

North Orange County Community College District Foundation
(NOCCCD Foundation)
Board of Directors Meeting
May 1, 2024

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:

Scott Thayer
President, Cypress College

Terry Cox
Director, Administrative Services, North Orange Continuing Education

Howard Kummerman
Executive Director, Cypress College Foundation

Janeth Manjarrez
Interim Executive Director, Friends of Fullerton College Foundation and Community Relations

Julie Schoepf
Executive Assistant, President's Office, NOCE

Call to Order & Minutes: The meeting was called to order at 1:32 p.m. Howard Kummerman made a correction to the Feb. 7, 2024, minutes: Cypress College gave away \$500,000 in scholarships, not \$5,000. The minutes were then approved.

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

Quarterly Financial Reports: Terry Cox reviewed the financial statement, which was prepared by NOCE Accounting Specialist Deepali Dave. Foundation activity that ended March 31, 2024 included:

- Nilane Lee – There was a transfer of \$1,870.33 between accounts to cover future scholarships. There was a \$750 withdrawal for a scholarship disbursement for Fullerton College student Brisa Gonzalez-Valdez for the spring scholarship.
- Walter Pray – There was a \$350 withdrawal for a scholarship disbursement for Fullerton College student Daysi Cruz for the spring scholarship.
- Community College Foundation – Earned \$157.53 in interest.
- Ned Doffoney – There was \$496.42 received in online donations and transferred to the 72 account in September and sent to the PR account.
- NOCE Scholarship account – There were transfers of various amounts into the NOCE student success account. A total of \$829.50 was spent for Kindness Scholarship donations.
- Liquid Advantage Money Market – There was a \$10,000 deposit from Enterprise Bank and Trust specifically for the NOCCCD Center for Entrepreneurship. The Bank gave donation to the Foundation, which issued a check to the District to fund the Center for Entrepreneurship.
- Online Donations – A total of \$928.79 was deposited: \$829.50 for Kindness Scholarship, and \$99.20 for NOCE scholarships. There was a withdrawal of \$117.56, as a donor rescinded their \$99.20 donation and the account paid a fee on the transaction.

Fred Williams suggested a reorganization of the balance sheet to differentiate between scholarships and withdrawal, as scholarship amounts were placed in the withdrawal column. Terry said she will revise the sheet and to bring back for discussion.

Investing: Fred Williams said the Foundation's Morgan Stanley representative left the firm, and while the investments earned money, most of the earnings were used to pay fees. Howard Kummerman said Cypress Foundation is open to the NOCCCD Foundation investment account. Howard said there is a yearly administration fee of 2%.

Trustee Lopez said the Foundation should create an investment policy statement. The policy should be simple and follow same format as other investment policies.

Foundation NOCE Activity Update: Terry Cox provided an update on the NOCE activity.

- Spring Scholarship applications are currently under committee review. The plan is to issue up to \$1,800 in scholarships to seven students; of that, \$1,300 will be out of the NOCE account, and \$500 is a District Management Association scholarship that goes directly to the student.

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

Cypress College Foundation Update: Mr. Kummerman commented on events and activities, including:

- The Cypress Foundation will be rehiring special event coordinator.
- The position of Director of Development was approved by the committee, and a Special Project Administrator position is in the process for approval.
- The Cypress Foundation transitioned to Evergreen Alliance, which uses Quickbooks online instead of Sage Intacct.
- The Americana Awards Gala was attended by 660 people and grossed \$515,000 in donations.
- The next Americana Gala is slated for March 15, 2025 and will be the event's 50th anniversary.
- The Legacy Society reception was held at Curtis Scheetz's home. Sixty people attended. Rick Darnell was named Alumnus of Year. He is a former professional basketball player and current president of the Los Angeles chapter of the National Basketball Retired Players Association.
- Cypress College's annual Yom HaShoah Holocaust Day of Remembrance was held. About 400 people attended, including Holocaust survivors, their families and people who assisted the survivors.
- The scholarship awards ceremony is scheduled for May 17. About 400 attendees are expected, and \$500,000 in scholarships are expected to be dispersed.
- Plans are underway for Pups and Pints alumni/retiree mixer.
- The Foundation Golf Classic scheduled for Sept. 16 at Los Coyotes Country Club.

Friends of Fullerton College Foundation Update: Janeth Manjarrez commented on events and activities, including:

- Created a diverse application and rubric criteria and streamlined to all college divisions.
- Nearly 800 scholarship applications were entered, 200 applications are completed and up for review.
- Planning scholarship event for May 2024.
- Worked with Foundation Board subcommittee and professional expert to review and prepare nine policies and guidelines for approval to meet audit-finding criteria.
- Secured donations for food and entertainment for scholarship event.
- Performing Arts hosted and alumni event, which raised \$20,000.

Bloomerang Contract:

Kai said Bloomerang, which the Foundation uses to host online donations, has stopped offering its free version and the Foundation's contract is up at the end of May 2024. The least expensive option is \$1,000 a year with a slight upgrade from 150 records to 1,000. Kummerman said there are a few free online donor opportunities and will send a list of options to the Foundation. Will have to turn over our records and learn new software. Cox motioned to enter into a one-year contract with Bloomerang for \$1,000 from the Liquid account while the Foundation explores free options. The motion passed.

Walt Pray and Nilane Lee scholarship Criteria and Distribution

Kai Stearns explained the NOCCCD Foundation handled the twice-yearly distribution scholarship checks to the students, but the criteria of recipients was the responsibility of the Colleges, which sometimes led to confusion on whether the student was eligible for the scholarship in one of the semesters the award was distributed. Fred Williams noted that the original documentation for the Pray and Lee scholarships had not been found so it is unclear on whether the scholarships were mandated to be distributed twice a year.

Williams also said the Foundation should discuss creating a process in which the Cheryl Marshall scholarship will rotate campuses each year. Stearns said she will do more research into that option.

After some discussion took place regarding scholarship criteria and when the awards are dispersed, Stearns moved to have the scholarships be distributed once a year for the full amount by the colleges using their existing application processes. The college foundation would then invoice the NOCCCD Foundation for reimbursement. The motion passed.

NOCE Noncredit Summit

Julie Schoepf said NOCE has been charged with hosting the next Vision 2030 Noncredit Summit. About 200-250 are expected to attend. To prepare, she has been in touch with business partners offering donations, including in-kind donations, such as hotel rooms. Schoepf requested the NOCCCD Foundation be used to collect the donations, and the funds would be dispersed to NOCE for the summit. Cox said she prefers the donations be deposited into the Foundation account, and the Foundation would write a cashier's check to NOCE for the summit. The request was approved.

Other Business: No other business.

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