

**Santiago Canyon College Foundation**  
**Board of Directors QUARTERLY BOARD MEETING**

**Thursday, April 26, 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.*

**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, January 25, 2018

1.5. Public Comments

1.6.1 Introduction of Gerard Tamparong, Senior Vice President, Senior Portfolio Manager, Payden & Rygel Investment Management (10 minutes)

1.6.2 Presentation on Workforce Development Program at SCC – Dean of Business and Career Technical Education Von Lawson (20 minutes)

**2.0 REVIEW OF GENERAL ITEMS**

2.1 2018-19 Draft Budget Review

2.2 Board Member Term Approvals/Renewals

2.2.1 Bill Underwood

2.2.2 Mark J. Schmidt

2.3 Fundraising Tips & Strategies

**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 – Syed Rizvi

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, July 26, 2018, 8:00 to 10:00 a.m. in E-107 Conference Room.**

**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.*

**MINUTES**

**1.0 PROCEDURAL MATTERS**

**1.1. Call to Order**

The meeting was called to order at 8:03 a.m. by President Larry Cohn

**1.2. Roll Call**

Board Member in Attendance: Addison Adams, Larry Cohn, Dr. Jim D’Agostino, Mary McMullin, Michelle Scolaro, Bill Underwood,

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

Staff in Attendance: Gayle Sapak-Winder

Guests: Rene Graves from CliftonLarsonAllen LLP and Mr. David Vakil, Dean of Arts, Humanities & Social Sciences

Absent: Kyle Kneubuhl and Snover Uppal

**1.3. Approval of the Agenda**

A. Amendments and Corrections (if any)

No corrections or additions were required.

B. Approval of the Agenda

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

**1.4. Approval of the Minutes – Regular Board Meeting, October 5, 2017**

There were no corrections to the general board meeting minutes of October 5, 2017. Bill Underwood moved to approve the minutes, Jim D’Agostino seconded and the motion was carried without dissent.

**1.5. Consent Calendar Approval – Refer to Docket**

Bill Underwood moved to approve the Consent Calendar. Karen Bustamante seconded and the motion carried unanimously.

**1.6. Public Comments**

Karen Bustamante introduced David Vakil, Dean of Arts, Humanities and Social Sciences.

## **2.0 REVIEW OF GENERAL ITEMS**

### **2.1 2016-17 SCC Foundation Financial Audit Review: Presentation by auditor Rene Graves, CliftonLarsonAllen LLP**

Rene Graves presented the report and reviewed the audit findings. She reported that all information requested from foundation staff was presented in a timely and professional manner. Ms. Graves noted it is the auditor's responsibility to identify material weaknesses or deficiencies. John Hernandez suggested establishing cut-off dates similar to the District to assist with the end of year budget reconciliation. Bill Underwood reported an Audit Sub-Committee is being formed within the Finance & Investment Committee to correspond to the auditors. In the future, a final copy of the audited financial statements will be forwarded to the treasurer prior to approving. Bill Underwood moved to accept the audit as presented, Jim D'Agostino seconded and the motion passed unanimously.

Follow Up – Ms. Graves will provide the Board with the electronic copy of the report, future training opportunities, a copy of the non-profit auditing guide and a non-financial checklist for management to request financial statements.

### **2.2 Board Term of Service for Dr. Betty Cotton**

Betty Cotton, Foundation board member, whose current term ends in January 2018, informed the board by email on January 13, 2018, that she had decided not to renew her membership for a third term. Mary McMullin moved to accept her decision, Michelle Scolaro seconded and the motion carried unanimously.

### **2.3 Designation of Board Secretary to replace Craig Shipcott**

Mary McMullin volunteered to serve as the Board Secretary through June 30, 2018. Bill Underwood moved to approve the appointment, Michelle Scolaro seconded and the motion carried unanimously.

### **2.4 Follow-up to 2017 Board Retreat**

Karen Bustamante provided a follow up presentation to the SCCF 2017 Retreat titled "Fundraising Tools & Tips". The presentation included an overview of the retreat outcomes, the role of the board members, and review of where we are now and where we are going. Ms. Bustamante distributed the "Recruiting New Members to the SCC Foundation Board" brochure and the "Making Thank You Calls to Donors" suggested scripts. Addison Adams and Larry Cohn took part in a role-playing exercise on how to call and thank donors. Future board meetings will include a 10-minute session that focuses on board fundraising strategies and tips. Bill Underwood requested a future discussion on the pros and cons of designating a percentage of donations to help fund operational expenses. Addison Adams volunteered to host a gathering at his home for prospective donors and board members.

FOLLOW UP - Karen Bustamante will provide "thank you" note cards for board members to send to donors. Karen will follow up with Addison for a date for a prospective donor event.

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

#### **3.1 College President's Report – John Hernandez**

- The Governor's 2018/19 proposed budget provides a new funding formula for community colleges based on the following: Fifty percent grant based on enrollment, 25% supplemental grant based on low-income, and 25% on a student success incentive grant that would reward colleges for the number of degrees or certificates awarded and the number of degrees and certificates awarded within three years. The proposal also includes \$120 million for the creation of an online community college geared towards adults who are not currently enrolled in college. The proposal provides \$46 million to support the California College Promise which will waive fees for all first-time, full-time community college students.
- SCC student Angelica Escobar will be returning to NASA JPL this term for an internship in their Planetary Chemistry and Astrobiology section.
- Dr. Hernandez shared the Continuing Education and the Community Services Spring 2018 Class Schedules and highlighted the following classes: Certified Nursing Assistant, Advanced Manufacturing/3D Printing, the Travel Tours and How to Use Your Smart Phone.
- Dr. Hernandez reported on a meeting with Mr. Kenneth Morris, Jr., the co-founder and president of the Atlanta-based nonprofit Frederick Douglass Family Initiatives. He is the great-great-great grandson of Frederick Douglas and the great-great grandson of Booker T. Washington. Mr. Morris lives in Orange and is interested in exploring opportunities to partner with SCC.
- Men's basketball team is ranked 3<sup>rd</sup> in California in points per game and recently won two tournament championships (SCC/SAC Tournament and Pasadena City Tournament).
- Interviews are being conducted this week for the Vice President of Student Services. Karen Bustamante will continue as the Interim Executive Director of the Foundation and Interim Director of College Advancement through June 30, 2018.

#### **3.2 Board President's Report – Larry Cohn**

- Larry Cohn reminded members of the importance of community outreach and networking to promote the foundation and events such as the upcoming golf tournament. Michelle Scolaro announced the Orange Chamber of Commerce hosts four mixers a year and proposed that one of them coincide with Community Science Night on Friday, March 23. The foundation will host a hospitality/welcome tent with light refreshments. President's Circle members will also be invited.

#### **3.3 Financial Report – Bill Underwood**

Bill Underwood reported the Quarterly Financial Income & Expense Statements will include a comparative budget to previous years. The Finance and Investment Committee interviewed three qualified investment firms and after a thorough review ranked Payden & Rygel the highest. Bill Underwood moved to appoint Payden & Rygel to be the SCC Foundation's new investment management firm. Transition target is July 1, 2018. Addison Adams seconded and the motion carried unanimously.

**3.4 Interim Foundation Executive Director's Report – Karen Bustamante**

Due to time constraints, the Interim Foundation Executive Director's report was tabled until the next meeting.

**3.5 Foundation Board Committee Reports**

**3.5.1 Executive Committee – Larry Cohn**

Due to time constraints, the Executive Committee report was tabled until the next meeting.

**3.5.2 Finance & Investment Committee – Bill Underwood**

Due to time constraints, the Finance & Investment Committee report was tabled until the next meeting.

**3.5.3 Marketing & Outreach Committee – Currently suspended**

**No report.**

**4.0 ADJOURNMENT** – The meeting adjourned at 9:48 a.m. 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.**

### **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.*

### **2017-18 EXECUTIVE COMMITTEE MEETING DATES\***

These meetings are open to all board members to attend

- Thursday, May 24, 2018 (4<sup>th</sup> Thursday)
- Thursday, June 21, 2018

### **2018-19 EXECUTIVE COMMITTEE MEETING DATES\***

These meetings are open to all board members to attend

- Thursday, July 19, 2018
- 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**

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