

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

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*Minutes
Board of Directors Meeting
May 29, 2008, 12:00 p.m.
Room T-120, Technology Center
San Jose City College*

Directors Present: Teresa Alvarado, Carl Cilker, Jeff Fischer, Frank Greene,
Olga Martin Steele, Randy Okamura, Neil Struthers,
Richard Tanaka, Monica Zent, Rosa Perez, Ron Root

Directors Absent: Barbara Avery

Also Present: Carole Cassidy, Denise Willis, Penny Garibay

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.

There were no public comments.

President Fischer welcomed the new Foundation Board Members.

Due to calendaring constraints, it was moved to add the re-election of officers to the agenda.

Item VIII, Chancellor's Comments, was moved up in the agenda to follow item II. due to time constraints of the Chancellor's schedule.

II. Approval of Minutes

The Board approved the Minutes of the Foundation Directors' meeting dated April 10, 2008.

III. Treasurer's Report

Ron Root highlighted the Treasurer's Report, indicating a number of accounts and some business processes were cleaned up. With the Executive Director now on board, changes and improvements will continue to be made to get matters in better order. Mr. Root clarified that his role is to assist the Foundation in investments. Mr. Root and Ms. Cassidy will be looking at implementing an investment policy. The county pool generates 4 ½%. The Foundation Board has the authority to develop an investment policy and implement that in order to obtain higher returns.

Mr. Root proceeded to explain that up to this point, the Foundation has been serving as a pass-through structure for two types of entities; club accounts/internal college accounts, which we will be reviewing to determine whether or not the foundation should continue that role, and restricted accounts, which come from large and small donors. The board has not historically performed fund raising, but that is what Ms. Cassidy is mandated to do.

Mr. Root highlighted various financial items, including unrestricted and restricted funds. Restricted funds are designated for specific purposes by the donor, so the Board does not have a role in their use. If there is a clear violation of the law, the Board would not accept those funds. Mr. Root suggested that a gift acceptance policy be created to formalize that procedure.

Mr. Root touched on the “dormant account” policy, explaining that after three years dormant accounts are absorbed into unrestricted funds after attempts have been made to communicate to the donor(s) and/or to the signatories on the account that this will take place.

Mr. Root made note that \$540K of unrestricted funds are under the Board’s authority. It was also noted that the intent is that the Foundation will become self-sustaining and the support the District is supplying in these initial stages will no longer be necessary.

Aging receivables accounts for SJCC and EVC were discussed in that they are almost ten years old and should be written off. The original intent was that the grants would be repaid once the supported programs became self-sustaining, but the programs were not successful.

Mr. Root noted the loss of funds based on the low level of interest earned.

The Board discussed the fact that interest is still being earned even on the small accounts. It was noted this is not a policy, but historical practice and that the Board should be thinking of this sort of scenario, potentially keeping the interest, when considering changes to grow the Foundation.

The Board accepted the April 30, 2008 Profit & Loss YTD Comparison as submitted noting that the formula to calculate the Revenue/Expense YTD comparison needed to be corrected in both the dollar and percentage columns in the net income line. Staff will distribute corrected copies at the next board meeting.

The Board accepted the April 30, 2008 Balance Sheet as submitted.

IV. Executive Director’s Report

Ms. Cassidy provided a PowerPoint presentation highlighting her activities since joining the Foundation on May 1st

Ms. Cassidy highlighted opportunities such as the Osher Scholarship Endowment and the San Jose Promise that was also discussed by Chancellor Perez. She also noted that The Villages will not only be a good potential source of donors, but also of volunteers.

The Board discussed other sources of funding including any high-profile graduates that could also potentially be used as spokespersons.

V. Review of Strategic Plan

This item was postponed until the next board meeting.

VI. Review of Master Agreement

Ms. Cassidy covered the changes that were submitted.

It was suggested that the phrase “purpose of fund-raising activities” be changed to replace “fund-raising” with “foundation.”

It was discussed that additional language needs to be brought up to date. Mr. Root and Ms. Zent will discuss this in more detail and submit to the Foundation Board any additions or changes they feel necessary.

Master agreement approved following the one noted change.

VII. 2008/2009 Meeting Schedule

Dates were discussed for future meetings. The Chancellor requested that the board alternate the meetings between the two colleges in order to accommodate tours of the campuses.

The following meeting dates were scheduled for the remainder of 2008:

July 24 at Evergreen Valley College
September 25 at San Jose City College
November 20 at Evergreen Valley College

VIII. Chancellor’s Comments

The Chancellor welcomed new members and thanked existing members for their continued commitment, highlighting “goals” and “hopes.”

Chancellor Perez noted that as much as we are workforce training, we are also university funnels as it’s becoming more difficult to get into four year institutions.

Chancellor Perez expressed her gratitude for the board members able to attend the commencement ceremonies, as well as noted highlights, which included an honorary degree for Neil Struthers.

Chancellor Perez proceeded to highlight an anticipated project called The San Jose Promise.

IX. Election of Officers

Teresa Alvarado was elected to a second and final four-year term.

Barbara Avery was elected to a second and final four-year term.

An exception was made to the Foundation By-Law's, as permissible, and Jeff Fischer was elected to an additional one-year term as Foundation Board President.

X. Adjournment

The Foundation meeting adjourned at 2:00 p.m.

Ronald Root
Secretary/Treasurer