

Wednesday, February 3, 2021

Yuba Community College District Foundation Regular Board Meeting

REGULAR BOARD MEETING

TIME: 3:00 PM

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.

Consistent with the foregoing, this YCCD Foundation Board Meeting is being held as a virtual meeting. To join this meeting, from your computer or telephone, please use this information:

Zoom Link: <https://cccconfer.zoom.us/j/94563142360>

Zoom Call-In Numbers: +1 669 900 6833 (US Toll)

Zoom Meeting ID: 945 6314 2360

To join via the internet, click on the link above and follow all prompts to run the Zoom software. We recommend you begin this process at least 15 minutes prior to the start of the Board Meeting. Once you have successfully joined the meeting, you will be placed in the waiting room until the meeting begins.

Only the Board Members and individuals presenting information or action items will have audio & video capability.

**PUBLIC COMMENTS**

The Yuba Community College District Foundation Board welcomes public comment on issues within the jurisdiction of the foundation.

In order to equitably facilitate public comments:

Members of the public joining online are encouraged to use the "Raise Your Hand" button on your screen. Members of the public joining on the phone are encouraged to press \*9. This action will place the member of the public in the queue for public comment. The Board President will call you by name or last four digits of your phone number and you will be unmuted when it is your turn to comment.

Members of the public who choose not to observe the Yuba Community College District Foundation Board Meeting but wish to comment on a specific agenda item, are encouraged to please submit a comment online at <https://apps.yccd.edu/Board/> by 5:00 PM on the day prior to the meeting. Comments submitted online will be read aloud and placed into the record of the meeting.

If you are unable to send comments online, please call 530-740-1703 and leave a message by 5:00 PM the day prior to the meeting and someone will return your call.

Per YCCD Policy 2350, five minutes may be allotted to each speaker with a maximum of 20 minutes per subject. No action or discussion shall be undertaken on any public comments except that members of the Board or its staff may briefly respond to or ask a question for clarification regarding statements made or questions posed by persons addressing the Board under this agenda item.

Persons with disabilities needing assistance such as listening devices or other accommodations, please notify the Foundation Office at 530-740-1703 at least 72 hours prior to the meeting so arrangements can be made.

District - YCCD Foundation

## **1. Call to Order and Opening Items**

Subject :

1.01 Meeting Reminder: Please Mute or Turn Off Cell

Phones

Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 1. Call to Order and Opening Items  
Access : Public  
Type : Procedural

## Public Content

Please take a moment to mute or turn off your cell phone at this time.

Subject : 1.02 Call to Order  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 1. Call to Order and Opening Items  
Access : Public  
Type : Procedural

## Public Content

The Foundation Board President will call the meeting to order.

### 2. Approval of Agenda

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Subject : 2.01 Approval of Agenda  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 2. Approval of Agenda  
Access : Public  
Type : Action  
Recommended Action : It is recommended that the Foundation Board approve the February 3, 2021 Agenda as presented.

### 3. Approval of Minutes

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Subject : 3.01 Approval of Minutes  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 3. Approval of Minutes  
Access : Public  
Type : Action (Consent)  
Recommended Action : It is recommended that the Foundation Board approve the

minutes from the November 4, 2020 Foundation Regular Board Meeting as presented.

## File Attachments

[Foundation Minutes\\_2020.11.04.pdf \(229 KB\)](#)

## Consent

All items on the Consent Agenda will be taken by the Foundation Board in one motion, without discussion unless it is requested by a member of the Foundation Board that specific items be removed from the Consent Calendar for discussion. In that case the item(s) will be considered immediately following the Consent Calendar and acted upon separately.

## 4. Open Agenda and Public Comment

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Subject :	4.01 Open Agenda and Public Comment
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	4. Open Agenda and Public Comment
Access :	Public
Type :	Information

## Public Content

The Foundation Board President will call for public comment at this time.

## 5. Consent

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Subject :	5.01 Consent Calendar
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	5. Consent
Access :	Public
Type :	Action (Consent)
Recommended Action :	It is recommended that the Foundation Board approve the Consent Agenda as presented.

## Consent

All items on the Consent Agenda will be taken by the Foundation Board in one motion, without discussion unless it is requested by a member of the Foundation Board that specific items be removed from the Consent Calendar for discussion. In that case the item(s) will be considered immediately following the Consent Calendar and acted upon separately.

Subject :	5.02 Acceptance of Contributions
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	5. Consent

Access : Public  
Type : Action (Consent)  
Recommended Action : It is recommended that the Foundation Board approve the Acceptance of Donations as presented.

## File Attachments

[Giving Report Fiscal Year 2021 Quarter 2.pdf \(144 KB\)](#)  
[In-Kind Gifts Fiscal Year 2021 Quarter 2.pdf \(87 KB\)](#)

## Consent

All items on the Consent Agenda will be taken by the Foundation Board in one motion, without discussion unless it is requested by a member of the Foundation Board that specific items be removed from the Consent Calendar for discussion. In that case the item(s) will be considered immediately following the Consent Calendar and acted upon separately.

Subject : 5.03 Acceptance of Quarterly Warrants  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 5. Consent  
Access : Public  
Type : Action (Consent)  
Recommended Action : It is recommended that the Foundation Board accept the Quarterly Warrants as presented.

## File Attachments

[Check Register 2021 2nd Quarter.pdf \(575 KB\)](#)

## Consent

All items on the Consent Agenda will be taken by the Foundation Board in one motion, without discussion unless it is requested by a member of the Foundation Board that specific items be removed from the Consent Calendar for discussion. In that case the item(s) will be considered immediately following the Consent Calendar and acted upon separately.

Subject : 5.04 Newly Established Foundation Accounts  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 5. Consent  
Access : Public  
Type : Action (Consent)  
Recommended Action : It is recommended that the Foundation Board approve the Newly Established Foundation Accounts as presented.

## File Attachments

[New Accounts List 12-31-2020.pdf \(34 KB\)](#)

## Consent

All items on the Consent Agenda will be taken by the Foundation Board in one motion, without discussion unless it is requested by a member of the Foundation Board that specific items be removed from the Consent Calendar for discussion. In that case the item(s) will be considered immediately following the Consent Calendar and acted upon separately.

Subject : 5.05 Financials  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 5. Consent  
Access : Public  
Type : Action (Consent)  
Recommended Action : It is recommended that the Foundation Board approve the Financials as presented.

## File Attachments

[Statement of Activities 2021 2nd Quarter.pdf \(102 KB\)](#)  
[Statement of Financial Position 2021 2nd Quarter.pdf \(98 KB\)](#)

## Consent

All items on the Consent Agenda will be taken by the Foundation Board in one motion, without discussion unless it is requested by a member of the Foundation Board that specific items be removed from the Consent Calendar for discussion. In that case the item(s) will be considered immediately following the Consent Calendar and acted upon separately.

Subject : 5.06 Fund Account List with Balances  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 5. Consent  
Access : Public  
Type : Action (Consent)  
Recommended Action : It is recommended that the Foundation Board approve the Fund Account List with Balances as presented.

## File Attachments

[Accounts with balance 12-31-2020.pdf \(105 KB\)](#)

## Consent

All items on the Consent Agenda will be taken by the Foundation Board in one motion, without discussion unless it is requested by a member of the Foundation Board that specific items be removed from the Consent Calendar for discussion. In that case the item(s) will be considered immediately following the Consent Calendar and acted upon separately.

## 6. Action

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Subject : 6.01 2019-2020 Financial Audit  
Meeting : Feb 3, 2021 - Yuba Community College District

## Foundation Regular Board Meeting

Category :	6. Action
Access :	Public
Type :	Action, Information, Presentation
Recommended Action :	That the Foundation Board of Directors approve the Financial Audit for the 2019-2020 Fiscal Year as presented by the firm of Cossolias Wilson Dominguez Leavitt,

# Public Content

### **Background:**

The Foundation's Annual Financial Audit was conducted by the independent audit firm of Cossolias Wilson Dominguez Leavitt (CWDL). The report is made available to the Foundation Board of Directors for review and comment. There were no audit findings. Ben Leavitt from CWDL will present the audit to the Foundation prior to discussion.

### **Status and Analysis:**

This item is procedural.

## File Attachments

[Yuba Community College District Foundation Management Rep Letter.pdf \(71 KB\)](#)  
[Yuba CCD Foundation Draft 12-10-2020.pdf \(897 KB\)](#)

Subject :	6.02 Reaffirm Foundation Board of Directors
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	6. Action
Access :	Public
Type :	Action
Recommended Action :	It is recommended that the Foundation Board of Directors reaffirm its membership.

# Public Content

### **Background:**

As per Foundation Board Bylaws, Article V, Section 3: Appointments:Term of Office; Term Limits.At each annual meeting, the Board shall nominate and appoint directors to available at large positions by majority vote.The term of office of each director shall be three (3) years and until a successor has been elected and qualified.The terms of directors may be staggered using any reasonable method.There shall be no limit on the number of terms a director may serve if he or she remains qualified and appointed to the Board.

### **Current membership status:**

Wayne Ginsburg, Installed 2002

John Cassidy, Installed 2003

Douglas Houston, Installed 2011

Marcia Stranix, Installed 2014

Richard Teagarden, Installed 2014

Eileen Schmidtbauer, Installed 2018

Jared Haste, Installed 2018

Jesse Ortiz, Installed 2019

Art Pimentel, Installed 2019

Sonja Lolland, Installed 2019

Tawny Dotson, Installed in 2020.

Subject :	6.03 Election of Officers for the Foundation Board of Directors for 2020
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	6. Action
Access :	Public
Type :	Action
Recommended Action :	It is recommended that the Foundation Board of Directors elect officers for 2020.

## Public Content

### **Background:**

As per Foundation Board Bylaws, Article VI, Sections 1-6:

Section 1. Officers of the Corporation. The elected officers of the Foundation shall be President, Secretary, and Treasurer. All officers must be directors.

Section 2. Election of Officers. The elected officers of the Foundation shall be elected by and from among the directors at the annual Board meeting.

Section 3. Terms of Office; Term Limits. Officers shall serve at the pleasure of the Board for one-year terms. There is no limit on the number of terms an officer shall serve if he or she is a director and continues to be elected to an officer position by the Board.

Section 4. Removal of Officers. Any elected officer may be removed at any time, with or without cause, by a majority vote of all the other directors on the Board.

Section 5. Resignation of Officers. An officer may resign at any time by giving written notice to the President. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective.

Section 6. Vacancies in Office. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled by a majority vote of the directors present at any annual or special meeting of the Board where a quorum is present. The individual filling a vacant officer position shall serve until the end of the term of the officer whose vacancy he or she is filling.

Proposed Slate of officers:

President - Wayne Ginsburg

Secretary - Marcia Stranix

Treasurer - Eileen Schmidtbauer

## 7. Information

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Subject :	7.01 Quarterly Investment report
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Information

## Public Content

At the November 2020 the Foundation Director presented an Investment Report to provide the Board with an update on investment activity on a monthly, quarterly and Year-to-Date basis. Attached is the report for the quarter ending December 31, 2020.

### File Attachments

[Investment Report 12.31.2020.pdf \(14 KB\)](#)

Subject :	7.02 Update on Investment Advisor Selection
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Discussion

## Public Content

Background:

In November 2020 the Foundation issued a Request for Proposal (RFP) for investment management services. The RFP was sent to nine firms and was advertised in the Appeal Democrat and the Daily Democrat newspapers. Nine firms submitted proposals, including six of the firms that were invited to submit. The Foundations current advisor, Spectrum Asset Management declined to submit a proposal.

After the proposals were reviewed by two board members and the Foundation Director, four firms were invited to be interviewed. Those firms were Ryan Wealth Management of Yuba City, SmartInvestor/Aaron Schmoekel of Woodland, Solis Wealth Management of Sacramento, and Payden Rygel of Los Angeles. All four firms provided a presentation in their interview, followed by a question and answer period. The three board members that participated in the interviews narrowed down the selection to two firms. The members of the interview committee would like to brief the Foundation Board on the interviews and seek feedback on how we move forward with the selection.

Subject : 7.03 Proposed Foundation Board Policy 10.01 - Spokesperson  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 7. Information  
Access : Public  
Type : Discussion, Information, Presentation

## Public Content

### Background:

At the November 2020 meeting of the Foundation Board of Directors it was recommended that the Foundation identify an official spokesperson, so in the case a spokesperson is needed, there is a designated individual in place. Chancellor Houston share that he is the authorized spokesperson on behalf of the District, but the President of the Governing Board is the official spokesperson on behalf of the Governing Board. Using that precedent, Foundation Board policy 10.01 is being provided for review and discussion by the Board of Directors.

## File Attachments

[FBP 10.01 Spokesperson - for consideration 2.0.pdf \(211 KB\)](#)

Subject : 7.04 Proposed Foundation Board Policy 10.02 - Authorized Signatures  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 7. Information  
Access : Public  
Type : Discussion, Information, Presentation

## Public Content

### Background:

At the November 2020 meeting of the Foundation Board of Directors approved authorized signatures for the financial (Banking and Investment) accounts of the Foundation. The Foundation Board asked that the authorized signatures could be put into a policy.

At the November 2020 meeting the Board also authorized increasing the amount that required two signatures on a check from \$500 to \$1,000.

Foundation Board Policy and Administrative Procedure 10.02 is attached for review and discussion by the Board.

## File Attachments

[FBP 10.02 - Accounts - for consideration.pdf \(109 KB\)](#)

Subject :	7.05 I GIVE Employee Giving Campaign
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Information

## Public Content

### Background:

The foundation is launching a campaign focused on employee giving through payroll deduction. The "I GIVE..." campaign features a number of current employees that make monthly contributions through payroll deduction and why they make those gifts. The goal of the campaign is to increase employee giving, primarily through payroll deduction with a target of 75 employees giving. The Foundation Director will share with the Board a brief presentation on the campaign.

## File Attachments

[I GIVE Images.pdf \(1,821 KB\)](#)

## 8. Reports

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Subject :	8.01 Foundation President's Report
Meeting :	Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	8. Reports
Access :	Public
Type :	Report

## Public Content

The President of the Foundation Board will present a status update.

Subject :	8.02 YCCD Board of Trustees - Foundation Liaison
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Meeting : Reports  
Feb 3, 2021 - Yuba Community College District  
Foundation Regular Board Meeting

Category : 8. Reports

Access : Public

Type : Report

## Public Content

### **Background:**

YCCD Board of Trustees Liaisons to the Foundation Board will report.

Subject : 8.03 Chancellor's Report

Meeting : Feb 3, 2021 - Yuba Community College District  
Foundation Regular Board Meeting

Category : 8. Reports

Access : Public

Type : Report

## Public Content

The Chancellor's monthly newsletters are attached.

[11.12.2020](#)

[12.17.2020](#)

[1.14.2020](#)

### **File Attachments**

[11.12.2020 Chancellor's News.pdf \(393 KB\)](#)

[12.17.2020 Chancellor's News.pdf \(415 KB\)](#)

[1.14.21 Chancellor's News.pdf \(461 KB\)](#)

Subject : 8.04 Yuba College Report

Meeting : Feb 3, 2021 - Yuba Community College District  
Foundation Regular Board Meeting

Category : 8. Reports

Access : Public

Type : Report

## Public Content

Dr. Tawny Dotson, President of Yuba College, will present a status update.

Subject : 8.05 Woodland Community College Report  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Report

## Public Content

Dr. Art Pimentel, President of Woodland Community College, will present a status update.

Subject : 8.06 Next Regularly Scheduled Meeting  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Information

## Public Content

The next Foundation Board of Directors meeting is scheduled on **May 5, 2021 at 3:00 p.m.**

Remaining meetings for 2021 are: May 5, August 4, and November 3. All meetings are scheduled for 3:00 to 5:00 pm at the District Office, or via Zoom.

Subject : 8.07 Foundation Director's Report  
Meeting : Feb 3, 2021 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Report

## Public Content

Thomas Lowden, Director of the Foundation will present a status update to the Foundation Board of Directors.

### File Attachments

[YCCD Foundation News - 02.2021.pdf \(787 KB\)](#)

## 9. Adjournment

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Subject : 9.01 Adjournment  
Meeting : Feb 3, 2021 - Yuba Community College District  
Foundation Regular Board Meeting  
Category : 9. Adjournment  
Access : Public  
Type : Procedural