

Yuba Community College District Foundation Board Minutes of the February 5, 2020 Regular Foundation Board Meeting

The Yuba Community College District Foundation Board met on Wednesday, February 5, 2020 for its Regular Foundation Board Meeting at the YCCD Board Room, room 201 & 202, 425 Plumas Blvd., Yuba City, CA 95991; Woodland Community College, 2300 E. Gibson Rd., Woodland, CA 95776, Room 113; Yuba College, 2088 North Beale Rd., Marysville, CA 95901, Room 4; Lake County Campus, 15880 Dam Road Ext., Clearlake, CA 95422, Room 908. Conference Call: Conference Call: 1-669-900-6833; Meeting ID: 249314392#

Board Members Present: Richard Teagarden (District Office), Marcia Stranix (District Office), Eileen Schmidtbauer (District Office), Lynn Jepsen (District Office), Wayne Ginsburg (District Office), Douglas Houston (District Office), John Cassidy, Sonja Lolland (District Office), Jessie Ortiz (District Office), Jared Haste

Board Members Present by phone/Teleconference: Artemio Pimentel (Woodland Community College)

Absent: GH Javaheripour

Resource Members: Mazie Brewington (Vice Chancellor), Angelica Munoz (Recorder), Jay Lowden (YCCD Foundation Director)

Guests: Ben Leavitt (CWDL) by phone.

1 Call To Order and Opening Items

1.02 Meeting Reminder: Please Mute or Turn Off Cell Phones

1.03 Call to Order

Board President Ginsburg called the meeting to order at 3:03 PM

2 Approval of Agenda

2.01 Approval of Agenda

It is recommended that the Foundation Board approve the February 5, 2020 Board meeting agenda.

Motion by: Jessie Ortiz, second: Jared Haste

Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jessie Ortiz, Sonja Lolland, Jared Haste

3. Approval of Minutes

3.01 Approval of Minutes

It is recommended that the Foundation Board approve the Minutes of the November 6, 2019.

Foundation Board Meeting as presented.

Motion by Douglas Houston, second by Jessie Ortiz

Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jessie Ortiz, Sonja Lolland, Jared Haste

Date in heading needs to be amended from May 1, 2019 to November 6, 2019.

4. Open Agenda and Public Comment

4.01 Open Agenda and Public Comment

None

5. Consent

5.01 Consent Calendar

5.02 Acceptance of Contributions

5.03 Acceptance of Quarterly Warrants

5.04 Newly Established Foundation Accounts

5.05 Financials

5.06 Fund Account List with Balances

Motion by Jessie Ortiz, second by Douglas Houston

Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jessie Ortiz , Sonja Lolland, Jared Haste

6. Action

6.01 Foundation Administrative Procedures 7.01 Alumni of the Year

A motion to approve FAP 7.01 Alumni of the Year as presented.

Motion by Richard Teagarden, second by Marcia Stranix

Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jessie Ortiz , Sonja Lolland, Jared Haste

6.02 Reaffirm Foundation Board of Directors

A motion was made to reaffirm the current members of the board for the year 2020.

Motion by Douglas Houston, second by Jared Haste

Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jessie Ortiz , Sonja Lolland, Jared Haste

Dr. Houston informed the Board Dr. Javaheripour would be moving to the Yosemite Community College District, in about a week, and as a result, he will be leaving the board at that time. Mr. Teagarden asked if you are appointed from the Governing Board to sit on the Foundation Board, and elected to the Foundation Board through their normal process, are you still a member of the Foundation Board when your appointment from the Governing Board has expired? Mr. Ginsburg believe that the individual could stay on the Foundation Board as a member at large. The Governing Board appoints two representatives to the Foundation Board. They would have to appoint another person to replace the outgoing member, but the outgoing member could be nominated for an at-large position if one was available.

6.03 Copy of Election of Officers for the Foundation Board of Directors for 2020

The following motions was presented. The following individuals will serve as the Foundation officers for 2020. Wayne Ginsburg, President; Marcia Stranix, Secretary; and Lynn Jepsen, Treasurer.

Motion by Jessie Ortiz, second by Jered Haste

Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jessie Ortiz , Sonja Lolland, Jared Haste

7. Information

7.01 Financial Audit

Mr. Lowden introduced Ben Leavitt from CWDL. CWDL is the firm that conducted the audits for the District and Foundation. Mr. Leavitt extend thanks to Mr. Lowden and Ms. Miller for a smooth process. He understand this requires additional work and appreciated their patience and efficiency. He went over the report and pointed out they provided an unmodified opinion which is the highest opinion available. He also highlighted over the years the Foundation has added to its net assets. Mr. Leavitt said they only had three comments to bring to their attention.

1. They do believe there is room from improvement to management of financial records. Their perspective is to have all records kept in just one software program.
2. In relation to correction of misstatements. In regards to "due to" and "due from" entries, they were corrected during the audit process by District staff. The finding was not material to the financial reports of the Foundation, and were more of a result of the processes used in maintaining records.
3. The next item was more of a best practice than a comment; a better job can be done in collecting details of transactions as it relates to donor information at the time donations are gathered, especially information around people participating in events. If the Foundation implements different processes to be able to get more information related to the receipts that would provide the ability to further expand the work the Foundation is doing to maximize relationship with donors.

Ms. Jepsen asked a question regarding page 3 and how the amount held in trust for others was classified. The financial report she had seen from the District was different than that in the audit report. Mr. Leavitt explained on page 12 there is a description for that balance, and he was willing to look at the audit worksheets to provide a more detailed description to the Board after the meeting. Dr. Lolland

asked about the Assets Held by Others and what that means. Dr. Houston also had a questions regarding Variance. Mr. Lowden explained it was the funds held by the State Chancellors Office for the Osher Scholarships. The amount was \$466,640. Mr. Leavitt explained it was a restricted fund.

7.02 Master Agreement between Yuba Community College District and Yuba Community College District Foundation

Mr. Lowden explained the document they were reviewing was brought to the joint meeting with the Regular Board. This would be considered the first reading for this board. There were no changes made at the joint meeting. The Board will need to hold a special meeting to bring this back in about a month for action so it can be forwarded to the Governing Board in a timely manner. Mr. Ortiz asked if the foundation was formed in October 27, 1972 or in 1968 (per the audit). Mr. Lowden confirmed the articles of incorporation are from 1972. Mr. Lowden agreed to schedule the special meeting.

7.03 Scholarship Process-Part 1

Mr. Lowden went through the PowerPoint presentation. He will invite both Woodland Community College and Yuba Community College Financial Aid office to the next meeting to talk about their process on how they select and award scholarships.

Mr. Lowden explained they have approximately 70 funds and that provides approximately 200 Scholarships. Some are onetime some are reoccurring. There is a criteria form for each scholarship. As scholarships are established the intent is to have more detailed conversations with donors about their intended desires and clarify issues such as how a scholarship will be funded if it will be perpetual. Scholarship selection committees are currently being organized by campus financial aid offices. If anyone is interested in participating on a committee please let Mr. Lowden know and he will pass that information on to the financial aid offices.

Mr. Pimentel asked how the Foundation works in collaboration with the committees and the financial aid office to organize committees to make everything happen in a timely manner. Mr. Lowden explained the committees are organized by the Financial Aid office, and they support their efforts.

Ms. Stranix said the second part of this presentation needs to happen now. Mr. Ginsburg asked if the Financial Aid offices could be invited to come to the special meeting. Mr. Lowden indicated that he would see if it was feasible to do so.

8. Reports

8.01 Foundation President's Report

Mr. Ginsburg reminded everyone at the joint meeting they wanted the leadership of the Governing Board and the Foundation Board to get together more frequently. He thought it would be very helpful to go through the notes from that meeting. He also appointed the formation of an investment task force and asked Mr. Cassidy if he would be willing to lead it. Mr. Cassidy agreed.

8.02 YCCD Board of Trustees – Foundation Liaison Reports

Mr. Ortiz reported that they are excited for the new building; it is on task and on schedule.

8.03 Chancellor's Report

Reports for November and December were included. There was no report for January. Dr. Houston reported that it is budget development season and the District is working to make sense of the Governor's proposal. They have spent time with legislators advocating. This is the Governors second year but his first budget. In general, they welcome many of his ideas. There are some increases to programs such as food pantry and to address homelessness. While there are interesting ideas there is still a lot of unknowns around the online college. He also stated we are less than a month away from the primaries and they are holding out for Measure C. Mailers were sent out to households in the District with more information. If the measure passes, this will assist with additional facilities and improvements throughout the District.

8.04 Yuba College, Sutter County Center and Beale AFB Reports

None

8.05 Woodland Community College/Lake County Campus/Colusa County Campus Report

Dr. Pimentel reported on the Founders Day Dinner, April 23, 2020. He commended the local committee led by Darlene Grey who has put in countless hours preparing for the event. He is also excited for the new building. It will have many features and will expand the academic portfolio. Many people have been involved in the process such as faculty, staff, users and community. There are also multiple initiatives

going on. Significant progress has been made in the dual enrolment program from Lake to Colusa to Woodland. A \$1.6 million Stem grant were received to promote dual enrollment and they have made significant progress in laying the ground work.

8.06 Foundation Director's Report

Mr. Lowden reported out on the Founders Day Dinner and gave thanks to Darlene Grey. A save the date has was sent out. They will be honoring several people

Mr. Lowden also previewed the new Foundation website. The domains have been purchased and it will eventually link to DonorPerfect. It will also have stories that feature students who have received scholarships. It should be ready to go in a few weeks.

The IRS application has been submitted to change out foundation status. It could take up to 180 days before a decision is made by the IRS.

Three Rotary Clubs have received a Rotary International Grant to undertake a beautification project on the Yuba College Campus. Dr. Javaheripour has been very involved in this project and they have been working with M&O to identify projects that will make the campus more inviting. This is a \$32,000 project, not including the value of volunteer time and in-kind materials that will be obtained.

Mr. Lowden has started the process to hire a part-time Administrative Assistant.

Mr. Ginsburg mentioned yesterday was the first day he had an opportunity to participate in the Yolo County Food Bank distribution on the WCC campus. He was there with Susan Alves and her husband. It was a very good turnout.

8.07 Next Regularly Scheduled Meeting of the Foundation Board

Wednesday, May 6, 2020 at 3:00 PM in the YCCD Board Room. A special meeting will be held prior to then. Other future meetings dates are August 5, 2020 and November 4, 2020.

9. Adjournment

9.01 Adjournment

President Ginsburg adjourned the meeting at 4:19 PM