

**Yuba Community College District
Foundation Board Meeting
Minutes – May 6, 2020**

IN RESPONSE TO THE COVID-19 PANDEMIC AND ITS IMPACT ON PUBLIC MEETINGS UNDER THE BROWN ACT, ON MARCH 17, 2020, GOVERNOR NEWSOM SIGNED EXECUTIVE ORDER N-29-20 THAT SUSPENDS, ON AN EMERGENCY BASIS PURSUANT TO GOVERNMENT CODE 8571, CERTAIN PROVISIONS OF THE BROWN ACT'S GENERAL REQUIREMENTS FOR PUBLIC MEETINGS. ACCORDINGLY, THE REQUIREMENTS OF THE BROWN ACT REQUIRING THE PHYSICAL PRESENCE OF BOARD MEMBERS AT MEETINGS OF THE BOARD AND PROVIDING A PHYSICAL SPACE FOR MEMBERS OF THE PUBLIC TO OBSERVE AND PARTICIPATE HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE.

The Yuba Community College District Foundation Board met on Wednesday, May 6, 2020 for its Regular Foundation Board Meeting via ZOOM.

Board Members Present via Zoom: Wayne Ginsburg, Chair; Richard Teagarden, Marcia Stranix, Eileen Schmidtbauer, Lynn Jepsen, Sonja Lolland, Douglas Houston, Jesse Ortiz, Judy Walters, John Cassidy, Artemio Pimentel

Absent: Jared Hastey

Resource Members: Katy Miller (Accounting Assistant), Angelica Munoz (Recorder), Jay Lowden (YCCD Foundation Director), Tonya Mack (Grants Director)

Guest: Ana Ramos, Martin Gutierrez, Kimberly Reed, Ryan Kelly

1. Call to Order and Opening Items

Meeting was called to order by Board President Ginsburg at 3:03 PM. A review of remote meeting protocols were presented.

2. Approval of Agenda

It is recommended that the Board approve the May 6, 2020 Foundation Board Agenda.

Motion to approve the Agenda: Dr. Houston; Second by Jesse Ortiz

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Sonja Lolland, Judy Walters, Jesse Ortiz

3. Approval of Minutes

It is recommended that the foundation Board approve the Minutes of the March 3, 2020 Foundation Board Meeting as presented.

Motion to approve Minutes: Marcia Stranix; Second by Eileen Schmidtbauer

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Sonja Lolland, Judy Walters, Jesse Ortiz

4. Open Agenda and Public Comment - None

5. Consent Agenda

Consent agenda included: Acceptance of Contributions, Acceptance of Quarterly Warrants, Newly established Foundation accounts, Financials, Fund Account List with Balances

Motion to approve the Consent Agenda as presented: Jesse Ortiz; Second by: Lynn Jepsen

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Sonja Lolland, Judy Walters, Jesse Ortiz

6. Action Items - None

7. Information Items

7.01 Scholarship Process

Kimberly Reed, Financial Aid Director at Woodland Community College, Martin Gutierrez Financial Aid Director at Yuba College, and Ana Ramos, Financial Aid Technician will be presenting and providing information.

Martin Gutierrez, reviewed the annual Scholarship timeline. The process starts in November when funding amounts are approved. November through December they are in the planning process for application workshops and advertising. Workshops are held in the early spring. In January scholarship opportunities are advertised and workshops begin. They feel like Financial Aid needs to go directly to students in their classrooms. Personal statements are the biggest cause of incomplete applications. They have been working with English departments to create a writing assignment in English courses around the personal statement

In February communication with the volunteer application committees begins. The review process closes in April and Financial Aid offices starts the review for eligibility such as enrollment and GPA. The OSHER reconcile process also occurs at this time. The final review of eligibility occurs in August and request for payment occurs in September-October.

Mr. Teagarden asked how this works for new students, such as graduating 12th grade students who want to attend a vocation. Mr. Gutierrez explained they work closely with outreach specialists who works directly with local high schools where they promote opportunities. This year the Outreach Specialist set up workshops at local high schools. Mrs. Ramos added this is the first year they have reached out to the highs schools. They saw it was a problem and didn't have a high applicant level. They reached out to bigger high schools this year. They had great attendance and helped them apply to Yuba College.

Mrs. Stranix asked, how do students complete the application? Mrs. Ramos went over how to complete a scholarship application. The applications has 10-12 questions and is reviewed every year and updated. Links are provided to request recommendations. Students are able to upload their transcripts and proof of income (Student Aid Report).

Mrs. Stranix mentioned sometimes personal statement are not uploaded and it's just a document with "123". Mrs. Ramos explained that is how she tracks students. At the time of the workshops when they are creating a profile, before they can hit submit they must enter something into the box. She recommends they put in "123". Mrs. Stranix recommended a change to where students upload their transcripts. She asked if it could add their Yuba College transcripts. Mrs. Ramos confirmed that change could be made.

Mr. Teagarden asked who the contact administrator is for entering students. Mrs. Ramos explained that students are directed to the appropriate Financial Aid administrator at each campus, Herself, Kimberly Reed or Stan Silsbee at Lake County Campus.

Mrs. Reed stated the Woodland Community College process if very similar to that of Yuba College. There are small differences but the timeline is the same.

Mrs. Stranix asked if students can only receive one OSHER scholarships. Mrs. Ramos confirmed and explained there is not just one pool because some have different criteria. The Minimum requirements are the same, but there are other conditions for some, such as transferring to UC Davis. Mrs. Stranix added that when she reviews applications she puts them all into an excel worksheet and takes them off the list and she goes to the next one. Mrs. Ramos stated she was doing it correctly and she also uses her ranking. By the end they have almost awarded every student an OSHER that has applied. They have developed a custom report to help with this although BlackBaud doesn't have a good reviewing system.

Jay mentioned they will discuss alternative to the current operating system being used.

7.02 YCCD COVID-19 Pandemic Response

Vice Chancellor Lolland, presented and stated it has been a challenging semester but everyone has been wonderful in doing what needs to be done to serve students.

Work began in early February. At that time there were a total of 5 cases. Everything was moved to online/remote instruction in March.

There have been some challenges such as hard to convert class and students having access to WIFI. Some students found it hard to convert.

- IT distributed laptops and WIFI; the Chancellor's office relaxed grading criteria; a flyer was created for remote students services.
- They are working hard on CARES act funding. \$5.3 million received, 50% goes directly to students through financial aid grants. 50% goes to school to help with transition.
- Commencement will be online.
- Planning for summer and fall, includes having face to face courses, if conditions allow it. Anticipating that social distance will be required.
- Communications is always changing. Jay Lowden has headed up this communication. There has been daily updates and weekly town halls.

7.03 Investment Update and Discussion

Ryan Kelly CEO of Spectrum Asset Management, the Investment Advisor for the Foundation made a presentation.

Portfolio strategy has been capital preservation and conservative growth.

Market overview, jobs matter. The past six weeks over 30 million filed for unemployment. You have to look back to Great Depression to see this level of unemployment. Anticipated that a number of these will come back and by the end of the year it may be closer to 10 percent. GDP has gone down. With the market down in the first quarter April of 2020 is in lighter green, for how hard the economy has stopped.

John Cassidy mentioned the investment profile and said there is never going to be a better time, if you look at January 20 the market is much higher that it was then. Looking at this from someone who has done many loans, while this is a huge hit its going to come back. Being a little more aggressive in the approach might benefit the Foundation. Interest rates are zero and the government has contributed a bunch of money

Portfolio. Through March 31, 2020-6.7 percent bench mark down about 10 percent. Showcased other time periods 2018-2019 and 2017. There is less risk than the overall market. Mr. Kelly wants to talk about adding more risk. Current asset allocation equity 26 percent, fixed income 72 percent.

7.04 2020-21 Annual Plan

Director Lowden presented an overview of the annual plan for 2020-2021 and plans to go into greater detail at the August meeting. In August he recommended to extend more the meeting to a mini-retreat, to be able to go into a greater detail. Mr. Lowden explained the plan is motivated by ideals of providing opportunities for supporting the success of students.

Five focus areas: Governance and Board Development; Investments & Financial Stewardship; Annual & Major Gift Fundraising; Relationship Building & Foundation Awareness; Improve Foundation Scholarship Program.

Mr. Ginsburg expressed it was complete and optimistic, heading in the right direction. He likes the idea of a retreat style in August. He also has some concerns to fill the positions on the board and they need to be prepared for succession. It should be constant renewal and refreshing.

Dr. Houston thinks this is a great plan and addresses all the things they were talking about when they were looking for a Foundation Director. Commented on a job well done by Mr. Lowden.

8.0 Reports

Foundation President's Report – none provided.

YCCD Board of Trustees Foundation Liaison Report - Mr. Teagarden expressed the Board is going to be pleased when they see Jay's action plan and the time line is aggressive, some fear with the

financial situation. The counsel we get on the financial is going to be important. Would like to maintain the principal as much as possible. The report on the application process was nice, it seems to be working well, ways to simplify it specifically for new incoming students. May be a way to improve FTE and attract students to programs.

Chancellor's Report – Chancellor Houston reported that the response of the District to COVID-19 has been all consuming. Trying to keep other business going, such as the search for a College President for Yuba College. There are 4 finalist. They are holding forums for campus community. Looking forward to getting more input. It was a very strong pool of candidates.

The work has required almost daily meetings from leadership from all walks of responsibilities. There is a lot we didn't know we didn't know. It's been a wild learning curve. In many ways the world health organization or the center for disease control and five counties have all been learning just like we have. The guidance we have been getting is not characterized as change, but more as evolving day to day.

Very proud, faculty staff, student leadership and admin have worked together and collaboratively. Not many district that have had the same response we have.

A complexity other colleges are not facing. Appreciate the work Dr. Lolland has done and Mr. Lowden with communication. Learned a lot that will serve us well. Looking at a different way, a better way to serve out communities. Will serve us well for 30-40 years.

Yuba College Report - Interim Yuba College President, Judy Walter mentioned when Dr. Houston asked in February, we thought we would be doing different things. Yuba has been through fire, flood, potential dam break and now a pandemic. It's been interesting and she has learned an incredible amount. Friends of Yuba College started a Wednesday Wine connection using Zoom. She appreciates all work that is done raising money for students.

Woodland Community College Report - President Pimentel mentioned Dr. Lolland covered some of his items regarding virtual commencement. Food distribution has been a main interest for students during this time, they develop partnership with Yolo Food Bank and are still having distribution on their campus. WCC is having a virtual town hall meeting for students, faculty and staff where they will provide an update on the CARE Act, Commencement, and the fall schedule,

John Cassidy had to leave early but stated everyone's is doing a great job. They have been through multiple fires, flood and dams. What doesn't kill you makes you better. He also commend Jay for communication.

Foundation Directors Report – Director Lowden had two brief items in addition to earlier presentations. First he will send the link to virtual art show of Yuba College and second the Foundation received a nice gift from the Travis Credit Union for support of the WCC Foster and Kinship Care program and the Coronavirus emergency fund.

9.0 Adjournment - The meeting adjourned at 5:03 p.m.