



Ohlone College Foundation

Executive Board Meeting

Foundation Office

Wednesday, February 4, 2009

8:00 – 9:30 AM

Minutes

Present:

Chair: Robert Douglass

Vice Chair: Melrose Forde

Secretary: Jan Vincent

Treasurer: Anita Pirrone

Legal Counsel: Lou Willett

President/ Superintendent of Ohlone College:

Dr. Gari Browning

Staff present:

Executive Director: David W. Smith

Thomas Hsu

Ana Lopez

Donna Payne

Joanne Schultz

A. CALL TO ORDER

Chairperson Bob Douglass called the meeting to order at 8:06 am.

B. INTRODUCTIONS/ROLL CALL

C. MINUTES

C.1 Review of minutes of Foundation Executive Board Meeting of Thursday, November 13, 2008.

The board reviewed the previous minutes. **Vice Chair Melrose Forde moved, Secretary Anita Pirrone seconded, to approve the Foundation Executive Board Meeting of Thursday, November 13, 2008. The motion passed, 6 AYES, 0 NAYS.**

C.2 Review of minutes of Foundation Full Board Meeting of Wednesday, November 19, 2008.

The board reviewed the previous minutes. **Vice Chair Melrose Forde moved, Secretary Anita Pirrone seconded, to approve the Foundation Full Board Meeting of Wednesday, November 19, 2008. The motion passed, 6 AYES, 0 NAYS.**

D. COLLEGE PRESIDENT'S REPORT

D.1 Annual Report Distribution

President/Superintendent of Ohlone College Dr. Gari Browning distributed copies of the Annual Report. The Annual Report was first presented during the President's State of the College Address on January 23rd.

D.2 Accreditation

The college is taking steps to meet accreditation requirements, including performing an environmental scan which analyzes the demographics, job market, student success, etc. of the community Ohlone serves; updating Ohlone's strategic plan; and planning a series of breakfast meetings with community leaders, one of which will involve the Foundation. The second portion of the accreditation report is due on March 1st. Results of the first portion should be received shortly.

E. FOUNDATION CHAIRPERSON'S REPORT

E.1 Acterra Award

Chairperson Douglass and Associate Vice President Leta Stagnaro have nominated Ohlone College Newark Center to receive the Acterra Business Environmental Award. Acterra is an environmental, non-profit organization based on the Peninsula.

E.2 Committees

The only committees currently without a chair are the Finance Committee and Brick Committee.

E.3 Membership

The Foundation seeks an engaged Board representative from the Fremont Chamber of Commerce. Secretary Jan Vincent will contact the Chamber.

F. EXECUTIVE DIRECTOR'S REPORT

F.1 Capital Campaign Update

A report on the progress of the Capital Campaign has been submitted to the Wayne and Gladys Valley Foundation. Since the last report, the gap between funds pledged and funds received have decreased. The "gap" is now only \$55,000. Other funds that have been received but are not eligible to be matched include a government grant for the Human Sim Lab; \$20,000 in donated furniture for the Student Services Building from One Work Place; and \$25,000 in landscaping services from CMG. Funds for the Newark Center that are not eligible for matching reduce the amount of need as originally reported to the Valley Foundation. Thus far, the Foundation has raised \$1.864 mil that is matchable from the Valley Foundation, out of which \$1 mil has been received. The Valley Foundation's total obligation is \$2.5 million.

- F.2 Employee Giving Campaign**
Elizabeth Silva and Christine Bolt are co-chairing the Employee Giving Campaign. The committee will meet with campus groups to promote the Campaign. Donations to the President's Circle will stop at the end of the month, though funds already received will remain in the fund until expended. The new President's Honor Roll will take its place. Donations to any combination of funds totaling \$1,000 or more per year automatically enrolls a donor in the President's Honor Roll, giving the donor added recognition and other benefits. Executive Director Smith presented various tchotchkes that will be used as thank you gifts for Employee Giving donors.
- F.3 2009 Citizen of the Year**
The Citizen of the Year Benefit Luncheon will take place on May 30, 2009. This year the event will be combined with a Platinum Party, honoring the Newark Center's LEED Platinum Award. Individual tickets are priced at \$75. A "combined sponsor" sheet was presented, which gives added benefits to sponsoring both the Citizen of the Year and the 25th Annual Fremont Bank & Ohlone College Golf Tournament (F.4).
- F.4 25th Annual Fremont Bank & Ohlone College Golf Tournament**
The Golf Tournament will be held at Castlewood Country Club on September 21st. The Golf Committee is holding its first meeting today.
- F.5 Scholarships; STARS**
The STARS software, which lets students apply for scholarships online, has been received and is being installed by Information Technology. The system will be tested by students before going online. Scholarship recipients are now being featured on the Foundation website in the "Scholarship Spotlight".
- F.6 Endowment Agreement Template**
The Deaf Center Endowment agreement has been included as an example of the new format for endowment agreements that the Foundation has adopted. New endowment agreements will be on the agenda for approval at the March 4th Full Board meeting. Legal Counsel Willett indicated he is satisfied with the format of the agreement.
- F.7 Pathway to Progress Update**
Only a couple bricks were sold during the holiday period, one of which was a \$5,000 corporate brick for Indo-Americans for Better Community. The Brick Committee must reconvene to discuss new marketing strategies.
- F.8 Board Motion Statuses**
An update on Board motion statuses will be distributed at every meeting.
- F.9 Website Update**
The website has seen some major changes and will be continuously updated. The Foundation website can be found at:
www.ohlone.edu/org/foundation

F.10 Movement of Fitness and Wellness to Athletics

Funds for the Fitness and Wellness program and the administration of the Fitness and Wellness program will be transferred to Athletics. The Fitness and Wellness program gives Ohlone employees access to the Ohlone College Fitness Center. Because employees contribute to the program to receive a service, their contribution does not qualify as a donation, and thus places the program outside of the functions of the Foundation.

G. FINANCE REPORT

The Foundation's audit has not been received yet. Dean of Business Services Joanne Schultz presented the unaudited financial statements, as of December 31, 2008. The balance sheet reflects a reduction in stock prices in the last few months. The income statement shows that levels of contributions are lower than the previous year, but are still positive. Future financial statements will show the in-kind contributions to the Foundation by the District. **Treasurer Anita Pirrone moved, Secretary Jan Vincent seconded, to approve the Financial Statements as of December 31, 2008. The motion passed, 6 AYES, 0 NAYES.**

H. ITEMS FOR BOARD ACTION

H.1 Approval of In-kind Donations

H.1.a Cisco Systems – Various network equipment

H.1.b One Work Place – Miscellaneous furniture for Newark Center

H.1.c Paul Colby and Marion Barker – Mirafone tuba w/ case

H.1.d Annette Lowe – Glass materials for art classes

Vice Chair Melrose Forde moved, Treasurer Anita Pirrone seconded, to approve the Financial Statements as of December 31, 2008. The motion passed, 6 AYES, 0 NAYES.

H.2 Movement of Maggie Morrison Endowment Funds from Fund 89 to Speech and Communications Department

The Maggie Morrison Endowment never reached its intended corpus. Faculty member Kay Harrison has requested the funds to be used for Speech and Communication purposes, and this usage has been approved by Dean of Business, Fine Arts and Communication Walt Birkedahl and Vice President of Student Affairs/Deputy Superintendent Jim Wright. **Treasurer Anita Pirrone moved, Vice Chair Melrose Forde seconded, to approve the movement of Maggie Morrison Endowment Funds from Fund 89 to the Speech and Communications Department. The motion passed, 6 AYES, 0 NAYES.**

H.3 Approval of New Board Members

Two new board members will be on the agenda for approval for the March 4th Full Board meeting – former Ohlone faculty member Jim Klent and former Fremont Councilmember Steve Cho.

I. BOARD COMMENTS

J. PUBLIC COMMENTS

K. NEXT MEETING TBA

L. CLOSED SESSION

M. ADJOURN

Chairperson Bob Douglass adjourned the meeting at 9:16 am.

Pursuant to Government Code 54957.5: Supplemental materials distributed less than 72 hours before this meeting, to a majority of the Foundation Board will be made available for public inspection at this meeting and at the Foundation's Office located at Bldg. 27, 43600 Mission Blvd., Fremont, CA 94539, during normal business hours. Materials prepared by Foundation staff and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by some other person. Documents related to closed session items or are exempt from disclosure will not be made available for public inspection.

All attached documents can be found online at:
<http://www.ohlone.edu/org/foundation/2008/>