



**MINUTES**  
**San José/Evergreen Community College District Foundation**  
**BOARD OF DIRECTORS MEETING**  
**12:00 p.m., September 18, 2009**  
**San José City College Tech Center, Room T-120**

Directors Present: Autumn Gutierrez, Neil Struthers, Frank Greene, Alex Torres, Barbara Avery, Carl Cilker, Jeanine Hawk, Balbir Dhillon

Directors Absent: Jeff Fischer, Rosa Pérez, Ashley Howell, Lucy Chacon, Pritpal Singh, Randy Okamura, José Palma

Also Present: Carole Cassidy, Michael Burke, Dan Noyes (KGO), Beth Rimby (KGO)

**I. Call to Order**

Due to late arrivals, Ms. Gutierrez, acting for President Fischer, asked for Information items to be presented out of agenda order.

**II. Executive Director's Report**

Ms. Cassidy reported that the new website was active and that she had tested it by making a donation. She is working with Information Technology Services to try to automate the upload of alumni data from the site directly into the donor management software.

Ms. Cassidy has spent a significant portion of her time recently assisting EVC President Coon in obtaining sponsorships for the weeklong festival celebrating the opening of the new Center for the Arts. That has been quite successful and also offered the opportunity for developing new cultivation opportunities with potential funders.

Following up on board suggestions from July, Ms. Cassidy reported that membership in the Silicon Valley Council of Nonprofits did not appear to be desirable: this group is primarily oriented toward advocacy, not fund raising efforts. The Charity Navigator organization guidelines did not appear to include nonprofits like our Foundation, but Ms. Cassidy applied online anyway and is awaiting a response. The Family Giving Network is not accepting new agencies at this time and we are not eligible for United Way funding.

District Public Information Officer Monica Gomez met recently with Ms. Cassidy and the SJCC Director of Student Life to develop ideas for online alumni newsletters. This was followed by a meeting with EVC Vice President Irma Archuleta. The plan is to publish two newsletters each year for each college, using the student e-mail addresses in Datatel.

In conclusion, Ms. Cassidy reminded the members to help identify new potential board members.

### **III. Chancellor's Comments**

In the Chancellor's absence, SJCC President Michael Burke gave members an informative update on current events on his campus. Classes are at capacity with long waiting lists, reflecting the growing demand for community college education, but also demonstrating the effects of unfunded growth due to the reductions in state funding. Fee increases at UC and CSU schools, along with their capped enrollments, have further driven potential students to two-year schools. While we have also been mandated to increase fees, the increased revenues do not come back to the colleges under state funding formulas.

### **IV. Comments by Mr. Greene**

Mr. Greene distributed copies of "Create the Future You Want," subtitled "Blueprint for Working in the 21<sup>st</sup> Century Global Economy." He explained his conviction that the leadership training methods he has created and refined over the past several years would be a tremendous asset to our students as they complete their educations and move into the world of work. Armed with the leadership skills and personal life skills, he projects that our students could more readily realize their full potential and he is seeking avenues of opportunity to get his system in place within our colleges. Ms. Hawk suggested that he address the two Academic Senates and work within the accreditation process to affect student learning outcomes.

### **V. Approval of July 23, 2009 minutes**

As a quorum was present following Ms. Avery's arrival, Ms. Gutierrez asked for approval of the July 23 minutes. Ms. Cassidy noted that a change was necessary to reflect the presence of Director José Palma. There were no further changes or additions. Mr. Struthers moved to accept the minutes; Ms. Avery seconded and the minutes were unanimously accepted.

### **VI. Election of New Officers**

No action was taken. Ms. Hawk suggested that a nominating committee be formed; Mr. Greene and Mr. Dhillon volunteered to work with Mr. Fischer to generate a slate of officers. Ms. Cassidy will circulate copies of the by-laws for review by members of the sections relating to election of officers.

### **VII. Treasurer's Report**

Ms. Hawk noted that there was nothing unusual to discuss in the current financial statements. Total Income year over year is up 18%, and Total Assets are also up significantly from a year ago, so we are clearly moving in the right direction. Likewise, scholarship expenses are up almost 42%. Mr. Torres moved to accept the Treasurer's Report; Ms. Avery seconded. The motion passed unanimously.

### **VIII. New Policies**

Ms. Cassidy presented drafts of four new policies she feels are needed as we continue to improve Foundation management practices. The four policies are gift acceptance, whistleblower protection, document retention and destruction, and conflict of interest. A gift acceptance policy was presented to the board several months ago, but no action was taken; two new gifts received

recently make it timely for further consideration. She explained that, while gifts of cash and cash equivalents were straightforward, some types of gifts such as real estate often require further consideration and the draft policy establishes procedures for the future.

The three new policy drafts were created in response to the IRS action which added check-off boxes on nonprofit tax return forms attesting that organizations have these policies in place. Mr. Struthers questioned the need to disclose membership in an organization that makes a donation to the Foundation. It was explained that disclosure itself did not constitute a conflict of interest, but was actually intended to avoid conflicts of interest. Board members agreed that this policy should apply to employees as well as members of organizations that make donations.

Ms. Cassidy was directed to have all four drafts reviewed by an attorney and/or our auditors and resubmitted in November for action.

#### **IX. Acceptance of Gifts**

The Health Trust has made a grant of \$50,000 to the Foundation for nursing scholarships. Ms. Cassidy explained a bit about the project to encourage Evergreen nursing graduates to complete a bachelor's degree in nursing by eliminating duplication of coursework and offering support in a highly intense course of study. She also distributed copies of a grant from the Andy and Eva Grove Foundation for \$63,000 to support 14 new scholarships awarded at San José City College last spring. Although not a new program, this reflects the first distribution of their scholarship funding through the Foundation. Mr. Torres moved to accept both gifts; Mr. Struthers seconded and the motion passed unanimously.

#### **X. Adjournment**

As Ms. Gutierrez had to leave the meeting, Ms. Cassidy asked for a motion to adjourn. Ms. Avery made the motion and Mr. Greene seconded. The motion passed.

Respectfully submitted,

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Jeanine Hawk, Secretary/Treasurer