



Ohlone College Foundation

Full Board Meeting

Ohlone College Newark Center, NC1100

Wednesday, March 4, 2009

7:30 – 9:00 AM

MINUTES

Present:

Chair: Robert Douglass

Vice Chair: Melrose Forde

Treasurer: Anita Pirrone

Legal Counsel: Lou Willett

Salwa Aboumrad

Nancie Allen

David Benoun

Bob Bradshaw

Gari Browning, Ph.D

Pat Danielson

Jim Klent

Robin Kurotori

Rakesh Sharma

David Sheen

Elizabeth Silva

Shirley Sisk

Jennifer Toy-Harrison

John Weed

Jeevan Zutshi

Ex-officio:

Christine Bolt

Jackie McCulley

Staff:

David W. Smith

Thomas Hsu

Ana Lopez

Donna Payne

A. CALL TO ORDER

Chairperson Robert Douglass called the meeting to order at 7:41 am.

B. INTRODUCTIONS/ROLL CALL

C. MINUTES

C.1 Approval of minutes of Foundation Full Board Meeting of Wednesday, November 19, 2008.

The board reviewed the previous minutes. **Vice Chairperson Melrose Forde moved, Pat Danielson seconded, to approve the Foundation Full Board minutes of Wednesday, November 19, 2008. The motion passed, 16 AYES, 0 NAYS.**

C.2 Review of minutes of Foundation Executive Board Meeting of Wednesday, February 4, 2009.

The board reviewed the previous minutes. **Pat Danielson moved, Nancie Allen seconded, to approve the Executive Board minutes of Wednesday, February 4, 2009. The motion passed, 16 AYES, 0 NAYS.**

D. COLLEGE PRESIDENT'S REPORT

D.1 Annual Report Distribution

President/Superintendent of Ohlone College Dr. Gari Browning updated the board of the Annual Report, which contains a list of the Foundation's donors in the back section.

D.2 State of the College

Dr. Browning reviewed the state budget, which was recently passed. Some state budget items are yet to be approved in the May election, which, if passed, would mean that colleges will not face cuts. The budget allows for 3% growth, but would forego the yearly Cost of Living Adjustment (COLA).

The Board of Trustees portion of the accreditation process was a success. Another report is due this month on Ohlone's program review process. The report in draft form is available online.

D.3 Community Input Breakfast with Foundation Board Wednesday, April 1st, 7:30 am

Fremont Marriott

Ohlone is conducting an environmental scan to assess community needs and how well Ohlone is meeting them. This includes meetings with education, business and community groups, and elected officials. A series of breakfast forums will be held, one of which will include the Foundation Board on April 1st.

E. FOUNDATION CHAIRPERSON'S REPORT

E.1 Acterra Award

Ohlone College Newark Center has been nominated for the Acterra Award. The Acterra group will be visiting the campus.

E.2 Committees

E.2.a Employee Giving Campaign (Bob Bradshaw)

Bob Bradshaw discussed ways to change the campus perception of the Foundation, including putting brochures around campus, having speakers present to campus groups, doing a campus BBQ, regularly featuring stories in the Monitor, and highlighting Foundation successes online.

E.2.b Citizen of the Year (Nancie Allen)

This year's Citizen of the Year Benefit Luncheon will be on May 30th at Ohlone College Newark Center and will be honoring former Fremont Council Member Steve Cho as well as celebrating the Newark Campus' LEED Platinum Award. Help is needed in obtaining auction prizes. The Luncheon will debut the Foundation's

new online auction system. Luncheon sponsorships will fund scholarships in the organizations' names.

E.2.c 25th Annual Fremont Bank & Ohlone College Golf Tournament (Gloria Villasana Fuerniss)

The Golf Tournament will take place on September 21st at the Castlewood Country Club. Fremont Bank is the Platinum Sponsor. The Golf Committee has begun meeting early this year in order to make this the definitive golf tournament for the Tri-Cities.

Executive Director Smith presented the sponsor packet for both the Benefit Luncheon and Golf Tournament. This packet includes a combined sponsorship sheet which lists benefits for organizations that wish to sponsor both events. It also includes the flier "Ohlone Voices", which highlights. Board members are asked to present this packet to potential sponsors.

E.2.d Finance (Jim Klent)

Jim Klent accepted chairmanship for the Finance Committee.

E.2.e Pathways to Progress (Chair needed)

Rakesh Sharma accepted chairmanship for the Brick Committee. The campaign has netted about \$90k thus far. The Foundation stands to make another \$500k if the remaining bricks are sold. Marketing strategies for the Brick Campaign were discussed. The bricks are now available for Ohlone employees to purchase via payroll deduction. Elizabeth Silva volunteered to talk to James Logan High School to learn from their brick campaign.

E.2.f Scholarships (Bob Douglass)

No commitments from community groups have been made yet. Chairperson Douglass will concurrently approach groups for brick sales.

F. EXECUTIVE DIRECTOR'S REPORT

F.1 STARS

The new STARS program makes all scholarship offerings electronic. Foundation Specialist Thomas Hsu is currently loading the Foundation scholarship database into the system. Jackie McCulley and other ASOC students will be doing the beta testing. Students will be able apply online on a secure site and will be matched with scholarships that they qualify for. The site also provides a firm structure for scholarships that eases administrative load.

F.2 Capital Campaign Update

The report to the Wayne and Gladys Valley Foundation has been submitted. Most Capital Campaign pledges have been received, with only \$50k

outstanding. Ohlone has received a total of \$2.86 mil thus far. Ohlone is coming up with a list of needs left in order to build the campus to our vision.

F.3 Board Motion Statuses

The Board Motion Status sheet was distributed, which shows the administrative progress on board actions.

F.4 Website Update (Board pictures needed)

The Foundation website has been updated. The Scholarship Spotlight features four scholarship winners from the Fall 2008 semester. Bob Bradshaw commented that the website is uniform with the rest of the college's, but the Foundation could think of ways to make it more dynamic and creative while keeping it inside the same umbrella as college.

F.5 Movement of Fitness and Wellness to Athletics

Fitness and Wellness funds have been moved to the Athletics Department.

F.6 Reinstatement of Library Endowment

The movement of Library Endowment funds to the General Endowment had been authorized by the board. The library has now requested that the funds be moved back and then liquidated. New endowments contain a clause that if a corpus isn't met within a certain period then the funds would be transferred into the General Endowment.

F.7 Pledge Sheets and Committee Signups

Some board pledge sheets and committee signup sheets have not been received. New copies were distributed.

F.8 Dan & Marie Archer Endowment

Former Ohlone College Trustee Dan Archer left the Foundation about \$100,000 in various funds. There was no endowment agreement for the Dan & Marie Archer Endowment. Executive Director Smith contacted Dan Archer's son and was told to keep the endowment related to the arts, but that it should have the broadest possible charter.

F.9 Annual Board Retreat – June 17th, 9:00 am – 1:00 pm, location TBA

Update: the Annual Board Retreat will be held at the Niles Bankers Building.

G. FINANCE REPORT

To date, our 2007-2008 audit has not been finalized. Perry-Smith, our auditors, cannot explain the discrepancy between each fund balance's ending balance from their 2006-2007 audit and our book balances for that same period. We do agree on the value of the Foundation's total assets as of June 30, 2007, but not the breakdown between the General Fund, the Restricted Fund, and our Endowment Fund. Perry-Smith's working papers for 2006-2007 are incomplete and we are very confident that our books are correct. Dean of Business Services Joanne Schultz has been working with the auditor assigned and she plans to meet with the auditor and Foundation Accountant Donna Payne next week. Schultz is

confident that this will be straightened out very soon and the 2007-2008 audit will be completed.

Presented to the board were the unaudited financial statements, ending December 31, 2008, which are based on our book's beginning balances. The most notable item was this period's net loss. The loss was based solely on the unrealized loss in value, as of December 31, of our endowed funds. Like all investors, we are hoping for a turn around soon. **Rakesh Sharma moved, Jennifer Toy-Harrison seconded, to approve the Foundation Financials. The motion passed, 16 AYES, 0 NAYS.**

H. ITEMS FOR BOARD ACTION

H.1 Approval of New Board Members – Jim Klent, David Sheen, Jeevan Zutshi (MOTION)

Executive Director Smith introduced the new board nominees. **Rakesh Sharma moved, Anita Pirrone seconded, to approve new board members Jim Klent, David Sheen and Jeevan Zutshi. The motion passed, 16 AYES, 0 NAYS.**

(Welcome new trustee board members – Rich Watters and John Weed)

H.2 Approval of In-kind Donations

H.2.a Cisco Systems – Various network equipment

H.2.b One Work Place – Miscellaneous furniture for Newark Center

H.2.c Paul Colby and Marion Barker – Mirafone tuba w/ case

H.2.d Annette Lowe – Glass materials for art classes

H.2.e Thermo Scientific – Microscope and LED Fluorescence Adaptor

The board members reviewed the in-kind donations. **Shirley Sisk moved, Rakesh Sharma seconded, to approve The in-kind donations. The motion passed, 19 AYES, 0 NAYS.**

H.3 Movement of Maggie Morrison Endowment Funds from Fund 89 to Speech and Communications Department

The Speech and Communications Department requested Maggie Morrison Endowment funds be liquidated and moved to the Department. The board reviewed a memo for the proposed spending plan. **Melrose Forde moved, Shirley Sisk seconded, to approve the movement of Maggie Morrison Endowment Funds from Fund 89 to the Speech and Communications Department. The motion passed, 19 AYES, 0 NAYS.**

H.4 Approval of Endowment Agreements

H.4.a Athletics Endowment

H.4.b Craig Jackson Endowment

H.4.c Deaf Studies Endowment

H.4.d Faculty Computer Endowment

H.4.e Lam Endowment

H.4.f Louie Endowment

H.4.g NUMMI Endowment

H.4.h Sustainability Endowment

H.4.i Verle Waters Endowment

The board members reviewed the endowment agreements. The agreements are a combination of new funds created at the request of staff and faculty and agreements for existing endowments. **Melrose Forde moved, Shirley Sisk seconded, to approve the new endowment agreements. The motion passed, 19 AYES, 0 NAYS.**

H.5 Authorization of New Edward Jones Account for Dan Archer Funds

To receive the previously mentioned Dan Archer trust funds, opening a new account with Edward Jones is required. This is an ad hoc account that will be closed as soon as the funds are liquidated and transferred. **Jim Wright moved, Anita Pirrone seconded, to approve the new Edward Jones account. The motion passed, 19 AYES, 0 NAYS.**

I. BOARD COMMENTS

J. PUBLIC COMMENTS

K. NEXT MEETING

Annual Board Retreat
June 17th, 2009
9:00 am – 1:00 pm
Niles Bankers Building

L. CLOSED SESSION

M. ADJOURN

Chairperson Robert Douglass adjourned the meeting at 9:03 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/>