

Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING
Thursday, January 25, 2018
8:00 – 9:45 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
- 1.2. Roll Call
- 1.3. Approval of the Agenda
- 1.4. Approval of the Minutes – Regular Board Meeting, October 5, 2017
- 1.5. Consent Calendar Approval – Refer to Docket
- 1.6. Public Comments

2.0 REVIEW OF GENERAL ITEMS

- 2.1 2016-17 SCC Foundation Financial Audit Review: Presentation by auditor Rene Graves, CliftonLarsonAllen LLP
- 2.2 Resignation of Dr. Betty Cotton
- 2.3 Designation of Board Secretary to replace Craig Shipcott
- 2.4 Follow-up to 2017 Board Retreat

3.0 INFORMATIONAL ITEMS & ORAL REPORTS

- 3.1 College President’s Report – John Hernandez
- 3.2 Board President’s Report – Larry Cohn
- 3.3 Financial Report – Bill Underwood
- 3.4 Interim Foundation Executive Director’s Report – Karen Bustamante
- 3.5 Foundation Board Committee Reports
 - 3.5.1 Executive Committee – Larry Cohn
 - 3.5.2 Finance & Investment Committee – Bill Underwood
 - 3.5.3 Marketing & Outreach Committee – Currently suspended

- 4.0 ADJOURNMENT** – The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on **Thursday, April 26, 2018, 8:00 to 10:00 a.m.** in E-107 Conference Room. **PLEASE NOTE NEW DATE AND TIME**

2017-18 GENERAL BOARD MEETINGS DATES*

- Thursday, January 25, 2018, 8:00 – 10:00 am
- Thursday, April 26, 2018, 8:00 – 10:00 am

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

2017-18 EXECUTIVE COMMITTEE MEETING DATES*

These meetings are open to all board members to attend

*******NEW SCHEDULE – 3rd Thursday Monthly Unless Otherwise Noted*******

- Thursday, January 18, 2018
- Thursday, February 15, 2018
- Thursday, March 15, 2018
- Thursday, April 19, 2018
- Thursday, May 24, 2018 (4th Thursday)
- Thursday, June 21, 2018

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

2017-2018 SCC CALENDAR OF EVENTS

- Spring Semester Begins – Monday, February 5, 2018
- Community Science Night – Friday, March 23, 2018
- Hawks 18th Annual Golf Tournament – Friday, April 20, 2018, Tustin Ranch Golf Club
- Scholarship Donor Reception – Thursday, May 17, 2018, 4:00 p.m., Venue TBD
- Scholarship Ceremony – Thursday, May 17, 2018, 5:30 p.m., Strenger Plaza
- Student Art Exhibition – Thursday, May 17, 2018, 6:30 p.m., Art Gallery
- Commencement – Friday, June 1, 2018

2018-19 SCC CALENDAR OF EVENTS

- CASE Community College Conference – October 3-5, 2018, Palm Springs

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MINUTES

1.0 PROCEDURAL MATTERS

1.1. Call to Order

The meeting was called to order at 8:03 a.m. by Vice President, Michelle Scolaro.

1.2. Roll Call

Board Member in Attendance: Addison Adams, Dr. Betty Cotton, Dr. Jim D’Agostino, Kyle Kneubuhl, Mary McMullin, Michelle Scolaro, Bill Underwood Snover Uppal

Ex Officio Voting Members in Attendance: Dr. John Hernandez and Karen Bustamante

Staff in Attendance: Gayle Sapak-Winder, Jovannys Mejia (Guest)

Absent: Larry Cohn, Craig Shipcott,

1.3. Approval of the Agenda

A. Amendments and Corrections (if any)

No corrections or additions were required.

B. Approval of the Agenda

Bill Underwood moved to approve the agenda, Jim D’Agostino seconded and the motion was carried unanimously.

1.4. Approval of the Minutes – General Board Meeting, July 6, 2017

There were no corrections to the general board meeting minutes of July 6, 2017. Jim D’Agostino moved to approve the minutes, Kyle Kneubuhl seconded and the motion was carried without dissent.

1.5. Consent Calendar Approval – None to Present

No consent calendar was presented.

1.6. Public Comments

1.6.1. Jovannys Mejia, Hawks Nest Food Pantry Coordinator, provided a presentation on the food pantry and services available to students. September 14, 2017 was the grand opening of the Hawk’s Nest Food Pantry (HNFP). The pantry is set up to resemble a farmers market creating a positive environment and is the current model being used by most colleges. The pantry offers nonperishable food, fresh produce, and hygiene products. Statistics show 13% of SCC students are food insecure, which suggests that up to 1,600 students might be

affected. 183 students were served at the grand opening. The food pantry is in need of additional food resources, another refrigerator, volunteers, and a volunteer coordinator. Long-term goals include procuring a permanent location and offering weekly services. The pantry is scheduled to be open every other Thursday from 10:00 am to 2:00 pm during the semester, and is available to any registered credit or noncredit SCC student (no means test). In November, the pantry will be open every other Thursday, including a Thanksgiving theme on November 16. Jovannys thanked the board for seeing this need, their contributions, positive support and collaboration.
FOLLOW UP: Committee members offered to reach out to various resources.

2.0 REVIEW OF GENERAL ITEMS

2.1 New Board Meeting Schedule (General and Executive)

Effective January 1, 2018, the general board meetings will be held quarterly on the 4th Thursday of the month, the executive board meetings will be held monthly on the 3rd Thursday, and the financial and investment committee meetings will be held quarterly on the 3rd Tuesday.

2.2 Removal of Alumni Engagement Committee from SCC Foundation Committee Roster

According to the SCC Foundation bylaws, committees must be comprised of foundation board members. Karen Bustamante explained that this requirement does not fit the goal of the alumni engagement committee, which is to recruit alumni to sit on the committee and work to develop an alumni association. She recommended that the committee be removed from the foundation's committee roster, and be directed instead by the Office of College Advancement. The committee could also be a pipeline for membership on the foundation board. The foundation would continue to hold the alumni networks' financial account. Mary McMullin will remain on the committee as a liaison with the board. Betty Cotton moved to remove the Alumni Engagement Committee from the SCC Foundation committee roster, Addison Adams seconded and the motion was carried without dissent.

2.3 Investment Policy Revisions Approval

With reference to the Investment Policy presented in the docket, the board agreed to all changes proposed, except the change proposed on page 10. Kyle Kneubuhl asked to be part of the investment policy review process in the future. Mr. Kneubuhl moved to approve the revised proposal as noted, Bill Underwood seconded and the motion was carried without dissent.

2.4 SCC Foundation Board Retreat – Thursday, November 9, 2017

Karen Bustamante will facilitate the retreat. Topics will include an orientation for new board members/review for old board members, an overview of previous retreats and open discussion on where we are, where we go from here, and what is the role of board members. Bill Underwood will present financial reports.

FOLLOW UP: Gayle Sapak-Winder will reserve the Honors Room from 4-8 pm.

Karen Bustamante moved to add an amendment 2.5 to the agenda in order to enter into the record the resignation of board member and board secretary Craig Shipcott.

2.5 SCCF Board Member Resignations – Craig Shipcott

Karen Bustamante reported that Craig Shipcott completed his term in October as the SCCF Board member and has decided not to renew his membership on the board. Since Mr. Shipcott also served as board secretary, the board will need to recruit a new secretary.

3.0 INFORMATIONAL ITEMS & ORAL REPORTS

3.1 College President's Report – John Hernandez

- Dr. Hernandez thanked everyone who joined the President's Circle. Thirty-seven people attended the President's Circle Inaugural Luncheon and "State of the College" address on Friday, September 22. There are currently 19 full members and 13 associate (spouses and partners) members.
- On Friday, September 22, SCC faculty and staff participated in the Unity Middle College High School (Unity MCHS) ribbon cutting in Orange. SCC is an educational partner offering dual enrollment for students in grades 9-12.
- Dual Enrollment - In Fall, 2017, 13 courses were offered after school at every OUSD High School. SCC is working on developing a dual enrollment MOU with OHS to provide an Early College Academy with the potential to graduate with an IGETC certification (30 college units). Assembly Bill 288 allows SCC to offer classes, with both SCC and the partnering high school able to claim FTE (full-time equivalent) funding.
- RSCCD has partnered with the Orange County Business Council and scheduled several Industry Roundtables. This partnership allows SCC to bring some large employers to the table to focus on industry workforce needs and internship opportunities for students. The two roundtables for the fall are Healthcare on Thursday, November 9, and Manufacturing on November 28.
- On Saturday, September 30, the SCC Model United Nations program hosted the Southern California Model United Nations Conference (SOCAL MUN). More than 170 students attended the conference from 10 colleges and universities.
- The Orange County Register recently published an article online regarding County Orange's interest in the Orange Education Center as a possible homeless shelter. President Hernandez emphasized that the RSCCD Chancellor is not interested in selling or leasing the building. The district's intent continues to be to address the building's contamination and structural challenges, and then reinstate the Orange Education Center in the facility.

3.2 Board President's Report – Larry Cohn

No report

3.3 Quarterly Financial Briefing – Bill Underwood (Treasurer)

The first quarter financial report will be provided at the retreat along with the annual statements through June 30, 2017.

3.4 Foundation Interim Director's Report – Karen Bustamante

- Larry Cohn, Bill Underwood and Karen Bustamante are attending the CASE (Council for Advancement & Support of Education) Community College Conference next week in Anaheim.
- The Community Foundation of Orange made a \$5,000 donation for veteran student scholarships in August and a \$2,600 donation to the Hawks Nest Food Pantry in September.

- The Foundation will again apply for \$25,000 for STEM scholarships from Edison International. There is also a plan to set aside a portion of the funds to underwrite undergraduate summer research programs at Chapman and CSUF.
- The college annual report recapping the highlights of the year has been sent out to the donors and Board members.
- Fall Appeals:
 - Fall 2017 Acquisition - Targets alumni who have not donated before and live in and around Orange.
 - November 15th, Fall Giving Day (National Philanthropy Day) – 30-hour giving period through everydayhero (Blackbaud crowdfunding platform) with a specific target goal.
- Upcoming Events:
 - RSCCD Board of Trustees Meeting - October 9, 4:30 p.m. at SCC, Room H-106; ASG will host a reception at 4:00 p.m.
 - Dedication for the Bronze Bust of Frederick Douglas - November 7, 3:00 p.m., SCC. UC Irvine will give a historical speech.
 - SCCF Retreat – November 9, 4:00 p.m. – 8:00 p.m. (TBD)
 - Holiday Showcase – November 22, 7:00 p.m., SCC in the gymnasium; Board members attend for free as President’s Circle members.

3.5 Foundation Board Committee Reports

3.5.1 Executive Committee – Larry Cohn
No report.

3.5.2 Finance & Investment Committee – Bill Underwood

- In the process of finalizing requests for proposals for the three investment candidates by January 2018.
- Financial reports quarterly (rather than monthly). These reports (revenue/expense, financial position and cash flow) will be provided to the Finance and Investment Committee a week before its quarterly meeting, so that the statements could be finalized by the F&I committee and the Executive Committee, for inclusion in the docket for the quarterly full board meeting.
- “Treasurer’s Report” will henceforth be called “Financial Reports”
- Karen Bustamante will update the year-over-year foundation asset report prior to the retreat.

3.5.3 Marketing & Outreach Committee – Currently suspended

Michelle Scolaro noted this committee is a priority and, once more board members are on board, needs to be reinstated.

3.5.4 Alumni Engagement Committee – Karen Bustamante

Karen Bustamante noted the alumni network raised \$170 from the golf tournament. Unfortunately, the recent mixer on September 28 was not well attended. The committee will explore new ideas at the next meeting is on October 18, at 5:30 p.m. in E-107. One suggestion was to organize an on-campus alumni engagement opportunity targeted toward employees. Kyle Kneubuhl suggested connecting alumni and local businesses in the area.

4.0 ADJOURNMENT – The meeting was adjourned at 10:02 a.m. The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on **Thursday, January 25, 2018, 8:00 to 10:00 a.m. in E-107 Conference Room. PLEASE NOTE NEW DATE AND TIME.**

Santiago Canyon College Foundation
Statement of Financial Position
As of 06/30/17

	Unrestricted Fund	Scholarship Fund	Temporary Restricted Fund	Osher Endowment Fund	Total All Funds
ASSETS					
Cash and Cash Equivalents	\$ 15,322.97	\$ 215,861.91	\$ 52,929.80	\$ 135.32	\$ 284,250.00
Accounts Receivable	-	800.00	-	-	800.00
Investments	875,305.03	491,462.94	-	115,907.88	1,482,675.85
Prepaid Expenses	12,890.60	-	-	-	12,890.60
Equipment	-	-	-	-	-
Accum Deprec.--Equip	-	-	-	-	-
Total Assets	<u>\$ 903,518.60</u>	<u>\$ 708,124.85</u>	<u>\$ 52,929.80</u>	<u>\$ 116,043.20</u>	<u>\$ 1,780,616.45</u>
LIABILITIES AND NET ASSETS					
Liabilities					
Accounts Payable	\$ -	-	\$ 1,813.76	\$ -	\$ 1,813.76
Accruals	-	-	-	-	-
Due to Organizations	-	-	-	-	-
Total Liabilities	-	-	1,813.76	-	1,813.76
Net Assets					
Fund Balance--Reserved Brd Apprvd Prgms	-	-	-	-	-
Fund Balance--Reserved Infrastructure	-	-	-	-	-
Fund Balance--Reserved Self-sufficiency Fund	-	-	-	-	-
Fund Balance--Unrestricted	849,943.31	-	-	-	849,943.31
Fund Balance--Scholarships	-	504,161.37	-	-	504,161.37
Fund Balance--Restricted Programs	-	-	56,992.89	-	56,992.89
Fund Balance--Endowment	-	-	-	116,043.20	116,043.20
Change in Net Assets	53,575.29	203,963.48	(5,876.85)	-	251,661.92
Total Net Assets	<u>903,518.60</u>	<u>708,124.85</u>	<u>51,116.04</u>	<u>116,043.20</u>	<u>1,778,802.69</u>
Total Liability and Net Assets	<u>\$ 903,518.60</u>	<u>\$ 708,124.85</u>	<u>\$ 52,929.80</u>	<u>\$ 116,043.20</u>	<u>\$ 1,780,616.45</u>
Difference	-	-	-	-	-

Santiago Canyon College Foundation
Statement of Activities
Year to date ending 06/30/17

	Unrestricted Fund	Scholarship Fund	Restricted Fund	Osher Endowment Fund	Total All Funds
Revenue:					
Contributions, Gifts, Donations	\$ 8,477.17	\$ 356,778.97	\$ 17,518.15	\$ -	\$ 382,774.29
Contributions (PR)	4,938.00	15,233.00	1,395.00	-	21,566.00
Interest & Investment Income	15,267.61	7,828.19	-	-	23,095.80
Bank Interest	185.32				185.32
Management Fees	131.50	-	-	-	131.50
Golf Tournament (Net)	-	-	16,252.68	-	16,252.68
Realized/Unrealized Gains (Losses)	75,867.18	107,425.01	-	-	183,292.19
Intra/Inter Transfer In	15,274.00	134,805.49	4,054.87	-	154,134.36
Total Revenue	<u>120,140.78</u>	<u>622,070.66</u>	<u>39,220.70</u>	<u>-</u>	<u>781,432.14</u>
Expenditures:					
Salaries & Benefits	-	-	-	-	-
Non-Instructional Supplies	2,335.64	-	1,339.71	-	3,675.35
Audit	-	-	-	-	-
Food & Food Services	2,516.62	-	2,260.08	-	4,776.70
Contract Services	750.00	-	33,429.38	-	34,179.38
Conference, Mileage & Parking Expenses	2,084.20	-	-	-	2,084.20
Institutional Dues & Memberships	2,300.00	-	-	-	2,300.00
Rental-Facility/Equipment (Short Term)	175.25	-	-	-	175.25
Advertising	-	-	-	-	-
Awards & Incentives	-	-	1,500.00	-	1,500.00
Bank/Credit Card Use Fees	1,249.14	-	-	-	1,249.14
Community/Public Relations	1,154.89	-	-	-	1,154.89
Foundation Funded Programs	13,200.00	-	-	-	13,200.00
Investment & Interest Expense	-	-	-	-	-
Other Licenses & Fees	105.00	-	-	-	105.00
Postage	149.38	-	19.45	-	168.83
Reproduction/Printing Expenses	1,701.52	-	2.71	-	1,704.23
Software Licenses and Fees	11,892.10	-	-	-	11,892.10
Equipment/Software	241.77	-	2,796.29	-	3,038.06
Fees & Other Exp Paid for Students	-	-	1,600.00	-	1,600.00
Board Expenses	7,046.93	-	-	-	7,046.93
Infrastructure	-	-	-	-	-
Board Funded Programs	-	-	-	-	-
Scholarships	-	285,513.79	-	-	285,513.79
Intra/Inter Transfers Out	19,663.05	132,593.39	2,149.93	-	154,406.37
Total Expenditures	<u>66,565.49</u>	<u>418,107.18</u>	<u>45,097.55</u>	<u>-</u>	<u>529,770.22</u>
Revenue Over (Under) Expenditures	<u>\$ 53,575.29</u>	<u>\$ 203,963.48</u>	<u>\$ (5,876.85)</u>	<u>\$ -</u>	<u>\$ 251,661.92</u>

SCCF 2017 Audit Findings by CliftonLarsonAllen LLP
FOR SCCF BOARD MONITORING OF RESPONSE ACTIONS

<u>A. Material Weakness Reported by Auditors:</u>	<u>Auditors' Recommendation</u>	<u>SCCF response and Action Plan (who/what/when)</u>	<u>Priority/ Status</u>
<p>1. Audit Adjustment - “The transfer of money between checking and investments accounts should have no effect on net income and inter-fund transfers should net to zero. Our audit identified journal entries for a transfer from the checking account and investment account that were booked, reversed and rebooked for the same transaction, multiple times. The journal entry was not properly posted and resulted in the bank reconciliation having a significant unreconciled difference, inter-fund transfers being out of balance and investment earning not agreeing with the investment statements” “It is our understanding that during the fiscal year, there was turnover in the accounting position; however, training for the general ledger system was provided.</p>	<p>We recommend that management work with the District or Campus Business Office to identify resources for the accountant to ask questions when assistance is needed. An audit adjustment of \$196,000 for this observation was prepared and is recognized in the financial statements.”</p>		
<p>2. Monitoring Controls -“When monitoring is designed and implemented appropriately, organizations benefit because they are more likely to:</p>			
<p><input type="checkbox"/> Identify and correct internal control problems on a timely basis.</p>			
<p><input type="checkbox"/> Produce more accurate, reliable information for use in decision-making</p>			
<p><input type="checkbox"/> Prepare accurate and timely financial statements.</p>			

SCCF 2017 Audit Findings by CliftonLarsonAllen LLP
FOR SCCF BOARD MONITORING OF RESPONSE ACTIONS

<u>A. Material Weakness Reported by Auditors:</u>	<u>Auditors' Recommendation</u>	<u>SCCF response and Action Plan (who/what/when)</u>	<u>Priority/ Status</u>
<p>During our audit, it was determined that throughout the year the Foundation was up to seven months behind on their month end closing and therefore monitoring procedures could not be performed in a timely manner.</p>	<p>We recommend that the Foundation continue to work with the District to identify resources available to assist in the event of turnover or long term leave. It is our understanding that the Foundation has made significant efforts to improve the timeliness of performing the month end close processes and with the replacement of the accountant.</p>		
<p><i>Month end procedures impacted by this delay included:</i></p>			
<p><input type="checkbox"/> <i>Recognition of investment income</i></p>			
<p><input type="checkbox"/> <i>Preparation of bank reconciliations</i></p>			
<p><input type="checkbox"/> <i>Preparation of internal financial statements</i></p>			
<p>Monitoring procedures are only effective when performed in a timely manner.</p>			
<p>The fiscal year 2016-17 was an extraordinary year with changes in staffing due to turnover is the long time accounting position.</p>			

SCCF 2017 Audit Findings by CliftonLarsonAllen LLP
FOR SCCF BOARD MONITORING OF RESPONSE ACTIONS

<u>B. Significant Deficiencies Noted by Auditors:</u>	<u>Auditors' Recommendation</u>	<u>SCCF response and Action Plan (who/what/when)</u>	<u>Priority/Status</u>
<p>A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.</p> <p>We consider the following deficiencies in the Foundation's internal control to be significant deficiencies:</p>			
<p>1. Year-end accrual balances should follow appropriate recognition and cut-off policies. Our audit identified the accounts receivable, prepaid expenditures and accounts payable accounts were not reconciled and contained amounts that related to previous fiscal years. The balances in these accounts are not significant, therefore, an audit adjustment was not prepared.</p>	<p>We recommend these accounts be reconciled and closing procedures be implemented.</p>		
<p>2. Proposed adjustments for accounts receivable and prepaid have been provided to management and are not recognized in the financial statements. A proposed adjustment for accounts payable was not prepared as the amount is unknown.</p>	<p>We recommend these accounts be reconciled and closing procedures be implemented.</p>		

SCCF 2017 Audit Findings by CliftonLarsonAllen LLP
FOR SCCF BOARD MONITORING OF RESPONSE ACTIONS

<u>C. Other Audit Findings or Issues</u>	<u>Auditors' Recommendation</u>	<u>SCCF response and Action Plan (who/what/when)</u>	<u>Priority/Status</u>
<p>The following issues are considered significant and relevant to communicate to management and those charged with governance in overseeing the financial reporting process:</p> <p><u>1. Master Agreement</u> In accordance with California Code and Regulations (Title 5 Div 6 Chapter 10 Subchapter 4.5 Section 59257) the Rancho Santiago Community College District (the District) and the Foundation have entered into a master agreement dated <u>August 24, 1998</u> with two amendments made to the original, which are not dated.</p>			
<p>The agreement allows the District to provide administrative services and working space to assist the Foundation in carrying out its purpose and establishes monitoring procedures.</p>	<p>We recommend the agreement be reviewed on a regular basis to ensure it is updated and reflects the current operations of the Foundation & monitoring procedures of the District.</p>		
<p><u>2. Foundation Accounting Manual</u> Developing accounting procedures to document processes is considered a part of an organization's internal control system. In December 2001, the District prepared a Foundation Accounting Procedures Manual. Based on inquiry, the manual is seen as being out of date & is no longer considered a resources for the Foundations.</p>	<p>To properly maintain the internal control system, We recommend that the District consider updating the manual and implement procedures to maintain them.</p>		

ARTICLE VII

Officers

Section 1. Officers. The Officers of the corporation shall be a President, Vice President, a Secretary and a Treasurer. The corporation, at the discretion of the Board of Directors, may have the additional Officers. Any number of offices may be held by the same person, except that neither the Treasurer nor the Secretary may serve concurrently as the President, except as provided in Article VII, Section 6. All Officers shall be voting Directors.

Section 2. Election and Terms of Office. Initially, the Officers of the corporation, other than those serving ex-officio, shall be appointed by the President of the College and subsequently will be elected by the Board of Directors at its annual meeting. If the election of Officers shall not be held at such meeting, such election shall be held as soon thereafter as may conveniently be scheduled. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Except as provided in the case of Officers appointed under Section 4 of this Article VII, each officer shall hold office for a term of one (1) year and until his or her successor shall have been elected, unless he or she shall sooner resign, be removed or become ineligible to continue to serve in such capacity. Elected Officers may serve as many successive one (1) year terms as the Board of Directors deems appropriate.

Section 3. Removal and Resignation. Any Officer may be removed from office by a majority of the total number of voting Directors whenever, in their judgment, the best interests of the corporation would be served thereby. Any elected Officer may resign from office at any time by giving written notice to the President of the Board or the Secretary of the corporation and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the corporation under any contract to which the Officer is a party.

Section 4. Vacancies. A vacancy in any office, other than the one occupied ex-officio, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The President shall be the presiding officer of the Board of Directors. The President shall have such other powers and duties as the Board of Directors may prescribe from time to time.

Section 6. Vice President. In the absence of disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all of the powers and duties of the President. The Vice President shall also have such other duties as from time to time may be assigned to her or him by the President or the Board of Directors.

Section 7. Secretary. The Secretary shall keep or cause to be kept a book of minutes at the principal office or at such other place as the Board of Directors may order of all meetings of the Directors, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Directors meetings. The Secretary shall give or cause to be given notice of all the meetings of the Board of Directors required by these Bylaws or by law to be given.

Section 8. Treasurer. The Treasurer shall cause to be kept the financial records of the funds and assets of the Corporation; shall cause to be received and receipted moneys payable to the corporation from any source whatsoever, and deposit all such funds in the name of the corporation in such banks or other

depositories as shall be selected; shall be responsible for causing to be kept all books and records or accounts of the financial transactions and affairs of the corporation; and in general cause to be performed all the duties incident to the office of Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her other duties in such sum and with such surety as the Board of Directors shall determine.

Section 9. Executive Director. The Executive Director shall be the President of Santiago Canyon College or an administrator of the Rancho Santiago Community College District designated by the College President. The Executive Director shall act as the Chief Executive Officer of the corporation and shall have general supervision of the affairs of the corporation.



Santiago Canyon College
FOUNDATION

Foundation Board Retreat

Thursday, November 9, 2017

4:00 pm to 8:00 pm

H-209-4

Notes

Welcome – Larry Cohn, Board President

Introductions – Larry Cohn, Board President

Board members and SCC Administrators and staff each spoke about their profession and shared their favorite hobbies.

“Why We’re Here Today” – Karen Bustamante, Interim Executive Director, SCC Foundation
Previous retreat outcomes led to a strategic plan. Now need to review goals, examine strengths, and align goals with the college to move forward.

Some Historical, Strategic & Organizational Background – John Hernandez and Karen Bustamante

A review of the Strategic Plan 2014-2019 led to open discussions on where we are today.

- **Goal 1:** 24 Board members (21 volunteer , 3 ex-officio)
 - Currently 9 volunteer and 3 ex-officio
 - Kyle Kneubuhl questioned what traits, areas and skills are we looking for in potential board members.
 - Additional board members needed to serve on committees.
- **Goal 2:** Increase annual income fundraising to \$500K
- **Goal 3:** Alumni network
 - By building a strong alumni network would feed the board pipeline for donors and board members.
 - Reduced the criteria for alumni to 40 units
 - Brown bag lunch scheduled for alumni who work at SCC
- **Goal 4:** Improve visibility on and off campus and increase involvement with the local community
 - Need to make a community connection to market the college
 - Current events open to the community include: Science Night, Holiday events, Shakespeare on the Grass, and pool facilities rental to Orange Lutheran High School.
 - Need to reach out to other boards to host mixers at SCC and provide tours of the campus.
 - Kyle Kneubuhl and Addison Adams suggested hosting a Poker Night on campus.

Financial Facts & Trends: Where We Are Now – Bill Underwood, Board Vice President

Bill Underwood reported on the current financials and highlighted the following:

United Nations and Forensics. These programs receive national honors and earn consistent awards regionally and statewide.

Suggested Foundation Focus:

- Coordinate signature programs with foundation fund-raising priorities
- Raise additional funds for the annual grant program
- 50% of Hawks Golf Tournament next proceeds to grant program.

Strategic Financial Options: Requirements & Impact – Bill Underwood

Bill Underwood engaged the board in an exercise to determine what the top priorities are for each member.

1. Fundraising and events
2. Growing unrestricted funds
3. Additional staff
4. Additional board members – in 6 months; each board member recruit one new member
5. Community outreach
6. Outreach events – invite the community and local school districts to on-campus events
7. Speakers Bureau Team (Yorba Linda, Tustin, Anaheim Hills)
8. Honorees at events – alumni and a guest
9. Marketing – get more people involved
10. Purpose of outreach and fundraising
11. Board member “action items” – what and why we are doing this
12. “Board Buddies” - partnering of board members to get things done and accountability
13. Marketing information and collateral materials

Following the exercise the board voted to select the top three priorities:

1. Board members and purpose of outreach and fundraising (tied)
2. Board members and fundraising events (tied)
3. Community outreach

Outcome: The top three priorities support the foundation’s four goals.

You Want Me to What? Your Natural Fundraising Talents Revealed – Karen Bustamante

The “Call to Action” Revisited and Revised. Q&A – All

- Narrow down the funding priorities to specific goals to create a larger goal for the Board. Individual goals will be secondary and reflect personal commitments.
- Draft a narrative that is consistent when speaking with potential board members and the community.
- Revisit the follow-up retreat 2016 Action Items.

Adjournment

8:05 pm

FOLLOW-UP RETREAT 2017 ACTION ITEMS – “CALL TO ACTION”

1. Increase the size of the SCCF board by 4-6 within the next year, to account for attrition and still grow. Focus should be on specific geographic areas, particular industries that mirror college curriculum focus (including biotech, water utilities), demographic diversity, financial capacity and personal connections. Also needs to include representatives from the banking or finance sector. **Each board member will provide 3-5 names of potential board members or donors. POINT PERSON/S: Everyone**
2. Reach out to existing donors...The board will identify 3-5 people whom they would like to cultivate. **POINT PERSON: Karen Bustamante**
3. Develop an orientation plan for new board members so all members have the same basic information, including an understanding of the process for bringing in new board members. This will include development of a “Board Buddies” program that pairs a new member with an existing member. **POINT PERSON/S: Karen Bustamante**
4. Ask students who receive scholarships if they would supply contact information so that the donor could keep up with them, and develop other scholarship donor oriented outreach. **POINT PERSON: Bill Underwood with SCC Scholarship Office personnel**
5. Engage more with financial planners to promote the idea of planned giving to college programs (need to develop basic marketing material). **POINT PERSON/S: Karen Bustamante**
6. Work with staff and SCCF Outreach Committee to increase participation in signature events, such as the golf tournament. **POINT PERSON/S: Larry Cohn, Jim D’Agostino, and Addison Adams**
7. Develop, periodically revise and distribute a list of talking points/questions to serve as reference for board members when making calls to thank donors. **POINT PERSON/S: Everyone**
8. Maintain and periodically distribute a list of campus cultivation opportunities to share with the Board. **POINT PERSON/S: Gayle Sapak/Karen Bustamante**