



## Ohlone College Foundation

Executive Board Meeting  
Foundation Office  
Wednesday, May 6, 2009  
8:00 am – 9:30 am

# MINUTES

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### **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 Robert Douglass called the meeting to order at 8:03 am.

### **B. INTRODUCTIONS/ROLL CALL**

### **C. MINUTES**

#### **C.1 Approval of minutes of Foundation Executive Board Meeting of Wednesday, February 4, 2009.**

The board reviewed the previous minutes. **Vice Chair Melrose Forde moved, Secretary Anita Pirrone seconded, to approve the Foundation Executive Board Meeting of Wednesday, February 4, 2009. The motion passed, 6 AYES, 0 NAYS.**

#### **C.2 Review of minutes of Foundation Full Board Meeting of Wednesday, March 4, 2009.**

The board reviewed the previous minutes. A motion for approval will be made at the June 17, 2009 Full Board meeting.

### **D. COLLEGE PRESIDENT'S REPORT**

#### **D.1 Budget Situation**

A state budget vote will be held on May 19<sup>th</sup>, at which time Ohlone will have a better grasp of its financial situation in the coming year. Ohlone has

reserves through next year. The college will be looking carefully at 2010-2011 and will plan ahead for a reduced budget.

**D.2 Accreditation**

The second accreditation visit was last week, regarding the link between budget and District goals. The exit report was very positive. Ohlone should receive a response by July, and we anticipate that the College will be off warning.

**D.3 Community Input Breakfasts**

Many of our board members, along with other community groups, showed up at the Community Input Breakfast to plan how Ohlone will move forward with the strategic plan in the next year.

**E. FOUNDATION CHAIRPERSON'S REPORT**

**E.1 Acterra Award**

Ohlone College Newark Center has earned the Acterra Award for environmental sustainability. The awards ceremony will be held on May 28, 2009. The group will be shooting a video for the award at the Newark Campus.

**E.2 Committee Chair Update**

Board member Jim Klent is now the Chair of the Finance Committee.

**F. EXECUTIVE DIRECTOR'S REPORT**

**F.1 Capital Campaign Update**

About \$2.86 mil has been received for the Capital Campaign. Almost all pledges have been received. The Foundation will work with the Wayne and Gladys Valley Foundation in regards to Ohlone's vision to build the Newark Center.

**F.2 Employee Giving Campaign**

The Campaign had an intentional "soft start". The Campaign has been successful, with the current annual giving rate at just over \$20,000. The Employee Giving Committee – which includes Board/Faculty members Christine Bolt, Bob Bradshaw, Robin Kurotori and Elizabeth Silva – has done a great job reaching out to the campus community.

**F.3 2009 Citizen of the Year**

The Foundation requests board members' help in selling tickets. We are looking forward to around 300 attendants.

In lieu of a silent auction, the Foundation will hold an online auction. Bidding will begin before the event and will close after the event. A kiosk at the Benefit Luncheon will allow attendees to bid at the event.

Committed sponsorships currently stand at \$28,300, with One Work Place/Steelcase as the Platinum Sponsor. Sponsors will be awarding scholarships in their name. Currently projected net profit is at the mid \$30,000s.

**F.4 25<sup>th</sup> Annual Fremont Bank & Ohlone College Golf Tournament**

The Golf Tournament started meeting in February rather than June this year, getting a head start to make this the definitive golf tournament of the Tri-Cities. Sponsorships have already been coming in due to combined sponsorship efforts with the Benefit Luncheon.

**F.5 Scholarships; STARS; Osher Scholarships**

The first semester under the STARS scholarship application software, which lets students apply online, is in the evaluation phase. The Foundation had over 600 students register in the system, and 217 students sent in a total of 511 applications – roughly quadruple that of previous semesters. More evaluators have been recruited in response to the increased load. A survey will be sent to STARS registrants after the scholarship round to collect feedback.

The Foundation is also getting ready to release Osher Scholarships. The scholarship is given solely on a financial need basis and requires recipients to have received a Board of Governor's fee waiver. There will be a minimum of 8 scholarships available, worth \$1,000 each and distributed over two semesters.

**F.6 Finance Committee**

The Finance Committee recently reconvened to establish its goals, review Foundation finances and reconsider the Foundation's investment policy.

**F.7 Pathway to Progress Committee**

Rakesh Sharma is the new Chair of the Pathway to Progress Committee. The group will meet in June.

**F.8 Board Motion Statuses**

The Executive Board reviewed the status of board motions.

**F.9 Website Update**

The website has been updated with event and scholarship information. Stories of scholarship recipients will be posted once they have been selected.

**F.10 Annual Board Retreat**

June 17, 2009  
9:00 am – 1:00 pm  
Niles Bankers Building

The Foundation is open to agenda topic suggestions.

**F.11 Dan & Marie Archer Endowment**

The Dan and Marie Archer funds are currently being held in an Edward Jones account. Distribution of these monies from the fund to the Foundation has been requested. The last statement received showed the account at \$89k, but this is subject to change with market conditions. Some funds may be held back to make sure that all estate bills have been settled. The funds will then be utilized under Dan Archer's specifications.

**G. FINANCE REPORT**

**G.1 Foundation Audit**

Dean of Business Services Schultz presented the Foundation audit for the periods ending June 30, 2008 and 2007. The overall assets are at \$3.8 mil.

An adjustment to the audit is reflected in our finance statements. Though the Foundation and the auditors agreed on our overall balance, there was a misconception on the auditor's part on what moneys are restricted and which are not. The Foundation is very confident of the accuracy of its books. These adjustments will be reflected in next year's audit.

**Vice Chair Melrose Forde moved, Secretary Anita Pirrone seconded, to approve the Foundation Audit for the periods ending June 30, 2008 and 2007. The motion passed, 6 AYES, 0 NAYS.**

**G.2 Financial Statements**

Dean of Business Services Joanne Schultz presented the Foundation financial statements of the period ending March 31, 2009. Foundation total assets are at \$3.6 mil. The investments show an unrealized loss of \$390k, but have still fared better than the market as a whole.

**Vice Chair Melrose Forde moved, Secretary Anita Pirrone seconded, to approve the Foundation financial statements of the period ending March 31, 2009. The motion passed, 6 AYES, 0 NAYS.**

**H. ITEMS FOR BOARD ACTION**

**H.1 Juniper Networks – Virtual Private Network (VPN) Device**

The motion as amended is to recommend acceptance of this in-kind donation to the full board.

**Treasurer Anita Pirrone moved, Vice Chair Melrose Forde seconded, to approve recommending the in-kind donation to the full board. The motion passed, 6 AYES, 0 NAYES.**

**I. BOARD COMMENTS**

**J. PUBLIC COMMENTS**

**K. NEXT MEETING**  
Annual Board Retreat  
June 17, 2009  
9:00 am – 1:00 pm  
Niles Bankers Building

**L. CLOSED SESSION**

**M. ADJOURN**  
**Vice Chair Melrose moved, Legal Counsel Lou Willett seconded, to adjourn the Executive Board meeting at 9:33 am. The motion passed, 6 AYES, 0 NAYES.**

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/2009/>**