

North Orange County Community College District Foundation  
(NOCCCD Foundation)

DRAFT

Board of Directors Meeting  
August 2, 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

Dr. Cynthia Olivo – Secretary  
President, Fullerton College

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

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

Also Present:

Terry Cox  
Director, Administrative Services, North Orange Continuing Education

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 1:36 p.m. The minutes of the May 3, 2023 meeting were approved with the changes to add Howard Kummerman to the list of those “Also Present” and change the spelling of Black Bot Award to Black Baud Award.

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

**Quarterly Financial Reports:** Terry Cox reviewed the Q2 financial statement, which was prepared by NOCE Accounting Specialist Deepali Dave. Foundation activity from March 31, 2023 to June 30, 2023 included:

- NOCE accounts - \$615.99 transferred from Chris Terry to Student Success; \$104.99 withdrawn from Student Success for student scholarship reimbursement; \$25,000 transferred from Liquid Money Market and \$2,074.46 from Online Donations to Student Success;
- Liquid Money Market - \$50 withdrawn for check to Department of Justice – 2021 tax return, \$25,000 transferred to Student Success and \$3,380 transferred to Dr. Cheryl Marshall;
- Online Donations - \$2,074.46 transferred to NOCE, \$2,136.69 transferred to Ned Doffoney, and \$96.80 transferred to Cheryl Marshall.

Fred Williams inquired about withdrawal for investment purposes and Chelsea Salisbury responded that one \$10,000 withdrawal was made in the previous quarter and is reflected in that report.

**Investing & Online Banking:** Kashu Vyas reported on the movement of \$10,000 from the Liquid Advantage Money Market to a trust last quarter. Since the move, \$171 has been earned. The next step will be to consolidate Foundation accounts. Kai Stearns commented on issues with SchoolsFirst and inquired about looking into alternative banking options. Dr. Byron D. Clift Breland asked about the District’s history and relationship with SchoolsFirst. Vyas responded that a member of the District had a long-standing relationship with SchoolsFirst and was able to secure an outstanding rate for the Walter Pray Memorial Scholarship. However, as the Foundation increases its activity, banking with SchoolsFirst has become harder and more time-consuming. Vyas suggested moving all funds except for Walter Pray for better efficiency. Howard Kummerman shared that the Cypress College Foundation banks mostly with US Banks which is used to and equipped for working with organizations that have a lot of activity. Kummerman noted that the Foundation still uses SchoolsFirst for CDs and does some banking with Farmers and Merchants to diversify funds. Kummerman shared that the Foundation is able to do all its banking online, which the NOCCCD Foundation is currently unable to do with SchoolsFirst. Fred Williams commented that some banks have government relations units for additional services. He noted that he will look into this following the fiscal year close and completion of the District budget. Vyas commented that she would look into alternative banking options as well.

**Foundation NOCE Activity Update:** Valentina Purtell commented on NOCE’s ongoing book award program, sharing that the student need for this type of award has tripled from last year and is only continuing to grow. Terry Cox noted that NOCE needs to build its scholarship fund back

up because it is currently relying on emergency funds to supplement scholarship support. Purtell also announced that NOCE has changed the way in which it provides this scholarship fund to students. Rather than reimbursing students, NOCE now provides students with bookstore vouchers to help streamline the process.

**Cypress College & Fullerton College Foundations Updates:** JoAnna Schilling and Howard Kummerman provided updates on the Cypress College Foundation. Cynthia Olivo and Zoot Velasco provided updates on the Friends of Fullerton College Foundation.

**Cypress College Foundation Update:** Howard Kummerman reported that Curtis Scheetz who has been a Board Member for nine years and is an alumnus and donor of the College is now the Foundation Board President. The Board has updated its commitment form to better establish yearly commitments and is closing out the Foundation's fiscal year and preparing to complete its audit by September 1, 2023. The Foundation is hiring a special event and development coordinator and a scholarship coordinator in conjunction with Financial Aid.

Kummerman shared that the Foundation hosted legislative staffers on campus for lunch and a tour. He also reported that the Foundation closed a \$1 million contribution from an anonymous donor for the Aviation Program. Kummerman shared that the Foundation has updated its operational support policy fees for endowments and other giving to add in a 5% fee to help with operational costs. He noted that this fee would not be applied to scholarships or endowments. Dr. Byron D. Clift Breland asked for an example of how this fee is implemented and Kummerman responded with the example of a donation to athletics. He shared that there is full disclosure of the fee policy on the donor forms and that the amount is modified for larger gifts, so that it is only 5% up to a certain amount. Kummerman commented that this fee will help with the Foundation's infrastructure which is growing. He also noted that most foundations in the state have similar policies up to 10%.

Kummerman shared upcoming events, including Pups and Pints on September 14, 2023, President's Circle event during the Cypress College musical *Carrie*, Golf Classic on November 6, 2023, and 2024 Americana Awards with a kickoff event on March 16, 2024. Kummerman commented on updated brochures to promote donations, planned giving, and endowments.

**Friends of Fullerton College Foundation Update:** Zoot Velasco reported that the Foundation disbursed \$152,000 in scholarships last quarter, including 36 emergency grants to students, of which 19 would be homeless without the awards. Velasco shared that new Foundation income is on par with last year at just over a million dollars. The Foundation is working on many small fundraisers on and off campus. Velasco noted the upcoming Sherbeck Field VIP reception before the first game, Cruz Reynoso Ribbon Cutting on September 14, 2023 and new scholarship in honor of Reynoso, and Cruising for College Car Show on September 30, 2023.

Dr. Cynthia Olivo shared additional details, including the selling of ads in event programs, scholarship fundraising, and donation of cars for the Cruising to College Car Show. Velasco also mentioned a theatre fundraiser study abroad even in the fall and Veterans Golf Tournament in November 2023.

Fred Williams announced approval from CBF and DCC to fund both college foundations \$150,000 per year for three years to support the implementation of new permanent Foundation positions. Williams noted that the condition for funding is that the foundations ramp up fundraising to self-support the positions by year four so that their revenue streams can support the positions on a permanent basis. Dr. Byron D. Clift Breland asked if the position would be split or fully under the Foundation. Kummerman responded that it depends on the duties of the position. Kashu Vyas reiterated that the added staff has to be sustainable or the District will not reimburse the Foundations.

**Other Business:** Fred Williams noted that the District is moving forward with its Distance Education Symposium on October 18 and 19, 2023 and is planning to run activities through the Foundation. This includes the facilitation of employee grants. Dr. Byron D. Clift Breland explained that the symposium would call for employees to share their best practices on online and hybrid instruction and student services. Offering the grants incentivizes participation.

Kashu Vyas provided an update to the Fullerton College Foundation that the District Foundation will not be renewing its raffle license, which was previously used by the Friends of Fullerton College Foundation. Zoot Velasco responded that Fullerton College is unable to apply for one at the moment because of a Franchise Tax Board issue; however, the Foundation does not need one for anything at the moment. Vyas told Velasco to reach out if assistance is needed.

**Adjournment:** The meeting adjourned at 2:16 p.m.

**Next Regular Meeting:** November 1, 2023 at 1:30 p.m. in the Anaheim Campus Chancellor's Conference Room and via Zoom.