

Wednesday, February 6, 2019

Yuba Community College District Foundation Regular Board Meeting

REGULAR BOARD MEETING

TIME: 3:00 PM

LOCATION: Yuba Community College District Board Room, 425 Plumas Blvd., Yuba City, CA 95991; Woodland Community College, 2300 E. Gibson Rd., Woodland, CA 95776, Room 114; Yuba College, 2088 North Beale Rd., Marysville, CA 95901, Room 4; Lake County Campus, 15880 Dam Road Ext., Clearlake, CA 95422, Room 115.

Persons wishing to address the Board should complete a request card and submit it to the Recorder at the beginning of the meeting.

Agendas also available at: <http://www.boarddocs.com/ca/yccd/Board.nsf>

## 1. Call to Order and Opening Items

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Subject : 1.01 Meeting Reminder: Please Mute or Turn Off Cell Phones

Meeting : Feb 6, 2019 - 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 6, 2019 - Yuba Community College District Foundation Regular Board Meeting

Category : 1. Call to Order and Opening Items

Access : Public

Type : Procedural

## Public Content

### Background:

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 6, 2019 - 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 6, 2019 Agenda as presented.

### 3. Approval of Minutes

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Subject : 3.01 Approval of Minutes  
Meeting : Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting  
Category : 3. Approval of Minutes  
Access : Public  
Type : Action  
Recommended Action : It is recommended that the Foundation Board approve the minutes from the November 7, 2018 Foundation Regular Board Meeting as presented.

#### File Attachments

[Foundation Board Meeting - November 7 2018 Minutes.pdf \(145 KB\)](#)

### 4. Open Agenda and Public Comment

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Subject : 4.01 Open Agenda and Public Comment  
Meeting : Feb 6, 2019 - 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 6, 2019 - 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 Transfer of Non-Cash Gifts  
Meeting : Feb 6, 2019 - 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 Transfer of Non-Cash Gifts as presented.

## File Attachments

[2019-2 Non-Cash Gifts.pdf \(617 KB\)](#)

## 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 Donations  
Meeting : Feb 6, 2019 - 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

[2019-2 Donor Report by Program.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 : 5.04 Acceptance of Quarterly Warrants  
Meeting : Feb 6, 2019 - 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 - Quarter 2 - Fiscal Year 2019.pdf \(20 KB\)](#)  
[Warrant Detail - Quarter 2 - Fiscal Year 2019.pdf \(38 KB\)](#)

## 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 Newly Established Foundation Accounts  
Meeting : Feb 6, 2019 - 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.pdf \(15 KB\)](#)

## 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 Acceptance of Financial Reports  
Meeting : Feb 6, 2019 - 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 Financial Reports as presented.

## File Attachments

[Statement of Activities 2019 2nd Quarter.pdf \(38 KB\)](#)  
[Statement of Financial Position 2019 2nd Quarter.pdf \(35 KB\)](#)  
[Account List with Balances 12-31-18.pdf \(26 KB\)](#)

## 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 Reaffirm Foundation Board of Directors
Meeting :	Feb 6, 2019 - 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:

Susan Alves, Installed 2019

John Cassidy, Installed 2003

Wayne Ginsburg, Installed 2002

Jared Hastey, Installed 2018

Douglas Houston, Installed 2011

G.H. Javaheripour, Installed 2015

Lynn Jepsen, Installed 2013

Sandra Mayo, Installed 2017

V. Richard Savarese, Installed 2015

Eileen Schmidtbauer, Installed 2018

Marcia Stranix, Installed 2014

Richard Teagarden, Installed 2014

Michael White, Installed 2014

**Status and Analysis:**

**For Board Consideration / Discussion:**

Subject :	6.02 Election of Officers for the Foundation Board of Directors for 2019
Meeting :	Feb 6, 2019 - 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 2019.

## 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.

**Current status of officers:**

President - Wayne Ginsburg, 2016 to present

Secretary - Marcia Stranix, 2014 to present

Treasurer - Lynn Jepsen, 2016 to present

Subject : 6.03 Establish Scholarship Sub-Committee to review 2019-2020 Student Applications

Meeting : Feb 6, 2019 - 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 establish a Scholarship Sub-Committee to review applications and select awardees for the 2019-2020 academic year.

## Public Content

### **Background:**

Each year the Foundation collaborates with the Financial Aid Office to disburse scholarships to eligible students. The criteria detailed for seven of these scholarships is that the Foundation is responsible for selecting student(s) to be awarded. Over 900 student scholarship applications are submitted each year for these seven scholarships.

### **Status and Analysis:**

A Foundation Scholarship Committee needs to be established to review scholarship applications that are to be awarded for the 2019-2020 academic year. This committee is responsible for reviewing applications and selecting students based on donor specified criteria and a reviewer rubric created by the Financial Aid Office.

### **For Board Consideration / Discussion:**

Subject : 6.04 2019 Foundation Board of Directors Meeting Schedule

Meeting : Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting

Category : 6. Action

Access : Public

Type : Action, Procedural

Recommended Action : It is recommended that the Foundation Board of Directors approve the 2019 meeting schedule as presented.

## Public Content

### **Background:**

This item is procedural.

**For Board Consideration / Discussion:**

**File Attachments**

[Foundation Board Meeting Schedule.pdf \(190 KB\)](#)

**7. Information**

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Subject :	7.01 Update on the hiring of a Director for the Foundation
Meeting :	Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Information

**Public Content**

**Background:**

At the August 1, 2018 Foundation Meeting, the Board granted Dr. Houston, Chancellor YCCD, the authority to recruit and hire a new Foundation Director.

**Status and Analysis:**

Yuba Community College District is in the process of hiring a Director for the Foundation and will provide an update.

**For Board Consideration / Discussion:**

How does this action achieve the District/College Mission, Vision and Values and support Student Learning?

A Foundation Director will help tell the District's story which connects donors to the District's mission and garner direct resources in support of student learning.

Subject :	7.02 Foundation Annual Financial Audit
Meeting :	Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Discussion, Information

**Public Content**

**Background:**

The Foundation's Annual Financial Audit was conducted by the independent audit firm of Cossolias|Wilson|Dominguez|Leavitt (CWDL) pursuant to the Contracted District Audit Manual prescribed by the State Chancellor's Office. The report is made available to the Foundation Board of Directors for review and comment. There were no audit findings.

**Status and Analysis:**

This item is procedural.

**For Board Consideration / Discussion:**

How does this action achieve the District/College Mission, Vision and Values and support Student Learning?

**File Attachments**

[Foundation Final Audit Report 2017-2018.pdf \(1,680 KB\)](#)

Subject :	7.03 Current Foundation Board Policies and Administrative Procedures
Meeting :	Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Discussion, Information

# Public Content

**Background:**

Yuba Community College District is undergoing updates to the housing and archiving of Board of Trustee meetings, committee meetings, agendas and minutes into the repository known as BoardDocs. This update is to include Foundation Board policies and administrative procedures that govern the management and operation of the Foundation.

**Status and Analysis:**

The following adopted and approved Foundation Board policies and administrative procedures are migrated into the repository, BoardDocs. They are attached for reference.

FBP-FAP 2.01\_Investments

FBP-FAP 3.01\_Conflict of Interest Statement

FBP-FAP 4.01\_Whistleblower Protection

FBP 5.01\_Alcoholic Beverages

FBP-FAP 6.01\_Records Retention and Destruction

\*Key: FBP - Foundation Board Policy

FAP - Foundation Administrative Procedure

**For Board Consideration / Discussion:**

How does this action achieve the District/College Mission, Vision and Values and support Student Learning?

## File Attachments

[FBP 5.01 - Alcoholic Beverages.pdf \(62 KB\)](#)

[FBP-FAP 2.01 Investments.pdf \(164 KB\)](#)

[FBP-FAP 3.01 Conflict of Interest.pdf \(510 KB\)](#)

[FBP-FAP 4.01 Whistleblower Protection.pdf \(152 KB\)](#)

[FBP-FAP 6.01 Records Retention and Destruction.pdf \(275 KB\)](#)

Subject : 7.04 Pending Foundation Board Policies and Administrative Procedures

Meeting : Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting

Category : 7. Information

Access : Public

Type : Discussion, Information

## Public Content

### **Background:**

Yuba Community College District is undergoing updates to the housing and archiving of Board of Trustee meetings, committee meetings, agendas and minutes into the repository known as BoardDocs. This update is to include Foundation Board policies and administrative procedures that govern the management and operation of the Foundation.

### **Status and Analysis:**

The following Foundation Board policies and administrative procedures were drafted and are pending review and finalization by the Foundation Board before being migrated into the repository, BoardDocs. They are attached for your review, consideration and discussion.

- Alumni of the Year Award Selection Process
- Naming Opportunities
- Scholarship Procedures
- Student Emergency Relief Funds

\*Key: FBP - Foundation Board Policy

FAP - Foundation Administrative Procedure

### **For Board Consideration / Discussion:**

How does this action achieve the District/College Mission, Vision and Values and support Student Learning?

## File Attachments

[Foundation Alumni of the Year.pdf \(115 KB\)](#)

[Foundation Naming Opportunities.pdf \(129 KB\)](#)

[Foundation Scholarship Procedures.pdf \(141 KB\)](#)

[Foundation Student Emergency Relief Funds.pdf \(64 KB\)](#)

Subject : 7.05 Update on Opportunity Draw of Refurbished 1969 Ford Mustang Coup

Meeting :	Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Discussion, Information

## Public Content

### **Background:**

At the May 16, 2018 Foundation Special Board Meeting, the Foundation Board approved purchase of a 1969 Ford Mustang Coup from Yuba Community College District. The Foundation Board also approved an opportunity drawing for this same vehicle. The request was defined as:

**Purchase:** This action supports the Board's Vision Statement in general and items 1, 3, and 5 in particular:

1. Providing an innovative, world-class learning environment;
2. Building and maintaining an atmosphere of trust within the college district and with our communities;
3. Developing and maintaining programs and facilities that best meet the needs of our students and communities;
4. Stewarding resources strategically to meet the diverse needs of our communities and region;
5. Providing educational, economic, cultural, and civic leadership for our communities and region.

**Opportunity Draw:** This action supports the Foundation Board's Strategic Goals I & IV as follows:

Goal 1: Long Range Planning (3, 5, 6 & 7)

- Establish major, innovative fundraising priorities while defining strategies for annual giving, major giving, corporate and foundation giving, and planned giving in a balanced and assertive approach.
- Recognize the centrality of alumni to the resource development efforts of higher education through identification, education and involvement of these individuals in all aspects of our external mission.
- Establish goal-driven, strategic events for the purposes of building a support base for the colleges. These should prioritize the participation of alumni, retirees, friends and related prospects.
- Develop a marketing plan that recognizes our target audiences, considers a balanced approach to the usage of website, portal, traditional media, social media, print media, and involves institutional leadership in community roles.

Goal IV: Special Projects (1)

- Provide support, where feasible, to situational priorities recommended by members of the YCCD community. Use such projects to improve image and build relationships in our various communities.

### **Status and Analysis:**

The Foundation purchased the vehicle from Yuba Community College District. An update and status on the Opportunity Draw will be provided by Yuba College.

### **For Board Consideration / Discussion:**

How does this action achieve the District/College Mission, Vision and Values and support Student Learning?

## 8. Reports

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Subject : 8.01 Foundation President's Report

Meeting : Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Report

## Public Content

### **Background:**

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

Subject : 8.02 YCCD Board of Trustees - Foundation Liaison Reports  
Meeting : Feb 6, 2019 - 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 6, 2019 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Report

## Public Content

### **Background:**

The Chancellor's Monthly Newsletters for November and December 2018 and January 2019 are attached.

### **File Attachments**

[11.08.2018 Chancellor's News.pdf \(497 KB\)](#)  
[12.20.2018 Chancellor's News.pdf \(438 KB\)](#)  
[01.10.2019 Chancellor's News.pdf \(400 KB\)](#)

Subject : 8.04 Yuba College, Sutter County Center and Beale AFB Reports  
Meeting : Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Report

## Public Content

### Background:

Dr. GH Javaheripour, President of Yuba College, will present a status update.

Subject : 8.05 Woodland Community College, Lake County Campus and Colusa County Campus Reports  
Meeting : Feb 6, 2019 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Report

## Public Content

### Background:

Dr. Michael White, President of Woodland Community College, will present a status update.

Subject : 8.06 Next Regularly Scheduled Meeting  
Meeting : Feb 6, 2019 - 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 1, 2019 at 3:00 p.m.

## 9. Adjournment

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Subject : 9.01 Adjournment

Meeting : Feb 6, 2019 - Yuba Community College District  
Foundation Regular Board Meeting

Category : 9. Adjournment

Access : Public

Type : Procedural