

North Orange County Community College District Foundation
(NOCCCD Foundation)

DRAFT

Board of Directors Meeting

November 1, 2023

Board Members in Attendance:

Dr. Byron D. Clift Breland – President
Chancellor, NOCCCD

Ed Lopez – Member
President, Board of Trustees, NOCCCD

Valentina Purtell – Member
President, North Orange Continuing Education

Kai Stearns – Treasurer
District Director, Public & Governmental Affairs, NOCCCD

Fred Williams – Vice President
Vice Chancellor, Finance & Facilities, NOCCCD

Also Present:

Howard Kummerman
Executive Director, Cypress College Foundation

Chelsea Salisbury
Communications Coordinator, Public & Governmental Affairs, NOCCCD

Zoot Velasco
Executive Director, Friends of Fullerton College Foundation, Fullerton College

Kashu Vyas
District Director, Fiscal Affairs, NOCCCD

Call to Order & Minutes: The meeting was called to order at 1:34 p.m. The minutes of the August 2, 2023 meeting were approved with a correction under “Cypress College Foundation Update” stating that the Americana Awards are on March 16, 2024 not the kickoff event.

Treasurer’s Report: Kai Stearns introduced the Treasurer’s Report.

Quarterly Financial Reports: Kashu Vyas reviewed the Q3 financial statement, which was prepared by NOCE Accounting Specialist Deepali Dave. Foundation activity from June 30, 2023 to September 30, 2023 included:

- Nilane Lee - \$750 withdrawal for fall scholarship check disbursement to Cypress College student Jesus Ramirez Jr.;
- Walter Pray - \$700 withdrawal for two \$350 scholarship check disbursements to Cypress College student Chase Curnow and Fullerton College student Daysi Cruz. Daysi's scholarship was lost in the mail and is in the process of being reissued;
- NOCE - \$500 deposit in the form of a donation from Fist Class Vending to NOCE general operations to support student success and \$800 withdrawal for four \$200 scholarship awards to NOCE students;
- Online Donations - \$496.42 deposit in the form of online donations to be transferred to the Ned Doffoney account; and,
- Cheryl Marshall - \$500 withdrawal for annual scholarship check disbursement to Cypress College student Jeremy Barnett.

Zoot Velasco inquired about Fullerton College's Nilane Lee scholarship award winner Brisa Gonzalez and Chelsea Salisbury responded that it took longer to get Brisa's enrollment verification; therefore, her check was cut after the quarter ended.

Investing: Kashu Vyas reviewed the Foundation Investment Performance Report for the quarter, ending September 30, 2023. \$10,000 was moved from the Liquid Advantage Money Market into the investment account in the previous quarter and income received this quarter was \$132.38. Fred Williams noted that zero interest is being earned on the Ned Doffoney and Cheryl Marshall scholarship accounts. Williams recommend moving \$25,000 from those accounts into the investment account. Vyas added that those scholarship would be paid with Foundation funds and replenished from the investment account, as necessary. The Board of Directors agreed, and Vyas and Williams planned to move the funds accordingly.

Foundation NOCE Activity Update: No update.

Cypress College & Fullerton College Foundations Updates: Howard Kummerman provided updates on the Cypress College Foundation. Zoot Velasco provided updates on the Friends of Fullerton College Foundation.

Cypress College Foundation Update: Howard Kummerman reported that audit work has been completed and that the draft report is being finalized and will be shared with the District in November. Kummerman also shared that the Board of Directors welcomed two new members for a total of 25 members. Kummerman announced that the Foundation received a \$27,000 donation for Aviation Program software upgrades.

Kummerman commented on events and activities, including:

- 175 alumni and retirees attended Pups and Pints on September 14, 2023;

- 50 President's Circle and Legacy Society members attended President's Nights at the Theatre for a reception before seeing the musical *Carrie*;
- The Foundation is hosting its Golf Tournament at Old Ranch Country Club on November 6, 2023. The event is sold out with good sponsorship. The Foundation is looking to net \$150,000;
- Americana Awards at the Weston on March 16, 2024 with a kickoff on December 7, 2023;
- The Foundation is hosting the OC Hispanic Chamber Mixer on February 15, 2024; and,
- Board President Curtis Scheetz is hosting a Legacy Society reception for endowment and planned giving donors at his home on April 14, 2024.

Friends of Fullerton College Foundation Update: Zoot Velasco reported that the Foundation is in the middle of audit recommendation from its last audit, as well as starting its new audit. Velasco announced that the Foundation will host its first annual business conference titled "Business in the Digital Age" in partnership with the North Orange County Chamber and Fullerton Rotary Club with the goal to raise money for business scholarships.

Proposed 2024 Meeting Calendar & Board Officers: Chelsea Salisbury proposed February 7, May 1, August 7, and November 6 at 1:30 p.m. for the 2024 meeting dates. Dr. Byron D. Clift Breland inquired about the format and Fred Williams responded that the hybrid format works well. The Board of Directors agreed to the proposed calendar and format for 2024. Dr. Breland suggested carrying the same officers into the new year. **The Board of Directors approved, first by Dr. Breland and second by Ed Lopez, the following Board Officers: Byron D. Clift Breland, President; Fred Williams, Vice President; Kai Stearns, Treasure; and, Dr. Cynthia Olivo, Secretary.**

Other Business: Fred Williams announced that the Distance Education Symposium originally scheduled for October 2023 has been postponed to the spring semester. There is no financial activity through the Foundation at this point.

Williams inquired about online banking and Chelsea Salisbury responded that the change from two authorized signers to one was made; however, online banking is still not possible due to our organizational vs. individual membership with SchoolsFirst.

Kashu Vyas noted that the District's Foundation audit is in process. Related procedures are being finalized and the Foundation audit should be completed along with the District's audit in late November or early December. It will then be brought to the NOCCCD Board of Trustees as an information item and to the Foundation Board of Directors at the February 7, 2024 meeting.

Adjournment: The meeting adjourned at 1:56 p.m.

Next Regular Meeting: February 7, 2024 at 1:30 p.m. in the Anaheim Campus Chancellor's Conference Room and via Zoom.