

**Orange Coast College Foundation
Board of Directors Meeting
Thursday, January 25, 2018
Administration 108**

Attendees: Mary Lynn Bergman-Rallis, Barbara Bullard, Dave Cline, Marc Harper, Julie Simer, A. Patrick Munoz, Bill Wood, Eileen Lewis, Shana Jenkins, Dennis Harkins, Madjid Niroumand, Derek Sabori, Rich Pagel, Blade Gillissen, Doug Bennett, René Kinn, Sean Wellengard, Juan Gutierrez, Mary Hornbuckle, and Dave Grant

Guests: Scott Mitchell

- A. **Welcome & Introductions:** Bill Wood welcomed the board to the meeting and Scott Mitchell, the college's new Planetarium Director.
- B. **Approval of Minutes for November 16, 2017 Meeting:** Minutes approved as emailed.
- C. **Planetarium Update:** Dave Grant presented the update on the Planetarium.
 1. **Introduction of New Director:** Dave Grant and Doug Bennett introduced Scott Mitchell as the New Director of the Planetarium. Doug invited the Board to an event in the Adams Parking Lot at 3 a.m., the morning of Wednesday, January 31st to view the blue moon and super moon. Doug explained the extensive hiring process that the Planetarium Director Search Committee went through to hire Scott Mitchell and at the conclusion Scott was the unanimous top choice of the committee. Scott was previously the Assistant Director at the Planetarium of the University of Maine. Scott began his OCC career on January 2nd.
 2. **Planetarium Director's Comments:** Scott Mitchell expressed his appreciation for being welcomed into the OCC community. While the Planetarium is under construction, Scott has been giving his input as well as planning K – 12 student visits along with public shows in the evening and integrated OCC programs and courses. Scott will be giving a talk at Flex Day to bring in faculty involvement. He has been developing a schedule, staffing plan, budget, and publicity for the Planetarium. Scott is happy to answer any questions and plans to make the Planetarium the best facility that the community and donors hope it will be.
 3. **Tentative Schedule of Events Leading up to Opening:** Dave Grant discussed that while the Planetarium itself is funded under Measure M, a committee has been formed to establish an endowment program (Co-Chaired by Dave Cline and Mary Lynn Bergman-Rallis) to sustain the Planetarium and plan out upcoming events. The committee met a few weeks ago and is trying to plan events every 6 weeks apart. In early April, an evening for existing and potential donors at Dave & Barbara Cline's home. In late April, a walk through in the late afternoon for the faculty and staff to get a sense for the Planetarium. A soft opening and grand opening are being planned out, reviewing guest lists, refreshments, promotional

items, and possible speakers. The committee is also looking at endowing buses for schools to come to the Planetarium and having a video promoting OCC in the Planetarium.

- D. **Executive Committee Report:** Bill Wood discussed what was conveyed at the Executive Committee Meeting on Monday, January 22nd.
1. **Update on Plans for Executive Director Search:** Bill explained that he, President Harkins and Doug would be meeting with a representative from a search firm specializing in fundraising professional on February 7th to begin the search of possible candidates for the next Executive Director of the OCC Foundation.
 2. **Giving Tuesday Report/Request for Expanded Match:** Doug reported that \$78,810.83 was raised on Giving Tuesday for the individual programs/scholarships to be matched by the Foundation and \$50,175.00 was raised for the establishing scholarships to be established by ASOCC. Doug requested that the Foundation expand the \$50,000 match that was previously approved to match the remaining \$28,810.83. The motion to authorize basically \$30,000 from the unrestricted funds to match the remaining amount was moved, seconded, and unanimously approved.
- E. **Finance & Executive Committee Report:** Julie Simer stated that the Investment portfolio is doing remarkably well with a return of 16.74% net of fees on Foundation investments for the 2017 calendar year. The cash management with a 1.56% return net of fees for the year. The investments are well balanced with no changes recommended. Bill Wood added that thanks to Doug Bennett, Dave Grant, and members of the Foundation cultivating relationships with retired staff and keeping the community informed on the growth of the campus have resulted in many generous contributions.
- F. **College Report:** Dennis Harkins issued the College Report, exclaiming that OCC is in good shape. Dr. Harkins talked about Flex Day on February 15th and invited the Board Members to attend as Flex Day is a day in which OCC can cancel classes to hold about 60 informative sessions for the staff and faculty covering everything from retirement to new technology and how to best help students. Dr. Harkins discussed that Juan Gutierrez is looking into a College Promise Scholarship Program for OCC.
- G. **ASOCC Report:** As Leanna Gutierrez was off on winter break, the ASOCC Report would be presented the following Board Meeting.
- H. **Friends of the Library Report:** Eileen Lewis informed the Board that thanks to the generosity of members of the Friends of the Library that they would be establishing 2 scholarships. Along with the Dean of the Library and Learning Support, John Taylor, the Friends of the Library are developing a Distinguished Speakers Bureau to acquire guest speakers for the campus and events.
- I. **Executive Director's Report**

1. **2017 Calendar Year Giving – A Record Year:** Doug Bennett stressed that 2017 was the best year of giving in the history of the college.
2. **OCC Baseball Field Project Update:** Doug presented a video taken from our drone OCC2. The Opening Game will be on Saturday, January 27th at noon with one of Eliza Rubenstein's students singing the National Anthem.
3. **David Johnston Scholarship Fund Update:** The final payment for the David Johnston Scholarship bringing the scholarship to \$1.8 million offering \$5,000 scholarships for 20 students this year.
4. **Food Pantry:** The Food Pantry, Pirates' Cove, had its Grand Opening on Monday, January 22nd and has received tremendous press and accolades for the speakers.
5. **Annual Report:** Juan Gutierrez presented the Annual Report put together by the Marketing department that went out to donors and representatives. He showed the online version of the Annual Report to the Board.
6. **70th Anniversary:** Juan Gutierrez presented the prototype 70th Anniversary of Orange Coast College webpage and is looking for more stories from OCC alumni to include. The webpage includes a timeline and photos of the campus through the years. He also plans to rededicate the name buildings on the OCC campus and send out an email with the webpage on February 15th.

J. Board Members Comments/Concerns:

Barbara Bullard commented that it would be advisable if at least two Foundation Board Members be part of the hiring committee for the Executive Director of the Foundation.

Dave Grant commented that Betty Steele had passed away at 96 over the weekend and Barbara Bullard had suggested that the Foundation sign a card for the family.

Meeting adjourned at 7:36 pm

Next Board Meeting

Thursday, March 22nd at 6pm, Location TBD