



## Ohlone College Foundation

Executive Board Meeting

Foundation Office

Wednesday, September 9, 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

Dr. Gari Browning

Joanna Schultz

Dave Smith

Thomas Hsu

Donna Payne

### A. CALL TO ORDER

Chair Robert Douglass called the meeting to order at 8:08 am.

### B. INTRODUCTIONS/ROLL CALL

### C. MINUTES

#### C.1 Approval of minutes of Foundation Executive Board Meeting of Wednesday, May 6, 2009.

The Executive Board reviewed the previous minutes. **Treasurer Anita Pirrone moved, Dr. Gari Browning seconded, to approve the minutes of Wednesday, May 6, 2009. The motion passed, 5 AYES, 0 NAYES.**

#### C.2 Review of minutes of Foundation Annual Board Retreat of Wednesday, June 17, 2009.

The Executive Board reviewed the previous Annual Board Retreat minutes.

### D. COLLEGE PRESIDENT'S REPORT

#### D.1 Budget Situation

President/Superintendent Dr. Gari Browning explained that Ohlone College is facing a total budget cut of \$4 mil and close to \$1 mil in mid-year cuts, but is making good progress in closing the gap. Possible savings considerations include offering early retirement packages to employees. Most of the College's costs are contained in payroll, and so the College maybe be looking at layoffs before the end of this calendar year.

#### D.2 Accreditation

The accreditation team notified Ohlone College that it was off warning in July. We were the only College with no extra requirements to fulfill.

**D.3 Student Services Center Dedication**

The ribbon cutting for the new Student Services Center will take place today at 4:00 pm.

**E. FOUNDATION CHAIRPERSON'S REPORT**

**E.1 Nominating Committee Report**

Chair Robert Douglass shared the nomination committee's recommendations. An official vote will take place at the September 30<sup>th</sup> Annual Board Meeting.

**E.2 Committee Sign-up Sheet**

The Executive Board reviewed the Committee Sign-up Sheet. Each board member will be expected to participate in at least one committee.

**E.3 Pledge Sheet for Board Members**

The pledge sheet is meant to ensure board involvement, whether it is monetary or in the form of service.

**E.4 Board Term Rotation Sheet**

A staggered board rotation was started last year. Next year the first set of board members will be asked if they still wish to serve.

**F. EXECUTIVE DIRECTOR'S REPORT**

**F.1 Capital Campaign Update**

The Capital Campaign has brought in \$3.4 mil. Executive Director David Smith met with Associate Vice President Leta Stagnaro and concluded that all needs at the Newark Center have been fulfilled. Though not in the original contract, the Wayne and Gladys Valley Foundation has allowed the Foundation to match funds used to maintain capital equipment.

Discussion ensued on how to properly honor the Valley Foundation's tremendous contributions to Ohlone College.

**F.2 Employee Giving Campaign Update**

Employee donations are now at a rate of over \$20,000 per year.

**F.3 2010 Citizen of the Year; Results of 2009 Event**

Citizen of the Year Chair Nancy Allen and Event Planner Sharon Yap will be participating again for the 2010 Citizen of the Year Benefit Luncheon. The 2009 Benefit Luncheon netted \$32k.

**F.4 25<sup>th</sup> Annual Fremont Bank & Ohlone College Golf Tournament September 21, 2009**

Last year's Golf Tournament netted \$41k. It was more difficult to garner sponsors this year, but the results were good, with only a few Bronze

Sponsors short from the previous year. New sponsors for this year include Kassabian Motors, Delicato Family Vineyards and Dale Hardware.

For the first time, the Golf Tournament will employ an online auction, in lieu of a silent auction.

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

STARS will offer about \$20,000 in scholarships this semester. Last year we awarded about \$50k total. The Foundation aims to award at least \$60k this year. The ultimate goal will be \$100k.

The Foundation conducted surveys on students and evaluators, and met with the evaluation committee in order to improve the usability of STARS for this semester.

The Osher Scholarship money has been received. We awarded \$8,000 in Osher Scholarships last semester.

In response to the changing economy, the Foundation is moving towards soliciting for one-time \$500 scholarships rather than large endowments. So far the community has been very responsive.

**F.6 Finance Committee Update**

The Finance Committee met, largely focusing on review of the investment policy. The suggested changes were discussed in agenda item H.2.

**F.7 Pathway to Progress Committee Update**

The Pathway to Progress Committee consists of Committee Chair Rakesh Sharma, Pat Danielson, and Elizabeth Silva. A new marketing brochure will be created, with a focus on displaying sample bricks to help brick buyers decide on an inscription. This will be done after the Golf Tournament and scholarship announcements.

**F.8 Board Motion Statuses**

The Executive Board reviewed the status of previous board motions.

**F.9 Website Update**

Scholarship recipients are being featured on the Scholarship Spotlight at the Foundation website.

**F.10 Annual Board Meeting**

September 30, 2009

7:30 am – 9:00 am

Ohlone College Student Services Center (Building 7), Board of Trustees Meeting Room, Room 7101

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

Recognition plaques will be placed in the Student Services Center's student art gallery.

**F.12 Online Auction**

The 25<sup>th</sup> Annual Fremont Bank & Ohlone College Foundation Golf Tournament Online Auction is online at <http://ohlone.cmarket.com>.

**F.13 Fremont Bank B-Charitable**

Fremont Bank is offering new checking accounts the opportunity for the Bank to donate what is equivalent to .5% of the account's average yearly balance to the Ohlone College Foundation.

**G. FINANCE REPORT**

**G.1 Financial Statements**

Dean of Business Services Joanne Schultz presented the Foundation Financial Statements as of June 30, 2009. The charitable remainder trusts have not been calculated yet. Foundation assets stand at \$3.9 mil.

**Treasurer Anita Pirrone moved, Secretary Jan Vincent seconded, to approve the Foundation Financial Statements as of June 30, 2009. The motion passed, 4 AYES, 0 NAYES.**

**G.2 Investment Portfolio Report**

Fremont Bank's investments are down about -15%, and Mid Atlantic -10% from the previous year. An assessment of other Foundations in the community showed that the Foundation's investments have fared relatively well.

**G.3 Recapitulation of Accounts Payable Checks**

The Executive Board reviewed the 2008-2009 Q4 accounts payable checks. **Vice Chair Melrose Forde moved, Treasurer Anita Pirrone seconded, to approve the 2008-2009 Q4 accounts payable checks. The motion passed, 4 AYES, 0 NAYES.**

**H. ITEMS FOR BOARD ACTION**

**H.1 In-Kind Donations**

**H.1.a Xantrax Technology – Solar Inverter**

**H.1.b Fronius – Non-Operational Solar Inverter**

**H.1.c Moveya – 200 Gryo Transport Mice**

**Vice Chair Melrose Forde moved, Treasurer Anita Pirrone seconded, to approve the in-kind donations.**

**H.2 Approval of Finance Committee Recommendations**

More discussion between the Finance Committee and the Executive Board will take place before taking recommendations to the full board.

**H.3 Approval of New Board Members**

Steve Cho, the 2009 Citizen of the Year, will be joining the Ohlone College Foundation Board of Directors. **Vice Chair Melrose Forde moved, Treasurer Anita Pirrone seconded, to approve new Board Member Steve Cho. The motion passed, 4 AYES, 0 NAYES.**

**I. BOARD COMMENTS**

J. There were no additional comments from the board.

**K. PUBLIC COMMENTS**

There were no comments from the public.

**L. NEXT MEETING TBA**

**M. CLOSED SESSION**

**Vice Chair Melrose Forde moved, Treasurer Anita Pirrone seconded, to close the Executive Board Meeting of Wednesday, September 9<sup>th</sup>, 2009 at 9:35 am. The motion passed, 4 AYES, 0 NAYES.**

**N. ADJOURN**

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/>