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**Board of Directors**

Unadopted Meeting Minutes

**Thursday, January 24, 2019**

**Meeting 4:00 pm to 5:30 pm**

**Bertolini Associates Lounge, Santa Rosa Campus**

**Members Present:** Jeff Bricker – Chair, Steve Page – Vice Chair, Frank Chong – Secretary, Scott Bartley, Dan Condron, Maggie Fishman, Doug Garrison, Sue Goranson, Jeff Kolin, Teresa Norton, Kent Seegmiller, Kris Shear, Bill Traverso, Shirley Ward

**Members Absent:** Kate Jolley – Treasurer

**Committee** Henry Beaumont for Terry Lindley (Ag Trust) - Absent

**Representatives:** Brian Marvin (Bear Cub Athletic Trust) - Absent

Lori Torkelson for Mike Harris (Friends of Petaluma Campus Trust)

**Staff:** Kate McClintock, Sarah Laggos, Karen Brooks, Brandy Estrada Arzola

**Guests:** Rachael Cutcher-Manager of Student Financial Services, Linda Close

**1. Call to Order and Introductions**

Called to order at 4:00 p.m.

**2. Approval of Closed Session**

Motion to approve Closed Session. M/S/P

**3. Public Comments of Closed Session**

No public comments

**4. Recess to Closed Session to consider and/or take upon any of the following items:**

**5. Reportable Action Taken in Closed Session**

Jeff welcomed Maggie Fishman as the Board of Trustees representative.

**6. Reconvene to Open Session**

**7. SRJC President's Report – Dr. Chong**

Dr. Chong stated that low enrollment classes have been reduced in number but the fill rate for those classes has gone from 85% to 90%. This should save the College \$2.7M over time. The College is considering an early retirement incentive as a method to reduce its number of employees. The new SB19 legislation will provide free tuition for first-time full-time students for one year. Recruitment strategies include inviting all high school counselors to Shone Farm and to learn about SRJC. Dual enrollment is also being considered for high schools where students would find it challenging to commute such as from Cloverdale High school.

**8. Approval of Minutes**

Motion to approve minutes from 01/24/19. M/S/P

**9. Presentation – Rachael Cutcher-Manager of Student Financial Services**

Rachel spoke about the scholarship awards cycles and process. The applications can be submitted by the student through a direct link on the student portal. There are two types of applications and two award cycles annually. One of the applications is for continuing students and the other for transferring students. The first award cycle opens from January- March. Applications for the first cycle are viewed from March through May and selected students are notified by June. The second cycle opens during the fall from August- Oct annually. Second cycle applications are reviewed until the award cycle closes. The second set of approved applicants are notified by the end of November. The scholarships office matches applicants to scholarships using the help from various scholarship committees and donors. The committees are given specific instructions as to how to select an applicant. There are committees for almost every department on campus and they choose the most qualified candidate. The Foundation notifies the scholarship programs office about annual distributions which usually happen after the distributions are finalized in January.

Over 600 fire relief scholarships were awarded for 2017. Any graduating high school student with a GPA higher than a 2.0 will be able to qualify for a portion of the Doyle Scholarship, students with a 3.0 and higher will qualify to receive the traditional Doyle scholarship. The Doyle Scholarship award is split between the spring and fall semesters to full-time students. If there is a student with 12 units or more, they are looked at as a continuing students.

**10. Nominating Committee Report- Steve**

Steve recommended that Juan Hernandez, Executive Director of La Luz in Sonoma, be approved for membership on the Foundation Board of Directors.

Steve made a motion for approval of Juan. M/S/P

**11. Chair's Report – Jeff Bricker**

Jeff stated that the 3-year strategic plan will be discussed during the Board Retreat in April. The retreat will be held at the Sonoma Raceway.

**12. Treasurer's Report** –Linda Close reporting for Kate Jolley

Linda reviewed the investments report, in November the assets were \$61.8M. The assets decreased in December to \$58M. There were contributions that were added, making the loss under \$5M. The Doyle quarterly dividend was \$800K.

Budget to Actual

Kate reported that The President's Address stated revenue on the report is the *100th Anniversary Celebration Dinner*. Expenses are under the Foundation fund development activities. The *Raise the Roscoe* raised \$230K for designated areas, and overall the event netted \$40K.

The adjustments for employees' salaries and benefits are settled. Classified staff adjustments will be increased by 5.96% and management salary will increase by 2.71%. The Budget Committee held its quarterly review meeting.

**Executive Director's Report** – Kate McClintock

YTD

Kate reviewed the 5-year fundraising report. The Foundation has raised \$4.3M, last year's to date was \$5.1M.

The *100th Anniversary Campaign* will be culminated at the President's Address, May 30, 2019. We have raised \$11.5M and hopefully will be \$12M by May.

**13. Alumni, Annual Fund & Corporate Relations Director Report** – Sarah Laggos

Sarah stated that the Presidents Circle appeal was designated to support SRT. The goal was \$125K. There were three different groups who received the appeal. Sarah worked with SRT to view past donors and people purchased tickets for shows in the past three years. There were 3,092 individuals solicited and the total donations of \$80,443. Sarah reviewed the results of the Boards contacts.

Board members were curious about \$80K revenue compared to previous years, Sarah stated that this year with the lowest response in four years.

Kate added that donors who have contributed significantly in the past have passed away. The Foundation will have to strategize on a new approach to continue to grow the program. SRT will need \$100-125K to continue in the future. Steve asked how SRT has survived in the past years, Kate responded that the District has supported SRT. Shirley suggested that the Foundation contact celebrities who have had a connection with SRJC as possible contributors to SRT. Board members discussed various strategies to assist SRT.

Next year, the Presidents Circle will revert back to support for Foundation operating.

#### **14. Committee Reports**

- Bear Cub Athletic Trust Committee – Kris Shear reporting for Brian Marvin  
Kris stated that the Annual Polenta Feed is February 16, 2019 at 5:30pm in the Bertolini Student Center. Dinner will be served by student-athletes, there will be a raffle, silent auction, and wine auction. Tickets are \$25.
- Friends of Petaluma Campus Trust Committee – Lori Torkelson  
Lori stated that the committee has agreed to endow \$40K from the breakfast fund raiser toward the Petaluma Endowment. There will be a vote next month where they will decide if they will assist the Our House Intercultural Center with \$5K annually. FOPCT will also look at its mission and focus on fundraising. The Building Community Breakfast is June 06, 2019 from 7:30 AM to 9:00AM
- Ag Trust Committee - Henry Beaumont  
Absent, no report.

#### **15. General Board Discussion**

None

#### **16. Other Business**

Steve addressed the Board regarding the location of the Board Retreat. He offered the Sonoma Raceway and Board members agreed.

Kate added that the President's Address is May 30, 2019. The president's medallion will be awarded to Bob Salisbury. This year marks the 50<sup>th</sup> Anniversary of the Foundation.

Jeff stated that Day Under the Oaks is April 28, 2019.

#### **17. Adjourn** at 5:20 pm

#### **Upcoming meetings:**

Thurs., 2/7/19, 12:00 pm to 1:30 pm **Investment Committee meeting**, Plover Room #526

Thurs., 3/14/19, 4:00 pm to 5:30 pm **Foundation Board meeting**, Bertolini Associates Lounge

Thurs., 4/23/19, 8:00 am to 1:00 pm **Foundation Board Retreat**, Sonoma Raceway