



SRJC Foundation Executive Committee

Adopted Minutes

Tuesday, January 21, 2025 / 3pm – 4pm

Members: Suzy Marzalek – Chair; Troy Sanderson – Vice Chair; Kate Jolley; Scott Bartley; Teresa Norton

Staff: J Mullineaux; Katie Greenwald

1. **Call to order** – Suzy Marzalek

The meeting was called to order at 3pm. The Land Acknowledgement was read.

2. **Public Comment** – Suzy Marzalek

There were no comments.

3. **Approval of Minutes** – Suzy Marzalek

Minutes from Executive Committee meeting on October 23, 2024 were approved. Scott Bartley motioned, Troy Sanderson seconded. All in favor. M/S/P

4. **Executive Director Search Update** – Dr. Garcia

The job description has been reviewed and an edit was made to include the addition of a seat on the President's Cabinet. There is a natural connection between the President's Office and the Foundation. This role will also include an external community relations piece. The job description is being sent to the Board of Trustees in early February, the position will be released externally on February 12.

Suzy has been conducting mid-fiscal year check-ins. She's asked board members to provide feedback on the most important strengths needed from a Foundation leader.

Interviews will be conducted mid-to late April. Ideally, the Executive Director will begin in late May.

Troy Sanderson, Suzy Marzalek, Kate Jolley and Maggie Fishman will represent the hiring committee, as well as faculty, classified staff, a student and a monitor.

5. **Opportunity Fund Allocations** – Suzy Marzalek and J Mullineaux

J Mullineaux reviewed the line items within the Opportunity Fund, inclusive of Polly Hall dinner costs.

6. Student Investment Program (SIP) Funding Request – J Mullineaux and Kate Jolley

The Foundation will make a grant of \$10,000 to the Student Investment Program. The Executive Director has the authority to make grants up to \$25,000. However, we want to be sure there aren't perception issues with how the funds are being spent, therefore, we're asking for a vote.

The SIP is about teaching financial literacy. Programs exist at the four-year collegiate level, and we're excited to help bring this to CCC.

As a member of the public, Doug Garrison commented that it's an exciting opportunity, and Carolina second that notion. Scott Bartley motioned, Teresa Norton seconded. All in Favor. MSP.

7. FY24 Foundation Audit – Kate Jolley

There were no identified deficiencies or material weaknesses. We're asking for approval with the Executive Committee and this will be on the agenda for the full year. Suzy asked members specifically to review page 25 for manager comments. Troy Sanderson motioned, Scott Bartley seconded, all in favor. MSP

8. By-Laws Revision, addition of Student Director – J Mullineaux

The by-laws have been revised to include the addition of a Student Director. The appointment will be made from Student Services each term.

Revisions being made regarding the resignation process. Motion to approve as edited, Teresa Norton motioned, Scott Bartley seconded. MSP.

Troy Sanderson voiced concern that the student director is only required to attend 50% of meetings.

9. Foundation Board Emeritus Proposal – Teresa Norton

Shirley Ward brought forward the idea to add a Board Emeritus. This will be open for those who have served up to nine years and are members of the President's Circle. Board Emeritus members will not have voting rights. These members will be invited to the Installation Dinner. Troy Sanderson motioned, Scott Bartley seconded. All in favor. MSP

10. FY26 Endowment Fund Distribution Report – J Mullineaux

Today we are approving the endowment fund distribution report so that we can provide the numbers to the Scholarship Office. This is the first time we've ever had more than \$2M to distribute. Teresa Norton motioned, Scott Barley seconded. All in favor. MSP

11. Five Year Financial Forecast – J Mullineaux

The five-year forecast allows for staff including an administrative position, a community engagement position, a coordinator, an executive director, a philanthropy director, a database manager and a dotted line to accounting.

12. Adjourn

The meeting was adjourned at 4pm.

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