

Wednesday, November 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.

1. Call to Order and Opening Items

Subject :

1.01 Meeting Reminder: Please Mute or Turn Off Cell Phones

Meeting : Nov 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 : Nov 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.

Subject : 1.03 Remote Meeting Protocols
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category : 1. Call to Order and Opening Items
Access : Public
Type : Information

Public Content

Background

Virtual meeting protocols are slightly different from conducting a meeting with everyone in the same space. The Board President will provide a quick overview of the process that will be used for operating the meeting such as, including muting, conducting votes, and how to be recognized by the chair.

1. To be recognized please use the "Raise Your Hand" button on your screen.
2. All votes will be in a roll call manner, as required by the Brown Act.

Status and Analysis:

For Board Consideration / Discussion:

2. Approval of Agenda

Subject :	2.01 Approval of Agenda
Meeting :	Nov 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 November 3, 2021 Agenda as presented.

3. Approval of Minutes

Subject :	3.01 Approval of Minutes - August 4, 2021
Meeting :	Nov 3, 2021 - 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 August 4, 2021 Foundation Regular Board Meeting as presented.

File Attachments

[August 2021 Minutes.pdf \(219 KB\)](#)

4. Open Agenda and Public Comment

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

Public Content

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5. Consent

Subject :	5.01 Consent Calendar
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Meeting : Nov 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. Items included are: Acceptance of Contributions, Acceptance of Quarterly Warrants, June 30, 2020 Financials, and Fund Account List with Balances as of June 30, 2020.

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 : Nov 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 2022 Quarter 1.pdf \(116 KB\)](#)

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 : Nov 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 2022 1st Quarter.pdf \(317 KB\)](#)

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 : Nov 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 09-30-21.pdf \(40 KB\)](#)

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 : Nov 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 Financial Position 2022 1st Quarter.pdf \(78 KB\)](#)

[Statement of Activities 2022 1st Quarter.pdf \(82 KB\)](#)

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 : Nov 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 09-30-21.pdf \(110 KB\)](#)

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. Discussion

Subject : 6.01 Allocation Unrealized Investment Gains

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

Category : 6. Discussion

Access : Public

Type : Discussion

Public Content

Background:

On the June 30, 2021 the Foundation had \$3,453,718 in unrealized gains that have been accumulated over approximately 10 years. This amount has yet to be allocated to the 175 Funds that make up the Foundation, and from which the unrecognized gains have been generated. In order to provide for increased funding of scholarships and support for services that benefit students, the following proposal is being recommended for allocation of the unrecognized gains of the Foundation.

1. Short-term investments will be allocated in a proportionate manner among the 175 funds of the Foundation. That will provide increased funding for scholarships starting in the 2022-23 year, and increased funding for student programs and services.
2. This will provide for the preservation of the corpus and the long-term growth for each of the endowed funds of the Foundation.

For Board Consideration / Discussion:

Step One:

Move \$293,312 of unrealized gains into the Foundation Operating Account. This is the balance of the \$500,000 that was approved by the Foundation Board in 2018 to hire a Director for the Foundation.

Step Two

Allocate the balance of unrealized gains \$3,160,406 (\$3,453,718 minus \$293,312 moved to Foundation Operating Account) proportionately among all funds of the Foundation as detailed in the attachment.

Step Three

In addition to the allocation of unrealized gains, it is proposed that the following changes be approved to combine funds with like purposes.

File Attachments

[investment allocation proposal.pdf \(144 KB\)](#)

[Investment Allocation Plan 10.27.21.pdf \(198 KB\)](#)

[Investment Allocation Presentation 11.21.pptx \(741 KB\)](#)

7. Information

Subject :	7.01 Investment Report from Smart Investor
Meeting :	Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Information

Public Content

Background:

Aaron Schmoekel from Smart Investor was selected as the new investment advisor for the Foundation in the spring of 2021. He will be providing an update on the transition from our past advisor as well as a current update on the investments of the Foundation.

Status and Analysis:

For Board Consideration / Discussion:

File Attachments

[2021Q3 Model Snapshot Balanced.pdf \(351 KB\)](#)

[2021Q3 YCCD Foundation SI Quarterly Report.pdf \(1,779 KB\)](#)

8. Action

Subject :	8.01 Approval of Investment Spending for 2021-22
Meeting :	Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	8. Action
Access :	Public
Type :	Action

Recommended Action :

Approve the recommended annual distribution from the investment portfolio for the 2021-22 year in the amount of \$525,408, 5.5% of the three year average.

Public Content

Background:

Section VII of Foundation Board Policy 2.0 governs the annual spending of the invested funds of the Foundation. The intent of the Spending policy is to create a measured long term focus of financial support for the Foundation that contemplates market conditions, net return, and a desire to grow the balance of the Fund. The targeted annual spending rate is 4.5 5.5% and will be determined using the average account value of the previous three fiscal years ending period (June 30) endowment values.

Status and Analysis:

It is recommended that the amount distributed for the 2021-22 year be \$525,408, 5.5% of the three-year average. The investment portfolio had an increase of \$1,159,031 in the 2020-21 year. After a 5.5% distribution of \$525,408, the balance of the years increase, \$633,623, would remain in the portfolio.

For Board Consideration / Discussion:

File Attachments

[Spending Distribution 2021-22.pdf \(526 KB\)](#)

[Investment Spending Distribution 11.21.pdf \(284 KB\)](#)

Subject :	8.02 Approval of Direct Mail Consulting Agreement
Meeting :	Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	8. Action
Access :	Public
Type :	Action
Recommended Action :	Approve the recommended proposal from Rescigno's Consulting to provide Direct mail services for the Foundation.

Public Content

Background:

The Foundation has a database with approximately 7,300 past and present donors. A comprehensive Direct Mail program that includes regular mail, email and social media is the one of the most economical methods of reaching out to the prospect in the Foundation's database, share the story of the impact the Foundation is having in the lives of our students, and developing an ongoing relationship with donors. Rescigno's is a consulting firm that specializes in developing and implementing comprehensive direct mail program in educational institutions.

Status and Analysis:

Rescigno's currently manages the direct mail programs for Los Rios Community College District, Modesto Jr. College and numerous other higher-education institutions. A presentation outlining their proposal is attached to this agenda item.

For Board Consideration / Discussion:

File Attachments

[Rescigno's Proposal.pdf \(341 KB\)](#)

[Direct Mail Consulting Services Proposal.pptx \(733 KB\)](#)

Subject :	8.03 Approval of 2021-22 Operating Budget
Meeting :	Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	8. Action
Access :	Public
Type :	Action
Recommended Action :	Approve the proposed 2021-22 Operating Budget of for the YCCD Foundation.

Public Content

Background:

The last budget for the Foundation was approved in 2014-15. The proposed budget for 2021-22 has revenues of \$1,026,409 and expenses of \$977,160. The projected surplus is \$49,249.

Status and Analysis:

This is the first budget using the new investment distribution model which is providing \$525,409 from the investment portfolio for Foundation operations. This results in a significant increase in available scholarship funds, additional support for student services.

The budget proposes funding a contract with a Direct Mail Fundraising consultant, a feasibility study for the proposed WCC Capital Campaign, and the addition of a part-time administrative assistant position.

File Attachments

[YCCDF Budget 2021-22.pdf \(14 KB\)](#)

[YCCDF Budget Narrative 2021.22 3.0.pdf \(122 KB\)](#)

[Budget Presentation 11.21 4.0.pdf \(563 KB\)](#)

9. Reports

Subject :	9.01 Foundation President's Report
Meeting :	Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category :	9. Reports
Access :	Public
Type :	Report

Public Content

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

Subject : 9.02 YCCD Board of Trustees - Foundation Liaison Reports
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category : 9. Reports
Access : Public
Type : Report

Public Content

Background:

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

Subject : 9.03 Woodland Community College Report
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category : 9. Reports
Access : Public
Type : Information, Report

Public Content

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

Subject : 9.04 Yuba College Report
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category : 9. Reports
Access : Public
Type : Information, Report

Public Content

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

Subject : 9.05 Chancellor's Report
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting

Category : 9. Reports
Access : Public
Type : Information, Report

Public Content

The Chancellor's monthly newsletters are attached.

Subject : 9.06 Foundation Director's Report
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category : 9. 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 \(787 KB\)](#)

Subject : 9.07 Next Regularly Scheduled Meeting
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category : 9. Reports
Access : Public
Type : Information

Public Content

The next Foundation Board of Directors meeting is scheduled on **Wednesday, February 2, 2021 at 3:00 p.m.**

2022 meeting dates are: February 3, May 4, August 3 and November 2.

10. Adjournment

Subject : 10.01 Adjournment
Meeting : Nov 3, 2021 - Yuba Community College District Foundation Regular Board Meeting
Category : 10. Adjournment

Access :

Public

Type :

Procedural