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**Board of Directors**

Unadopted Meeting Minutes

**Thursday, October 25, 2018**

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

**Mahoney Reading Room, Petaluma Campus**

**Members Present:** Jeff Bricker – Chair, Steve Page – Vice Chair, Scott Bartley, Dan Condron, Jeff Kolin, Teresa Norton, Kris Shear, Bill Traverso

**Members Absent:** Frank Chong – Secretary, Kate Jolley – Treasurer, Doug Garrison, Sue Goranson, Mariana Martinez, Kent Seegmiller, Bill Vick, Shirley Ward

**Committee** Henry Beaumont (Ag Trust) - Absent

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

Lori Torkelson (Friends of Petaluma Campus Trust)

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

**Guests:** Pedro Avila- Vice President of Student Services  
Dr. Amanda Morrison – Coordinator, Intercultural Center  
Professor AC Panella – Faculty, Communication Studies  
Professor Matthew Martin – Faculty, English  
Vincent Hamilton - Counselor

**1. Call to Order and Introductions**

Called to order at 4:10 pm.

**2. Approval of 09/27/18 Minutes** (*Attachment A*)

Did not meet a quorum. Approval of 9/27/18 minutes moved to November 15 meeting.

**3. Presentation**

Dr. Morrison introduced the *Our House* Cultural Center and the services they offer.

Instructor Panella emphasized the importance of students being engaged in their campus in order to be successful and continuously enroll.

Karen Brooks asked about how students become involved in *Our House*. Instructor Panella answered that *Our House* is the cultural center and open to all students. There is an integrated community of three classes taught by Instructor Martin, Instructor Panella, and Mr. Hamilton.

Students go through an interview process to determine if those three courses are appropriate for them.

Dr. Hamilton noted a partnership between EOPS and *Our House*. EOPS went from 15 students to 115 students.

**4. Public Comment**

No public comments.

**5. Treasurer's Report – Karen Brooks Reporting for Kate Jolley**

YTD Financials (*Attachment*)

Quarter ended on September 1, 2018 assets increased \$1.47M to \$61M. Liabilities decreased \$163K and are at \$1.6M.

Fund balance increased \$1.63M from September, and now has YTD fund balance of \$60M.

Income Statement

YTD income increased \$2.5M from August, and YTD income is \$2.7M.

Expenditures increased by \$226K to \$2.1M

Foundation Budget to Actuals (*Attachment*)

Doyle Trust dividend check received October for \$750,000 is not reflected on the YTD revenue.

Investment allocation for the first quarter netted .94%.

Budget-to-Actual revenue of \$1.12M includes the 100<sup>th</sup> *Anniversary Dinner* income of \$127,676. This excludes \$230k in designations. The Presidents Circle Campaign has begun which means more donations will be coming in soon.

YTD expenses are \$398K and that includes the \$86K expenses from the 100<sup>th</sup> *Anniversary Campaign*. Salary increases will be posted in November.

The Foundation Ending fund balance is \$1.95 Million.

Kris Shear was concerned with the negative report on Operational Expenses. Karen responded that it was due to a payment for Raiser's Edge Membership Module and data access by Alumni & Friends which was reimbursed in the wrong year.

**Nominating Committee Report – Steve Page**

Steve noted that Juan Hernandez, Executive Director of La Luz in Sonoma Valley and Kate will meet to speak about his interest in serving on the Board.

**6. SRJC President's Report – Dr. Chong - Absent**

Vice President of Student Services Pedro Avila reported in Dr. Chong's absence.

Pedro noted the New Funding Formula; AB705 and AB19. Assembly Bill 705(AB705) will be eliminating basic skills courses. The College will no longer be allowed to have a placement test. All of its students will be placed in College level English and Math courses. AB19 will allow the campaign to give first time, full time students to be eligible for free tuition despite their income.

**7. SRJC Foundation Chair Report – Jeff Bricker**

Jeff announced that the Foundation’s Strategic Plan Committee consists of Sue Goranson, Bill Traverso, Shirley Ward, Doug Garrison, Kate McClintock, and Jeff Bricker. The date of the first meeting is pending.

**8. Executive Director’s Report –Jeff Bricker reporting for Kate McM.**

- The SRJC Foundation has received \$2.6 million year to date. This includes the \$1.2 million anonymous estate gift and \$750,000 first quarter dividend from Exchange Bank for the Doyle Trust. YTD last year we had received \$2.5 million.
- The Foundation has also distributed additional Fire Relief Funds to assist students and employees still affected by the October 2017 fires and recent Mendocino Complex fires. 104 students received \$105K and 20 employees received \$50K. A small balance remains in the fund and will be distributed spring 2019.
- The 100<sup>th</sup> Anniversary Campaign has reached \$10.3 million. The Campaign Leadership Committee will meet soon to discuss the public closure of the effort. Recognition will be given at the 2019 President’s Address.
- The 100<sup>th</sup> Anniversary Dinner netted \$40K for Foundation operating and raised an additional \$230K to support four designated areas: student basic needs, sustainable agriculture, Burbank endowment, and ESL scholarships.
- The Foundation has established the SRJC Basic Needs Emergency Fund for SRJC Students Fund with the designated proceeds from the 100<sup>th</sup> Anniversary Dinner *Raise the Roscoe*. These awards will be given to students with emergency needs in the areas of food insecurity, housing insecurity, transportation and other needs related to student success.
- The Foundation budget committee met to review the YTD and five-year forecast. Growth in the endowment continues to provide operating support and allows for the maintenance of the 50% reserve. District negotiations have resulted in salaries/benefit increases for managers and classified employees.
- The Investment Committee now meets quarterly so the next report will be at January Board meeting.

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**9. Alumni, Annual Fund & Corporate Relations Director's Report** – Sarah Laggos

Sarah noted that the President Circle appeals were mailed.

Sarah announced the Mentor Program. The Alumni & Friends Association has over 120 mentors in the database and that they are partnering with the learning communities and making presentations in counseling classes to encourage students to connect with a mentor of their choice.

Kris asked if there was a target for SRT, Sarah responded that the target is \$125K.

**10. Committee Reports**

Ag Trust Committee - Henry Beaumont

Absent, no report.

Bear Cub Athletic Trust Committee – Brian Marvin

Brian stated that the Golf tournament was successful and it consisted of 128 golfers. There were 65 t-sign sponsors that advertised their company name. Athletic teams sold signs with funds going to each team. The event raised \$25-30K, not including the anonymous \$15K donation secured by the Foundation. There will be a \$40K available for student-athletes.

Brian announced Kris Shear as the new BCAT treasurer.

Friends of Petaluma Campus Trust Committee – Lori Torkelson

Lori discussed the plan for spending the Petaluma Community Breakfast proceeds. FOPCT have created ad-hoc committees: fund development, membership, to review the mission and responsibilities of the members of FOPCT. Lori stated that the Veterinary Technology classroom is close to completion.

Lori mentioned that a \$8M FEMA grant is pending decision for a Trades Instruction Building on the Petaluma Campus. The College will be advised mid-December.

**11. General Board Discussion**

Teresa asked about the Petaluma Campus. It was suggested that Dr. Long present to the Board at a future date. The Board also discussed the Southwest Center.

**12. Other Business**

None.

**13. Adjourn** at 5:30 pm

**Upcoming Meetings:**

Thurs., 11/8/18, 12:00 to 1:30 pm      **Investment Committee meeting**, Plover Room #526

Thurs., 11/15/18, 4:00 to 5:30 pm      **Foundation Board meeting**, Bertolini Associates Lounge