



Board of Directors

Un-adopted Meeting Minutes

Thursday, November 15, 2018

Meeting 4:00 pm to 5:30 pm

Bertolini Associates Lounge, Santa Rosa Campus

Members Present: Jeff Bricker – Chair, Kate Jolley – Treasurer, Scott Bartley, Dan Condron, Doug Garrison, Jeff Kolin, Kent Seegmiller, Bill Traverso, Bill Vick, Shirley Ward

Members Absent: Frank Chong – Secretary, Steve Page – Vice Chair, Sue Goranson, Mariana Martinez, Teresa Norton, Kris Shear

Committee Henry Beaumont (Ag Trust)

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

Lori Torkelson (Friends of Petaluma Campus Trust) - Absent

Staff: Kate McClintock, Sarah Laggos, Brandy Estrada Arzola

Guests: Nora Wheeler – Faculty, Mathematics
Pedro Avila – VP Student Services

1. Call to Order and Introductions

Called to order at 4:03 pm.

2. Approval of 9/27/18 and 10/25/18 Minutes (*Attachment A*)

Motion to approve minutes from 9/27/18. M/S/P

Motion to approve minutes from 10/25/18. M/S/P

3. Public Comment

No public comments.

4. Presentation – Nora Wheeler – Mathematical Room Escapes and Puzzle Hunt

Nora presented a fun method to make mathematic equations a pleasant experience for her students. She created hands-on puzzle rooms with different settings where a group of four students will decipher written clues and find patterns in every item inside the assigned box/room while being timed. As they uncover the answer to the equation, they discover the pattern, those patterns form the combination that opens the lock on the next puzzle room.

A Board member asked if there was any assistance while attendees attempted to decipher the clues and codes, Nora said there is some assistance available in the room.

5. Nominating Committee Report – Steve Page, Absent

6. SRJC President’s Report – Pedro Avila for Dr. Chong

Pedro stated that there is a possibility of building 350 units of affordable housing for students by the fall 2022. They will be single units, not meant for students with a family of their own. The item will be on the Board of Trustees agenda in December. This project will be a Public/Private Partnership (P3) where the SRJC would provide the land but would not be responsible for building the units.

Shirley had a few concerns about the housing project relating to the economic responsibility the developer will have and the benefit that the developer will receive, such as the income generated from the tenant’s lease, will be given to the developer not to SRJC. Pedro stated that the location would be at a designated area but that the developers will have innovative suggestions.

Bill asked if it would be less expensive to purchase a structure rather than building. Pedro stated that there hasn’t been an opportunity to do so and plans are already being discussed with a developer who has expertise in student housing.

7. SRJC Foundation Chair Report – Jeff Bricker

Jeff welcomed a review from the Strategic Plan Committee. Doug responded that during the meeting the ad hoc committee reviewed the current three-year strategic plan. The Board Retreat April 25 will be dedicated to development of the new strategic plan.

8. Treasurer’s Report – Kate Jolley

YTD Financials (*Attachment*)

Kate J. stated that after the audit, a change was made on the balance sheet in order to meet the GASB 81 requirements. A new line item on the detailed balance sheet was added – “deferred inflows” which are resources from charitable remainder trusts that was previously recorded on the “restricted scholarship and program funds balance.” Total asset decrease from last month is \$200K; there was a slight increase in the liabilities. YTD fund balance is \$56.5M. The Income statement contributions are up by \$800K. YTD income is \$3.5M. Scholarship expenditures were up by \$1M from last month.

Foundation Budget to Actuals (*Attachment*)

Kate J. reported that the operating budget YTD revenue is \$1.1M, the expenses are \$480K. Total expenses are \$1.8M. Kate stated that there were no audit findings and the auditors will meet with Kate M., Jeff and herself on December 7, 2018.

9. Executive Director's Report – Kate McClintock

Advancement Report (*slideshow*)

Kate reviewed the five-year fundraising summary. YTD \$2.8M has been received. Kate noted that outright giving is still the most common way donors make contributions. She advised of a \$1.2M estate gift by anonymous alum of SRJC. The first quarter Doyle dividend was \$750K. Endowed and non-endowed funds are almost equally funded.

Shirley asked a question regarding separate departments within the school. i.e. chemistry, and if they are responsible for distributing grants from the government or other sources, Kate responded that yes that is what they do depending on the type of grant.

Kate J. added that the SRJC has a restricted programs accountant works with each department to oversee grants.

A Board member asked if there was additional training provided to the persons who are involved in fundraising. Kate M. responded that training is given to SRJC employees interested in fundraising, but is unsure if they attend seminars for additional training.

Kate M. stated that the *SRJC 100th Anniversary Campaign* has reached \$11,15M and the culmination of the campaign will be the President's Address May 30, 2019. Kate presented a summary of the scholarship distribution annual report for the 19/20 fiscal. The Investment Committee reviewed the target rate of return and maintained the payout at 3.5%. This rate has not changed since 2008. Eighteen new endowments were added for distribution FY of 19/20; these new endowments total \$1.56M. The award distributions from the new endowments are \$55K. These funds will be distributed to Theatre Arts, Music, High School Equivalency Program (HEP), Tutorial Center, Viticulture, Business, EOPS, EMT, Public Safety Training Center, Chemistry, Automotive Technology, Nursing, Learning environments, and Career Technical.

Jeff B. made a motion to approve scholarship distributions. M/S/P

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

Sarah reminded that the 2019 *Presidents Circle* appeal will support the Summer Repertory Theatre (SRT). She asked that each Board member assist with this fundraising effort by contacting individuals and businesses they know personally. Sarah provided a list of current and past President's Circle donors and SRT supporters for members to review. She asked each member to select at least five names, advise her of their selections and make contact by year-end.

Kate M. added that we are supporting SRT this year at the request of Dr. Chong. The goal is to raise \$125K; we are currently at \$33K.

11. Committee Reports

Ag Trust Committee - Henry Beaumont

Henry reported that he is no longer the chair of the SRJC Foundation AgTrust. The new chair is Terry Lingley. Henry will remain the liaison to the SRJC Foundation Board. He welcomed Bill Vick as the Foundation liaison to AgTrust. The AgTrust will begin planning for the 2019 Agstravaganza.

Bear Cub Athletic Trust Committee – Brian Marvin - Absent, no report.

Kate M. reported that the Bear Cub Athletics Golf Tournament raised \$10K more in comparison to last year. The Foundation assisted with raising an additional \$15K for the *Raise the Putter* to assist student-athletes.

Friends of Petaluma Campus Trust Committee – Lori Torkelson

Absent, no report.

Doug stated that there were two presentations at the last FOPCT meeting. The Our House Intercultural Center and the other by Dr. Dan Famini on the Veterinary Tech Program and the new facility will open on the Petaluma Campus February 2019.

The FOPCT annual breakfast will be held in June 2019.

12. General Board Discussion

None

13. Other Business

None

14. Adjourn at 5:05 pm

Upcoming Meetings:

Thurs., 01/24/19, 4:00 to 5:30 pm **Foundation Board meeting**, Bertolini Student Center.
Associates Lounge

Thurs., 02/07/19, 12:00 to 1:30 pm **Investment Committee meeting**, Plover Room #526