

**Fullerton College Foundation Executive Committee Meeting**

**January 18, 2018, 9:30am - 10:30am - FCF Conference Room**

***Minutes – Revised and Approved 3/22/18***

**Attendees:**

**Present:** Dr. Schulz, Chuck Allen, Nicole Bernard, Irene Shaw Broden, Mary Dalessi,  
Bob Miranda, Darlene Jensen

**Absent:** None

**Guests:** None

**Meeting Called to Order: @ 9:30am by Nicole Bernard**

• **Announcements:**

- a. Dr. Greg Schulz announced that FC's Undefeated Football Team Won the State Playoffs in December, are Back-to-Back State Football Champions & #1 in US!
- b. Dr. Greg Schulz also announced that FC is # 1 in students transferring to the CSU System. 1500 FC students transferred to CSU's in 2016-17.
- c. Bob Miranda announced that the Husband of one of his former employees, Elaine Oropeza, passed away. The college's announcement will follow soon.
- d. Bob Miranda also announced that Peter Fong, former Dean of A&R and former Interim VP- Student Services underwent quadruple by-pass surgery this week.
- e. In efforts to build relationships, Chuck Allen met with Dr. Rajan Vurdien regarding the Pasadena City College Foundation, a \$25 million Foundation.

**1. Approval of Minutes of November 16, 2017 Executive Committee Meeting:**

- a. **Minutes Approved, with 2 abstentions (Nicole & Dr. Shultz due to absences) and no objections (Chuck/Mary).** Chuck thanked Darlene for a beautiful job.

**2. Review/Approval of the 2018-2019 Foundation Scholarship Allocation**

- a. Chuck Allen presented the 2018-19 Foundation Scholarship Allocation Worksheet for review, including the estimated breakdown of allocation percentages ranging from 3.75% to 4.5%. Chuck explained the 15 year history of the scholarship allocation process, the funding components and how the allocations were determined. For the past 3 years, the allocation has been 4%. Donations increased by \$15,000 during 2017.
- b. **A motion was made by Mary Dalessi to support a 4% scholarship allocation for 2018-19, which was seconded by Bob Miranda. Discussion took place.**

1. Clarification was needed regarding the FC Foundation Amount Column and it was confirmed by Chuck Allen that the funds are restricted and unrestricted.
2. Chuck Allen confirmed that the Title V funding would also be coming to an end within the next 3 years.
3. Dr. Schulz suggested to reduce the **unrestricted** part and perhaps allocate less to scholarships to preserve the principle and make progress on the unrestrictive.
4. Chuck mentioned that the worksheet is a great marketing tool.
5. Mary Dalessi commented that the change could come with another year of good donations.
6. Darlene Jensen mentioned that perhaps new donations supporting the Foundation would be received from some of the additional retirees who were sent Christmas Cards from FCF and invited to the Faculty & Staff Retirees Luncheon in February.
7. Chuck Allen commented that 4% works well with the allocation process. The minimum scholarship is 4%, or \$100.
8. Mary Dalessi provided history over the past 10 years of fiscal stability, since 2008-9, the year that FCF was in the hole.
9. Chuck Allen also mentioned that past projections estimated FCF would have had no assets. Fortunately this is not the case.
10. Dr. Schulz commented that FC and NOCCCD will continue to support FC Foundation fundraising efforts.
11. Conversation will continue prior to the February FCF Board of Directors Meeting.

**c. The motion was approved with no objections.**

- d.** The 2018-19 Foundation Scholarship Allocation will be up for consideration and approval at the next FC Foundation Board Meeting on February 7, 2018.

**3. Review/Approval of Foundation office furniture/equipment purchase**

- a. Chuck Allen presented a Proposal for Updated Office Furniture, to provide necessary working space & to enhance greater productivity in the Foundation. (See Proposal, Floor Plan, & Photos).
- b. Chuck and the Foundation Staff recommended that the furniture be purchased from American Office Furniture in Santa Ana, for an estimate of \$2,680.61
- c. There are currently no phone outlets for Gail or Kevin and more productive work stations are needed for the FC Foundation Staff.

- d. Dr. Schulz believed that the quote was reasonable and recommended to work with Larry Lara, M&O Director to ensure ADA compliance. Dr. Schulz will also check on how FC can help cover the costs with ADA compliant funding.
- e. Chuck Allen express a concern re: ADA compliance, due to the existing layout and age of the building.
- f. It was suggested to adopt the proposal, not to exceed \$2,800, work with the college on the proposal, seek alignment with ADA Guidelines and Dr. Schulz will check on available FC surplus and funding.
- g. Mary moved to approve the proposal presented on the FC Foundation office equipment, not to exceed \$2,800. Nicole seconded the motion. The motion was approved.

#### **4. Preliminary 2018-2019 Foundation Budget Discussion**

- a. Chuck Allen reminded the FCF Executive Committee that there are three Board Meetings left before the adoption of the budget for July 2018 – June 2019.
- b. Chuck Allen proposed the idea of reducing the budget for the FCF Directors allocation and benefits (by taking Fridays off during 2018-19) and to redistribute that money to fund operational projects for the Foundation.
- c. The cost savings for the Director to be off on Fridays is \$15,000 and the cost savings for benefits would be \$3,000 = totaling \$18,000.
- d. The operational projects would include reducing the storage (for the past 58 years of records), scan the documents, remove the fireproof safes, make the office more automated utilizing Bloomegrang and work with Brent and District on more state-of-the-art services.
- e. Dr. Schulz recommended to project the individual projects, their costs, etc, in order to see if assistance can be provided.
- f. Chuck Allen recommended starting with the FCF Board of Directors Minutes, a smaller project, and will work on a plan
- g. (Tape ended at 10:18am)

## **5. Foundation Board Vacancy/Nominations**

- a. There is currently 1 vacancy on the FCF Board of Directors (Derek Kirk moved for a new position).
- b. Mary Dalessi suggested moving the next candidate up from the previous election, however, that candidate is no longer available.
- c. Mary Dalessi suggested to fill the vacancies through the regular FCF Board of Directors Election process, which would meet the By-Laws requirements, if it is FCF Board approved.
- d. Possible candidates were mentioned. Mary mentioned that new Nominations Committee members were needed, since the past members are now FCF Board Officers. A call for new members could take place at the Feb. 7 Board Meeting.
- e. Darlene Jensen inquired if a new Secretary could be added on the same ballot, since she and her husband will be traveling again and probably missing 3 Executive Council Meetings and 2 Board of Directors Meetings. Although she desires to continue to serve, she does not believe that an Officer should miss 5+ meetings. Mary Dalessi confirmed that a new Secretary would need to be elected as part of the Officers Election Process and not with the Board Election.

## **6. Fund Raising/Events**

- a. Retired Faculty and Staff event Feb. 24, 2018
  - i. Per Chuck, FCF is current working on the event. It will include featuring a Model A Club, that wants to make a donation to the FC Automotive Dept. Brent Hunter is working on having a couple of Model A's on Display on the south end of the Quad for the event. John Tebay will also be providing live entertainment. In addition to the luncheon, participants will "Mix and Match" and Brent will provide a "Planned Giving" presentation.
- b. Planned Giving Activities
  - i. The President's Gala will be continued and will be started in advance.
  - ii. A handout was provided highlighting the 2017 President's Gala Review and Meeting Notes from the December 6, 2017 Recap Meeting.
  - iii. Chuck Allen mentioned that working with Brent Hunter has been great!

- c. Tom Duff, Chris Lamm, Gerry Stack, Bill Stafford - Update
  - i. Tom Duff's Scholarship Allocation has been applied toward Athletic Scholarships and Business Scholarships.
  - ii. Chris Lamm's Scholarship Allocation has been increased by \$27,000, due to her CalSTRS allotment.
  - iii. Gerry Stack will be providing additional monies for scholarships – Details to follow.
  - iv. Bill Stafford's Memorial Service will be in February. Bill was FC Foundation's Investor for years and did a great job for us! Investment objectives have been discussed with the new rep, Mark Weber.

**7. Board Agenda for the Wednesday, February 7, 2018 Meeting**

- a. Review/Approval of the 2018-2019 Foundation Scholarship Allocation
- b. Review/Approval of Foundation office furniture/equipment purchase
- c. Preliminary 2018-2019 Foundation Budget Discussion
- d. Foundation Board Vacancy/Nominations-Election Process
  - i. Nominations Committee Members Needed
- e. Fund Raising/Events
  - i. Retired Faculty & Staff Luncheon– Sat, Feb. 24, 2018, 12N-2pm; RSVP, PLS
  - ii. Planned Giving Activities
  - iii. New Donor – Updates (Tom Duff, Chris Lamm, Gerry Stack, Bill Stafford)
- f. FC Foundation By-Law Revisions
- g. Upcoming Events/FCF Tabling Opportunities
  - i. New “Scholarship” Banners

## **8. Other Business:**

- a. FC Foundation “Scholarships” Banner for the FCF Promo Table
  - i. Darlene Jensen presented the draft for the 10’ by 12” banner to place on the upper front area of the FCF Promo Table to better identify the Foundation and to promote scholarships. The Executive Council chose the version designed by Hi-Signs in Brea that they favored, and additional suggestions were made to add the FCF website and social media icons. The cost of the banner would be \$79 + tax.
  - ii. (Update - The FCF Seal was also added on the modified banner and 2 banners were ordered (at the request of the Foundation) for \$79 ea. + tax = \$164.13. Darlene will pick up the banners on Feb. 9, and will be available just in time for the Spring 2018 Kick-off events.
- b. FC Foundation Promo Tabling Opportunities: (e-Sign ups out; Clipboards)
  - i. C/TC CommUNITY Day: Tues., Feb. 13, 2018, 10am – 1pm, Quad
  - ii. AS/ICC Club Rush/SA Grad Fair: Wed., Feb. 14, 2018, 10am – 1pm, Quad
  - iii. More to follow.....Still awaiting AS/ICC/SA Calendar of Events
  - iv. Added: Convocation: Friday, Jan. 26, 8am–9am and 10:15am–10:30am
  - v. Need to circulate clipboard at beginning of meetings.....

## **9. Adjournment: Meeting was adjourned at 10:40am.**

*Minutes Prepared by Darlene Jensen, FC Foundation Board Secretary*