

Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING
Thursday, July 26, 2018
8:05 – 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.

AGENDA

1.0 PROCEDURAL MATTERS

1.1. Call to Order – Larry Cohn

1.2. Roll Call- Larry Cohn

1.3. Approval of Consent Calendar – Larry Cohn

- Agenda
- Minutes from the Regular Board Meeting – April 26, 2018
- Financial Statements
 - June – September 2017
 - October – December 2017
 - January – March 2018
- Signature Authority for Schools First Federal Credit Union
- Executive Director’s Recommendations for 2018-2019 Mini-Grants

1.4. Public Comments - At this time, members of the public may address the board regarding any item within its subject matter jurisdiction, provided that it is understood that no action may be taken on off-agenda items. Comments shall be limited to three minutes per person and fifteen minutes for all comments; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

2.0 REVIEW OF GENERAL ITEMS

2.1. Approval of 2018-2019 Budget – Syed Rizvi

2.2. Approval of 2018-2019 Conference Travel Request from Cindy Partida – Syed Rizvi

2.3. Approval of Updates to Investment Policy – Bill Underwood

2.4. Approval of Changes to the Bylaws – Syed Rizvi

- Article V, Section 4: Selection and Tenure
- Article IX, Section 1: Committees and Article IX, Section 2: Advisory Boards

2.5. Recruiting New Board Members – Larry Cohn

2.6. Foundation Future Goals Discussion – Syed Rizvi

3.0 INFORMATIONAL ITEMS & ORAL REPORTS

3.1. Board President’s Report – Larry Cohn

3.2. Executive Director’s Report – Syed Rizvi

3.3. Foundation Board Committee Reports

- Executive Committee – Larry Cohn

- Finance & Investment Committee – Bill Underwood
- Marketing & Outreach Committee – Currently suspended

4.0 ADJOURNMENT – The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on **Thursday, October 25, 2018, 8:00 to 10:00 a.m. in E-107 Conference Room.**

2018-19 GENERAL BOARD MEETINGS DATES

- Thursday, July 26, 2018, 8:00 – 10:00 am
- Thursday, October 25, 2018, 8:00 – 10:00 am
- Thursday, January 24, 2019, 8:00 – 10:00 am
- Thursday, April 25, 2019, 8:00 – 10:00 am

**All meetings take place in E-107, unless otherwise noted.*

2018-19 EXECUTIVE COMMITTEE MEETING DATES*

These meetings are open to all board members to attend

- Thursday, August 16, 2018
- Thursday, September 20, 2018
- Thursday, October 18, 2018
- Thursday, November 15, 2018
- Thursday, December 20, 2018
- Thursday, January 17, 2019
- Thursday, February 21, 2019
- Thursday, March 21, 2019
- Thursday, April 18, 2019
- Thursday, May 16, 2019
- Thursday, June 20, 2019

**All meetings take place in E-107, unless otherwise noted.*

2018-19 SCC CALENDAR OF EVENTS

- President’s Circle “State of the College” Luncheon – Friday, September 21, 2018, SCC
- CASE Community College Conference – October 3-5, 2018, Palm Springs
- SCC Foundation Board Retreat – TBA
- Community Science Night – Friday, March 22, 2019, SCC
- Scholarship Donor Reception/Awards Ceremony – Thursday, May 23, 2019
- Art Show Opening Reception/Awards – Thursday, May 23, 2019
- Commencement – Thursday, June 6, 2019, SCC

Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING
Thursday, April 26, 2018
8:00 – 9:45 A.M.
8045 E. Chapman Ave., Room E-107
Orange, CA 92869

Santiago Canyon College Foundation Mission Statement

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Minutes

1.0 PROCEDURAL MATTERS

1.1. Call to Order

The meeting was called to order at 8:00 a.m. by SCCF President Larry Cohn

1.2. Roll Call

Board Member in Attendance: Addison Adams, Larry Cohn, Kyle Kneubuhl, Mary McMullin, Michelle Scolaro, Bill Underwood, Snover Uppal

Ex Officio Members in Attendance: Dr. John Hernandez and Interim Executive Director Karen Bustamante

Staff in Attendance: Gayle Sapak-Winder

Guests: Von Lawson, Dean of Business and Career Technical Education, Syed Rizvi, Vice President of Student Services, Mark Schmidt, Gerard Tamparong from Payden & Rygel Investment Management

Absent: Dr. Jim D’Agostino

1.3. Approval of the Agenda

There were no corrections to the agenda. Mary McMullin moved to approve the agenda as presented. Kyle Kneubuhl seconded and the motion was carried unanimously.

1.4. Approval of the Minutes – Regular Board Meeting, January 25, 2018

There were no corrections to the general board meeting minutes of October 5, 2017. Kyle Kneubuhl moved to approve the minutes as presented. Michelle Scolaro seconded and the motion was carried unanimously.

1.5. Public Comments

1.5.1 Introduction of Gerard Tamparong, Senior Vice President, Senior Portfolio Manager, Payden & Rygel Investment Management

Larry Cohn introduced Gerard Tamparong, Senior Vice President and Portfolio Manager at Payden & Rygel, the new investment firm for the Foundation. Mr. Tamparong provided an overview of the services provided and investment strategies of Payden & Rygel. The firm has worked with institutions of higher education since its inception, and is currently working with 18 different colleges within the California College system, eight of which are very similar to SCC. Mr. Tamparong is working closely with Karen Bustamante and Bill Underwood on the transition plan from Morgan Stanley to Payden & Rygel

and is currently reviewing our investment policy which will define the investment portfolio. John Hernandez thanked Bill Underwood and the Finance & Investment committee for their diligent work and process on selecting Payden & Rygel.

1.5.2 Presentation on Workforce Development Program at SCC – Dean of Business and Career Technical Education Von Lawson

In 2016, the governor and legislature approved the Strong Workforce Program and gave the state a new annual recurring investment of \$200 million to create one million more middle-skill workers. The Strong Workforce Program focusses on data-driven outcomes rather than activities. The funding structure is a 60 percent allocation for each community college district and 40 percent regional share. In order to receive regional funds, programs have to participate in the regional activities. This year SCC will be participating in two areas, Water Utility Science and Biotechnology. Mr. Lawson noted Marilyn Flores, Vice President of Academics, was a driving force for the dual enrollment program and worked to add Workforce Development programs in the high schools. Career Technical Education (CTE) career coaches are placed in the high schools to develop relationships with the students and spark interest in career technologies. Each school has different needs and personalities, therefore programs are determined by the high school and student requests. John Hernandez announced eleven of SCC's CTE programs were recently awarded "Strong Workforce Stars" by the State Chancellor's Office for improving student employment and wage outcomes. SCC's Apprenticeship Power Lineman received a Gold Star, the highest honor for showing a 70% increase in earning, 93% of students attained the regional living wage and 100% of students are employed in a job similar to their field of study.

2.0 REVIEW OF GENERAL ITEMS

2.1 2018-19 Draft Budget Review

Karen Bustamante presented the draft budget for 2018-19. The 2017-18 figures are projections at this point and will not be finalized until after the fiscal year closes. Items noted in blue are new to the budget and were not part of our prior year's reporting. Ms. Bustamante thanked board members who have already joined President's Circle and encouraged others to join. Bill Underwood stated more initiatives like President's Circle are needed to bring in additional unrestricted revenue. The draft budget will be presented at the July 2018 meeting for board approval. Bill Underwood will invite board members to attend the next Financial & Investment Committee to further review the 2018-19 draft budget prior to board approval.

2.2 Board Member Term Approvals/Renewals

2.2.1 **Bill Underwood:** Kyle Kneubuhl moved to renew Bill Underwood for a three-year term as board member to the SCC Foundation Board of Directors. Michelle Scolaro seconded and the motion was carried unanimously.

2.2.2 **Mark J. Schmidt:** Kyle Kneubuhl moved to approve Mark J. Schmidt for a three-year term to the SCC Foundation Board of Directors. Mary McMullin seconded, and the motion was carried unanimously.

2.3 Fundraising Tips & Strategies

Karen Bustamante conducted a PowerPoint presentation on “Your Purpose Your Passion” encouraging board members to think about why they are on the board and to make their “why” story personal. President Hernandez encouraged board members to attend SCC events and engage with campus community members to learn about their experiences.

3.0 INFORMATIONAL ITEMS & ORAL REPORTS

3.1 College President’s Report – John Hernandez

- Last year RSCCD fell into stabilization mode; however, in Year 1 of restoration enrollment projections indicate that both SAC and SCC FTE’s are up. SCC has surpassed its enrollment goals.
- The state budget funding policy is a moving target. The new funding proposal is based on 60% enrollment, 20% based on characteristics of student population, and 20% on outcomes of degrees and certificates awarded. In anticipation of the College Promise Program allocation being incorporated into base funding, Syed Rizvi was directed to organize a task force in preparation to move forward.
- On April 23, SCC hosted an outstanding event for labor leader and civil rights activist, Dolores Huerta, and the unveiling of the bronze sculpture in her honor.
- SCC is honored to be designated as a Military Friendly School. The annual, data-driven Military Friendly Schools survey assessment is offered to more than 8,800 institutions nationwide.
- Upcoming events:
 - Donor Reception – May 17, 4:00 p.m.-5:00 p.m., Second Floor Balcony Humanities Building
 - Scholarship Award Ceremony – May 17, 5:30 p.m.-6:30 p.m., Strenger Plaza
 - Annual Art Exhibit – May 17, 6:30 p.m.-8:00 p.m., Art Gallery/D-Building
 - Faculty and Staff Recognition Ceremony – May 30, 2:00 p.m.-3:00 p.m., H-106.
 - Community - Camp for active adults focusing on technology and camp for kids (13 new camps)
 - Presidents Circle “State of the College” Annual Luncheon - September 21, 2018
 - Community Services Summer Schedule– 13 new camps for kids and active adult camp focusing on technology.

3.2 Board President’s Report – Larry Cohn

Larry Cohn shared that he had participated in lots of events this year and encouraged other board members to attend as many events as possible. He also stated that he had reviewed the *Final Measure E Citizens’ Bond Oversight Committee Annual Report to the Community* and applauded the oversight team for maximizing the use of the taxpayer funds for SCC and SAC capital improvements.

3.3 Financial Report – Syed Rizvi

Mr. Rizvi reported that clean up and corrections of 2017-18 financial reporting are still underway, and the third quarter financial statements will be completed by July 1, at the latest.

3.4 Interim Foundation Executive Director’s Report – Karen Bustamante

- Golf Tournament – The 2018 tournament grossed \$42,600, which is \$10K more than last year. This year the committee hired 19th Hole Golf Productions to revamp the tournament and has already received lots of positive feedback.
- Art Exhibit – The board selected 12 pieces of artwork to be part of the college’s permanent collection.
- Spring Giving Day (TBD) – Planning is underway for a 24-hour donation period fueled by the power of social media and collaboration. Bill Underwood suggested offering a giveaway for higher levels of giving.
- Mini-grant Application Period – Begins May 1 and ends on June 30.
- On July 1, 2018, Karen Bustamante will resume her role as Development Coordinator.

3.5 Foundation Board Committee Reports

3.5.1 Executive Committee – Larry Cohn

Due to time constraints, the Executive Committee report will be held over to the next meeting.

3.5.2 Finance & Investment Committee – Bill Underwood

Bill Underwood distributed a handout and provided updates on the status of the key financial indicators. He invited members to consider joining the new audit sub-committee that will provide board oversight of the upcoming audit.

3.5.3 Marketing & Outreach Committee – Currently suspended. No report.

4.0 **ADJOURNMENT** – The meeting adjourned at 10:05 a.m. The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on **Thursday, July 26, 2018, 8:00 to 10:00 a.m. in E-107 Conference Room.**



Santiago Canyon College

8045 East Chapman Ave. Orange, CA 92869-4512 · (714) 628-4900 · Fax: (714) 628-4723 · sccollege.edu

Orange Education Center

1465 N. Batavia Street · Orange, CA 92867-3504 · (714) 628-5900 · Fax: (714) 628-5909 · sccollege.edu

What happens here matters.

June 27, 2018

SchoolsFirst Federal Credit Union
P.O. Box 11547
Santa Ana, CA 92711-1547
Attn: Savings Account Administration

RE: Santiago Canyon College Foundation Account 285452

To Whom It May Concern:

The Santiago Canyon College Foundation would like to update the signers listed on Member # 285452 as follows:

Outgoing Signers:

Karen Bustamante, Interim Director, SCC Foundation
Ruth Babeshoff, Interim Vice President of Student Services, SCC

Remaining Signers:

John Hernandez, President, SCC
Arleen Satele, Vice President of Administrative Services, SCC

Incoming Signers:

Syed Rizvi, Vice President of Student Services, SCC/Executive Director, SCC Foundation
Sheena Tran, Assistant Dean of Financial Aid, Scholarships and Veterans, SCC

All signers' identification information has been updated or provided separately. Only one (1) signature is required to transact on the account.

The mailing address and primary contact number is:

Gayle Sapak
Santiago Canyon College
8045 E. Chapman Ave
Orange, CA 92869
714-628-4884 or sapak_gayle@sccollege.edu

Sincerely,

Karen L. Bustamante
Interim Executive Director
Santiago Canyon College Foundation

PRESIDENT: John C. Hernandez, Ph.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES: Claudia C. Alvarez · Arianna P. Barrios · John R. Hanna · Zeke Hernandez
Lawrence "Larry" R. Labrado · Nelida Mendoza · Phillip E. Yarbrough

CHANCELLOR: Raúl Rodríguez, Ph.D.