

**Orange Coast College Foundation
Board of Directors Meeting
Thursday, November 16, 2017
Admin 108**

Attendees: Mary Lynn Bergman-Rallis, Barbara Bullard, Dave Cline, Peggy Fort, Marc Harper, Diane Nelson Menninger, Janet Ronnenberg, Julie Simer, Jeff Hyder, Bill Wood, Eileen Lewis, Shana Jenkins, Dennis Harkins, Kevin Ballinger, Blade Gillissen, Leanna Gutierrez, Doug Bennett, René Kinn, Sean Wellengard, Juan Gutierrez, and Dave Grant

Guests: Chris Amaral and Michelle Craner

- A. **Welcome & Introductions:** Bill Wood welcomed everyone to the meeting and Eileen Lewis from the Friends of the Library introduced herself.
- B. **Approval of Minutes for September 28 Meeting:** Minutes approved as emailed
- C. **Planetarium Update:** Doug Bennett and Dave Grant presented the update on the Planetarium
 1. **Construction Update/Slide Show:** Doug presented a slide show taken from the drone OCC 2 of the Planetarium construction site.
 2. **New Planetarium Manager - Scott Mitchell:** Dave discussed the newly appointed Planetarium Manager, Scott Mitchell, who is currently the assistant director of the Emera Planetarium at the University of Main. He will be visiting OCC tomorrow (Nov. 17) to get acquainted with the campus and staff as well as the surrounding area.
 3. **Orange County Dept. of Ed Outreach Update:** Dave announced that Liz Parker will be working with Scott Mitchell and the Department of Education to establish programs for 3rd, 4th, and 5th graders (targeting 4th graders).
 4. **Retention of the Olin Group on a Six-Month Basis for Grant Writing Support for the Planetarium and other projects:** It was moved that the Olin Group be retained for up to six months at a rate not to exceed \$3,750 per month for grant writing support for the Planetarium project and other college programs/activities. The fees would be paid out from the Foundation Management Fees account. The motion was seconded and then approved.
- D. **Giving Tuesday Update:** Doug presented on Giving Tuesday announcing that an introductory email had gone out.
 1. **Promotion Activities:** The OCCF had approved \$50,000 to match individual donors for programs and established scholarships.
 2. **ASOCC Scholarship Endowment Gift:** ASOCC agreed to set aside \$50,000 for endowed scholarships.
- E. **Investment/Endowment Report:** Julie explained the Investment/Endowment Report after hearing the presentation from Northern Trust. OCCF started with a Market value of 15.7% and ended with 20.4%. The global equity is somewhat over the investment policy and the private equity is somewhat below. Overall the market is good and the committee is pleased with the account performance and Northern Trust.

- F. **Coast Community College District Trustee Update:** Dave explained that the majority of the Coast Community College District Board decided to wait until the 2020 census to decide whether to move from five to seven elected trustees. Beginning in 2018, the current five individual Coast District Board Members will be elect by their individual districts, not district wide. Trustees Grant and Moreno's terms expire in 2018, and trustees Prinsky, Patterson and Hornbuckle's terms expire in 2020.
- G. **OCC Fashion Design Pop-Up Store Presentation (moved to later in the meeting):** Chris Amaral and Michelle Craner presented on a Fashion Design Pop-Up Store, which will be on the OCC campus across from the MBCC building. The Pop-Up Store will showcase brands to students and students will be able to showcase their fashion designs, which will be the model for Pop-Up Stores in California. The Pop-Up location will also be a presentation space for other departments in the campus. Chris and Michelle requested \$1,500 be allocated to them for electrical for the Pop-Up Shop. The Board made a motion to provide the funding, which was seconded, and then approved.
- H. **Associated Students Update:** Leanna talked about the events sponsored by ASOCC. 100 students attended the OCC Leadership Conference. 40 clubs attended Coast Days. Open Mic Night will be held in front of the Starbucks on campus tonight (11/16/17). 3 ASOCC students will be sent to the General Assembly in Sacramento. Food Donations will be ending this week (11/17/17). Angel Tree Drive will be collecting donations until the end of the semester.
- I. **Friends of the Library Update:** Eileen presented that the Friends of the Library had two successful events: Radical Reels and the Book Sale. The Friends of the Library have received endowments and is looking into a scholarship for Honors Night. The Friends of the Library are looking into having a Visiting Scholars Program.
- J. **College Report:** Dennis spoke on Orange Coast College maintaining enrollment and OCC is looking to grow. The Children's Center had their Thanksgiving luncheon with close to 700 people in attendance. The Garrison Honor Center opened yesterday (11/15/17) housing 16 Honor Societies. OCC has a grant to create a Makers Spaces for students to build student's ideas and designs. The College Life and Student Life buildings are in design and development working on making this an art rich community.
- K. **Foundation Update:** Doug gave an update on the Foundation's activity.
1. **Baseball Project:** Doug presented photos on the Baseball field, which is now in its 63rd day of construction and has finished laying turf. The contract states that construction will be finished in 70 days. Doug has been acting as Construction Manager. An alumni baseball game will be the first event held on the new field on Friday, December 22nd.
 2. **Food Pantry:** Student Equity's Food Pantry has received donations from ASOCC's food drive and 2nd Harvest. The Food Pantry recently had linoleum flooring put in to their new space in the Journalism Wing.
 3. **David Johnston Scholarship Bequest:** Doug has spoken with Johnston's attorney receiving \$1.6 million to establish a scholarship helping needy Philosophy students.
 4. **Crowd Funding / ETeams Update:** ETeams is designed for crowd funding via emails and texts. \$54,298 was raised through ETeams, which makes close to 23%

of donations received to the Foundation. Motion to renew ETeams subscription for another year for \$4,500. The motion was seconded and approved.

L. Board Members Comments/Concerns:

Jeff Hyder said that Doug has indicated to him that he intends to retire at the end of either the 2018 calendar or academic year. He believes that the college should begin working on a succession plan for Doug that includes involvement of the Foundation Board. Patrick Munoz mentioned that while Doug is an employee of the college, not the foundation and that the college can technically do what it wants it is important for the continuity of the Foundation, given the length of Doug's tenure that the board have meaningful involvement. Bill Wood indicated that there has been and will continue to be discussions at the Executive Committee level about how to best proceed with the recruitment and replacement process.

Update: As a follow-up to this discussion I have talked more with President Harkins about this and I know of a couple of well-qualified search consultants who specialized in fund raising searches. I have suggested to Dennis that it might be a good idea to bring in one or more of these consultants to do a presentation for the college/district leadership and the foundation board on the skills, traits and competencies the college and foundation should be looking for in a new director. While the presentation, may or may not lead to the retention of a search firm it could help with the decision to retain outside help or fill the position to the college's regular recruitment process. My sense is that a new executive director while possessing some of my skills will also need additional skills beyond those I have --- Doug Bennett

Announcement was made that Patricia will be having her 95th Birthday on Monday 11/20/17.

Mary Lynn presented Dave Grant with a gift for his work on the Planetarium.

OCC Foundation Boat Parade Viewing aboard the Nordic Star will be Sunday, December 17th

Meeting adjourned at 7:53 pm

Next Board Meeting

Thursday, January 25th at 6pm, Location TBA