

**Yuba Community College District  
Foundation Board Meeting  
Minutes – 11/04/2020**

The Yuba Community College District Foundation Board met on Wednesday, November 4, 2020 for its Regular Foundation Board Meeting via ZOOM.

**Board Members Present via Zoom:** Richard Teagarden, Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel.

**Absent:** Lynn Jepsen, John Cassidy, Jared Hastey

**Resource Members:** Kathleen Miller, Jay Lowden

**Guest:** None

**1.0 Call to Order and Opening Items**

1.01 Please Mute or Turn Off Cell Phones

1.02 Call to order-Board President Ginsburg called the meeting to order at 3:01 PM

1.03 Remote Meeting Protocols-Board President went through remote meeting protocols

**2. Approval of Agenda**

2.01 Approval of November 4, 2020 Foundation Board Agenda

Motion to approve the Agenda: Jessie Ortiz; second by Dr. Houston

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

**3. Approval of Minutes**

3.01 It is recommended that the Foundation Board approve the Minutes of August 5, 2020 and August 11, 2020 as presented. Some minor edits to language will be emailed to the Director so they can be corrected.

Motion to approve Minutes from August 5, 2020: Dr. Houston; Second by Jessie Ortiz

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

Motion to approve Minutes from August 11, 2020: Dr. Houston; Second by Jessie Ortiz

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

**4. Open Agenda and Public Comment**

NONE

**5. Consent Agenda**

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 Balance

5.05 Fund Account List with Balances

Motion to approve the Consent Agenda: Jessie Ortiz; Second by Marcia Stranix

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

Marcia has a question regarding the balances but will ask later on in the agenda.

**6. Action Items**

#### 6.01 Authorized signers

Director Lowden, in reviewing signers for the bank account indicated there are three, Renee Hamilton, Cathy Richter and Dr. Houston. Dr. Houston is the only one that has an official capacity with the Foundation. Mr. Lowden suggested we add others, Dr. Houston and Cathy Richter, as a proxy for Dr. Houston, Dr. Lolland and Lynn Jepsen as the Treasurer for the Board. Mr. Ortiz asked what is the most they can sign for before bringing it to the board. Mr. Lowden explained there are no current policies, but it has been the process that if a check is more than \$500.00 it requires dual signatures.

Motion to approve, Dr. Houston, Cathy Richter and as a proxy for Dr. Houston, Dr. Lolland and Lynn Jepsen the Treasurer for the Board, as signers for the bank account: Jessie Ortiz; Second by Dr. Houston

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

Mr. Lowden also asked for Douglas Houston, Thomas Lowden and Wayne Ginsburg be approved as authorized agents for the investment account.

Dr. Dotson suggested 4 people be added, due to the lengthy paperwork process to add names. Dr. Houston recommended Lynn Jepsen the Boards Treasurer. He also pointed out policy requires the Boards approval to make the investment changes.

Motion to approve the following individuals to serve as authorized agents for the investment accounts. Douglas Houston, Lynn Jepsen, Thomas Lowden and Wayne Ginsburg: Motion made by Jessie Ortiz; Second by Dr. Lolland

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

Mr. Lowden requested the check amount threshold that requires dual signatures be increased to \$1000.00. Due to COVID it has been hard to track down signatures. Some checks have been related to student emergency funds and they would like to get them out as soon as possible. Having the threshold increased would allow them to be processed in a timely manner. Dr. Houston recommend it be put into a policy. Mr. Lowden agreed to bring this back to the Board for a policy adoption.

Motion to increase the check threshold to \$1000.00: Jessie Ortiz; Second by Marcia Stranix

Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

#### 6.02 2021-2022 Scholarship Funds

Mrs. Stranix mentioned she had brought up the Debra Richter Scholarship in the past when it was left off. The list of 2021-2020 offering did not include the scholarship. Last year it was left off and they didn't get any applications, so they had to scramble to get applications and no one got a chance to apply for it. Mr. Lowden said it would be added back in. For the 2021-2020 year they are recommending 203 scholarships, 45 for Yuba and 32 for WCC, which includes 7 for lake. There has also been and increase in Sawtell awards from 50 to 60 for the next school year.

Mr. Lowden explained the process of scholarships to be offered, only a certain amount can be offered based on the fund balance in the various scholarship accounts. Some scholarships don't have enough money in their account to be offered this year. Some are non-endowed. The process is that Katy Miller provides Mr. Lowden a report on fund balances and then he makes a recommend to the Board.

Mr. Teagarden asked what is the maximum that can be offered for 2021-2020 or is it a stretch to offer what we are offering. Mr. Lowden confirmed it was not a stretch, and added the amount in the Sawtell fund is significant. He is recommending an increase in the number of awards for the coming

year, and we should be able to increase the awards by 10 every year.

Dr. Dotson pointed out a few meetings ago they went line by line on the awards for Yuba. There was a challenge with a few committees that were not endowed and they were not intentionally awarding scholarships to make the money stretch. She asked if they had made the change to be endowed. Mr. Lowden explained there were a few (AJ and Nursing) he had recommended endowing those funds to allow them to award at least two a year. Dr. Dotson pointed out the report shows they are going to award two scholarships, and asked if awarding two uses all that available funds. Mr. Lowden confirmed it did not and it is not maxed out by any means. .

Mr. Teagarden asked how do we decide what is available for staff to spend in trainings, and how do we determine what is available scholarships and what can be approved. Mr. Lowden explained scholarship funds are separate from program funds. For example, with Admin. of Justice there is a scholarship fund and a program fund.

He also explained that money that comes in undesignated to a specific college allows the college president to determine what it will be used for. Undesignated Funds for the foundation are placed in the Foundation's general account.

Motion to approve the 2021-2020 Scholarship List: Dr. Pimentel; Second by Dr. Lolland  
Final Resolution: Motion carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Wayne Ginsburg, Sonja Lolland, Douglas Houston, Jessie Ortiz, Tawny Dotson, Artemio Pimentel, Richard Teagarden

## **7. Information Items**

### **7.01 [www.yccdfoundation.org](http://www.yccdfoundation.org)**

Mr. Lowden walked everyone through the live website. Dr. Pimentel said it was turning out nice. He asked if you click on the WCC fund and then click donate or support WCC fund will there be a list of scholarship and individual can donate too. Mr. Lowden responded at this time there is not, it would just be donated to a general scholarship, but there is an option to put a note in the memo section if there is a specific scholarship you want to donate to. Dr. Pimentel asked if there will be a list of active scholarship posted and if the memo section could be changes to say "or specific scholarship or cause"

Mr. Ortiz asked if DonorPerfect charged a percentage. Mr. Lowden explained they did not, and the Foundation has been using DonorPerfect as a vendor for years. They do charge approximately 3 percent for credit card transactions which is fairly standard. Mrs. Stranix added she was not sure they charged her three percent. She believed it was \$10.00. She also added the paper version allowed them to specify what scholarship they were donating to. Also, today when she donated, she got a thank you/acknowledgement for the college.

Dr. Lolland asked if there has been a trend due to the impact of COVID on giving. Mr. Lowden responded he isn't sure he is seeing any in our district. He has read that people tend to give more during a recession.

### **7.02 Scholarship Campaign**

Mr. Lowden explained we are launching a direct mail campaign to raise scholarship money. He is working with Stevenson Media thanks to Dr. Pimentel. Mr. Lowden confirmed we do have a twitter account. Dr. Pimentel added he appreciates all the work the committees has done, and Stevenson Media is doing a great work.

### **7.03 Foundation Spokesperson**

Mr. Ginsburg explained the Foundation doesn't have a policy but the District does have one. This item came up during the orientation. It was asked if it made sense to have a spokesperson identified before we need one. Mr. Lowden provide the Districts AP and asked if the Foundation needs one separate from the District and if they want it to align with the policies of the District. Mr. Ginsburg

explained he thought it would be the Chancellor and the Director that would be in the hotseat and he would assume the two of them would coordinate with the Board President. Mr. Ortiz asked why Mr. Ginsburg didn't think it would be the Board President. Mr. Ginsburg explained he was thinking this would be in an emergency and doesn't think they would need to speak. Mr. Ortiz asked how often the Chancellor needs to be the spokesperson for the Foundation. Dr. Houston responded he doesn't think it will be conflict but doesn't think it is common. There are occasions when the Foundation will be fundraising that the Chancellor can be a part of that. It was decided the Board President would be the spokesperson for the Board. Mr. Ginsburg asked for the item to come back at the next meeting.

7.04 Investment Report

Mr. Lowden asked for the consideration of a quarterly financial report. Currently we don't have an investment reports other than once per year. This report would provide a quarterly report to provided investments. If the Board finds the information useful, he can add this report. Mrs. Stranix liked the report. Mr. Ginsburg likes the idea of quarterly reports and being able to compare them.

7.05 Investment Services RFP

The foundation has had the same investment advisor for 16 years. Mr. Lowden has spoken with other Foundations and they do and RF for investment advisors about every 8 to 10 years as a good business practice. Mr. Lowden thought it would be good to get a proposal for our current advisor but would also like to provide local advisors to submit proposals. The RFP is set to go out in the middle of November. In February we finalize a decision. Mr. Ginsburg asked if they would need to hold a special meeting to select an advisor. Mr. Lowden explained that hopefully if would fall during the regularly scheduled meeting. Mr. Lowden also added if any board members know any local firms to be considered we should add them in the list. Mr. Ginsburg added, that 16 years ago Wells Fargo was interested. Mrs. Stranix asked who John recommended. Mr. Lowden will send an email out with his suggestions. Mrs. Schmidtbauer asked if the RFP would be put in the local papers. Mr. Lowden said that we can do that.

7.06 Foundation Orientation Presentation

During the October 20 Foundation Orientation, a 190-page binder was provided. It has been included in this agenda so everyone will have access to it. It has also been added to the library in BoardDocs. Mr. Ginsburg suggested everyone access and review it.

## 8.0 Reports

8.01 Foundation President's Report.  
NONE

8.02 YCCD Board of Trustees Foundation Liaison Report  
NONE

8.03 Woodland Community College Report - Dr. Pimentel

Dr. Pimentel wanted to highlight the work being done through the Foundation and the food pantry for students. They are providing support as a community distribution site. They have a good relationship with the Yolo Food Bank and have also been stocking their food pantry through the Ag program. The school schedule for spring will be posted on November 15th. 90 Percent of the classes will continue to be online and 10 percent will be face-to-face. They are also working with Mr. Lowden on the letter and website where people can make a contribution.

8.04 Yuba College Report - Dr. Dotson had to leave so Dr. Houston provide some information.

The Yuba College schedule has also been published. They have 80 percent online and 20 percent face-to-face. Both colleges have coordinated their efforts and timing so students can set up their schedules. Many students still have a desire for face-to face classes.

8.05 Chancellor's Report

Enrollment is down but that is consistent with in Community Colleges. They are looking at different

approaches to strategic planning. The timeline is opportune if not urgent. There is lots of conversations around the future of education. As a District we will always have a duty to serve our communities with Face-to-Face instructions. A team attended the Institute for the Future training. They are hoping to plan with future foresight thinking. In a recession the District adopted a budget with a project short fall.

8.06 Foundation Director's Report  
Mr. Lowden went over his newsletter.

8.06 Next Regularly Scheduled Meeting  
February 3, 2021

**9.0 Adjournment**

9.01 The meeting adjourned at 4:29p.m.