



Ohlone College Foundation

Executive Board Meeting

Foundation Office

Wednesday, November 18, 2009

8:00 am – 9:30 am

MINUTES

Present:

Chairperson: Robert Douglass

Vice Chairperson: Melrose Forde

Secretary: Anita Pirrone

Treasurer: Jan Vincent

President/ Superintendent: Dr. Gari Browning

Staff Present:

Dave Smith

Ana Lopez

Thomas Hsu

Donna Payne

A. CALL TO ORDER

Chairperson Robert Douglass called the meeting to order at 8:11 pm.

B. INTRODUCTIONS/ROLL CALL

C. MINUTES

C.1 Approval of minutes of Foundation Executive Board Meeting of Wednesday, September 9, 2009.

The Executive Board reviewed the previous minutes. **Vice Chairperson Melrose Forde moved, Secretary Jan Vincent seconded, to approve the Executive Board minutes of September 9, 2009. The motion passed, 5 AYES, 0 NAYES.**

C.2 Review of minutes of Foundation Full Board Meeting of Friday, October 23rd, 2009.

The Executive Board reviewed the previous Full Board minutes. The minutes will be approved at the December 2 Full Board meeting.

D. COLLEGE PRESIDENT'S REPORT

President/Superintendent Dr. Gari Browning gave a report on Ohlone College's budget situation. Three out of four employee groups have worked to close the budget gap. CSEA is has not yet accepted furloughs. To reduce CSEAs share of the budget cuts, six layoffs will be proposed at the next trustee meeting. The District has taken all measures to avoid these cuts.

The California budget is short \$21 billion and Ohlone College will likely face mid-year cuts as well. Ohlone College has put money aside, but is expecting the need to make further budget adjustments.

A report will be made at the Full Board on how the college is perceived in the community and how a bond might help support campus infrastructure.

E. FOUNDATION CHAIRPERSON'S REPORT

E.1 Committee Sign-up

The majority of board members have indicated a committee. The Foundation committees have been engaging on a regular basis.

E.2 Pledge Sheet for Board Members

The Foundation is still waiting for pledge sheets from a few members. The primary purpose of the sheet is to encourage engagement, whether through donating, soliciting donations, giving in-kind gifts or time.

F. EXECUTIVE DIRECTOR'S REPORT

F.1 Ohlone General Operating Fund

This newly created fund allows people to donate to Ohlone College's General Operating Fund. The fund has been added to the Employee Giving sheet.

F.2 Save Summerfest Fund

This newly created fund allows people to donate to Ohlone's Summerfest Event, to compensate for the recent budget reductions. The fund has been added to the Employee Giving sheet.

F.3 2010 Citizen of the Year

A preliminary meeting with Citizen of the Year Chair Nancie Allen and Event Planner Sharon Yap has taken place. This year's event will be on Saturday, June 5th, at the Newark Center, and will have a similar format to last year's. Discussion ensued on potential honorees for this year's event.

F.4 25th Annual Fremont Bank & Ohlone College Golf Tournament Recap, Online Auction Recap

The Golf Tournament netted about \$41,000, including the online auction. The event saw a few new sponsors, including Dale Hardware, Kassabian Motors and Delicato Wine. The online auction earned about \$9,000 and saw bidders from across the country.

F.5 Scholarships; STARS; Osher Scholarships

Executive Director David Smith reviewed the STARS scholarship application software, which has experienced many technical glitches. The software nonetheless allows the Foundation to give students a contemporary interface for scholarship application. STARS continue to improve their software.

The Foundation is offering \$17,000 in scholarships this Fall and will make an even larger offering in the upcoming Spring Semester. The goal is to have a total distribution of \$60,000 this year.

The Scholarship Committee has met, focusing on garnering one-time \$500 scholarships. Executive Director Smith and Scholarship Committee Chair Robert Douglass reviewed the many individuals and community groups who have expressed interest.

F.6 Finance Committee Update

The Finance Committee recently met with Investment Managers from Green Oak (Bill Altavilla) and Fremont Bank (Ron Flaiani). The Foundation investments took less losses than most other local organizations that Executive Director Smith had investigated. The Foundation checking account is also in a good state, earning 1.25% interest, higher than the interest rates of most CDs.

There was discussion on the meeting cycle, which would start with the Finance Committee, which is dependent upon the availability of financial reports. Following the Finance Committee will be the Executive Board and Full Board meetings.

F.7 Pathway to Progress Committee Update

The Foundation created a brick marketing packet to assist the Committee in sales. The packet includes pictures of every brick created thus far, and will serve to give buyers and potential buyers inspiration for their own inscriptions.

F.8 Board Motion Statuses

The Executive Board reviews the status of previous board motions.

F.9 Website Update

Executive Director Smith reminded the Executive Board to check the website often for updates.

F.10 B-Charitable

The B-Charitable contract has been signed. Secretary Jan Vincent mentioned that she had gone into the bank to change her account to a B-Charitable account, but that none of the tellers were yet aware of the program.

G. FINANCE REPORT

G.1 Financial Statements

Foundation Accountant Donna Payne reviewed the financial statements for the period ending September 30, 2009. This report did not capture most of the activity from the Golf Tournament, which took place close to the end of this period. Compared to last year, there was a sizable reduction to the Foundation checking account, due to the creation of a new Larry Weiner Endowment account, the funds of which originated from the Foundation restricted funds. The investment accounts show substantial unrealized gain, reversing some of the losses seen last year. **Secretary Jan Vincent moved,**

Vice Chairperson Melrose Forde seconded, to approve the Financial Statements for the period ending 9/30/09. The motion passed, 4 AYES, 0 NAYES.

H. ITEMS FOR BOARD ACTION

H.1 In-Kind Donations

H.1.a Hitachi Data Systems – Hitachi 9520V Base Unit SAN and McData 1620 SAN Switch

H.1.b Symantec Corporation – 137 Laptop Computers, 29 Desktop Computers, 2 CRT monitors

H.1.c Trimble Navigation – 9 Dell Dual-Processor 2U Servers

H.1.d Peer 1 Network – Three Cisco 7200 routers, one Cisco 4000 router, and two Cisco 7513

The Executive Board reviewed the in-kind donations. **Chairperson Melrose Forde moved, Treasurer Anita Pirrone seconded, to approve the in-kind donations. The motion passed, 4AYES, 0 NAYES.**

H.2 Approval of Finance Committee Recommendations

The Executive Board reviewed the revised investment policy. **Chairperson Melrose Forde moved, Secretary Jan Vincent seconded, to approve the in-kind donations. The motion passed, 4AYES, 0 NAYES.**

I. BOARD COMMENTS

J. PUBLIC COMMENTS

There were no comments from the public.

K. NEXT MEETING TBA

L. CLOSED SESSION

M. 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/>