

**Yuba Community College District Foundation Board  
Minutes of the November 6, 2019 Regular Foundation Board Meeting**

The Yuba Community College District Foundation Board met on Wednesday, May 1, 2019 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: 1-669-900-6833; Meeting ID: 566 459 516

**Board Members Present:** Richard Teagarden, Marcia Stranix, Eileen Schmidtbauer, Lynn Jepsen, Wayne Ginsburg, Douglas Houston, John Cassidy, Sonja Lolland, GH Javaheripour, Artemio Pimentel, Jesse Ortiz

**Absent:** Jared Haste

**Staff:** Jay Lowden, YCCD Foundation Director

**Resource Members:** Mazie Brewington (Vice Chancellor), Katy Miller (Accounting Assistant), Angelica Munoz (Recorder)

**1. Call To Order and Opening Items**

Meeting was called to order by Board President Wayne Ginsburg at 3:04 PM. Members were reminded to turn off or mute cell phones.

**2. Approval of Agenda**

**2.01 Approval of Agenda**

It is recommended that the Foundation Board approve the Agenda for November 6, 2019.

Motion by: Douglas Houston, second: Jesse Ortiz; Final Resolution: Motion Carries Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, GH Javaheripour, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jesse Ortiz

**3. Approval of Minutes**

**3.01 Approval of Minutes**

It is recommended that the Foundation Board approve the Minutes of the August 7, 2019 Foundation Board Meeting as presented.

Motion by Jesse Ortiz, second by Douglas Houston; Final Resolution: Motion Carries Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, GH Javaheripour, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jesse Ortiz

**4. Open Agenda and Public Comment**

**4.01 Open Agenda and Public Comment:** None

**5. Consent Agenda**

**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**

**5.07 2020-2021 Scholarship Funds**

It was recommended that the Board approve the Consent Agenda 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, GH Javaheripour, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jesse Ortiz

Following the approval of the motion, Ms. Stranix asked about the Debbie Richter Scholarship not being listed. Mr. Lowden explained there may not have been enough income in the fund to provide a scholarship at this time. Ms. Stranix believed there was approximately \$17,000. Mr. Lowden said he would follow up.

**6. Action**

**6.01 Foundation Board Policies and Administrative Procedures**

It is recommended that the Foundation Board approve the Foundation Board policies and administrative procedures as presented; FBP 2.01 Investments; FAP 1.01 Gift Acceptance; FAP 7.01 Alumni of the Year Award; and FAP 8.01 Naming Guidelines and Opportunities

Mr. Lowden mentioned there were policies and procedures presented in August for first review, and no material changes were made since that meeting.

Motion by: Richard Teagarden, second: Douglas Houston Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, GH Javaheripour, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jesse Ortiz

In regards to the FAP 7.01: Alumni of the Year Award, Mr. Teagarden pointed out he was the Alumni of the Year, but did not graduate from Yuba College because he went into the Service. He asked if he needs to give back the award, due to the policy. Mr. Lowden, explained the changes to the policy were more about the process of making the award, such as eliminating where people were supposed to sit. Mr. Teagarden added, he was also the graduation speaker when he received the Alumni of the Year award. Mr. Ginsburg asked if someone in the same situation would or could be awarded now. Dr. Houston pointed out; he has seen other schools give the Alumni of Year award to non-graduates. Ms. Stranix mentioned he may not be the only one who has received the award and did not graduate from the College. Mr. Ginsburg asked if they wanted to come up with quick language or pull the item. Ms. Jepsen asked if they could just not be call Alumni.

Mr. Teagarden suggested removing the “must have graduated from the District” and adding in, “you must have some association”. Mr. Javaheripour suggest the possibility to approve this item, but adding in another category such as volunteer of the year. He believes the College wants to recognize a number of people in the community. For example Yuba College has the Sports Hall of Fame. He does not see a problem with the Alumni of the year but would like the possibly to add another category such as Volunteer to the Community. Mr. Ortiz added, to be considered a graduate of community

college you have to take 12 units from that college. Mr. Ginsburg stated he has seen language such as equivalency and does not want to suggest specifics but open one way or the other. Ms. Lolland suggested changing graduated in the first sentence to having attended. Dr. Houston read the definition of Alumni (graduate or former student). He also encouraged them not to put in additional obstacles.

Mr. Teagarden amended his motion to approve only items FBP 2.01 Investments; FAP 1.01 Gift Acceptance; and FAP 8.01 Naming Guidelines and Opportunities with the understanding that item FAP 7.01 Alumni of the Years would be brought back for approval in February 2020 meeting with the word "graduate" changed to the word "former" in the opening paragraph of the procedure.

Amended Motion by: Richard Teagarden, second: Douglas Houston; Final Resolution: Motion Carries

Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, GH Javaheripour, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jesse Ortiz

Ms. Schmidtbauer mentioned policies approved in August have not been updated to BoardDocs. Mr. Lowden will get them posted. Ms. Jepsen also asked if a link or a PDF file could be provided for future meetings. Mr. Lowden stated that he would send that out.

#### **6.02 Combine AAUW and Yuba City Women's Club Scholarship Funds**

It is recommended that the Foundation Board of Directors approve combining the American Association of University Women (AAUW) and Yuba City Women's Club scholarship accounts into one endowed account to be listed as AAUW/Yuba City Women's Club Scholarship. Mr. Lowden reminded the board they had reviewed this item at the August 2019 meeting, and he did not have a reason not to combine them.

Motion by: Marcia Stranix, second: Eileen Schmidtbauer; Final Resolution: Motion Carries  
Aye: Marcia Stranix, Eileen Schmidtbauer, Richard Teagarden, Lynn Jepsen, Douglas Houston, GH Javaheripour, Wayne Ginsburg, John Cassidy, Artemio Pimentel, Jesse Ortiz

Mr. Ginsburg suggested there may be other funds that might need the same type of review or combination.

### **7. Information**

#### **7.01 Adopt a 5th Grader**

Mr. Lowden provided an overview of the Adopt a 5th Grader program that Mendocino Community College started 11 years ago. The goal of the program is to promote completing high school and going on to college. Individuals or community organizations "adopt" a 5<sup>th</sup> Grade student with a gift of \$700 to the foundation. The student receiving this award is recognized at his/her school in front of his/her peers, when they graduate from high school, they have two options, a \$500 award for completing high school, or a \$1000 scholarship if they go on to the community college. The Deputy Superintendent for the County Schools would like to see the program in the southern portion of Lake County. The Park Study Club in Clearlake held a soft kickoff to the program 2 weeks ago. The goal for the first year is to adopt one 5th grader in each of the ten elementary school in the area schools. Six adoptions have been confirmed as of today.

Mendocino is 11 years into the program and have more than 500 students in the program. About 40% take the \$500 and 60% are attending Mendocino College. An information sheet has been included with packet. Currently an account has been set up to account for the money. It will require some adjustments to our investment policy to ensure growth for the program. They have also been able to engage service organization. It is a great way to build involvement in the community as a whole.

Ms. Stranix asked why 5<sup>th</sup> grade. Mr. Ginsburg thought it was probably the right number of years to allow the funds to grow. Mr. Lowden added the teachers select the students. Mr. Stranix asked if there was a tracking issue. Mr. Lowden stated it is becoming more of a challenge and they do try to annually touch base with each student. Mr. Ginsburg asked if they would like to grow past Lake County. Mr. Lowden recommended sticking to Lake County for now until they get things in place. Dr. Pimentel asked if Mr. Lowden has been working with Steven Wylie. Mr. Lowden confirmed.

### **7.02 Foundation Branding**

Mr. Lowden mentioned two branding documents were included in the packet. They have selected a website design and he is working with IT. A giving portal will be set up through DonorPerfect. Mr. Lowden also mentioned there will be specific domain names for each campus. He will get the names to them. Ms. Schmidtbauer offered to help with the setup. Mr. Lowden said he will have a prototype set up in a few weeks and will set it up so all can take a look at it. He would like to have it done by the end of the month due to Giving Tuesday which will be focused around the food pantry. Each College will also have their own logo, The Woodland College fund and Yuba College fund. Ms. Schmidtbauer liked the top two. Ms. Jepsen and Stranix agreed. Mr. Lowden explained the middle logos will be used when there is a solid white background. The others sometimes bleed out. They would use them both. Mr. Ortiz liked them but asked if it was a tree or a graduate. Mr. Ginsburg explained it was both.

### **7.03 Master Agreement with YCCD**

Mr. Lowden explained as an Auxiliary Support Organization they are required to have an agreement between the Foundation and the District. The current agreement is from 2008, but we cannot find documentation that it was ever approved by the District. Due to that and the fact that it is more than 10 years old, we have the opportunity to create a new Agreement. He stated Ms. Schmidtbauer, Mr. Ginsburg, and Mr. Hasteley are working with him in drafting the document with the hope of reviewing it with the Governing Board of District at a joint meeting early in 2020. The first draft is in the board packet. Mr. Ortiz asked if we wanted feedback. Mr. Teagarden mentioned his understanding was the District provides meeting space and support for the foundation but there is no compensation. The expectation is that the foundation would pay its own way.

Mr. Ortiz mentioned page two, approval of expenditures; the foundation approved all expenditures, would that be a problem if the directors cannot wait for three months if there is a \$300 amount or something similar that needs to be paid. Mr. Lowden explained expenditures are approved after the fact. Mr. Ortiz said he was fine with that but would like to be flexible so that the director has the trust of the Board to spend. Mr. Javaheripour agreed and added the foundation accounts, particularly athletics have to spend money for travel and entry fees, they may want to look at this language and authorize the director to approve, so it will not prohibit things that must occur. Mr. Ginsburg point out in other districts, an advance is not need for those items in the budget and sometimes for things not in the budget depending on the amount. Mr. Lowden

explained he has not put together a Foundation budget yet, but what Mr. Javaheripour is talking about is a different account. They would be submitting travel and that's not necessary part of the budget. Mr. Stranix thought there was a process. Mr. Lowden confirmed there was and they would go through Ms. Miller and then to him. Before they go to Ms. Miller they are approved by the department and then the account manager and the supervision manger then the college president before it is even submitted to the Foundation. Mr. Ginsburg asked if a process could be created. Mr. Lowden suggested and AP. Ms. Stranix point out the language regarding the Director, under Staff and Support Services, reads as if the District is paying for it, but the foundation is actually paying for it. Ms. Jepsen stated that the District is being reimbursed. Dr. Houston confirmed. Mr. Ginsburg suggest the intent be clear. Dr. Houston added that the funds are transferred in an invoice. Ms. Miller confirmed. Dr. Houston also stated that in his experience, the master agreement, the District would be reimbursed by the auxiliary entity. Mr. Lowden said the agreements he has read have been all over the board, some paid half, some are considered in-kind.

## **8. Reports**

### **8.01 Foundation President's Report**

No report.

### **8.02 YCCD Board of Trustees – Foundation Liaison Reports**

Mr. Ortiz reported out. The District is getting the Performing Arts and Culinary Arts building at Woodland Community College, and that everyone is excited about that. They are well into the planning process and a group is traveling this Friday to Los Positas to look at their facility.

### **8.03 Chancellor's Report**

Dr. Houston reported the last three months newsletters are attached. He also reported on the design for the WCC project. A Sub-Committee of the Board, himself and Dr. Pimentel are looking at design concepts. They looked at a traditional proscenium theater that converted to a flat floor. This brought to mind how Woodland Community College (WCC) could use that and had him thinking about the Foundations Day Gala. He added that WCC as it is growing is pressed by space. The architectural team is first rate and has a great deal of experience. Next week the committee is going to meeting with a culinary consultant. They have a dream team and it has opened up some exciting possibilities. This will be the signature facilities at WCC. The Board has decided to also go for another election for a Bond. It polled very favorable in our communities. This election, if approved, could create another 200 million dollars and could mean additional facilities at Sutter and Colusa; renovations at Yuba and expansion at WCC. They didn't have this in mind months ago but it was suggested by the Consultant. If it doesn't do well in March it can go back in November.

Dr. Houston also added, Friday is the one year anniversary of the Camp Fire. He will be speaking at Butte College in the morning and will join them for the 85 seconds of silence and for a weekend of commemorative events.

### **8.04 Yuba College, Sutter County Center and Beale AFB Reports**

President Javaheripour reported that Yuba College successfully hosted the traveling Vietnam wall. He thanked all trustees who participated and Dr. Houston who made comments. He mentioned the Alumni and Friends Reception was held on October 18.

The Alumni and Friends membership drive was started and will be followed up with a mailer for those who need to renew. They currently Have 17 lifetime members.

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

President Pimentel reported out on the facilities project. He is excited to be moving forward to engage experts and community. He mentioned the 6<sup>th</sup> annual Women's conference where Cherie Schroder was recognized for all of her work with the foster youth in their area. She has done a phenomenal job for foster youth and families in the entire region.

President Pimentel also reported out on the Food Pantry. A couple years ago they received a \$12,000 contribution from Rotary and they used it to build up the pantry. It opened about a month ago and is being fully stocked with the partnership of The Yolo Food Bank. It has become a distribution site for their students. On Tuesday they set up and distributed 1000 pounds of food in 18 minutes.

Founders Day will be on April 23, 2020. The following people will be recognized: Gary Sandy, Dr. Ortiz, Dennis Shermire, Ana Villagrana and Dr. Walker. They are waiting for one other response. The Lake County Culinary program will cater the dinner. The new building will also be highlighted.

### **8.06 Foundation Director's Report**

Next meeting will be February 5, 2020. There will also be a joint meeting the District Governing Board on January 9, 2020.

Mr. Ginsburg asked if they would be selecting officers as the next meeting and Mr. Lowden confirmed.

Mr. Lowden stated the scholarship offerings for 2020-2021 were approved and he would be working with financial aid to publicize them. In the past years there were some scholarships that were not awarded. He will be doing an audit of all accounts and looking for the intent of the funds when they were established. He is starting with scholarships and completed those for Lake, WCC and the District. There were no significant changes. Ms. Stranix asked if more than one Osher can be awarded. Mr. Lowden confirmed it can only one.

Mr. Teagarden asked about the scholarship for career tech, he thought the idea was to attract students, he asked when they apply. Mr. Lowden believe it was for incoming and continuing. Mr. Lowden also added, Financial Aid has a plan and contact in the local High Schools to promote.

Mr. Lowden also thanked Katy Miller for keeping things organized and for keeping up the books and records.

**8.07 Next Regularly Scheduled Meeting of the Foundation Board:** Wednesday, February 5, 2020 at 3:00 PM in the YCCD Board Room.

## **9. Adjournment**

### **9.01 Adjournment**

President Ginsburg adjourned the meeting at 4:30 PM