
Board of Directors

Unadopted Meeting Minutes

Thursday, July 15, 2021

Meeting 4:00 pm to 5:30 pm

Via Zoom

Members Present:	Steve Page – Chair, Teresa Norton – Vice Chair, Kate Jolley – Treasurer, Frank Chong – Secretary, Scott Bartley, Jeff Bricker, Maggie Fishman, Doug Garrison, Kris Shear, Bill Traverso, Shirley Ward, Suzy Marzalek, Kerry Rego, Marion Walker
Members Absent:	Jorge Servin
Committee Reps Present:	
Reps absent:	Henry Beaumont (Ag Trust), Brian Marvin (Bear Cub Athletic Trust), Lori Torkelson (Friends of Petaluma Campus Trust)
Staff Present:	J Mullineaux, Breanne Beseda, Sarah Laggos
Guests:	Rachael Cutcher, Lauren Coburn, DeAnna Rogers

1. Call to Order and Land Acknowledgement – Steve Page

Called to order at 4:00 pm

2. Approval of 5.13.21 Meeting Minutes (*Attachments*) – Steve Page

Motion to accept the minutes from May 15, 2021 Board Meeting (*Attachment A*). Carolina Spence motion, Kris Shear second, Suzy Marzalek abstained; approval unanimous. M/S/P

3. Public Comments

No public comments.

4. Program Presentation – Rachael Cutcher, Lauren Coburn, DeAnna Rogers

Director and staff of the Scholarship and Financial Aid Office provided an update and overview of recent programming. Presentation included discussion of enrollment trends, data on scholarship recipients, updates on effects of COVID-19, data on recent applications and awards (including overview of new application and reporting system AwardSpring), as well as information regarding Foundation Emergency Grants. The team responded to a variety of questions from board members following the presentation.

J presented a proposal for several changes to structure of scholarship policy for greater efficiency, including: raising endowment minimum from \$10K to \$25K (over three years) to increase annual payout; greater definition around donor involvement and review criteria; \$1K minimum and 2-year commitment for multi-year scholarships; \$1K minimum for in-out scholarships; \$1K minimum for

named scholarships; and greater promotion of the general scholarship fund, especially as a designation for smaller donations. Shirley Ward motion, Kris Shear second; approval unanimous. M/S/P

5. President's Update – Frank Chong

Dr. Chong shared that the student housing project, though delayed, has been officially financed through the sale of bonds and favorable interest rates. The project will move forward with an expected completion date in Fall 2023. Dr. Chong also announced that a new VP of Human Resources has been hired: Gene Durand, from Long Beach City College. Construction continues to move quickly and efficiently on the relatively-empty campus; Dr. Chong looks forward to sharing a tour of the progress when safe to do so. The college has launched an ad campaign to actively promote enrollment – approximately one-third of classes will be held live in the fall. While there is no requirement at this time, SRJC continues to follow safety protocols and consider expert recommendations in deciding whether to mandate vaccines for staff and students.

6. Governance – Teresa Norton

a. Committees and Composition

Full listing of committees, responsibilities and members included in board packet. Standing committees include: Executive, Investment, Planning/Budget/Audit, AgTrust, Bear Cub Athletic Trust, and Friends of Petaluma Campus Trust. Ad-hoc committees include: Personnel, Nominating, Randolph Newman, and Branding (new). By-laws and Strategic Planning committees are discontinued for this year. Steve Page motion, Bill Traverso second; approval unanimous. M/S/P

b. New Master Agreement

Full agreement between District and Foundation (with changes) included in board packet for complete review. The five-year agreement expired June 30, 2021 and was updated with language to clarify financing responsibilities, signage, etc. New agreement will be in place until June 30, 2026. Scott Bartley motion, Carolina Spence second; approval unanimous. M/S/P. This agreement will now go to the Board of Trustees for final approval.

c. Board Orientation

Orientation for new members Kerry Rego and Marion Walker occurred on July 7th at the temporary Foundation office with a complete review of board binder.

d. Proposed Surplus Policy

J presented a proposal for accounting in years of surplus (beyond 50% required operating reserves). The policy would allow the Foundation discretion to allocate up to 50% of surplus back to college programs at fiscal yearend through an unrestricted fund. Policy has been reviewed and recommended by Executive Committee. Kris Shear motion, Suzy Marzalek second; approval unanimous. M/S/P.

7. Development Activities – J Mullineaux

a. Year-End Report

Year-end reports show \$7,605,000 raised, exceeding our goal of \$7.5M. Additional goal of \$2M for priority projects has been exceeded by \$89,000. Next year's overall goal will go up to \$8M and the goal for priority projects goes up to \$2.5M.

b. Performance Metrics

J shared a framework document to define the donor levels and criteria for movement listed in the metrics dashboard for reference. He then shared the metrics dashboard showing annual results as related to the four strategic goals of the organization.

c. FY22 Annual Plan

J shared the updated 2022 annual operational plan, detailing tactics to reach key goals. Full document is included in board packet for review.

8. Trust Committee Reports (3 minutes)

a. Ag Trust Committee

Henry Beaumont not present, no report

b. Bear Cub Athletic Trust

Brian Marvin not present, report by Kris Shear.

Foundation sent mailer on behalf of BCAT last fall that raised approximately \$10K, much of which went to uniform acquisition. BCAT 2021 Golf Tournament fundraiser event will be October 8th at Windsor Golf Course; appeal for auction donations and foursome registration; additional information at srjcgolf.com.

c. Friends of Petaluma Campus Trust

Lori Torkelson not present, no report

9. Comments on Foundation Written Reports (*Attachments*)

a. Financials and Budget to Actual Reports – no comments

b. Executive Director Report – no comments

c. Philanthropy Director Report – no comments

d. Community Engagement Director Report – no comments

10. Other Business

Board retreat 9/16 at Shone Farm 8am-1pm

11. Adjournment – Steve Page

Meeting adjourned at 5:33pm