

THE FRIENDS OF CHABOT COLLEGE
Board of Directors Meeting
Wednesday, June 13, 2018 • 12:00 p.m.
Chabot College • 25555 Hesperian Blvd. Hayward, CA 94545
Building 200 • Board Room

MINUTES

1. Call to Order – Vice Chair/Secretary Pat Gacoscos

Vice Chair/Secretary Pat Gacoscos called the meeting to order at 12:16 p.m.

2. Roll Call – Recording Secretary Ms. Aubrie Ross

Members Present:

Chief Sheryl Boykins
Ms. Marita Cheng
Vice Chair/Secretary Pat Gacoscos
Ms. Melinda Matsuda
Ms. Yvonne Wu Craig

Members Excused:

Dr. Hal Gin
Mr. Ronald Gerhard
Chair Mark Salinas
Dr. Susan Sperling
Mr. Obray Van Buren

Recording Secretary:

Ms. Aubrie Ross

Other Attendees:

Ms. Robin Braverman, Robin Braverman Associates

3. Public Comments

There were no Public Comments made during the meeting.

4. Approval of Minutes from April 20, 2018 Board Retreat

Motion to approve the minutes with one correction was moved by Chief Boykins and
Seconded by Ms. Matsuda

Motion passed with 4 Ayes, 0 Nays, and 1 Abstention.

5. Information Items

- Save the Date

New Haven Schools Foundation Gala: Saturday, October 20, 2018
The Board designated \$1,000 towards the New Havens Schools Foundation Gala.

6. Finance Report & Action Items – Robin Braverman

a) FY 2017 Audit Report

Ms. Braverman shared that she has been in discussion with the Auditors regarding the Audit. The 2017 Audit will remain the same and will need to be approved by the Board of Directors.

Motion to approve the 2017 Audit report was moved by Ms. Wu Craig and Seconded by Ms. Cheng.

Motion passed with 5 Ayes, 0 Nays, and 0 Abstention.

b) April 2018 Financial Report

Ms. Braverman shared that there was significant change in Scholarships between April and May due to the scholarship luncheon. May financial report will show that the scholarships are accrual. The Statement of Financial position opening balance will be matched to the Audit report.

c) Approval of 2018/19 Budget

Motion to approve the 2018-2019 Budget as amended was moved by Chief Boykins and Seconded by Ms. Cheng.

Motion passed with 5 Ayes, 0 Nays, and 0 Abstention.

7. Discussion & Action Items

a) Bylaws

The Board discussed the updates that were made to the Bylaws during the Board Retreat

- Increase number of Directors
- Change Ex-Officio to Institutional Directors
- Add an Honorary Advisory Board
 - Will be subject to Brown Act
 - Subcommittees is not subject to Brown Act

Ms. Wu-Craig will prepare information packets for the Advisory Committee and Board Members explaining their roles & responsibilities. May want to invite interested new Board Members to a future meeting. Ms. Wu- Craig will draft descriptions of Board Members and Advisory Board Members to the next Board meeting.

b) Master Agreement

Ms. Wu-Craig shared the changes that were made to the Master Agreement during the Board Retreat. Going forward the Foundation will handle their accounting procedures and policies internally. Foundation providing College with financials

on a quarterly basis. Change from District Audit and Foundation Audit together rather Foundation engage a different Audit.

Will need legal counsel for the Foundation who specializes in non-profit law. Liability issues, employee relations. Once approved it will be sent forward to the Board for the CLPCCD Board approval.

Motion to approve the changes to the Master Agreement was moved by Ms. Wu-Craig and Seconded by Chief Boykins.

Motion passed with 5 Ayes, 0 Nays, and 0 Abstention

c) Review and Approve Conflict of Interest Policy

The Board reviewed the Conflict of Interest Policy and had no updates.

Motion to approve the 2018-19 Board Calendar was moved by Chief Boykins and Seconded by Ms. Matsuda.

Motion passed with 5 Ayes, 0 Nays, and 0 Abstention

d) 2018-19 Board Calendar

Board reviewed the 2018-19 Board Calendar

Motion to approve the 2018-19 Board Calendar was moved by Ms. Cheng and Seconded by Chief Boykins.

Motion passed with 5 Ayes, 0 Nays, and 0 Abstention

8. For the Good of the Order

Ms. Wu Craig informed the Board that the Gala will be included as a Discussion Item on the August 1, 2018 Board Meeting.

9. Adjournment

Vice Chair/Secretary Pat Gacoscos adjourned the meeting at 1:55 p.m.

Minutes prepared by Ms. Aubrie Ross

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Office of Development and the Foundation, 25555 Hesperian Blvd., Hayward, CA 94545, 510-723-6633, between 8:00 a.m. and 5:00 p.m. at least 48 hours before the meeting. Pursuant to Government Code 54957.5: Supplemental materials distributed less than 72 hours before this meeting, to a majority of The Friends of Chabot College Board will be made available for public inspection at this meeting and at the Office of Development and the Foundation located at 25555 Hesperian Blvd., Hayward, CA 94545 during normal business hours. Materials prepared by The Friends of Chabot College and distributed during the meeting are available for

public inspection at the meeting or after the meeting if prepared by some other person. Documents related to closed session items or are exempt from disclosure will not be made available for public inspection.