



Chabot-Las Positas Colleges Foundation Quarterly Board Meeting Minutes

Tuesday, February 18, 2025

3:00 - 4:00 p.m.

District Office – 7600 Dublin Blvd., Dublin, CA

Present: Ronald Gerhard, Chancellor & Foundation Board Secretary
Tim Sbranti, Chair, Community Member, Dublin Area
Sean Brooks, Vice President, Business Services, Las Positas College
Kenneth Cooper, Executive Director, Las Positas College
Jonah Nicholas, Vice Chancellor Business Services & Foundation Treasurer Foundation
Amy Miller, Foundation Interim Executive Director
Maria Heredia, CLPCCD Trustee Area 4
Steve Lanza, LPC Foundation, President & CLPCCD Trustee Area 7
Dale Wagoner, Vice President, Business Services, Chabot College
Yvonne Wu-Craig, Friends of Chabot College Foundation, Executive Director

Guests: Dionicia Ramos, PRMG Director

Unable to attend: Mark Salinas, Friends of Chabot College Foundation, President/Chair
Dyrell Foster, Las Positas College, President
Jamal Cooks, Chabot College, President

Notetaker: Maisha Jameson, CLPCCD Board Coordinator

I. Welcome and Introductions

- Meeting called to Order at 4:03pm.
- Quorum was confirmed.

II. (Action) Review and Approval of December 17, 2024 Q4 Foundation Board Meeting Minutes

MOTION for Approval of the December 17, 2024 Quarterly CLPCCD Foundation Board Meeting Minutes.

Motion made by Dale Wagoner, and seconded by Jonah Nicholas.

Motion Passed.

Abstentions: None.

Not Present: Jamal Cooks, Dyrell Foster, Mark Salinas

III. Review of Quarterly Financials

Vice Chancellor Jonah Nicholas/Treasurer

- Vice Chancellor Nicholas presented the Quarterly Financials for first six months of the year (July – December 2024).
 - Profit and Loss Statement
 - Noted that there has not been a lot of activity and that most of the income reported is dividends on the interest.
 - There was a little over \$21,000 in expenses.
 - There was a little less than \$30,000 in the net operating income. This is a net operating income reduction of \$8,430.
 - The professional fees reported are mostly Audit.
 - Balance Sheet
 - Noted that this is the first time since he's been the treasurer that we have a liability. Noted that this was a timing issue where the District had to cut a check urgently. The Foundation is to cut a check to the District to reimburse the District.
- Trustee Lanza asked about an annual audit and whether the Foundation is required to do them given our limited income/assets.
 - Vice Chancellor Nicholas noted within our By Laws, it requires us to do an annual audit. The threshold by which an annual audit must be done requires an entity to have at least \$4 million in receipts. Anything less than that, it is not required. There is possibly some language could be added to the By Laws to make this optional for our Board/Foundation. It was added that we could hire a CPA to do a review. This is something to consider as we review our By Laws. To have this discussion at a later date. Trustee Lanza noted that LPC Foundation does an annual review, vs. an annual audit, most of the time, and when/if large donations are received, this is changed.

IV. Update from Foundation Board Membership Committee

Committee member – Steve Lanza

- Trustee Lanza noted that will have a new Board member - Dawn Lederer - joining as of July 1. If approved, her first meeting would be the September 9th meeting.
- Spoke to her skillset, professional history and qualifications, which include learning and organizational development, with a human resources background, global experience, and dedication and focus on our community (Pleasanton). Also shared her soft skills and noted that she is very personable.
- Noted that he would like to recommend Dawn Lederer to the Board as one of our new Board members.
- Kenneth added that Dawn has great experience and would seize the importance of partnership with the college foundations.
- Amy spoke to Dawn's passion, foundation and understanding for higher education, specifically community colleges, and her professional experience in higher ed and career counseling.
- It was recommend for her to start July 1, with her first meeting being in September.

V. (Action) Approval of Foundation Board of Directors for the term of July 1, 2025 – June 30, 2027
Amy Miller

MOTION to Approve the addition of to the Foundation Board of Directors for the following term: July 1, 2025 - June 30, 2027

- Steve Lanza (Board of Trustees Appointee) – immediately
- Maria Heredia (Community member Castro Valley) – immediately
- Dawn Lederer (Community member at-large) – as of 7/1

Motion made by Ron Gerhard, and seconded by Sean Brooks.

Motion Passed.

Abstentions: None.

- It was noted that Steve Lanza will be the Board of Trustees appointee, Maria Heredia will be the community member appointment for Castro Valley, and Dawn Lederer to be a community member at-large.

VI. Timing for Strategic Planning Retreat

- Potential dates for the Strategic Planning Retreat were discussed. The group agreed that late June or July would be best.
- The retreat will be a half-day event with a meal, off-site.
- Ideas for facilitators were discussed.

VII. Update from Interim Executive Director

- Amy Miller shared a handout that summarized how the Board would look after the recently approved changes to our By Laws.

Ex Officio Directors – Min. of 7		Member Names	Term
1.	The Chancellor of the Chabot-Las Positas Community College District, or the Chancellor's appointee	Ron Gerhard	
2.	The Vice Chancellor of Business Services for the Chabot-Las Positas Community College District.	Jonah Nicholas	
3.	The President of Chabot College, or the Vice President for Administrative Services (as appointee).	Jamal Cooks	
4.	The President of Las Positas College, or the Vice President for Administrative Services (as appointee).	Dyrell Foster	
5.	The Executive Director of the Friends of Chabot College Foundation.	Yvonne Wu Craig	
6.	The Executive Director of the Las Positas College Foundation.	Kenneth Cooper	
7.	The President of Chabot-Las Positas Community College District Board of Trustees or the President's Designee	Steve Lanza	
Additional Board Members + Ex Officio – Max 15			
8.	Community Member: Dublin, Livermore, Pleasanton, Sunol (elected per 7.3)	Tim Sbranti	7/1/25-6/30/27
9.	Community Member: Castro Valley, San Leandro, San Lorenzo, Union City (elected per 7.3)	Maria Heredia	7/1/25-6/30/27
10.	LPC Student *		TBD
11.	Chabot Student*		TBD
12.	Community Member at-large	Andrea Cagood	7/1/25-6/30/27
13.	Community Member at-large	Dawn Lederer	7/1/25-6/30/27
14.	Community Member at-large		7/1/25-6/30/27
15.	Community Member at-large		7/1/25-6/30/27

- It was noted that May will be last meeting for the following members:
 - Dale Wagoner
 - Sean Brooks
 - Mark Salinas
- Spoke to starting an advisory Council for those who may not be members, but that would like to stay involved and/or have expertise to contribute.
- Discussed the timeline for recruiting student members of the Board this spring. Chancellor Gerhard agreed with timing that aligns with student elections.

- Amy to design an application for student recruitment. To post in newsletters.
- It was highlighted that the opportunity is to be shared with all students, not just student leadership.
- Still recruiting for two student members and three additional community members.
- Amy shared a list of names and asked for feedback and input from those present. Wants us to be really strategic in our recruitment to ensure representation from the other geographical areas of our district. Discussion ensued about Amy's list of potential candidates.
- Trustee Heredia noted her preference would be representation from the corporate arena.
- Yvonne spoke to not getting far within science biotech once they realize we are not at the BA/university level. Added that that we may have more luck with advanced manufacturing.
- Discussion ensued on who would be a good fit for the Board.
- Additional suggestions for recruitment were shared by others:
 - Kaiser
 - Sutter (Yvonne noted that she would reach out to her Sutter contact).
 - Gillig - transportation provider big on American jobs for veterans
 - Connect Tech - patent provided
 - San Francisco Bay Area Outlets. The Simon Group - To also be suggested for LPC Foundation.
 - Local casinos and gaming organizations - some of these companies are mandated to spend some money in the community.
 - BioTech
 - Kailesh Karavadra

- Amy provided an update on the status of the website. The Foundation has secured four email addresses for our domain. Shared website domain. Amy to send an update in between meetings to share this information further.
- Amy discussed reaching out to the chambers of commerce – Amy to get log ins for all chambers so that she can register Foundation members who want to attend. Discussion ensued about the college and district members. Interest in attending the chamber events was expressed. Yvonne shared that the foundation members could use the college's chamber memberships. A chart of district/college memberships be developed and shared.
- Discussion ensued about The 100 Club of Alameda County. Chancellor Gerhard noted that we are partnering with them and that there is a membership dinner tomorrow and another Academy Run coming up. Shared that this organization supports families and dependents with parents or family members who've lost their lives in the line of duty. Spoke to the potential for strengthening the partnership with them to support our cadets. To meet with the new Captain of the Alameda County Sheriff's Department to start the discussions over again.
- Amy to also follow-up on the Rotaries.
- On-boarding materials to be ready by the May meeting.
- To add the Foundation Mission to the bottom of the agendas moving forward.

VIII. Adjourn

Meeting adjourned at 4:54pm.

ADJOURNMENT

NEXT MEETING

May 20, 2025