

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

April 6, 2017

8:00 A.M. – 9:30 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 8:08 a.m.

Board Members in Attendance: Larry Cohn, Mary McMullin, Michelle Scolaro, Craig Shipcott, Bill Underwood

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

Staff in Attendance: Melody Vaught, Denise Sonnenberg

Guests: Vice Chancellor for Education Services/RSCCD Foundation Director Enrique Perez, Micky and Snover Uppal

1.2. Approval of the Agenda

No corrections or additions were required.

1.3. Approval of Minutes – Regular Board Meeting –January 5, 2017

There were no corrections to the regular meeting minutes of January 5, 2017. Larry Cohn moved to approve the minutes, Bill Underwood seconded and the motion was carried without dissent.

1.4. Public Comments

Assistant Vice Chancellor for Education Service/RSCCD Foundation Director Enrique Perez made a presentation on the RSCCD Foundation’s focus and projects. In the past, the RSCCD Foundation’s mission was fundraising for both colleges. With the addition of a new board, the mission changed to a focus on regional workforce and economic development. This new mission resolves the competition with the SCC and SAC foundations for donors, since the goals are different. RSCCD provides economic and workforce development programs for the region gratis or for a nominal fee; however, resources are limited so the RSCCD Foundation cultivates corporate donors for additional support. As an example, Chevron’s government relations and community outreach is focused on small business development by women. Chevron partnered with RSCCD to provide \$100,000 for RSCCD to work with and support local women entrepreneurs. The Foundation also approaches large corporation with the knowledge that they need to replace their retiring workforce and offers training programs for their replacement workers. The Foundation also promotes SCC’s Career Technical Education (CTE) programs. Part of the RSCCD Foundation’s business plan is to explore international training opportunities to increase revenue. RSCCD is a

large corporation that has the ability to offer services globally. There is currently a partnership with the Kingdom of Saudi Arabia. The next target is China.

Assistant Vice Chancellor Perez agreed to meet with the executive director and members of the SCC Foundation board to ensure better collaboration to mitigate duplication of funding requests to the same entities. He offered his email address and encouraged the Foundation Board of Directors members not to hesitate to contact him at:

perez_enrique@rscdd.edu

2.0 REVIEW OF GENERAL ITEMS

2.1 Action/New Business

2.1.1 Vote to Approve Kyle Kneubuhl and Addison Adams to the Board of Directors – Mary McMullin moved to approve Kyle Kneubuhl and Addison Adams for membership to the SCC Foundation Board of Directors, Betty Cotton seconded, and the motion was carried without dissent.

2.1.2 Quarterly Financial Briefing

Bill Underwood introduced a four-step process to build stronger financial awareness of the Foundation's finances today and at future meetings, outlined in a hand-out he provided (attached). Mr. Underwood presented an overview of trends in the Foundation's assets, pointed out revisions to The Investment Policy, and announced that an accountant had been hired who will be working backwards to produce monthly financial statements from October 2016 to the present.

2.1.3 Tentative Budget for 2017-2018

Interim Executive Director Karen Bustamante presented the draft 2017-18 budget. Mr. Underwood suggested the development of a quarterly budget showing actual vs. budget and board review of line-item variances. This will create a higher level of transparency and also give the board a better idea of funding needs.

2.1.4 Discussion of Board Member Annual Philanthropic Expectations

Karen produced a Board member pledge document outlining members' responsibilities and requirements which members are asked to sign. As a statement of confidence in the leadership and a commitment to the Foundation Board, members are asked to become a member of the President's Circle with a minimum \$500 unrestricted donation.

Bill Underwood moved that, effective July 1, 2017, as a part of a commitment to the Foundation Board of Directors, members become part of the President's Circle with a minimum donation of \$500. Kyle Kneubuhl seconded and the motion was carried without dissent.

3.0 INFORMATIONAL ITEMS & ORAL REPORTS

3.1 College Interim President's Report – John Hernandez

Dr. Hernandez discussed concerns the college is facing with a drop in full-time equivalent student (FTES) enrollment. Nation-wide, community college enrollment is down 2.6 percent. SCC credit program is anticipated to be down 2 percent, with the

Orange Education Center (non-credit program) on target. Overall, SCC and OEC enrollments might be down by 1.9 percent. SCC will be stabilization next year, which allows colleges three years to restore their enrollment before their California funding levels drop. One primary cause for the drop in FTES is that students are enrolling, but taking fewer units so they can work or better maintain higher grades. They also report that classes are not always offered at times that are convenient to them, so they take classes elsewhere. The administration has identified several strategies to address FTES reductions, including (but not limited to):

- Growth in online class offerings.
- Students dual enrolled in high schools and SCC are now counted toward SCC's FTES totals.
- Expanding SCC's signature Water Utility Program, including an expansion of online coursework, so the program can be offered state-wide.
- More aggressive marketing and outreach to local high schools.

3.2 Board President's Report – Larry Cohn

Karen Bustamante moved that the Board President's Report be held over to the next meeting due to time constraints, Bill Underwood seconded, and the motion was carried without dissent.

3.3 Foundation Interim Director's Report – Karen Bustamante

Karen Bustamante moved that the Foundation Interim Director's Report be held over to the next meeting due to time constraints, Bill Underwood seconded, and the motion was carried without dissent.

3.4 Foundation Board Committee Reports

3.4.1 Executive Board Committee – Larry Cohn

Karen Bustamante moved that the Foundation Board Committee Reports be held over to the next meeting due to time constraints, Bill Underwood seconded, and the motion was carried without dissent.

3.4.2 Investment Committee – Bill Underwood

There was a discussion of revisions to the current investment policy. Mr. Underwood moved to recommend the document with the following changes:

- Page 6, Para 1 under INVESTMENT PERFORMANCE GOALS, strike "Over the investment three-year time horizon,"
- Page 9, round up 52.5% under the Equities Preferred Allocation to 53%
- Page 9, round down 37.5% under the Fixed Income Preferred Allocation to 37%.

Kyle Kneubuhl seconded, and the motion was carried without dissent.

3.4.3 Marketing & Outreach Committee – Michelle Scolaro

Karen Bustamante moved that the Marketing & Outreach Committee report be held over to the next meeting due to time constraints, Bill Underwood seconded, and the motion was carried without dissent.

3.4.4 Alumni Committee – Denise Sonnenberg

Karen Bustamante moved that the Alumni Committee Report be held over to the next meeting due to time constraints, Bill Underwood seconded, and the motion was carried without dissent.

- 4.0** **ADJOURNMENT** – The meeting adjourned at 9:44 a.m. The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on July 6, 2017, 8:00 a.m. to 9:30 a.m. in E-107 Conference Room.