and goals. Mr. Rizvi added the recipient of the 2019 Farmers & Merchants Bridge Scholarship for Guardian Scholars, which supports Guardian Scholars who transfer from SCC to a four-year institution, will be announced during the awards presentation. The focus of this year’s golf tournament is to raise funds to support SCC’s Guardian Scholar Program, increase awareness and grow the program.

Over 120 students are self-identified on campus as former foster youth, however SCC's Guardian Scholars program currently has thirty students. The California Community Colleges Chancellor's Office (CCCCO), in collaboration with the Foundation for California Community Colleges and other key stakeholders, launched the Foster Youth Success Initiative (FYSI) in 2006. The purpose of the FYSI is to remove barriers that youth from foster care often encounter when attempting to access or attend an institute of higher education.

Action: Mr. Rizvi will forward the link for the guardian scholar videos.

2.3. Board Retreat Follow-up Discussion – Syed Rizvi (50 Minutes)

2.3.1. Follow-up Survey Results and Discussion

Mr. Rizvi thanked board members for attending both sessions of the retreat. Karen Bustamante presented an overview of the survey results.

Discussion and Goals:

- Increase board membership
- Focus on engaging donors to connect with SCC
- Streamline financial reports to attract donors
- Raise funds for books and living expenses
- Create a formal process to interview the college to generate a list for the board to reference when establishing goals and fundraising efforts

Action: Ms. Bustamante will email a summary report for the follow-up survey results to the board members.

2.3.2. New Agenda Format

Mr. Rizvi shared the proposed agenda format provided by Tim Shaw following the board retreat. The committee agreed to implement the new format at the next general board meeting on July 25, 2019. Mr. Kneubuhl requested enrollment, college, and state level updates be included in future meetings, in addition to creating board socials.

2.3.3. Tim Shaw Contract Proposal

Mr. Rizvi discussed Tim Shaw & Associates' proposal to continue as a coach for a one-year period to facilitate a strategic planning process to guide the SCC Foundation over the next three years. The contract is \$10K and Mr. Rizvi suggested using the 4% unrestricted drawdown to cover the cost.

The scope of work includes:

- Operation oversight and management to measure goals and stay on track
- Guidance on how to efficiently move forward to be more productive
- Ways to engage the community and grow the foundation
- Conduct next year's retreat

Action: Mr. Rizvi will forward Tim Shaw's proposal to board members review and input on the scope of work. The revised proposal will be presented to the board at the next board meeting on July 25, 2019 for approval.

2.4. SCCF Strategic Financial Planning, Budget Reporting and Transparency – Bill Underwood (20 Minutes)

Ms. Bustamante presented a board resolution, on Mr. Underwood's behalf, and stated Mr. Underwood is requesting feedback from the board. The intent is to put the resolution up for vote at the next general board meeting. The board of directors have the power and fiduciary responsibility to manage the foundation. Discussion followed regarding budget reporting, financial goals and strategic plan objectives. Mr. DeMers expressed interest to serve as treasurer. Mr. Kahf offered to assist with creating graphs for the financial reports.

Action: A brief meeting will be scheduled prior to the next Financial & Investment to review budget reports.

3.0 INFORMATIONAL ITEMS & ORAL REPORTS

3.1. Board President's Report – Larry Cohn (5 Minutes)

Mr. Cohn put a call out to board members to each identify one potential board member in the next six months. Mr. Kneubuhl suggested inviting a student and classified representative to attend the general board meetings. Board members recognized the financial commitment to serve on the board and discussed other options for individuals who are interested in serving on the board, but are unable to meet the financial commitment, such as in-kind services, sponsorships and advisory boards. Further discussion is needed.

Action: Mr. Rizvi will reach out to ASG to identify a student representative and invite department chairs to attend future board meetings. Ms. Bustamante will create a new board member nomination form and distribute recruiting materials to board members.

Mr. Cohn encouraged board members to attend upcoming events, including the golf tournament on April 26, 2019 and the Donor Reception/Scholarship Award Ceremony on May 23, 2019.

3.2. Executive Director's Report – Syed Rizvi (10 Minutes)

Tabled due to time.

NEW BUSINESS;

- Mr. Kahf discussed exploring a digital marketing approach to target younger generations.
Action: Mr.Kahf will coordinate a meeting with the digital marketing company and interested board members to discuss further.

4.0 ADJOURNMENT – The meeting adjourned at 10:14 a.m. The next **QUARTERLY** meeting of the SCC Foundation Board of Directors will be held on **Thursday, July 25, 2019 from 8:00 – 10:00 a.m. in E-107.**