

FOUNDATION

YUBA COMMUNITY COLLEGE DISTRICT

Yuba Community College District Foundation Board

Minutes of November 06, 2024, Regular Foundation Board Meeting

The Yuba Community College District Foundation Board of Directors met on Wednesday, November 06, 2024, at Sutter Campus, 3301 E. Onstott Road, Yuba City, CA 95991.

YCCD Foundation Board Members Present: Richard Teagarden, Paul Dilley, Tawny Dotson, Wayne Ginsburg, Jared Hasteley, Marcia Stranix, Lizette Navarette, Shouan Pan, Jesse Ortiz, Eileen Schmidtbauer, Sonja Lolland, and John Cassidy

YCCD Foundation Staff Present: Jay Lowden, Faaizah Akhtar

Guests: Aaron Schmoekel, Investment Advisor and Kuldeep Kaur

1. Call to Order

President Ginsburg called the meeting to order at 3:00 p.m.

2. Approval of Agenda

It is recommended that the Foundation Board approve November 06, 2024, YCCD Foundation Board Agenda as presented. Motion by Richard Teagarden, second by Eileen Schmidtbauer. Final Resolution: Motion Carries

3. Approval of Minutes

It is recommended that the Foundation Board approve the Minutes of August 07, 2024, Foundation Board meeting. Motion by Paul Dilley, second by Richard Teagarden. Final Resolution: Motion Carries

4. Open Agenda and Public Comment

No Public Comment

5. Information

5.1. Fundraising Approval Process

More organizations in the district are conducting fundraising events and activities. To ensure that all fundraising activities comply with the policies of the Foundation, District, and the laws of California, we have created a Fundraising Event/Activity Request Form. It is a simple one-page form that ensures the College leadership is aware of the fundraising activity and the Foundation is provided information on how they can support the activity. The backside of the form provides some recommended guidelines

to be considered when preparing for an event, including what permits may be needed and how to go about obtaining them. Lastly the form clarifies how the Foundation's Federal Tax ID number is to be used. The form would be completed by the person responsible for the proposed activity and approved by the Immediate Supervisor and then the College President or their Designee. The form then is forwarded to the Foundation Office so any support needed can be provided. The Form can be accessed on the Foundation's website. The Form has been reviewed by the Chancellor's Cabinet.

5.2. Revision on Foundation Requisition form and process

Most purchases with Foundation Funds are made by individuals in the district without prior approval of supervisors. Many purchases are made using personal credit cards, again without the approval of supervisors. As a result, a large number of requestions are to reimburse employees for purchases they made without approval, requisition forms are received weeks, and in some instances months after the purchase, and some accounts are being overspent. The Foundation Requisition Form was updated and includes an outline for the purchase process and added to the back of the form. This form makes it easy to request a Purchase Order, Payment for a vendor, or cash advance. It requires approval of a manager and the College President, Chancellor, or their designee. It provides guidance on purchases and indicates that any material purchased should be shipped to the campus address and billing should be to the Foundation address.

5.3. Foundation Cash Handling Policy and Procedures

Annually, many organizations with 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 policy is supported by administrative procedures that detail how cash is to be accepted, documented, accounted for, and processed.

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 for 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 are being presented as an information item for discussion by the Foundation Board.

5.4. Foundation Website Revision

During the past few months, the Yuba Community College District Foundation's website - www.yccdfoundation.org - has received an update to provide more information and resources for both internal and external audiences of the Foundation. A new section was added that includes 'Core Documents' of the Foundation, access to the most used forms of the Foundation, and a complete listing of Foundation funds and their F-Codes.

The Foundation's monthly updates will also be posted on the website during the first week of each month on the "Our Impact" page.

5.5. Quarterly Investment Report

Aaron Schmoekel, the Foundation's Investment Advisor, provided a brief overview of the Investment Report for the year ending on September 30, 2023.

6. Consent Agenda

6.1. Acceptance of Contributions

It is recommended that the Foundation Board approve the Consent Agenda that includes the following: Contributions for the period of July 01, 2024, through September 30, 2024; Quarterly Warrants for the period of July 01, 2024, through September 30, 2024; Newly Established Foundation Accounts for the period covering July 1, 2024, through September 30, 2024; Financials for the period ending September 30, 2024; and Fund Account List with Balances for the period ending September 30, 2024.

Motion by Jesse Ortiz, second by Jared Hastey. Final Resolution: Motion Carries.

7. Reports

7.1. Foundation Presidents Report

President Ginsburg touched based on the Foundation Newsletter and raised a question on how we distribute the newsletter and if there is a way to broaden the network of people who will see the Newsletter. Director Lowden informed us that the newsletter comes out every first Wednesday of the month and others can forward to whomever they like. President Ginsburg encourages others to forward the newsletter to their networks.

7.2. YCCD Board of Trustees - Foundation Liaison Reports

Trustee Teagarden informed the Foundation Board that the next District Board Meeting is on November 14, 2024, at Lake County Campus. He also mentioned that on November 5, 2024, new trustees were elected for the Governing Board, one of them is Foundation Board Member, John Cassidy. On December 19, 2024, all new Governing Board Members will be sworn in at the District Board Meeting.

Trustee Ortiz also reported that the Woodland Community College Men's Soccer team is on the verge of winning their second conference championship.

7.3. Yuba College Report

President Dotson reported that they are working on campus safety for both employees and students and held Earthquake drills in October. They have also implemented new security guards on campus who are incredibly visible and active. President Dotson also mentioned that they held their second Night of Scholars event recognizing the students that will be awarded scholarships this year; she updated the status of construction happening on campus; the Yuba College Softball field is complete; construction is at a minimum and the team has been playing on the field. Building 200 and 1000 remodels are also on track and are hoping they are complete by the spring semester. Spring registration opens November 12 and the 2024 Fall semester ends December 11, 2024. Some events that will be taking place on Yuba College campus are: The Fire Academy Graduation ceremony held in the Theatre on November 20, 2024, at 2:30 p.m., and the Winter Instrumental concert also being held in the Theatre on December 6 at 7:00 p.m.

7.4. Woodland Community College Report

President Navarette informed the Board that Woodland Community College has seen a 18% enrollment growth. WCC is also running an enrollment/outreach campaign on all three campuses: Colusa, Lake and Woodland, titled "Your future is our purpose." This is not a rebranding to give context as to why students should choose WCC as a place for their educational journey. WCC has also received a 3-million-dollar HSI grant, and it will be focused on expanding our Science, Technology, Engineering and Math (STEM) program and center. An upcoming event for WCC, on December 3, 2024, faculty leadership is hosting an event in building 900 to celebrate the remodeling of the Arts and Culinary building. Lastly, in January WCC will begin their efforts to create a new strategic plan/education master plan which is to focus on ending poverty.

7.5. Chancellor's Report

Chancellor Pan reported that both colleges will be going forward to the governing board meeting to report on the state of each college in the next month. Chancellor Pan has also informed that Faculty and the District have been in negotiation for some time, they hope to have a deal on the table soon so that we can move forward on focusing on the goal which is helping the students. Chancellor Pan also mentioned that there are 5 trustee positions open on the District Governing Board and with the election on November 5, 2024, the results are not final yet, but they expect 2 returning trustees and potentially 3 new trustees. Orientation for the new District Governing Board members is held on December 4, 2024. The new trustees will be sworn in on and seated on December 19, 2024, District Governing Board Meeting.

7.6. Foundation Directors Report

Director Lowden reported that he is working with the financial aid directors in determining the 2025-2026 Scholarship offerings and will bring it to the next Foundation board meeting to approve. Some upcoming events are April 11, 2025, the WCC Eagles of excellence event. April 19, 2025, is the Yuba College Hall of Fame. Tuesday, December 3, 2024, is Giving Tuesday. Yuba College held there second annual Night of Scholars were 36 students attended and 4 sponsors for the event. Two Scholarship funds have been started for college alumni that have passed recently we have the Matt Clark Memorial Fund and the Helen Nickolson Memorial Scholarship. We will be receiving a \$10,000 gift for the Matt Clark Memorial Fund and Helen Nicholson husband has pledged \$5,000 for 5 years for the Helen Nickolson Memorial Scholarship. Director Lowden has also informed the Foundation Board that he will be retiring at the end of the academic year. Board Member Eileen Schmidbauer has requested that at the next Foundation Board meeting that an update on the Yuba College Capital Camping be provided since it will be a year since the campaign has kickstarted.

7.7. Next Regularly Scheduled Meeting of Foundation Board

Next meeting is scheduled for Wednesday, February 6, 2024, 3:00 PM at the Sutter Campus

8. Adjournment

The meeting was adjourned at 4:09 p.m.