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*Adopted Minutes*

**BOARD OF DIRECTORS**

Thursday, July 20, 2023

Social Time 3:30 pm to 4:00 pm

Meeting 4:00 pm to 5:30 pm

707 Elliott Avenue, Community Room

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- Members:** Teresa Norton – Chair, Suzy Marzalek – Vice-Chair, Dr. Angélica Garcia - Secretary, Kate Jolley – Treasurer, Scott Bartley, Maggie Fishman, Kerry Rego (via Zoom), Bill Traverso, Shirley Ward, Steve Page, Carolina Spence, Doug Garrison, Troy Sanderson, Evan Hershey
- Absent:** Marion Walker, Jorge Servin
- Guests:** Rachael Cutcher
- Staff:** J Mullineaux, Breanne Beseda, Sarah Laggos (via Zoom), Katie Greenwald

**1) Call to order** – Teresa Norton

The meeting was called to order at 4:00 pm.

A motion was made and approved for the use of Zoom for this meeting (in accordance with Brown Act requirements) at the request of one staff member with “Just Cause” and for the benefit of two board members with “Just Cause.”

Suzy Marzalek motioned, Carolina Spence second, unanimous approval. M/S/P

**2) Public Comment** – Teresa Norton

No members of the public were present in-person or on Zoom. There were no comments from the public.

**3) Approval of minutes** – Teresa Norton

Minutes of the 5/18/23 meeting were distributed in advance. Steve Page motion, Bill Traverso second. Dr. Angelica Garcia and Troy Sanderson abstain. Approval. M/S/P

#### 4) Scholarship Presentation – Rachael Cutcher & Sarah Laggos

Role of the Foundation: Identify, cultivate, engage and support donors

Role of Student Financial Support & Services: Promote, manage and administer scholarships

Donors:

- Donor intent: How donor intends money to be used; Must be followed to avoid legal and ethical implications
- Criteria includes: Financial need, status (SRJC or transfer), majors, GPA

Scholarships:

- SRJC students are multi-ethnic, variety of ages, multi-need, and many are enrolled part-time
  - o As of 21-22, a majority of scholarships include half-time enrollment
- Largest program in all CCC; includes needs based and merit/participation based
- 650+ scholarship funds (90% needs based) distribute over 2,000 awards
- 87% of applied students receive at least one award, many receive more than one
- Improvements made from annual review process including: online system, anonymized application review, required reviewer training, evaluation of unawarded scholarships, leading best practices for national standards
  - o Reviewer training includes equitable selection, implicit bias, new rubric, hands-on practice and award process
- Doyle Scholarship: 3,000 students; \$3MM awarded
  - o First-time students, continuing SRJC students or on-campus housing students taking 6+ units or full-time international students; marketed through high schools; uses FAFSA or CAADA, so no application necessary
- SRJC Foundation Scholarships: 1,979 awards offered; \$2MM awarded
  - o New, continuing or transfer students; in-reach and out-reach to current and prospective SRJC students; common application

#### 5) SRJC President's Update – Dr. Angélica Garcia

Dr. Garcia extended a thank you to the board for its support to students. She's eager to be in partnership.

Reminders:

- August 11 – PDA, Professional Development Activities day. Legacy, love, educational justice as Dr. Garcia's topic.
- August 12 (9am – 4pm) – Welcome Day at SRJC and Petaluma, as well as move-in day for student housing. Outreach team has been working to ensure faculty, staff around to welcome students. Board invited to stop by. Student Housing is 99% leased, predominately students with need.
- October 20 – President's Investiture for 6<sup>th</sup> President. Afternoon event on campus, and reception following at Shone Farm. Celebrating SRJC's stability in

having just six presidents over 105 years; celebration for first female, Latinx, openly queer president.

#### Question/Answer

- Question (Suzy Marzalek): How can the Foundation Board best support the new Superintendent / President and the SRJC?
- Answer (Dr. Garcia): Ensure students who graduate from Sonoma County high schools use the JC for their educational training. It is important for those who born in the community to have the opportunity to be educated in the community, and have the ability to find jobs and living wages here.

### 6) Governance

#### Board Recruitment – Suzy Marzalek, Information

- With Evan Hershey, Troy Sanderson, and Dr. Garcia joining the board for FY23/24, the Foundation Board is now fully staffed for this fiscal year (fully staffed is 15 board members)
- Board Recruitment team will do gap analysis to determine next fiscal year's board replacement needs
- The team has asked Dr. Garcia to provide feedback to board regarding demographics and potential recommendations
- Looking at interests and affiliate groups
- Committee to meet again at the end of August
- Committee to come back to the board with attributes list

#### Conflict of Interest – Teresa Norton, Information

- All board members signed the Conflict of Interest document

#### Corporate Resolution for Signing Authority – Teresa Norton, Action

- Dr. Garcia has been added to signing authority in her new role as Foundation Board Secretary
- Shirley Ward motion, Steve Page second, unanimous approval. M/S/P

#### Brown Act and Teleconference Participation – J Mullineaux, Information

- Brown Act Assembly Bill 2449 provides authority for public agencies to allow board members to video conference to meetings twice per academic year for “Just Cause” and “Emergency Circumstances”
- In these cases, meeting information must be physically posted at the location of the remote attendee
- The teleconference link must also be made available to the public via the meeting agenda
- Board members must participate with the camera on, and must declare if anyone 18 years or older is in the room
- A discussion was had regarding whether the SRJC Foundation Board will adopt this allowance; the board discussed accessibility and transparency being important to the work of the board and SRJC
- The Executive Committee will take this as an Action item during its next session

### 7) Philanthropy and Community Engagement – J Mullineaux

- FY23 Foundation Operating EOY Forecast, Action
  - o The Executive Committee met on June 28<sup>th</sup>, agreed that we should activate the Surplus Funds Policy and recommends that 50% of the operating surplus (~\$100K) be allocated to the Opportunity Fund. The Opportunity Fund is a discretionary program fund to help the Foundation respond to emerging needs and opportunities on campus. For instance, the Opportunity Fund has been very helpful in supplementing annual distributions from the Randolph Newman Cultural Enrichment Endowment
  - o Shirley Ward motion, Bill Traverso second, unanimous approval. M/S/P
- FY23 Contributed Revenue
  - o As of June 30, 2023, we secured \$10.7MM+ in scholarship and program revenue; this exceeded the stretch goal of \$10MM. For context, the FY21 contributed revenue was \$6.7MM; Includes \$4.5MM in Doyle Trust distributions
- Strategic Plan | Metrics Update – FY24 Goals
  - o Revenue goal and outcomes have continued to increase year-over-year
  - o \$30K has been invested in planned giving
  - o One more year remaining in the current plan; We'll begin a new planning process in January to launch July 1, 2024
  - o Current plan includes 44 tactics; 14 are ongoing; 23 have been completed; 7 to be addressed in 2024

## 8) Foundation Written Reports – All, Information

- Executive Director Report
  - o Welcome to the new fiscal year
  - o FY23 was the best fiscal year on record – thank you to the board
  - o Welcome to three new board members: Troy Sanderson, Evan Hershey and Dr. Angelica Garcia
  - o Student Housing Endowment:
    - Move-in Day August 12; thank you to donors
    - \$5,000 away from unlocking \$500K matching grant
    - \$1MM endowment goal, to be reevaluated after one year
    - Official ribbon cutting on Friday, September 8 at 3 pm. All are welcome.
  - o Foundation TYD Operating
    - Presented May 31 operating results and June's anticipated expenses
    - Potential operating surplus of ~\$100K (board voted to dedicate 50% to opportunistic fund); reserve funds healthy at \$2.1MM
- Philanthropy Director Report
  - o New scholarship for first gen. college students, sustainable ag students, nursing students and culinary arts students
  - o New partnership with J Vineyards/E&J Gallo to support the Shone Farm Ag Education Fund with a \$30K gift for Shone Farm interns

- SRJC's Second Change Program will receive the Impact 100 Redwood Circle Community Grant; student success program for formerly incarcerated students to give them a physical home on campus
- Community Engagement Director Report
  - Communications
    - FY22 report distributed; FY23 report in development; Working to support naming opportunities within Polly Hall; Digital, website and social media updates continue, resulting in \$20K gift to Housing - board encouraged to engage; Quarterly newsletter in development
  - Events
    - Past: AgStravaganza (5/13/23): \$150K; President's Address (6/1/23) and Board Installation Dinner (6/29/23): Breakeven with positive feedback
    - Future: Health Sciences Open House (8/24/23); Petaluma Building Futures (9/23/23); Presidential Investiture (10/20/23)

## 9) Other Business

No other business was discussed

## 10) Adjourn

The meeting was adjourned at 5:42 pm.

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