

**Orange Coast College Foundation
Board of Directors Meeting Minutes
Thursday, January 26, 2023, 5:30 pm
College Center – 3rd Floor – Room 309**

Attendees: Dave Cline, Bill Wood, Eileen Lewis, Rich Pagel, Blade Gillissen, Madjid Niroumand, Rene Kinn, Rena Quinonez, Jeff Hyder, Lori Ginex-Orinion, Christina Amaral, Kat Carroll, Shana Jenkins, Michelle Grimes-Hillman, Doug Bennett, Patrick Munoz, and Mary Lynn Bergman-Rallis, and Angelica Suarez.

- A. **Welcome & Introductions:** Dave Cline welcomed everyone, and all the members went around the table and introduced themselves. Dave Cline and Dave Grant spoke on the loss of a dear member of the OCC Community, Mary McChesney.
- B. **Approval of Minutes of November 17, 2022 Meeting:** Minutes were approved as emailed.
- C. **College Report:** Angelica Suarez presented the College Report announcing that the semester starts on Monday with an increase in enrollment by about 5%. About 80% of classes are back on campus with 20% online. Dr. Suarez anticipates that this ratio will be standard from now on. OCC continues to recruit and welcome international students with enrollment of international students increasing by 10%. Angelica handed it over to Madjid Niroumand to talk about student services in the coming semester. Madjid announced that OCC is going through new automation and communication programs to enhance the student experience by use of a CRM program that gets students and prospective students the information that they need. The 1st floor of Watson Hall now holds the Hub which provides staff and counselors to assist students in any and every way with services on the spot. The Hub will be open until 7pm to provide support for students. The Global Engagement Center held a meeting about a week ago with partners abroad on how they can reach more students globally with our course offerings. The Harbour continues to have 100% occupancy with a waitlist and now proceeds are coming back to the campus to go towards enhancing the residents' experience. Rich Pagel spoke on the facilities on campus acknowledging that the Lit & Lang Building was taken down in December to make way for the new Chemistry Building. Mid-December, OCC received a report that our steel contractor went out of business. Along with asbestos that was found causing an environmental issue, hopefully all set backs will be resolved in the next two weeks and construction can continue on the new Chemistry Building. The goal is still 2024 for the building's opening. Due to the state of emergency with the rain in California, about \$300,000 in damages occurred. Madjid thanked Rich and his team for the successful relocation of the Food Pantry to a building adjacent to the OCC Bookstore with better facilities. Michelle Grimes-Hillman went on to talk about dual enrollment with high schools in the area, offering dance and marine science to students in the HBUSD and hoping to offer math to schools in NMUSD next fall. Angelica Suarez concluded by stating that students from SAUSD have been touring the Waterfront Campus and OCC will begin its 75th Anniversary Celebration.
- D. **Executive Committee Report:** Dave Cline delivered the Executive Committee Report starting with the acquisition of the Orange County Children's Book Festival.
 - 1. **Acquisition of Orange County Children's Book Festival:** OCC has been a part of the OC Children's Book Festival for the past 19 years. The outside organization heading up the festival, Timeless Learning, is retiring and OCC is exploring stepping up to take over the annual event by offering to purchase the rights for \$1 and hiring one of the founders, Pat Burns, for consultation in the amount of \$24,000. It will be OCC's responsibility to

organize and facilitate this event. Doug Bennett went on to say that last year OC Children's Book Festival received \$138,000 from the sale of spaces and sponsorship with cost of the festival at about \$132,000. Doug went on to say that the book festival is not a huge moneymaker but the goal is to at least break even or better with Rene Kinn and Rena Quinonez managing the organization and finances. The festival introduces elementary aged kids and parents to the campus and Planetarium and Doug believes this is a doable endeavor. OCC will be giving the festival a 1-year trial before returning to the Foundation to report its findings. The motion was made to approve and give Doug and the Executive Committee the discretion to work out the details of the contract. The motion was seconded and passed. Dave Cline requested that Board Members observe the next OC Children's Book Festival to see the impact that it has on campus.

2. **Revised Gift Acceptance Policy:** Doug recounted that recently over the past couple of months that the Foundation is undergoing its audit along with one that occurs every 3-years and this is the second 3-year cycle that the Foundation has gone through a policy 3600 audit that is a directive from the state. With growing foundations and auxiliary organizations throughout California, the Board of Trustees are asked to do an audit to maintain the integrity by following the policies. The Foundation has been compliant and substantially compliant within the guidelines. A recommendation from the audit was that the Foundation's Gift Acceptance Policy be revised as it has not been since the early 2000's. Doug rewrote and emailed out the policy for review with updates regarding boat donations and asked the Foundation to authorize the Gift Acceptance Policy for Doug's presentation to the Board of Trustees on March 15th and the internal auditor verifies the Foundation as being compliant. The authorization of the Revised Gift Acceptance Policy was moved, seconded, and approved unanimously.
- E. **Finance & Committee Report:** Doug Bennett spoke on the Finance Committee Report as the committee met last Friday and received a report that was emailed out to the Foundation.
1. **Endowment Performance Update - Quarter & Year Ending 12/31/2022:** Based on the findings for the calendar year ending December 31, the value of our portfolio was down about 11%. The good news was that we were not down as much as our benchmarks and looking at over the course of 3 and 5 and 10 years, investments are performing better. At the meeting, the advisor from Northern Trust presented a private equity loan fund, which the committee agreed it was not the right time for. The motion was made to accept the Finance report. The motion was seconded and carried.
 2. **Acceptance of Statement of Revenue & Expenses Quarter Ending 9/30/2022:** The other recommendation from the procedures audit was that statements of revenue and expenses be presented to the Board and so the Statements of Revenue & Expenses for the Quarter Ending 9/30/2022 were emailed and presented to the Foundation and Doug and Rene will answer any questions and present the statements on a quarterly basis. The statement of revenue & expenses for the quarter ending 12/31/2022 will be presented at the March meeting. The motion was made for acceptance of the report for Statements of Revenue & Expenses Quarter Ending 9/30/2022 with the understanding that any questions will be explained. The motion was seconded and a recommendation was made to simplify the report to bullet points as well as having charts for a pictorial representation. All were in favor of acceptance and the motion carried.
- F. **Audited Financial Statements for FY 2021/2022:** Doug presented the Audited Financial Statements for the Fiscal Year 2021/22 that were emailed out to the Board. It is a clean audit with no recommendations, no findings, or letters to the Board with assets at \$45 million. Doug pointed out that upon review of the notes explaining various items and trusts that the Foundation is the beneficiary of, what used to be a few lines now goes on for pages, which is remarkable for any

Community College Foundation. The OCC Foundation is among the top 5 performing Community College Foundations. The audit has been reviewed and the motion was made to accept the Audited Financial Statements for FY 2021/2022 and seconded. The motion carried. Accolades were given to Rene Kinn and Doug Bennett as well as the audit committee for the exceptional work under the intensive scrutiny that these audits present.

G. Marine Committee Report: Patrick Munoz turned it over to Doug Bennett for the Marine Committee Report.

1. **Possible Real Estate Gift:** There is a small office next to the veterinary clinic next to the Professional Mariner Training Center and the owner who is a Newport Beach Resident put it up for sale. It is a 2700 sq ft two-story building. The building had an appraisal of \$3.5 million taken last August. The Foundation is working with a gift consultant, Jim Normandin, who is an expert that has helped the Foundation in the past to present a proposal to the owner for a bargain sale on the land. The proposal is in its initial stages and looks forward to presenting to the owner and her son in the future.

H. Friends of the Library Report: Eileen Lewis delivered the Friends of the Library Report stating that the next BANFF film festival will be the week before the Foundation's next meeting, March 23rd. Eileen offered tickets to the Foundation to take part in this stunning film festival. The wraps for the donation boxes are in process and should be completed for OCC's 75th anniversary.

I. Linda White Art Show: Rena Quinonez spoke on the Linda White Art Show. Linda White has donated 60 of her personal artworks, paintings and drawings, to the Doyle Arts Pavilion. The opening for the Linda White Art Show is next week and the fundraiser for sale of the artwork will be held on Saturday, March 18th. The pieces represent 40 years of Linda White's work and she is excited to get back into the community and share her artistry with the community. Rena and Tyler Stallings have been coordinating the events.

J. Associated Students Report: Madjid Niroumand spoke on behalf of the Associated Students to deliver the report. The ASOCC will be undergoing their funding review for various programs on campus when the semester starts up.

K. Executive Director's Report: Doug Bennett closed the meeting with the Executive Director's Report.

1. **Giving Tuesday Update:** Giving Tuesday was held the last Tuesday of November and the total raised was over \$220,000. The Foundation met the \$100,000 target matched by \$50,000 of funds raised from the Foundation.
2. **Gifts of Note July 1, 2022 - December 31, 2022:** Every 6 months Doug provides the major gifts received by the Foundation (over \$5,000). The list in order of the values was presented to the Foundation. Bob McCaffrey who has supported OCC and the Construction Technology program has increased donations to \$100,000 annually.
3. **Total Giving for Calendar Year 2022:** It was a strong year for donations with boat gifts up over \$4 million and with Eteams up and running, coordinated by Rena Quinonez we are seeing an increase in donations to athletics and various programs on campus.
4. **Airline Pilot Training Renovation Donation:** Among the top gifts, was a donation by the Foundation for the Carolinas providing a renovation of the Technology Annex in the housing of OCC's Jet Simulator. OCC being the only college with a Jet and Bridge Simulator. Rena has been working with M&O and the donor to facilitate this donation and renovation.

Meeting adjourned at 7:45pm.

Upcoming Events & Meetings

- Foundation Board Meeting, **Thursday, March 23, 5:30pm, *Coast Report* Newsroom**