

# **THE FRIENDS OF CHABOT COLLEGE**

Board of Directors Meeting

Wednesday, February 3, 2021 • 12:00 p.m.

Zoom

## **MINUTES**

### **1. Call to Order – Chair Mark Salinas**

Chair Mark Salinas called the meeting to order at 12:15 P.M.

### **2. Roll Call – Vice Chair/Secretary Gacoscos**

#### **Members Present:**

Ms. Yvonne Wu Craig, Ms. Melinda Matsuda, Chair Mark Salinas, Mr. Dale Wagoner, Dr. Susan Sperling, Ms. Marita Cheng, Vice Chair/Secretary Pat Gacoscos

#### **Members Absent:**

Mr. Obray Van Buren, Dr. Hal Gin, Ms. Sheryl Boykins

#### **Guests:**

Annette Cook

#### **Recording Secretary:**

Ms. Christine Herrera

### **3. Public Comments:**

- No Public Comments

### **4. Approval of Minutes from November 4, 2020**

- Melinda Matsuda moved to approve the November 4<sup>th</sup>, 2020 minutes, Marita Cheng second, Minutes approved

### **5. President's Report**

- Dr. Sperling shared how inspired she is with the work across the college and the Friends of Chabot College work during this pandemic of this magnitude with the social, psychological and economic impact.
- College update, fully remote operational integration of student support work. At the college level all hands-on deck in academic and student services support. Foster Care students, RISE students, EOPS, Umjoa, HSI programs, Puente, Dreamers, impressive work in these areas making sure our students have basic support, computers, hotspots and emergency financial support. New program at Chabot, SparkPoint Program, Partnership Bay Area United Way, ACO Food Bank, which will confront the fundamental basic needs for our students, housing support, financial literacy and food insecurities. One stop center to support our student's academic work. President Sperling shared her gratitude to the Foundation board members for the work in collaboration with the CAREs act, federal

stimulus moving forward with the emergency support for students. Finally working on the separation of Summer and Fall registration if we are able to come back face to face to some degree in Fall, Academic and Student services are working on different scenarios. We are losing people about 10% across the entire community college system, we have to address this problem and how to bring people back soon and how to do that safely.

- Deep appreciation in the Foundation for supporting this work.

## **6. Executive Director's Report**

- Revised CLPCCD Foundation Articles of Incorporation and Bylaws
  - Yvonne shared the draft articles of incorporation and bylaws that are currently being worked on to be revised.
  - Recommendation to change to include the college Foundation Chairs to the district foundation. Term would be two years.
  - Master agreement is with the district not the CLPCCD Foundation, need clarity of rules engagement between college and district foundation.
  - Emergency Aid application Round 3 has opened up with additional \$100,000 in funding from the college to distribute.
  - Scholarship Applications are open until April 4, 2021.
  - HPN streets what students are benefitting, turning the curve accountability.
  - Fundraiser ready to launch, working with commencement committee to ramp up Alumni

## **7. Information Items**

### **a) December 2020 Financial Report (Annette Cook, CEO, Nonprofit Suite)**

- Draft December Financial report, not a final report
- Annette Cook introduced the first page of the report Financial Dashboard report and went over how to read the dashboard. Annette continued to explain each page of the reports and what the figures represent. Mark Salinas stated this is incredible and easy to follow, dashboard awesome.
- Reports will come out every month at the end of each month.
- Dashboard and Statement of Financial Position.
- Mark Salinas thanked Annette for pointing out the most important numbers, walking away knowing more than what we did before you walked in.
- Appreciate the concise and clear presentation, Yvonne and Nicole for the support in this transition.

### **b) Intent to Submit: Hayward Rotary Community Grant Program**

- Yvonne shared that the Hayward Rotary reached out to submit for funding in the amount of \$3,000 award to fund new projects. Because of this priority, it made sense to select Chabot's new Teacher Pathway program that we are implementing as part of our Hayward Promise Neighborhoods

collaboration. Funds will supporting CBEST and CSET testing and test preparation.

## **8. Discussion & Action Items**

### **a) FY2018-19 Audit Report (AI)**

- Reports were sent to board, with final version of the report.
- Question about the concerns on the report, ended in the red 2018-19 and in the black in 2019-20 adjustments made due to the HSI

### **b) FY2019-20 Audit Report (AI)**

Dale Wagoner motioned to approve the audit reports and seconded by Pat Gacoscos.

All approved and acceptance of the audit reports passed.

### **c) Acceptance of Grant from the Swinerton Foundation (AI)**

- Yvonne shared the award letter for a \$3,000 grant that provides additional COVID-19 emergency aid that goes directly to students for our aid program.
- Dale Wagoner motioned to approve, Melinda Matsuda second, all approved.

### **d) Review Spring Virtual Fundraiser Sponsorship Form & Save the Date**

- Yvonne shared that the committee who was tasked to develop an event for Spring looked at different options. Very important to have a low overhead fundraiser, virtual auctions low cost, items to be donated and platform free.
- Save the date April 12 – 18, 2021 open for a week bid on gift baskets, art, committee working on donations and sponsorships. Email and postcards will be going out to those on our mailing list.
- Sponsorship level adjusted, because of the economy. Yvonne went over the sponsorship benefits for sponsoring.
- Question, how are the auction ideas being solicited to college community, newsletter, board members, Marketing office at district website, help promote social media Instagram and Facebook.
- Question about levels, Traditional, Heirloom and Heritage are fine, maybe lower the Classic to be more attainable for small businesses in Hayward. Create a special category for restaurants, include in the baskets offer coupons, charge a small fee for this service to do a promotion to bring the business in. They support us we support them! They have supported us and we are supporting them through these hard times. Put a minimum as to what they are offering. \$50 - \$100 range, contribute to coupon baskets or create a booklet. Chabot college service map place restaurant logo on the map.
- Suggestion as a way to actively advertise and put map on the website. Take out from one of our donors, once a week advertising this can be the way to give back as a college. Doordash, Grubhub for a Chabot pick-up a

Doordash will donate 25 to 30% to Chabot. To encourage the small business.

- Providing food at meetings, if the administrator who's sponsoring a meeting can go to the website and sponsor the restaurant. Paid through college funds. Promote the use of gift cards. Restaurant Promotion Package. The restaurant Gladiator promotion. Small neighborhood retail in the service areas, promote their location on the map, Gladiator Small Business Relief Program. Buying their way onto the map.
- Request to have Yvonne put together a brief narrative. This would be a great service to the area.
- Email to go out next week.

**9. For the good of the order**

- Mark shared budget presentation was great, easy to understand and happy to see us moving in that direction.

**10. Adjournment – 2:04 p.m.**

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Minutes prepared by Ms. Christine Herrera

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