



**Wednesday, February 5, 2025
Yuba Community College District Foundation Regular Board Meeting**

REGULAR BOARD MEETING

TIME: 3:00 PM

LOCATION: ROOM 212, SUTTER COUNTY CENTER OF YUBA COLLEGE, 3301 E. Onstott Road, Yuba City, CA 95991

ONLINE: <https://yccd-edu.zoom.us/j/88170018400?from=addon>

Meeting ID:881 7001 8400

REGULAR BOARD MEETING

TIME: 3:00 PM

PUBLIC COMMENTS

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

Members of the public who 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 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	1. Call to Order and Opening Items
Access	Public
Type	Procedural

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

Subject	1.02 Call to Order
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Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	1. Call to Order and Opening Items
Access	Public
Type	Procedural

The Foundation Board President will call the meeting to order.

2. Approval of Agenda

Subject	2.01 Approval of Agenda for February 5, 2025
Meeting	Feb 5, 2025 - 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 7, 2024 Agenda as presented.

3. Approval of Minutes

Subject	3.01 Approval of Minutes from November 6, 2024
Meeting	Feb 5, 2025 - 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 1, 2023 Foundation Board Meeting as presented.

File Attachments

[YCCD Foundation Regular Board Meeting Minutes- November 6, 2024.pdf \(145 KB\)](#)

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

Subject	4.01 Open Agenda and Public Comment
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	4. Open Agenda and Public Comment
Access	Public
Type	Information

Background:

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

5. Consent

Subject **5.01 Consent Calendar**

Meeting Feb 5, 2025 - 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.

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 5, 2025 - 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 2025 2nd Quarter.pdf \(276 KB\)](#)

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 5, 2025 - 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 2025 2nd Quarter.pdf \(99 KB\)](#)

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 5, 2025 - 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 12-31-2024.pdf \(93 KB\)](#)

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 5, 2025 - 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

[Stmnt Activities 2025-2.pdf \(39 KB\)](#)

[Stmnt Financial Position 2025-2.pdf \(210 KB\)](#)

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 5, 2025 - 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 Balances 12-31-2024.pdf \(30 KB\)](#)

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 Election of Officers for the Foundation Board of Directors for 2025
Meeting	Feb 5, 2025 - 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 2025.

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 meetings 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.

Subject	6.02 Foundation Cash Handling Policy and Procedures
Meeting	Feb 5, 2025 - 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 approve Foundation Cash Handling Policy 12.02 and Foundation Administrative Procedure12.02.

Background:

On an annual basis many organizations that have funds in the Yuba Community College District Foundation conduct fundraising events and activities that accept cash payments prior to and during the event or activity. Foundation Board Policy 12.02: CASH HANDLING and its supporting Foundation Administrative Procedure 12.02 are being proposed to provide guidance in managing the Cash Handling process for Foundation funds. The po

All Yuba Community College District (YCCD) departments, athletic teams, student related programs and services, educational programs, etc... (units) that handle cash on behalf of the Yuba Community College District Foundation (Foundation) must have both an awareness of and show a commitment to strong internal controls for managing cash receipts that prevent mishandling of funds and safeguard against loss. Strong internal controls also protect employees from inappropriate charges of mishandling funds by clearly defining responsibilities for the cash handling process. This policy outlines the rules and procedures employed by the Foundation for the proper handling of cash including the responsibilities of YCCD employees in the cash handling process. This policy is intended to aid in preventing and/or detecting cash loss and protecting employees in the cash handling process. Managers of units handling Foundation cash are responsible for establishing and maintaining the proper environment of internal controls.

This proposed Foundation Board Policy and associated Foundation Administrative Procedure were presented to the Board at the November 2024 meeting as an information item. Based on input from the board the proposed Administrative Procedure section on Event & Activity Cash was revised.

File Attachments

- [Changes to Draft 1.pdf \(36 KB\)](#)
- [FBP - FAP 12.02 Cash Handling - 11.6.2024 - Redline.pdf \(167 KB\)](#)
- [Cash Handling Policy & Procedure DRAFT 2 - 1.29.25.pdf \(130 KB\)](#)

Subject	6.03 Approval of 2025-26 Scholarship Offerings
Meeting	Feb 5, 2025 - 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 approve the scholarship offerings for 2025-26.

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. The Application process will open on by February 15. Scholarships are determined based on available dollars in the designated fund for each scholarship. For 2025-26 a total of 308 scholarships are being recommended totaling \$277,800.

For Board Consideration / Discussion:

The document attached to this agenda item details the scholarship offerings by campus for 2025-26. A total of 308 scholarships, totaling \$277,800 are being recommended for approval. 159 District Scholarships are spread among the campuses based on a location's percentage of FTES at the end of the Fall 2024; 15 scholarships for Lake County Campus; 46 for Woodland Community College, including Colusa; and 98 for Yuba College, including Sutter.

Total scholarships offered including District and College specific scholarships are: Yuba College - 225; Woodland Community College - 59; and Lake County Campus - 24.

File Attachments

[2025-26 Tentative Scholarship Offerings.pdf \(216 KB\)](#)

7. Information

Subject	7.01 Quarterly Investment Report
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	7. Information
Access	Public
Type	Information

Background:

Aaron Schmoekel, our investment advisor will provide a quarterly update on the Foundation's portfolio for the second quarter of the 2024-2025 year.

File Attachments

[2024Q4_DFA Quarterly Market Review.pdf \(449 KB\)](#)

[2024Q4_YCCD Foundation Quarterly Report.pdf \(105 KB\)](#)

[Russell_Q4 Economic and Market Review.pdf \(1,045 KB\)](#)

Subject	7.02 2023-2024 Financial Audit Report
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting

Category 7. Information
Access Public
Type Information, Presentation

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. CWDL will present the audit to the Foundation prior to discussion.

Status and Analysis:

This item is procedural.

File Attachments

[Management Rep Letter - Signed.pdf \(2,638 KB\)](#)

[Yuba Foundation Audit Report - June 30, 2024 - FINAL.pdf \(427 KB\)](#)

Subject 7.03 Yuba College Capital Campaign Update
Meeting Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category 7. Information
Access Public
Type Information

Background:

President Dotson and John Cassidy will provide an update on the Yuba College Capital Campaign.

Subject 7.04 Foundation Executive Director Search Update
Meeting Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category 7. Information
Access Public
Type Information

Background:

The Director of the Yuba Community College District Foundation will be retiring at the end of the 2024/25 Academic Year. Chancellor Pan will provide an update on the process of selecting a new Executive Director.

8. Reports

Subject	8.01 YCCD Board of Trustees - Foundation Liaison Reports
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	8. Reports
Access	Public
Type	Report

Background:

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

Subject	8.02 Chancellor's Report
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	8. Reports
Access	Public
Type	Report

Background:

Dr. Shouan Pan, Chancellor of Yuba Community College District will provide a district update.

Subject	8.03 Yuba College Report
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	8. Reports
Access	Public
Type	Report

Background:

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

Subject	8.04 Woodland Community College Report
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	8. Reports

Access	Public
Type	Report

Background:

Dr. Lizette Navarette, President of Woodland Community College, will present a status update on the college.

Subject	8.05 Foundation Director's Report
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	8. Reports
Access	Public
Type	Report

Background:

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

Subject	8.06 Next Regularly Scheduled Meeting
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	8. Reports
Access	Public
Type	Information

Background:

The next Foundation Board of Directors meeting is scheduled on **May 7, 2025, at 3:00 p.m.**

Remaining meetings for 2025 are: May 7, August 6, and November 5. All meetings are scheduled for 3:00 to 4:00 pm.

9. Adjournment

Subject	9.01 Adjournment
Meeting	Feb 5, 2025 - Yuba Community College District Foundation Regular Board Meeting
Category	9. Adjournment
Access	Public
Type	Procedural