

# THE FRIENDS OF CHABOT COLLEGE

## Board of Directors Meeting

Wednesday, March 26, 2014 • 4:00 to 5:30 pm  
Chabot College • 25555 Hesperian Blvd. • Hayward, CA • 94545  
Event Center • Building 700 South

## MINUTES

### **Voting Members Present**

Chair Mark Salinas  
Vice Chair/Secretary Pat Gacoscos  
Marita Cheng  
Dr. Hal Gin

### **Voting Members Not Present**

Obray Van Buren

### **Ex-Officio Members Present**

Chabot College President Dr. Susan Sperling  
Chabot College Vice President for Administrative Services Connie Willis  
Executive Director for the Office of Development and the Foundation Dr. María Ochoa

### **Guests Present**

Sheryl Boykins  
Melinda Matsuda

### **1. Call to Order - Roll Call – Introductions**

Chair Mark Salinas called the meeting to order at 4:12 pm. Members and guests introduced themselves. Chair Salinas requested the Board to take up items 4.a and 4.b for consideration. **Dr. Hal Gin moved, Vice Chair-Secretary Gacoscos seconded a motion to take up Agenda items 4.a and 4.b. 4 AYES, 0 NAYES, motion passed.**

### **Action Items**

#### **4.a. Revision to The Friends of Chabot College Bylaws**

Chair Salinas requested that the Board consider a Bylaws revision increasing number of voting Board Members from five to seven members in order to broaden its membership. **Dr. Hal Gin moved, Vice Chair-Secretary Pat Gacoscos and Member Marita Cheng seconded the motion to revise the Bylaws increasing the number of voting Board Members from five to seven members. 4 AYES, 0 NAYES, motion passed.**

#### **4.b. Nomination of new Board Members**

Chair Salinas provided brief remarks regarding the many accomplishments of Sheryl Boykins and Melinda Matsuda, and concluded his summary with a recommendation that they be invited

to join the Board of Directors. **Dr. Hal Gin moved, Vice Chair-Secretary Pat Gacoscos seconded the motion to invite Sheryl Boykins and Melinda Matsuda to join The Friends of Chabot College Board of Directors. 4 AYES, 0 NAYES, motion passed.**

## 2. **Approval of Minutes for August 1, 2013**

The minutes were unavailable for approval and the item was held over to the next Board meeting on June 25, 2014.

## 3. **Discussion Items**

### a. **Mission, Vision, and Values Statements of Chabot College and The Foundation**

Chair Salinas asked Dr. Sperling if she might offer remarks that contextualize the Mission, Vision, and Values statements of Chabot College as they relate to The Friends of Chabot College. The Board reviewed the newly revised Chabot College Mission statement, as well as its Vision and Values statement. After some discussion, Chair Salinas requested that this discussion become an agenda item for the planned June 25 retreat/meeting of the Board.

### b. **Summer Retreat for Board Members – Goals, Activities, and Outcomes**

Chair Salinas indicated that the next Board meeting scheduled for June 25 would be both a retreat and business meeting. After some discussion Board Members offered the following remarks: Member Boykins would like to hear about student demographics, completion rates and persistor rates; Dr. Gin would like to see some time spent in Board Members becoming better acquainted; Chair Salinas reiterated his request to have time spend in discussion on the Mission, Vision, and Values statements for The Foundation. It was suggested by several Board Members that the retreat/meeting be held at the nearby Eden Estate on Hesperian Blvd. Executive Director Ochoa said that she would check into its availability and report back to the Board regarding the location of the retreat/meeting.

## 4. **Action Items** (N.B. Action Items 4.a and 4.b were moved to an earlier portion of the meeting)

### c. **Proposed Committee Assignments**

Chair Salinas recommended the following committee assignments: Executive Committee - Chair Mark Salinas and Vice Chair-Secretary Pat Gacoscos working with Dr. Susan Sperling; Development Committee – Member Sheryl Boykins (Community Outreach), Member Melinda Matsuda (Alumni and Retirees Affinity Groups), Member Obray Van Buren (Fundraising) working with Dr. María Ochoa; Finance and Audit Committee Dr. Hal Gin and Member Marita Cheng working with Vice President for Administrative Services Connie Willis. **Vice Chair-Secretary Pat Gacoscos moved, Chair Salinas and Dr. Gin seconded the motion to accept the Board committee assignments. 6 AYES, 0 NAYES, motion passed.**

### d. **Meetings Schedule for 2014-15**

Chair Salinas recommended the following meeting schedule for The Friends of Chabot College Board of Directors, Committees, and Advisory Boards for AY 2014-15.

Board of Directors and Committees Meetings: March 26 – Regular Board Meeting; April – Development Committee; May – Executive Committee; June 25 – Board Retreat/Meeting; July – Finance and Audit Committee; September 24 – Annual Meeting / Election of Board Officers and Members; October – Development Committee; November 19 – Regular Board Meeting; March

25, 2015 – Regular Board Meeting; April – Development Committee; May – Executive Committee; June 24 – Annual Board Retreat/Meeting; July – Finance and Audit Committee; September 23 – Annual Meeting / Election of Board Officers and Members; October – Development Committee; November 18 – Regular Board Meeting.

Chair Salinas further recommended the following as the 2014-15 meeting schedule for The Friends of Chabot College Advisory Boards: 2014 Benefactors and Resource Specialists Advisory Board – June; Business Leaders Advisory Board – July; Policy Makers Advisory Board – August; 2015 Benefactors and Resource Specialists Advisory Board – June; Business Leaders Advisory Board – July; Policy Makers Advisory Board – August.

**Dr. Gin moved, Member Matsuda seconded the motion to accept the meetings schedule for 2014-15. 6 AYES, 0 NAYES, motion passed.**

### **5. Reports**

a. President's Report – Dr. Susan Sperling discussed the Student Success and Support Program (SSSP), a state mandate to improve and provide rates and processes. The goals of the program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success and support program process. Chabot College has developed a First Year Experience academic support program for students in their first semester of college, and she will provide a fuller report on the program at the June 25 retreat/meeting.

b. Finance Report – Vice President for Administrative Services Connie Willis provided an update on The Foundation bank account, which is now opened at California Bank and Trust. She also discussed the software applications that are under study for use by The Foundation staff. She reported that the application for a tax-exempt status, AKA: 501(c)(3) is in process with the IRS.

c. Executive Director's Report – Dr. María Ochoa provided a written report summarizing activities undertaken to date.

### **6. Board Members' Remarks and Reports**

Dr. Hal Gin reported that Campbell City Council Member Evan Low is the Chabot College Commencement keynote speaker on May 30, 6 pm, in the Grand Court.

Chair Salinas reminded the Board Members that the next meeting is both a retreat and a meeting, and will take place on Wednesday, June 25 from 10 am to 2 pm.

### **7. Adjournment**

Chair Salinas adjourned the meeting at 6:20 pm.

Respectfully submitted,

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Pat Gacoscos, Vice Chair-Secretary

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