



West Valley - Mission  
Community College District  
*Foundation*

**West Valley-Mission Community College District Foundation Board Meeting**  
**APPROVED MINUTES**  
**Monday, April 23, 2018**  
**Student Engagement Center (SEC) Conference Room 354**  
**(Mission College)**  
**12:00 – 1:30 pm**

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**I. Call To Order (*President Bill Cooper*)**

- Foundation President Bill Cooper called the meeting to order at 12:25 pm after the group had the tour of the new Mission College Student Engagement Center (SEC) Building led by Mission College President Daniel Peck.

**II. Roll Call (*Genina Gonzales*)**

Present: Bill Allman, Keith Balch, Joanne Cao, Bill Cooper, Jackie Costanzo, Brad Davis, Len Duncan, Mike Foulkes, Dan Furtado, Genina Gonzales, Bill McFarland, Emmy Moore Minister, Daniel Peck, Dave Sandretto, Dan Schettler, Patrick Schmitt

Absent: Mike Fox, Sr., Frank Jewett, Dick Schwendinger, Mark Waxman, Kevin Yan

**III. Approval of the Minutes – *Motion Required* (*President Cooper*)**

- **Action Item:** Past Foundation President Dave Sandretto made the motion to accept the January 22, 2018, Board meeting minutes. Board member Bill Allman seconded the motion. **Motion passed with unanimous decision.**

**IV. Reports**

**A. Finance Committee Report (*Treasurer Bill McFarland*)**

**1. Review and Acceptance – *Motion Required* – Unaudited Foundation Financials (*January – March 2018*)**

- **Action Item:** Board member Len Duncan made the motion to accept the last quarter Foundation financials. Board member Dan Schettler seconded the motion. **Motion passed with unanimous decision.**

**2. Quarterly Investment Report from Lindbrook**

- Based on the March 2018 balance sheet, Treasurer McFarland reported on the following items:
  - Total assets were slightly down from the last meeting but has stayed fairly constant.
  - Total investments: \$17.4 million as of the end of March
  - Total assets: Just short of \$20 million
  - P&L: Loss of \$34,000 (3-month period) but YTD (9-month period) up by \$817,000
- McFarland mentioned that despite the disappointing quarter, the portfolio has a strategy and an investment mix that produces solid positive result. He added that Lindbrook's recommendation was to keep the current asset allocation formula to protect against volatility.

**B. Foundation President's Report**

- President Cooper reported that he attended Bill Cilker's memorial, which Cooper said was very nicely done. Cilker was a longtime donor, former trustee, and founder and three-time president of the WVC Colleges Foundation.

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A. District Report – *Chancellor Patrick Schmitt*

➤ Chancellor Schmitt reported on the changes in the Advancement Office:

- A new job description for the Advancement Office director position
- Advancement Office's move to a portable
- Emmy Moore Minister transiting out of her current post away from being in charge of the Advancement Office and into the Public Information Office (PIO) role

B. Mission College Report – *President Daniel Peck*

➤ President Peck reported on the following items:

- Construction projects at Mission College:
  - ❖ Main Building would come down starting July or August for a period of 6 to 9 months
  - ❖ Preparation for the new central plaza
  - ❖ Business Technology Building—the last building to be built with Measure C Bond funds
  - ❖ Performance Building—a 400-seats indoor theater—on the current bond and would be moved forward to the new bond due to escalation of costs
  - ❖ STEM Building
- Space for the Mission Early College High School, which was tripling in size
- Improvement and support of the athletic field
- Community food pantry, which also distributes fresh foods, e.g., milk, meat, and vegetables.

C. West Valley College Report – *President Bradley Davis*

➤ President Davis reported on the following items:

- Echoed President Cooper's report regarding the tribute to Bill Cilker including his philanthropic Involvement in the community.
  - ❖ Named the valedictorian award in Cilker's memory and invited the family to the 2018 WVC commencement exercises to present the award.
- New partnership with the Foundation—bringing in the director's new role and the plan to split the Foundation between the colleges
- Facilities Bond in November—working considerably on project list and sharing it with community partners
- Kvamme Planetarium Project is nearing completion.
- Student Services Building would open in Spring 2019.
- By Fall 2018, WVC partnering with high schools from major feeder districts—Campbell and Los Gatos—to draw students to take college courses.

D. WVMCCD Office of Advancement Report – *Executive Business Consultant Emmy Moore Minister*

➤ Emmy Moore Minister, Executive Business Consultant for the Office of Advancement, thanked the Foundation Board for the opportunity to serve and reported on the top donor list, CRM database, Board profile, and the Viso naming opportunity for the Mission College Student Engagement Center (SEC).

V. Old Business

None.

VI. New Business (*2-minute limit per speaker*)

A. New Master Agreement between the Foundation and District: A highly simplified version of previous agreements particularly Sections II.3 pertaining to budget and II.5 pertaining to the annual statement.

- **Action Item:** Board member Mike Foulkes made the motion to accept the new Master Agreement between the Foundation and the District. Board member Len Duncan seconded the motion. **Motion passed with unanimous decision.**
- **Action Item:** Board member Len Duncan made the motion to accept the Foundation's preliminary budget for the new fiscal year as required by the new Master Agreement between the Foundation and the District. Board member Mike Foulkes seconded the motion. **Motion passed with unanimous decision.**
- Duncan suggested having a target budget for a higher amount later.

**VII. Meeting Adjournment – Motion Required**

- The meeting was adjourned at 1:44 PM.

Minutes respectfully submitted by Genina Gonzales.

***Next Foundation Board Meeting***

Monday, July 30, 2018 | 12:00 – 1:30 PM | District Board Room (West Valley College Campus)