

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

MINUTES

1. Call to Order – Vice Chair Pat Gacoscos

Vice Chair Pat Gacoscos called the meeting to order at 12:25 p.m.

2. Roll Call – Vice Chair Pat Gacoscos

Members Present:

Ms. Marita Cheng
Vice Chair/Secretary Pat Gacoscos
Dr. Hal Gin
Ms. Melinda Matsuda
Chair Mark Salinas
Dr. Susan Sperling
Mr. Obray Van Buren
Ms. Yvonne Wu Craig

Members Excused:

Chief Sheryl Boykins
Dr. Matthew Kritscher

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 August 1, 2018

Motion to approve the minutes as presented was moved by Dr. Sperling and Seconded by Ms. Matsuda

Motion passed with 7 Ayes, 0 Nays, and 1 Abstention.

5. President's Report

Dr. Sperling shared that it has been an eventful time with the entire state system and here at Chabot. The state has begun a radical change regarding our funding model. How the

District will meet the new metrics and show how the two colleges and district is meeting the standards through the new funding model.

The new funding model will have us look at how we support students reaching their goals such as transfer to a university and/or completing a degree/certificate. Going forward would like to measure our success in supporting students. Big change ahead. Will require us to work together to meet these new standards. Students who face challenges that make it difficult to achieve the completion in the rate, how do we continue to address these issues. We will need to come together to continue to support students. Dr. Gin stated that it affects districts differently with range of support. We will be held harmless for three years and after that will need to report results on which our funding will be based.

The majority of our students don't have the support like several other districts. Ms. Matsuda stated that over the next three-year period, we would be able to work on the funding. Dr. Gin stated that Vice Chancellor Gerhard is helping meet the budget standards.

Dr. Gin stated that a Resolution is a good step and teamed up with Mr. Dave Fouquet, President, Chabot Las-Positas Faculty Association and the elected boards are deeply concerned.

Dr. Sperling shared that we have a new Institutional Researcher, Dr. Cynthia Gordon da Cruz who is helping Chabot Student Senate provide data to AC Transit regarding the elimination of bus route 22. Route 22 is the only direct bus route from South Hayward to Chabot College. Student Senate will present their PowerPoint with the data at the next AC Transit Board Meeting.

Chair Salinas shared that the Hayward City Council had a meeting and the students from Chabot also shared their concerns regarding the AC transit line.

6. Information Items

a) Save the Date: New Haven Schools Foundation (October 20, 2018)

Ms. Wu Craig stated that we are Sponsoring the New Haven Schools Foundation (NHSF).

Motion to approve for the Board purchase a VIP table for the NHSF event for \$1,250.

Dr. Gin moved and Vice Chair Gacoscos seconded.

All approved

Passed unanimously.

b) Koshland Scholarship

Ms. Wu Craig informed the Board that the Foundation received the Koshland scholarship through the Koshland Foundation. Scholarship funding for Eden

Area ROP, CSUEB, Hayward Adult School & Chabot students. \$24,385 has been received for students. Koshland will have another application available next year. The Scholarship is available for students who are pursuing education in target career-technical education fields such as Green Technology and Health.

Ms. Wu Craig shared that students who need support can attend the Welcome Days on the third Thursdays of each month. Resources are also available in El Centro & the Dream Center.

c) College Day Happy Hour Event

Ms. Wu Craig shared that the College Day Happy Hour was a very well attended event. She thanked Ms. Cheng & Ms. Matsuda for their help during the event. There was over 90 Chabot attendees. Ms. Cheng shared that the faculty and staff seemed to have a lot of fun and allowed time to network with each other outside of work.

d) End of Year Brick Fundraiser

Ms. Wu Craig shared that that End of Year Brick Fundraiser sold a total of 15 bricks at \$250 each and raised \$3,800. Ms. Wu Craig informed the Board that she would like to have the Brick Program fundraiser be an annual fundraiser for the Foundation.

7. Finance Report – Robin Braverman

a) July 2018 Financial Report

Ms. Braverman shared that the financial reports with the Board. Ms. Wu Craig & Ms. Ross will work with Ms. Braverman on the Audit. Ms. Braverman explained that the ending balance will be different from what is being presented based on the difference in ending balances from one fiscal year to the next due to the change in accounting firms. A call with the Auditors is scheduled for the week of October 8th.

8. Discussion & Action Items

Motion to add the Bylaws as Action Item 8 (a) to agenda was moved by Mr. Van Buren and Seconded by Dr. Gin.

All approved

Passed unanimously

a) Bylaws

- Increase of the number of Board Members. The Board agreed to include up to 4 – 10 Board Members in the Bylaws.
- Change the term Ex Officio to Institutional Directors.
- Add language regarding Advisory Honorary Board Members. The Advisory Honorary Board Member will have no voting power and will give advice to the Board of Directors and Executive Director.

- Honorary Board will follow Brown Act rules for open meetings
- Added “Finance” to the Audit Committee so that it is now called the Finance and Audit Committee. It will meet periodically to review the internal financial statements and make decisions about investments.
- Added language regarding the President of Chabot College to make updates to the Foundation Board.
- The Executive Director will be considered an Ex-Officio and a non-voting member

Vice Chair Gacoscos moved to pass the Bylaws, seconded by Ms. Cheng

All approved

Passed unanimously

b) Gala Update

i. Sponsorships

Ms. Wu Craig shared the following confirmed Sponsors with the Board:

- United Association Local Union 342 - \$2,500
- Asian Pacific Americans in Higher Education (APAHE) - \$1,000
- Northern California Carpenters Regional Council - \$5,00
- Integral Communities - \$1,000
- Drs. Hal & Rose Gin - \$500
- Raja Sweets & Catering - \$500

ii. Auction Items

The Board reviewed the committed Auction Items:

- Robin Braverman Associates - 4 hours of Non-Profit Financial Management
- Dr. Sperling & Mr. Marc Janowitz – 1 week stay in San Miguel Mexico
- VP Kritscher - Scholarship \$1,000
- Chief Boykin - Scholarship \$500
- Violin & Piano Lessons
- Ms. Matsuda – A’s Tickets

Mr. Van Buren will contact Supervisor Richard Valle’s office regarding Oakland Raider tickets and Supervisor Nate Miley’s office to see if he would be willing to donate.

iii. Draft Program

The Board reviewed the Draft Gala Program. Vice Chair Gacoscos will do the Board welcome for the evening. The Board decided to have the DJ play background music throughout the event. The Board decided to highlight HSI, LUNA and My Sister’s Keeper in the program. The Board also discussed including an Entrepreneurship/ Business student speaker and

RISE Program student speaker. Ms. Wu Craig will follow up and schedule the recommended speakers to be part of the program.

iv. Other items

Ms. Wu Craig will send the final program edits to the Board for review.

c) Executive Director Job Description

The Board reviewed the Executive Director's job description. Ms. Wu Craig will delete the line in seven that reads; *except the books of accounts*.

Mr. Van Buren moved to pass the Executive Director's job description as amended, seconded by Ms. Matsuda.

Passed unanimously

d) Alumni, Industry & CTE Advisory Mixers & Recognition Events

Ms. Wu Craig shared that during the last meeting the Board discussed supported Industry Mixers. During the last Administrators meeting she shared that the Foundation plan to sponsor Industry Mixer events. Ms. Wu Craig asked the Board to send her industry contacts.

9. For the Good of the Order

- a) **Gala – Thursday, October 4th, 6 p.m. at TPC Stonebrae Country Club**
- b) **Next Board Meeting: Wednesday, November 7 @ 12 – 2 p.m., Event Center**

10. Adjournment

Chair Salinas adjourned the meeting at 2:16 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.