



Board of Directors

Unadopted Meeting Minutes

Thursday, May 14, 2020

Meeting 4:00 pm to 5:30 pm

Teleconference - Zoom Meeting

Members Present: Jeff Bricker – Chair, Steve Page – Vice Chair, Frank Chong – Secretary, Kate Jolley – Treasurer, Scott Bartley, Dan Condrón, Maggie Fishman, Doug Garrison, Suzy Marzalek, Teresa Norton, Jorge Servin, Kris Shear, Carolina Spence, Bill Traverso, Shirley Ward

Committee Representatives
 Henry Beaumont (Ag Trust) - Absent
 Brian Marvin (Bear Cub Athletic Trust) - Absent
 Lori Torkelson (Friends of Petaluma Campus Trust) - Absent

Staff: J Mullineaux, Breanne Beseda, Tina Laws

1. Call to Order and Introductions

Called to order at 4:00 pm

2. Approval of 1/23/20 Minutes (*Attachment A*)

Motion to approve minutes from 1/23/20. M/S/P

3. Public Comment

No public comments.

4. SRJC President's Report – Dr. Frank Chong

Dr. Chong recognized Jeff for his time and dedication during his time served as Chair on the Foundation Board of Directors.

A virtual Commencement will be held Saturday, May 23 at 9:00 a.m.

Dr. Chong submitted an application to the Chancellors office that could grant SRJC \$250K during the fall for a peer review. There will be budget cuts of up to 10% due to Covid-19. There is a possibility that student enrollment will increase during the fall. SRJC will continue to offer classes remotely through the fall semester. This decision was made keeping in mind the best interest of our community.

Doug asked what is being done to support transitioning to remote instruction. Dr. Chong stated that there are 150 full-time faculty who are capable of mentoring other instructors whom have less experience. The Distance Education department is also offering remote training workshops.

Teresa asked if SRJC is prepared for a surge in enrollment, Dr. Chong stated that SRJC is at 85% capacity and still has room to accommodate more students.

Bill asked how the student housing project and measure H were coming together, Dr Chong stated that building projects were considered essential and have continued.

SRJC Petaluma Campus projects will be completed in the fall.

5. Chairs Report – Jeff

Jeff made a motion to approve SRJC Foundation Board Slate of Officers. Steve Page will be the Chair, Teresa Norton Vice Chair, Dr. Chong continues as Secretary, and Kate Jolly continues as Treasurer. M/S/P.

Steve made a motion to amend the by-laws so that the Foundation Board of Directors meetings be held every other month, and Executive Committee meetings be held on the alternate months. To give the Board greater flexibility, the amended By-Laws will not identify specific months, nor times of the month, for meetings. M/S/P.

Steve made a Motion to temporarily suspend article VII, section II of the by-laws retroactively to the months of March and April, waving the Board of Directors meeting in March and Board Retreat in April due to COVID 19. M/S/P.

There will be an ad-hoc committee formed to review the bylaws. The bylaws committee will be composed of Jeff, Shirley, Teresa, Steve and Doug.

Steve made a motion that the Board of Directors temporarily reduce the full-time 12-unit scholarships requirement to 9 units so that more students may become eligible to receive SRJC Foundation scholarships during COVID 19. M/S/P.

Various Foundation Board of Directors have recently made fundraising efforts to support SRJC students. Steve highlighted the importance of reaching out to donors during this time.

6. Development Activities – J

Former Board member Jim Jordan passed away; visitation will be May 18 at Daniel's Chapel of the Roses.

J thanked Jeff for his time served and his fellowship.

Presidents Address to the Community will not be hosted but there will be a short video update from President Chong. SRJC Foundation is continues to raise funds for the Crisis Response Fund. J made a presentation of key themes culled from his first 100 days on the job. The Foundation has been working on building a stronger relationship with SRJC campus and be actively involved with the Foundation Trusts. There are 975 funds at the Foundation and the majority are restricted funds. He emphasized the importance of having discretionary funds that will support a variety of needs on campus. A portion of funds raised during the *100th Anniversary Campaign* were utilized to support

students as the coronavirus broke out. It is an important reminder that having discretionary funds is crucial. A may be time to establish some new giving policies for scholarships; smaller donations could be encouraged to support general scholarship funds. J wants SRJC Foundation to focus on supporting student basic needs being that many students were struggling due to systemic inequities prior to the COVID-19 crisis. Other focus areas will include Ag & Natural Resources, KAD, SRJC Petaluma campus, STEM and student housing. Greystone consultants and J agree that the projected 3.5% yearly endowment pay-out is not a sustainable pay-out for SRJC Foundation with the current 2% administrative fee assessed to each endowment. The Foundation Board of Directors Retreat is moved to September.

7. Trust Committee Reports (3 minutes)

Ag Trust Committee - Henry

Absent, no report.

Bear Cub Athletic Trust Committee – Brian

Absent, no report.

Friends of Petaluma Campus Trust Committee – Lori

Absent, no report.

8. Comments on Foundation Written Reports (Attachments) (3 minutes)

Financials and Budget to Actual Reports – No comments.

Executive Director, Alumni Director, and Director of Marketing Reports – No comments.

Board Chair Report – No Comments.

9. Other Business

None

10. Adjourn at 5:28 pm

Upcoming Meetings/Events: [Teleconference Only]

Thursday, July 16, 2020 4:00 pm to 5:30 pm	Foundation Board of Directors meeting
Thursday August 6, 2020 7:30 am to 9:00 am	Investment Committee meeting
Thursday, September 19, 2020 8:00 am to 1:00 pm	Foundation Board of Directors Retreat