

THE FRIENDS OF CHABOT COLLEGE
Board of Directors Meeting
Wednesday, February 6, 2019 • 12:00 p.m.
Chabot College • 25555 Hesperian Blvd. Hayward, CA 94545
Building 200 • Board Room

MINUTES

1. Call to Order – Chair Mark Salinas

Chair Mark Salinas called the meeting to order at 12:35 p.m.

2. Roll Call – Chair Mark Salinas

Members Present:

Chief Sheryl Boykins
Dr. Hal Gin
Chair Mark Salinas
Dr. Susan Sperling
Mr. Obray Van Buren
Mr. Dale Wagoner
Ms. Yvonne Wu Craig

Members Excused:

Ms. Marita Cheng
Vice Chair/Secretary Pat Gacoscos
Ms. Melinda Matsuda

Recording Secretary:

Ms. Aubrie Ross

Other Attendees:

Ms. Nicole Albrecht, Grant Writer/Developer Chabot College
Ms. Robin Braverman, Robin Braverman Associates
Ms. Abigail Garcia Patton, Director, El Centro Chabot College
Mr. Falah Madadha, Senior Investment Officer, SVCF
Ms. Megan Watts, Development Officer, SVCF

3. Public Comments

There were no Public Comments made during the meeting.

4. Approval of Minutes from September 12, 2018 & November 7, 2018

Motion to approve the September 12, 2018 Minutes as presented was moved by Dr. Gin and Seconded by Mr. Van Buren

Motion passed with 8 Ayes, 0 Nays, and 0 Abstention.

The November 7, 2018 Minutes will be reviewed during the April 26th Board Retreat.

5. President's Report

President Sperling shared that El Centro had their Grand Opening of the Dream Center. The Dream Center provides support, resources, information and referrals for undocumented (including AB 540 and DACA) students and allies in a safe and confidential environment. The Catalyst Grant will help expand services provided to students.

Ms. Garcia Patton informed the Board the Dream Center also provides specialized counseling, financial aid, scholarships information & support, as well as legal aid, and a laptop lending library. Staff and faculty in the center are all trained to help undocumented students. It is a safe space for students.

President Sperling shared that the City of Hayward is a Sanctuary City as well as the District. The College is pledged to not cooperate with ICE if they were to ask for any information regarding a student or their family's status. FERPA restrictions also prevents anyone from releasing student information as well.

Chair Salinas informed the Board that the City Sanctuary Resolution, uphold law & protect citizens. All institutions have missions and will protect the rights of the citizens.

Chief Boykins shared that each campus is different and notices are given to the campus as how to respond if ICE was to come on campus. She advised that all campus law enforcement be informed the protocol if ICE does come on campus. President Sperling informed the Board that a protocol for all staff is in place and if there are questions they should be referred to the President's Office.

Ms. Garcia Patton explained that the Catalyst Grant and the Dream Center will help support training for staff & faculty on what to do in circumstances such as ICE coming on campus.

President Sperling shared that Chabot was honored to Sponsor the swearing in Ceremony of County of Alameda Tax Assessor Phong La, in the event center on January 5th.

6. Information Items

a) Board Retreat – Friday, April 26th

Ms. Wu Craig shared that the Board Retreat will be held on Friday, April 26th at San Leandro Marina Community Center from 9 am - 5 pm. She informed the Board that she would like to bring in a consultant in during the retreat who plans to help with the Foundation Board development activities, how to engage donors, and common fundraising tactics. Ms. Wu Craig asked the Board to forward any additional ideas that they would be interested in learning more about.

Ms. Braverman asked the Board to record the Board Retreat meeting so that she can listen to the conversation at a later time. The Board Retreat will be recorded and will send the recording to Ms. Braverman after the retreat.

b) Spring Fling Fundraiser – Saturday, March 16th

Ms. Wu Craig shared that the Foundation with the collaboration of EL Centro & the Student Life Office Flea Market will be holding a fundraising event during the March 16th Flea Market. There will be carnival games, food vendors, inflatable obstacle course, raffle prizes and a Beer & Wine Garden sponsored by the Foundation. Ms. Wu Craig informed the Board that her hope is to engage people in the community. All proceeds raised by the Foundation will go towards the HSI endowment fund.

7. Finance Report – Robin Braverman

a) Audit Update

Ms. Braverman shared that she spoke to the Auditors on February 5th. The Auditors will have a Draft available for review by the end of next week.

b) Financial Reports

Ms. Braverman had no updates regarding Financials. She informed the Board that the California Bank & Trust Savings account had been closed.

Ms. Braverman informed the Board that the 2019-2020 Budget will need to include salaries. She explained that the Budget will look different and the Board will need to make sure money is available that isn't already designated for Scholarships.

8. Discussion & Action Items (AI)

a) Board Calendar Revision (AI)

The Board reviewed the updates to the Board Calendar and the Board Retreat date is now reflected. The April 2 Board meeting was removed in place of the Board Retreat.

Motion to approve the Board Calendar Revisions was moved by Dr. Gin and Seconded by Mr. Wagoner

Motion passed with 8 Ayes, 0 Nays, and 0 Abstention

b) Fremont Bank Account Approval (AI)

The Board reviewed the updates to the Fremont Bank Account. Authorized signers will include: Mr. Billy delos Santos, Chair Mark Salinas, Mr. Dale Wagoner, & Ms. Yvonne Wu Craig.

Motion to approve the Fremont Bank Account Approvers was moved by Dr. Gin and Seconded by Chief Boykins

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

c) Revisions to the FCC- CLPCCD Master Agreement (AI)

Ms. Wu Craig shared that the FCC-CLPCCD Master Agreement was sent to the Board before the meeting for their review. Updates included the Executive Director's responsibilities, new title, evaluation process, compensation (50% should be monetary, 50% in-kind).

Motion to approve the Revisions to the FCC-CLPCCD Master Agreements was moved by Dr. Gin and Seconded by Mr. Van Buren

Motion passed with 8 Ayes, 0 Nays, and 0 Abstention

d) Hispanic-serving Institution Endowment Fund Match (AI)

Ms. Wu Craig shared that there is enough surplus in the budget to match the HSI endowment of \$20,000.

Motion to designate \$20,000 to the HSI Endowment was moved by Dr. Gin and Seconded by Mr. Wagoner

Motion passed with 8 Ayes, 0 Nays, and 0 Abstention

e) Finance and Audit Committee Recommendation for Financial Advisor (AI)

(i) Silicon Valley Community Foundation Presentation

Ms. Wu Craig shared that the Finance and Audit Committee interviewed four firms: Fremont Bank, Kathy Conlin, Osborne and Silicon Valley Community Foundation. Recommendation from the Audit Committee was made to go forward with the presentation from Silicon Valley Community Foundation to the full Board today.

Ms. Megan Watts, Development Officer & Mr. Falah Madadha, Senior Investment Officer from Silicon Valley Community Foundation (SVCF) presented investment allocation options. Ms. Watts began the presentation by informing the Board that has roots in the South Bay and has a long standing relationships in the community. SVCF works with non-profits by providing philanthropic support.

Ms. Watts explained that the Non-profit investment fund will give the Board flexibility by accessing the funds at any time. SVCF also offers Community Building partnerships, fundraising assistances, & Planned giving help (partner behind the scenes) with Trusts, Bequests, real estate. Serving as a partner to offer more to donors. Colonel Consulting is SVCF Investment Manager.

Dr. Gin asked if there are any disadvantages from not being in the Silicon Valley.

The Board agreed that there was no disadvantage. With SVCF the Board would be able to invest in all the pools available. 90% of Colonel Consulting clients are non-profit.

Colonel Consulting information will be provided to the board electronically.

The Board discussed the investors and what support they can offer.

Marita shared that she didn't feel comfortable not dealing with the investment manager directly. Community Building through SVCF will help with networking for the Foundation.

The Board of Directors will need to determine how much in funds they would like to have set aside for investment. Ms. Wu Craig will send an email for a Board decision which will help determine the investment policy. Ms. Wu Craig pointed out that an advantage to going with SVCF is that the Investment Policy is determined by the Silicon Valley Community Foundation.

Motion to accept Silicon Valley Community Foundation as our Financial Advisor and Individual Investor was moved by Dr. Gin and Seconded by Mr. Van Buren
Motion passed with 5 Ayes, 0 Nays, and 1 Abstention

It is noted that Ms. Cheng abstained due to a conflict of interest.

f) Investment Policy (First Reading)

Ms. Wu Craig will move forward with working with the Audit Committee and Ms. Braverman. Will report back to the Board.

g) 6th Annual Gala – Thursday, October 3rd

i. Honorees

The Board discussed potential Honorees. Will discuss further during the Board Retreat.

ii. Location

The Board decided that they would like to hold the Gala at Stonebrae.

iii. Review Program & Format

Further discussion regarding the program and format will be discussed during a future meeting.

9. For the Good of the Order

- a) **Next Board Meeting: Board Retreat Friday, April 26 @ 9 a.m. – 5 p.m.,
Marina Community Center, San Leandro**

10. Adjournment

Ms. Wu Craig adjourned the meeting at 3:05 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.