

**Santiago Canyon College Foundation**  
**Board of Directors QUARTERLY BOARD MEETING**  
**Thursday, October 5, 2017**  
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**

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 4<sup>th</sup> Thursday of the month, the executive board meetings will be held monthly on the 3<sup>rd</sup> Thursday, and the financial and investment committee meetings will be held quarterly on the 3<sup>rd</sup> 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 15<sup>th</sup>, 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.**