

**San Jose/Evergreen
Community College
District
Foundation**

4750 San Felipe Road
San Jose, California 95135-1599
(408) 270-6426

*Minutes
Board of Directors Meeting
April 10, 2008, 12:00 p.m.
Room T-120, Technology Center
San Jose City College*

Directors Present: Barbara Avery, Carl Cilker, Jeff Fischer, Maria Fuentes,
Teresa Alvarado

Directors Absent: Richard Tanaka

Also Present: Rosa Perez, Ron Root, Carole Cassidy, Cindy Chavez

I. Call to Order

President Fischer called the meeting to order at 12:20 p.m. in Room T-120 at the Technology Center, San Jose City College.

II. Approval of Minutes

The Board approved the Minutes of the Foundation Directors' meeting dated June 19, 2007.

III. Treasurer's Report

- A. The Board accepted the FY 2006/2007 Profit & Loss YTD Comparison as submitted.
- B. The Board accepted the FY 2006/2007 Ending Balance as submitted.
- C. The Board accepted the February 29, 2008 Profit & Loss YTD Comparison as submitted.
- D. The Board accepted the February 29, 2008 Balance Sheet as submitted.

IV. Approval of FY 2007/2008 Budget

The Board approved the budget as submitted.

V. Acceptance of June 30, 2007 Audit Report

The Board approved the annual independent financial audit report for FY 2006/2007 as submitted by Vavrinek, Trine, Day and Company.

VI. Appointment of Foundation Executive Director

Chancellor Perez thanked the Board for making time in their busy schedules to attend the meeting.

Chancellor Perez went over the interview process for the Foundation Executive Director and how the two interview teams arrived at selecting the finalist. She pointed out that the finalist has all the qualifications needed and then some.

Chancellor Perez proceeded to introduce the finalist for the Foundation Executive Director position, Carole Cassidy.

Ms. Cassidy spoke briefly, highlighting her qualifications and indicating her plans to spend some time with each of the college presidents and Foundation board members. She stressed the importance of building the Foundation's infrastructure and expressed her desire to begin bringing in money for the Foundation over the next couple of years. She indicated her immediate goals were to meet with the Foundation Board President regarding assistance in goal setting and a subsequent meeting schedule, as well as to hire a support person.

The appointment of Carole Cassidy as the Foundation Executive Director was approved by the board.

VII. Approval of Executive Director's Contract

Mr. Root touched on the contract points, indicating the contract is parallel with the District's management contracts. He also noted that the contract was for one year, after which the Board would review the Foundation Executive Director's performance and proceed with a new contract at that time. Mr. Root also noted that the Chancellor would work closely with the board to help direct the activities of the Executive Director during that first year. Mr. Okamura reiterated the expectation of the Board of Trustees that the Foundation would begin to pay for itself at a point several years away.

It was noted that the contract would be amended to indicate a May 1st start date.

The Foundation Executive Director contract was approved with the amended May 1st start date.

VIII. Approval of By-Laws Amendments on Teleconferencing

Chancellor Perez explained the need for teleconferencing language to be added to the By-laws, indicating it is permitted, but limited, as stated in the revised By-laws.

The amendments to the By-laws were approved as submitted.

IX. Update on New Board Member Appointments

Chancellor Perez introduced Cindy Chavez to provide the board with an explanation of the proposed new board members.

Ms. Chavez proceeded to outline the process of incorporating the Board's feedback, goals, and general direction with the selection and recruitment of new Foundation Board Members.

Ms. Chavez suggested that a number of individuals culled into the selection process may not have the time to serve full-time on the Foundation Board, but would be useful in the future for Foundation advisory teams and subcommittees.

Chancellor Perez noted that two candidates, Robert Curry and Joe Head, included in the agenda would need to be withdrawn.

Chancellor Perez highlighted each of the five remaining individuals presented for appointment and noted that the process helped raise awareness in general for the District and the Foundation.

The Board approved the selection of the following board members: Frank Greene, Jr., Olga Martin Steele, Neil Struthers, and Monica Zent Cervantes.

X. Communications

- A. Student Letters of Appreciation were presented to the Board.
- B. Community College Initiative Letter of Gratitude was presented to the Board.
- C. AT&T Competitive Grant Program Application was presented to the Board.

XI. Participation in Commencement

Chancellor Perez encouraged the Foundation Board to participate in the commencement ceremonies at each campus. She indicated she would like to develop an alumni base, encouraging them to speak to the students regarding giving back to the community.

XII. Set May Meeting

The next Foundation Board meeting was scheduled for May 29, 2008. It was noted that head shots of the Board Members will be taken at this meeting for inclusion with updated bios.

XIII. Adjournment

The Foundation meeting adjourned at 1:50 p.m.

Ronald Root
Secretary/Treasurer