



Chabot-Las Positas Colleges Foundation Quarterly Board Meeting Minutes

Tuesday, December 17, 2024

3:00 - 4:00 p.m.

District Office – 7600 Dublin Blvd., Dublin, CA

Present: Ronald Gerhard, Chancellor & Foundation Board Secretary
Sean Brooks, Vice President, Business Services, Las Positas College
Jamal Cooks, Chabot College, President
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
Dyrell Foster, Las Positas College, President
Steve Trustee Lanza, Las Positas College Foundation, President & CLPCCD Trustee Area 7
Dale Wagoner, Vice President, Business Services, Chabot College
Yvonne Wu-Craig, Friends of Chabot College Foundation, Executive Director

Invited Guests: Dionicia Ramos, PRMG Director

Unable to attend: Mark Salinas, Friends of Chabot College Foundation, President/Chair

Notetaker: Maisha Jameson, CLPCCD Board Coordinator

I. Welcome and Introductions

- Meeting called to Order at 3:05pm.
- Quorum was confirmed.

II. (Action) Review and Approval of September 10, 2024 Q3 Foundation Board Meeting Minutes

MOTION for Approval of the September 10, 2024 Q3 CLPCCD Foundation Board Meeting Minutes.

Motion made by Ron Gerhard, and seconded by Maria Heredia.

Motion Passed.

Abstentions: None.

III. Review of Quarterly Financials

Vice Chancellor Jonah Nicholas/Treasurer

- Vice Chancellor Nicholas presented the Quarterly Financials
 - Balance Sheet
 - Reported little to no change in the quarterly financials.
 - There is just short of \$600,000 in assets.
 - There are no liabilities.
 - Total assets are equal to the total equity and liabilities – bottom line.
 - Profit and Loss Statement
 - We had a small realized loss on investments. There was almost \$17,000 in unrealized gain.
 - Minor expenses (almost \$7500) for the period of July-September. Expenses included minor bank charges, professional fees, scholarships and endowment expenses.
 - The net income was \$21,898.17

MOTION to Accept the Quarterly Financials for the Period of July - September.

Motion made by Ron Gerhard, and seconded by Yvonne Wu Craig.

Motion Passed.

Abstentions: None.

IV. (Action) Approve of 2025 Foundation Board Meeting Calendar

Amy Miller

- Two 2025 Board meeting calendar options were presented:
 - Option A aligned with Board of Trustee Meetings (lunch would be served)
 - Option B was a standing meeting time for the 2nd Wednesday of each month from 12-1pm.
 - It was noted that this time took into consideration the master calendars at the District level, as well as at both of the colleges.
- Amy Miller noted that new member availability, student availability and capacity of staff were things to take into consideration when confirming the meeting calendar.
- It was noted that for Option B, the December meeting time had to be changed to 3pm on 12/16 given that it conflicts with the annual Board Audit Committee meeting.
- Conflicts existed with Calendar Option A
- The group agreed Option B worked best.
 - Trustee Lanza suggested to move the Board of Trustees Audit Committee up to 3:00pm, and keep the Foundation Board meeting at 4:00pm. *NOTE: Still to be presented to, and confirmed with, the other BoT Audit Committee members.*
- It was noted that Mark Salinas would not be able to make the Calendar Option A meetings. Amy reminded all that per the amended bylaws, Mark Salinas would no longer on the Board, unless added as a community member.

MOTION to 2025 Foundation Board Meeting Calendar.

Motion made by Steve Trustee Lanza, and seconded by Kenneth Cooper.

Motion Passed.

Abstentions: None.

V. Update from Foundation Board Membership Committee

Yvonne Wu Craig

- Yvonne Wu Craig spoke on behalf of the Foundation Board Membership Committee.
- Spoke to the Committee's meeting with Foundation Board member candidate Andrea Osgood and noted that the committee was impressed with her.
- Discussion ensued about her related professional skills and expertise, which include real estate development and understanding of different ways of financing and organizing affordable housing, higher education experience, and lots of board experience.

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

Motion made by Steve Trustee Lanza, and seconded by Tim Sbranti.

Motion Passed.

Abstentions: None.

VI. Review of Changes to the ByLaws and Board Structure

- The number of authorized directors will be no less than 7 and no more than 15.
- Once the CLPCCD Board of Trustees appointee is determined at their annual organizational meeting, the CLPCCD Board of Trustees position will be filled. There are two trustees that would like to remain on the Foundation Board. Whichever trustee member not confirmed as the Board appointee will serve as a community member.
- Four ex-officio positions will be eliminated after the June Board meeting: Chair or Appointees of college foundations (Steve Lanza & Mark Salinas) and the college VPs of Administrative Services (Sean Brooks & Dale Wagoner).
- The new board members' terms will start in July.
- Terms for officers will be for two years at a time.
- Tim Sbranti asked when we would conduct the officer elections. Chancellor Gerhard said it would make sense to do so at the May 20th meeting.
- All bylaw changes to begin as of July 1, 2025.

MOTION to Approve the Changes to the ByLaws being implemented as of July 1, 2025.

Motion made by Dale Wagoner, and seconded by Sean Brooks.

Motion Passed.

Abstentions: None.

VII. (Action) Approval of Addition to the Foundation Board of Directors for the following term: July 1, 2025-June 30, 2027

- **Tim Sbranti (Community member Dublin)**
 - There will be no break for Tim Sbranti if he is approved to move into the community member spot for Dublin.

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

Motion made by Ron Gerhard, and seconded by Jamal Cooks.

Motion Passed.

Abstentions: None.

VIII. Update from Interim Executive Director

- Noted that there will be another potential Board member candidate for the Foundation, Dawn Lederer that the Membership Committee will meet with in January. Provided an overview of her professional background. She is a Pleasanton community member, an HR professional with lots of leadership experience, and a passion for community colleges with background on career counseling.
- Amy Miller spoke to her individual meetings with Yvonne Wu Craig and Kenneth Cooper and how she received great input on what types of new Foundation Board members we should be looking for. Noted that any new members should complement the college foundation boards as well. She is considering some additional introductions to the Board and noted that she would follow up with individual board members to run some names by them.
- Amy shared that she reached out to the two CLPCCD student trustees on their recommendations on ways to make students aware of the opportunity to serve as student members on the Foundation Board. A few students from Chabot reached out. Amy spoke to some of the ideas they shared. It was requested that once the student member “job description” is developed, that it be shared so that it can be sent out to students via social media.
 - Discussed starting a program where student trustees/potential members shadow our board members and/or district and college leadership to gain leadership experience. Trustee Heredia noted that it would be good to have a profile of what “shadowing” means.
 - Tim Sbranti noted that shadowing in general may be something the Foundation wants to take on to organize job shadowing opportunities for our students. This initiative may have the possibility to generate funding via new donors. Placing students at various business/organizations opens us up for warm contacts. It was noted that the colleges already have some mentor and work based learning programs in place in various pockets, (ex. Puente, student club advising, A2MEND, BRC, etc). Student Trustee Dao has already reached out to President Cooks.
- Spoke to the plan to do strategic planning again once new Board members are brought on. Once the new Board is in place (by June), it makes sense to have a strategic planning retreat before the next Board meeting to formulate Goals moving forward. To work on pinning down some dates for a strategic planning retreat.
- Tim Sbranti asked how many more Board members we are trying to have in place by June – Amy’s goal is to get the Board to 15. If Dawn Lederer is confirmed, we will have two additional seats to fill. Discussion ensued about what types of proficiencies/skills/qualifications we would like to recruit. Amy to reach out to Tim Sbranti. Trustee Heredia noted that she thinks the Foundation needs some corporate representation.
- Amy spoke to new member onboarding. Working to put together a packet. LPC provided binder to Amy as reference. Amy to begin onboarding the two new board members together in the new year. Once complete, she will send out materials to the Board to review.
- Amy acknowledged Ken and Yvonne for providing a lot of helpful resources.
- Amy spoke to the small CARE Grant that was applied for on behalf of the Foundation and awarded. To purchase a branded banner and tablecloth, etc. to use for when we start having a presence at events.
- Chabot also received a CARE Grant that will be administered through the CLPCCD Foundation CARE Fund. President Cooks and Yvonne Wu Craig noted that they would like for the grant to go through the Friends of Chabot College.
- Amy is working with I.T.S. on developing a Foundation website. We will get the domain name Foundation4CLPCCG.org. The upfront cost for 3 years is \$451. Amanda in I.T.S. to be in charge of this project and will work with Amy to update and maintain it. Hope to have a website by the end of February. To have the application for potential new members on the website.
- Working to get four emails for the Foundation as well.
- Ken Cooper asked about social media. Amy noted that we will want a social media profile. Dio Ramos in PRMG to help with this.
- To hire a facilitator for the strategic planning retreat. Amy shared that it is important that everyone is

available to attend this meeting. The retreat will likely be a half day (4 hours) with a meal.

- Discussed the possible timing of the retreat. We plan to have a full board by the September meeting. Discussed holding the strategic planning retreat between May and September.
- Amy to bring onboarding materials to the next meeting.

IX. Adjourn

Meeting adjourned at 3:53pm.

ADJOURNMENT

NEXT MEETING

February 18, 2025