

Wednesday, November 4, 2020

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 4, 2020 - 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 4, 2020 - 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 4, 2020 - 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

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Subject :	2.01 Approval of Agenda
Meeting :	Nov 4, 2020 - 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 4, 2020 Agenda as presented.

## 3. Approval of Minutes

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Subject :	3.01 Approval of Minutes - August 5, 2020
Meeting :	Nov 4, 2020 - 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 5, 2020 Foundation Regular Board Meeting as presented.

### File Attachments

[Minuteds 08.05.2020 Regular Mtg.pdf \(229 KB\)](#)

Subject :	3.02 Approval of Minutes - August 11, 2020
Meeting :	Nov 4, 2020 - 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 11, 2020 Foundation Special Board Meeting as presented.

### File Attachments

[Minutes 08.11.2020 Special Mtg.pdf \(242 KB\)](#)

## 4. Open Agenda and Public Comment

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Subject :	4.01 Open Agenda and Public Comment
Meeting :	Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting
Category :	4. Open Agenda and Public Comment

Access : Public  
Type : Information

## Public Content

In order to equitably facilitate public comments, members of the public joining online are encouraged to use the "Raise Your Hand" button on their screen when prompted for public comment. Members of the public joining on the phone are encouraged to press \*9 when prompted for public comment. 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.

### 5. Consent

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Subject : 5.01 Consent Calendar  
Meeting : Nov 4, 2020 - 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 4, 2020 - 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 1.pdf \(145 KB\)](#)

### 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 4, 2020 - 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 1st Quarter.pdf \(399 KB\)](#)

## 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 4, 2020 - 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 09-30-20.pdf \(51 KB\)](#)

## 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 4, 2020 - 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 1st Quarter.pdf \(102 KB\)](#)  
[Statement of Financial Position 2021 1st 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 : Nov 4, 2020 - 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 09-30-2020.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 Authorized Signers  
Meeting : Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting  
Category : 6. Action  
Access : Public  
Type : Action  
Recommended Action : Approve authorized signers for the Foundation's financial accounts, and increase the limit that requires two signatures on a check from \$500 to \$1,000.

# Public Content

## **Background:**

The Foundation has a checking account, separate from District Accounts. That account is currently at US Bank. In addition, the Foundation has retained an outside investment advisor to manage the investments of the Foundation, primarily through Charles Schwab. Current authorized signers on the Checking account are Chancellor Houston, Cathy Richter and Renee Hamilton. Cathy and Renee are Executive Assistants to the Chancellor and Vice Chancellor respectively. Currently, all checks above \$500 require two signatures. In regard to our investment accounts, Chancellor Houston is the only authorized agent on behalf of the Foundation.

## **Status and Analysis:**

Two of the three authorized check signers do not hold a position on either the Board of Directors or staff of the Foundation, and the Board has never officially approved the individuals designated as authorized signers. From a fiduciary position this is not a good practice. Having the two signature requirement has become increasingly difficult during the pandemic and has resulted in slowing down some payment based on availability of signers. It is recommended that the Board approve the following individuals to serve as authorized signers for the Foundation's Bank Accounts: Douglas Houston, Chancellor and Foundation Board Member; Thomas Lowden, Foundation Director, Sonja Lolland, Vice Chancellor and Foundation Board Member, Lynn Jepsen, Foundation Treasurer, and as a proxy for Chancellor Houston, Cathy Richter, Executive Assistant to the Chancellor. In addition, after consulting with Katy Miller, our Fiscal Services support it is recommended that the limit for required dual signatures be increased to \$1,000.

Currently, on Chancellor Houston is an agent on behalf of the Foundation for our investment accounts. While the investment advisor has latitude in managing our investment portfolio, there are occasions that an agent on behalf of the Foundation is required to provide input or authorization in regard to moving funds or allowing information to be released. It is recommended that the Foundation Board approve Douglas Houston, Chancellor and Board Member, Thomas Lowden, Foundation Director, and Wayne Ginsburg, Foundation President as authorized agents for Foundation investment funds.

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

### **File Attachments**

[Authorized Signer Motions.pdf \(35 KB\)](#)

Subject :	6.02 2021-2022 Scholarship Funds
Meeting :	Nov 4, 2020 - 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 scholarship funding availability as presented for the 2021-2022 academic year.

# Public Content

**Background:**The Foundation Board of Directors annually reviews and approves the Foundation scholarships that will be offered for the next academic year. Scholarship opportunities are advertised through the Financial Aid offices of each college at the beginning of the calendar year. The Financial Aid Offices are working with the Foundation to implement NextGen, a new Scholarship Management program, for the upcoming year, and they will need the approved list of scholarship offerings by mid-November in order for the scholarship application process to begin on January 1.

**Status and Analysis:**

**For Board Consideration / Discussion:**

The document attached to this agenda item details the scholarship offerings by campus for 2021-22. A total of 246 scholarships, totaling \$203,750 are being recommended for approval. 44 for Lake County Campus; 45 for Woodland Community College, including Colusa; and 157 for Yuba College, including Sutter. The scholarships listed in black are campus specific scholarships. Scholarships listed in Blue are District scholarships that are divided out to the campuses based on the wishes of the original donor or student enrollment data.

**File Attachments**

[2021-22 Scholarships for Board Approval.pdf \(270 KB\)](#)

## 7. Information

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Subject :	7.01 www.yccdfoundation.org
Meeting :	Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Discussion, Information

## Public Content

The foundation has launched a website, [www.yccdfoundation.org](http://www.yccdfoundation.org). The Foundation Director will provide a tour of the site followed by comments and input from the Board.

Subject :	7.02 Scholarship Campaign
Meeting :	Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Information

## Public Content

**Background:**

The Foundation is launching its first Direct Mail/Social Media Fundraising Campaign to benefit the scholarship funds of the colleges. Approximately 3,500 letters are being sent to individuals currently in the database. In addition, there will be an email blast and posts on Facebook, LinkedIn and other social media platforms. Stevenson Media, a firm that has been working with Woodland Community College has served as the consultant for this campaign.

Subject : 7.03 Foundation Spokesperson  
Meeting : Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting  
Category : 7. Information  
Access : Public  
Type : Discussion

## Public Content

### **Background:**

At the recent Board Orientation a question was asked about whom the authorized Spokesperson was for the Foundation. The Foundation Board of Directors has never approved an authorized spokesperson, and those present could not recall there ever being a need for one. Mr. Lowden proposed that the Board of Directors have a discussion about creating a policy in regard to the Spokesperson position at the November Board Meeting.

### **Status and Analysis:**

Many of the Foundation's Board Policies are directly linked to a similar policy of the Yuba Community College District. YCCD Board Policy 2443, attached to this time, designates a spokesperson for the district.

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

Should the Foundation have a designated spokesperson(s) to speak on behalf of the Board of Directors? If so, should that individual be the Board President, Foundation Director, Chancellor of the District or another designated position?

### **File Attachments**

[YCCD Spokesperson Policy.docx \(23 KB\)](#)

Subject : 7.04 Investment Report  
Meeting : Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting  
Category : 7. Information  
Access : Public  
Type : Discussion

## Public Content

The Foundation Board of Directors reviews a quarterly Financial Statement, that includes information related to investments of the Foundation as part of the overall financial status of the Foundation. The proposed investment report, would be provided on a quarterly basis to provide greater detail on the investment portfolio of the Foundation on a quarterly and YTD Basis. It would also benchmark the Foundation's portfolio against other indices, and provide information on the investment mix of the Foundation. This item is being presented for information and discussion purposes only to determine if the Board would like to see this type of report included as part of the regular consent calendar of future board meetings.

## File Attachments

[Investment Report.pdf \(13 KB\)](#)

Subject :	7.05 Investment Services RFP
Meeting :	Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting
Category :	7. Information
Access :	Public
Type :	Discussion

## Public Content

### **Background:**

The foundation has had the same investment advisor, Spectrum Asset Management, for 16 years. According to BoardEffect, "best practices should extend to reviewing the investment manager at least every three to five years to ensure that they still have the best person assisting with their investments." BoardSource states "Hiring an investment advisor is not a one-time event. The board's legal responsibilities are not discharged unless the board, or its investment committee, regularly reviews the advisors work and the organizations adherence to established policies in a disciplined manner."

### **Status and Analysis:**

It is a good business practice to assess outside investment counsel on at least an every five year basis. Outside auditing services are regularly put out to bid on an every three year basis. The Foundation has not conducted an RFP process for outside investment counsel since 2014. The Foundation Director has obtained copies of Investment Counsel RFPs from other California Community College Foundations. The Proposed Timeline and Scope of Proposal for the process is included as an attachment to this agenda item. It is recommended that we include our current advisor in the process while inviting qualified advisor within the boundaries of YCCD to apply.

The current advisor is located in Southern California and was selected in part because the principal of the firm was connected to a local community college foundation in his community.

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

After reviewing the qualifications for outside counsel, who would you recommend from your list to be included on the invite list to submit a proposal?

## File Attachments

[Proposed timeline & scope for RFP.pdf \(614 KB\)](#)

Subject : 7.06 Foundation Orientation Presentation  
Meeting : Nov 4, 2020 - Yuba Community College District  
Foundation Regular Board Meeting  
Category : 7. Information  
Access : Public  
Type : Information

## Public Content

### Background:

The Foundation's revised Orientation program was delivered for the first time in the month of October. The two-hour PowerPoint session included an orientation binder that followed the presentation and included numerous documents related to the Foundation. It was suggested that the contents of the binder be provided to all members of the Board. That content has been compiled in a PDF document that is attached to this agenda item. and can be found in the Foundation's Library on BoardDocs.

### Status and Analysis:

### For Board Consideration / Discussion:

## File Attachments

[10.20.2020 Board Orientation Binder.pdf \(12,981 KB\)](#)

## 8. Reports

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Subject : 8.01 Foundation President's Report  
Meeting : Nov 4, 2020 - 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 : Nov 4, 2020 - 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 Woodland Community College Report  
Meeting : Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Information, Report

# Public Content

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

Subject : 8.04 Yuba College Report  
Meeting : Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Information, Report

# Public Content

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

Subject : 8.05 Chancellor's Report  
Meeting : Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting  
Category : 8. Reports  
Access : Public  
Type : Information, Report

# Public Content

The Chancellor's monthly newsletters are attached.

## **File Attachments**

[08.13.2020 Chancellor's News.pdf \(276 KB\)](#)

[09.10.2020 Chancellor's News.pdf \(220 KB\)](#)

[10.08.2020 Chancellor's News.pdf \(201 KB\)](#)

Subject : 8.06 Foundation Director's Report  
Meeting : Nov 4, 2020 - 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

[Fdn Nov 2020 Report.pdf \(1,376 KB\)](#)

Subject : 8.07 Next Regularly Scheduled Meeting  
Meeting : Nov 4, 2020 - 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 **Wednesday, November 4, 2020 at 3:00 p. m.**

2021 meeting dates are: February 3, May 5, August 4 and November 3. All

## 9. Adjournment

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Subject : 9.01 Adjournment  
Meeting : Nov 4, 2020 - Yuba Community College District Foundation Regular Board Meeting  
Category : 9. Adjournment  
Access : Public  
Type : Procedural