



# SAN JOAQUIN DELTA COMMUNITY COLLEGE FOUNDATION

## MINUTES OF THE REGULAR BOARD MEETING Tuesday, December 13, 2011

The regular meeting of the Board of Trustees of the San Joaquin Delta Community College District was held on Tuesday, December 13, 2011 at 3:00 p.m. Public Meeting; Administration 103, 5151 Pacific Avenue, Stockton, California.

Members Present: Teresa R. Brown, Board Chair; Elizabeth Blanchard, Vice Chair, Susan Depolo; Mary Elizabeth Eberhardt-Sandstrom; Moses Elam; Jeff Marsee

Absent: Carlos Villapudua

### I. **Called to Order**

The Board meeting was called to order at 3:00 p.m. by Board President Brown.

### **Call to Order**

### II. **Public Comments**

Associated Student Body president Nicholas Aguirre inquired if there would be any student representation on the foundation board. Foundation staff member Chris Yatooma responded that there are seven ex-officio seats; one for a student representative and representatives from the Senates.

### **Public Comments**

Former ASBG member Patrice Burke made mention of shared governance legislation AB 1725, stating she believed students should be represented on the foundation. Dr. Jeff Marsee responded that AB 1725 does not speak to foundation matters, and reiterated that there will be student representation.

### III. **New Business – Action Items**

A. Approval of 2012 Meeting Calendar  
The Board of Directors contemplated future meeting dates for 2012. Dr. Marsee moved that the Board adopt January 31<sup>st</sup> as their next meeting and suggested meetings be held on the last Tuesday of the month at 3 p.m. through June 2012. Dr. Elam seconded the motion. Vote: 7/0; motion carried.

### **New Business – Action Items**

B. Election of Officers  
*(This item was discussed prior to the approval of the calendar first on the agenda)*  
Chris Yatooma explained the foundation officer

positions up for nominations stating that the bylaws call for the election of the foundation chair and vice chair.

Dr. Teresa Brown nominated herself as board chair and Dr. Elizabeth Blanchard seconded the motion. Vote: 7/0; motion passed.

Dr. Elam nominated Dr. Blanchard and Mary Elizabeth Eberhardt-Sandstrom seconded the motion. Vote: 7/0; motion carried.

**C. Seating of Members**

Chris Yatooma explained the length of term for officers, stating the terms would be staggered for board members. Dr. Brown motioned and Dr. Elam seconded to approve the terms discussed. Vote: 7/0; motion carried.

**D. Approval of Master Agreement**

Chris Yatooma discussed what language would be needed in the Master Agreement which is currently being revised by college counsel.

The agreement will be approved at the January 31<sup>st</sup> meeting and then forwarded to the Chancellor's office. The Master Agreement must be reviewed every five years.

The agreement language is reflective of education code law for auxiliary entities.

Dr. Marsee motioned and Dr. Elam seconded to approve the Master Agreement as presented with the understanding that minor editing will take place prior to sending the document to the Chancellor's office.

**E. Approval of 2011-12 Foundation Budget**  
Chris Yatooma the budget documents provided stating the projections were based on prior year's revenue streams. More details of expenditures will be provided at the next meeting. No action was taken.

It was discussed that the foundation board would receive documents for the following meetings a week prior and hard copies will be available at the meeting.

**IV. Reports/Information**

**A. Review of Organizational Documents**  
Chris Yatooma informed the foundation board that

**Reports/Information**

the Bylaws for the foundation will change because they are existing bylaws. Once the changes are approved they will come back to the board for approval.

- B. Review of Financial Status/Operations
  - 1. Fundraising Committee Update
  - 2. Passport to College Program Review

Consultant George Retamoza informed the Board of current fundraising efforts.

Mr. Retamoza spoke on the foundations mission statement and the duty to develop one and to raise money for scholarships, equipment, etc.

Mr. Retamoza stated that the foundation needs a good strategic plan and mission statement. Mr. Retamoza provided a copy of a donor plan. Dr. Marsee clarified that he has instructed Mr. Retamoza to focus on getting a fundraising group together. Dr. Marsee informed the Board that he had spoken to the fundraising director at the University of the Pacific and that he has agreed to do a presentation for the foundation members.

Dr. Marsee then laid out a plan and timeline for revenue stream activities.

Dr. Marsee gave an overview of the Passport to College program and the current liabilities facing the program.

**V. Agenda Items for Future Meetings**

- A. By-Laws Update
- B. Investment Policy Review
- C. Fundraising Strategies
- D. Foundation Director
- E. Expanded Financial Statements

**VI. Foundation Member General Questions/Announcements/Informational Items**

None noted.

Board Chair Brown adjourned the meeting at 4:20 p.m.

**Agenda Items for Future Meetings**

**Foundation Member General Questions/Announcements/Informational Items**