

Wednesday, August 7, 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. Conference Call: 1-669-900-6833; Meeting ID: 293 278 664

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

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

Meeting : Aug 7, 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 : Aug 7, 2019 - 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

Subject : 2.01 Approval of Agenda

Meeting : Aug 7, 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 August 7, 2019 Agenda as presented.

3. Approval of Minutes

Subject : 3.01 Approval of Minutes
Meeting : Aug 7, 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 May 1, 2019 Foundation Regular Board Meeting as presented.

File Attachments

[May 1 2019 YCCD Foundation Board Meeting Minutes - DRAFT.pdf \(304 KB\)](#)

4. Open Agenda and Public Comment

Subject : 4.01 Open Agenda and Public Comment
Meeting : Aug 7, 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

Subject : 5.01 Consent Calendar
Meeting : Aug 7, 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 Donations
Meeting : Aug 7, 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

[2019-4 Giving Report.pdf \(55 KB\)](#)

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 : Aug 7, 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 4 - Fiscal Year 2019.pdf \(20 KB\)](#)

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 : Aug 7, 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 06-30-19.pdf \(18 KB\)](#)

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 : Aug 7, 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 Financials as presented.

File Attachments

[Statement of Activities 2019 4th Quarter.pdf \(39 KB\)](#)
[Statement of Financial Position 2019 4th Quarter.pdf \(35 KB\)](#)

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 : Aug 7, 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 Fund Account List with Balances as presented.

File Attachments

[Account List with Balances 06-30-19.pdf \(24 KB\)](#)

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

Subject :	6.01 Foundation Board Policies and Administrative Procedures
Meeting :	Aug 7, 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 approve the Foundation Board policies and administrative procedures as presented.

Public Content

Background:

Proposed Foundation Board policies and administrative procedures are drafted, reviewed and approved by the Foundation Board of Directors.

Status and Analysis:

The following Foundation Board policies and administrative procedures were presented for First Reading and Review at the May 1, 2019 Board of Directors meeting. They are being brought back for Action by the Foundation Board of Directors.

FBP 7.01_Alumni of the Year Award

FBP 8.01_Naming Guidelines and Opportunities

FBP-FAP 9.01_Student Emergency Relief Funds

FBP-FAP 10.01_Student Scholarship Funds

*Key: FBP - Foundation Board Policy

FAP - Foundation Administrative Procedure

File Attachments

[FBP and FAP for Approval - 8.7.19.pdf \(274 KB\)](#)

7. Information

Subject :	7.01 Foundation Board Policies and Administrative Procedures
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Meeting : Aug 7, 2019 - Yuba Community College District Foundation Regular Board Meeting

Category : 7. Information

Access : Public

Type : Information

Public Content

Background:

Proposed Foundation Board policies and administrative procedures are drafted, reviewed and approved by the Foundation Board of Directors.

Status and Analysis:

The following Foundation Board administrative procedures were presented for a first reading at the May 1, 2019 Board meeting. Since that meeting they have been reviewed and edited by Director Lowden and are being represented for a first reading to the Board in the attached file for review and discussion.

FAP 7.01_Alumni of the Year Award

FAP 8.01_Naming Guidelines and Opportunities

The following Foundation Board policy and administrative procedure are being presented for a first reading and are attached for review and discussion.

FAP 1.01_Gift Acceptance

FBP 2.01_Investments

*Key: FBP - Foundation Board Policy

FAP - Foundation Administrative Procedure

In addition, Director Lowden has prepared a document with a brief outline of five additional topics that the board might want to consider the development of a Board Policy or Administrative procedure. That document is attached for discussion purposes.

File Attachments

[FBP and FAP for Information - 8.7.19.pdf \(352 KB\)](#)

[FBP-FAP future consideration 8.01.19.pdf \(385 KB\)](#)

[FAP 1.01 Redline.pdf \(125 KB\)](#)

[FAP 7.01 Redline.pdf \(148 KB\)](#)

[FAP 8.01 Redline.pdf \(247 KB\)](#)

[FBP 2.01 Redline.pdf \(46 KB\)](#)

Subject : 7.02 Foundation Branding

Meeting : Aug 7, 2019 - Yuba Community College District Foundation Regular Board Meeting

Category : 7. Information

Access : Public
Type : Discussion, Information

Public Content

Background:

The foundation was founded in 1972 as the *Yuba College Foundation*. At that time the District was a single-college district and the name was appropriate. In 2014 the Foundation changed it's legal nameto the *Yuba Community College District Foundation*.As a multi-college District, with campuses in six communities, the name of the Foundation, at times, may cause confusion about the connection of a campus or community to the Foundation and where someones contribution may actually end up. This is especially true when a prospective donor does not understand the organization of the District and their only touch point is with the local campus entity.

For Board Consideration and Discussion:

The attached document proposed the establishment of primary funds at each campus location to serve as the local image of the Foundation. Director Lowden is seeking input from the Board of Director's on moving forward with the implementation of the Fund program.

File Attachments

[Branding Concept 7.31.19.pdf \(234 KB\)](#)

Subject : 7.03 Combining AAUW & Yuba City Women's Club Funds
Meeting : Aug 7, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category : 7. Information
Access : Public
Type : Discussion, Information

Public Content

Background:

The American Association of University Women (AAUW) has overseen the selection of annual scholarship recipients on behalf of the AAUW and the Yuba City Women's Club (YCWC) fora number of years. The AAUW has requested that the two funds (AAUW and YCWC) be combined into one fund. The goal would be for AAUW to continue the selection of two annual scholarships in a new combined AAUW /Yuba City Women's Club Fund. Fund balances as of June 30, 2019: AAUW - \$1,279 and YCWC - \$21,797. Combined Fund Balance is \$23,076.

Director Lowden has met with the leadership of AAUW that proposed the merger. The YCWC has been inactive for more than 10 years. Combining the funds does not alter the intent of the two scholarship funds. While the AAUW Fund is not an endowed fund, the YCWC is and as a result the combined fund will need to be an endowed fund which was a condition of their original gift.

Subject : 7.04 Website and Online Giving
Meeting : Aug 7, 2019 - Yuba Community College District Foundation Regular Board Meeting

Category : 7. Information
Access : Public
Type : Discussion, Presentation

Public Content

Background:

The current website for the Foundation was created with a focus on governance of the Foundation. It does not allow the Foundation to tell its story, inspire giving or provide easy access for potential donors to make an online gift. Director Lowden will provide an update of the concepts for updating the Foundation's website and the addition of a new online giving portal.

File Attachments

[Fdn Web Presentation 8.7.19.pdf \(1,139 KB\)](#)
[Fdn Web Presentation 8.7.19.pptx \(5,638 KB\)](#)

Subject : 7.05 IRS Status
Meeting : Aug 7, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category : 7. Information
Access : Public
Type : Discussion, Information

Public Content

Background:

The YCCD Foundation is recognized as a 501(c)3 not-for-profit organization in the IRS Determination Letter dated October 27, 1972. In the same letter the IRS states that they have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(3). Our classification as a 509(a)(3) charitable support organization, under the 501(c)3 status restricts our ability to accept certain types of gifts, and hinders private foundations from making gifts to us.

Director Lowden will brief the Board on this issue and the work being done to have the foundation reclassified by the IRS.

File Attachments

[Federal Income Tax - October 27 1972.pdf \(97 KB\)](#)

8. Reports

Subject : 8.01 Foundation President's Report
Meeting : Aug 7, 2019 - 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 Reports
Meeting : Aug 7, 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 : Aug 7, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category : 8. Reports
Access : Public
Type : Report

Public Content

The Chancellor's monthly newsletters are attached.

File Attachments

[05.09.2019 Chancellor's News.pdf \(403 KB\)](#)
[06.13.2019 Chancellor's News.pdf \(384 KB\)](#)
[07.11.2019 Chancellor's News.pdf \(446 KB\)](#)

Subject : 8.04 Yuba College Report
Meeting : Aug 7, 2019 - Yuba Community College District Foundation Regular Board Meeting
Category : 8. Reports
Access : Public
Type : Report

Public Content

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

Subject : 8.05 Woodland Community College Report
Meeting : Aug 7, 2019 - 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 : Aug 7, 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 November 6, 2019 at 3:00 p.m.

Subject : 8.07 Foundation Director's Report
Meeting : Aug 7, 2019 - 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.

9. Adjournment

Subject : 9.01 Adjournment
Meeting : Aug 7, 2019 - Yuba Community College District
Foundation Regular Board Meeting
Category : 9. Adjournment
Access : Public
Type : Procedural