



West Valley-Mission
Community College District
Foundation

WVMCCD FOUNDATION BOARD MEETING
Approved Minutes
District Board Room - West Valley College Campus
Monday, March 2, 2020
12:00 – 1:30 pm

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

- President Cooper called the meeting to order at 12:04 pm

II. Roll Call

- **Present:** Nicole Aguinaldo, Keith Balch, Kristine Beebe, Dawn Byron, Joanne Cao, Bill Cooper, Brad Davis, Len Duncan, Mike Foulkes, Dan Furtado, Stephanie Kashima, Bill McFarland, Paul McNamara, Daniel Peck, Dave Sandretto, Dan Schettler, Dick Schwendinger
- **Absent:** Bill Allman, Jackie Costanzo, Mike Fox, Sr., Frank Jewett II, Sam Liu, Mark Waxman, Kevin Yan

III. Introductions (*President Cooper*)

- President Cooper introduced Janie Woo, a friend of President Cooper. He explained that she is attending the meeting to learn more about the WVMCCD Foundation.

IV. Review and Approval of the Minutes – Motion Required (*President Cooper*)

- **Action Item:** Treasurer McFarland made a motion to accept the unapproved minutes of the October 28, 2019, Foundation Board meeting. Len Duncan second the motion. **Motion passed with unanimous decision.**

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

A. Unaudited Foundation Financials (October – December 2019) Review and Acceptance – Motion Required

- Treasurer McFarland reviewed the Foundation Financials from October to December 2019. The total investments as of December 31st, 2019 was \$19,569,636, which agreed to the amount of Lindbrook Capital. The funds grew almost \$3M higher than the preceding year. There was \$2.2M in other assets, including the Lenore and Curtis Mills Trust and pledges from the Promise to Give.
- Total revenue for Q2 was \$965,801, primarily driven on the investment side of the dividend interest income of \$175,688 and the gain from investments of \$642,815.
- Total expenses for Q2 was \$79,411, with a net income of \$886,390. The net income for the year was \$966,122. In Q1 there was an expense of \$514,950 for scholarships and the year to date scholarship expense was \$521,000.
- **Action Item:** Treasurer McFarland made a motion to approve the October-December 2019 unaudited Foundation Financials. President Cooper second the motion. **Motion passed with unanimous decision.**

B. Lindbrook Investment Report

- Treasurer McFarland reviewed the Lindbrook Capital report, managing \$19,569,636 in assets.
- For Q2 we had 3.89% return and for the calendar basis of 2019 we had a 13.97% return. We were above the target return of 6%. For Q2 the equity was 9.24%, hedged equity was 2.56%, alternative assets were 1.46% and fixed income was 0.81%.
- In total equity we had \$6.4M with a target of 35% and the actual target of 35.6%. In total hedge equity we had \$1.9M with a target of 12% and the actual target of 10.9%. In total alternative assets we had \$5.5M with a target of 30% and the actual target of 30.8%. In total fixed income we had \$4.1M with a target of 23% and the actual target of 22.7%.
- Treasurer McFarland referred to the budget for FY2021. He stated that GuideStar rates charitable foundations and part of their rating is based on whether a foundation has a budget and adheres to the budget. He recommended that a budget would help the Foundation's rating. President Cooper explained that there is not enough interest for GuideStar to rate us yet but it's good to have a budget because it enables the Foundation to have goals. Treasurer McFarland recommended that in the future each college would have a budget or forecast.

- **Action Item:** Keith Balch made a motion to approve the FY2021 budget. President Cooper second the motion. **Motion passed with unanimous decision.**

VI. President's Report (*President Cooper*)

- President Cooper recognized that he was impressed that the Foundation's total assets of about \$19M and thanked Chancellor Davis and the Board of Trustees for the funds that they have entrusted the Foundation over the years to be able to continue to increase Foundation assets.

VII. Election of New Board Member Consideration of Candidate Sam Liu – **Motion Required** (*President Cooper*)

- **Action Item:** President Cooper made a motion to nominate Sam Liu to be a new member of the Foundation Board. Treasurer McFarland second the motion. **Motion passed with unanimous decision.**

VIII. Reports

A. District – *Chancellor Brad Davis*

- Chancellor Davis encouraged the Board to think of ways of how they can diversify the membership within the Foundation. He would like to find more members in Santa Clara and find greater female representation.
- He thanked Lindbrook Capital and Treasurer McFarland for their exceptional job managing Foundation funds.
- Chancellor Davis noted that he likes the idea of a budget. He recognized that the District has increased their resources to develop more fundraising.
- He discussed that after his meeting with President Cooper, Treasurer McFarland and Dave Sandretto that the Foundation Board will continue to meet quarterly. He explained that he is still looking for the colleges to have their own teams focused on the college's fundraising goals. He then stated that his office will work with President Cooper to plan the Foundation Board meetings.
- Chancellor Davis suggested that the Board reviews the Foundation mission statement because the work of the Foundation isn't reflected in the mission statement.
- He observed that the Foundation plays a huge role in helping the District grow by raising funds through private revenue sources.
- Chancellor Davis explained that the idea of residential housing for faculty and staff at West Valley College was not sellable to voters. It would put the District's colleges at a competitive disadvantage if they had housing for faculty and staff but no housing for students. 5% or more of the District's students are struggling with housing instability. Therefore, the District is planning to manage and build up capital savings for capital projects, such as student housing. He also noted that although the District has the resources to support students, the District needs more resources that weren't asked for in the bond for things like housing. Chancellor Davis further explained that he would like to plan for the possibility of building student housing because he believes that an important factor in the future of higher education, particularly in the Bay Area, will be focused on student housing.
- Keith Balch asked if we could start looking at a budget for housing. Chancellor Davis responded that we could save several million dollars each year from District community support funds for capital outlay. He also would like to develop private partnerships, but he doesn't want to put a \$1 figure on the budget yet.
- Len Duncan asked Chancellor Davis what projects he would like to prioritize for the District. Chancellor Davis responded that he would like to have a partnership with someone who would contribute significant dollars to start a housing project. He believes Mission College is better situated for a housing project because of the current development and plans to build in Santa Clara. Whereas, starting a housing project in Saratoga might be a challenge due to political and attitudinal issues about large scale development.

B. Mission College - *President Daniel Peck*

- President Peck was unable to give his report because he had to leave the meeting to respond to a public safety emergency.

C. West Valley College – *President Stephanie Kashima*

- President Kashima thanked the Foundation for their support of the college. She shared a summary of information and events that are happening at West Valley College. There was an opening for the new Identity Exploration and Inclusion Center, which is a multicultural center. She spoke about the different programs within the center such as a male identified program, speaker series and faculty represented identity groups (LGBTQ, African American, Latinx, Asian Pacific Islander). President Kashima stated that there is a new food pantry for students. She also mentioned there was the opening of the new Student Services Center. She then

noted upcoming events at WVC – new art installation in the Cilker building, Women’s Leadership Summit and the African American Student Conference. WVC started a new program for giving where community members can sponsor a student who needs support with food and housing. Lastly, she noted that WVC is trying to purchase buses to transport students from the East San Jose to WVC and to WVC and Mission College.

D. Advancement Offices – *Directors Kristine Beebe & Paul McNamara*

- Kristine Beebe noted that Mission College is having their accreditation visit next week. She also noted Mission College’s recent large donations. The Von Raesfeld family pledged \$60k for three \$20k scholarships, the Hayden family made a \$20k contribution to complete their endowment, the Cordero family made a \$16k contribution to complete their endowment and the Campbell Veterans Memorial Foundation made a large contribution of \$8,300 from the funds that they raised from their annual event. The Campbell Veterans Memorial Foundation has a goal to raise their endowment to \$40k by the end of 2020. There was a \$10k pledge from Huawei to sponsor Mission’s Hackathon event. Beebe then stated that she spoke with the company that is designing Mission’s plaza to discuss naming opportunities within the plaza. Lastly, she mentioned events happening at Mission such as the Black and Brown Summit, Annual Culinary Competition and the Second Harvest Food Bank.
- Paul McNamara noted that the long-awaited Kvamme Planetarium opening will be on on April 10, 2020. Another date to hold for the board is May 7, 2020 (5:00 pm - 7:00 pm), for the Annual WVC Scholarship Event - at the Campus Center. McNamara discussed that he would like the Board to consider focusing on primary areas that we explored in the August 2019 and October 2019 Board retreats, as outlined by Chancellor Davis: Veterans, Social Justice, Government Relations, Athletics, Student Services and Equity, Culture and Arts, and Business and Technology. To illustrate these sectors, in the context of the 6 WVC Schools, he provided a handout that outlined the sectors for each School (Professional Studies, Art & Design, Language Arts, Science & Math, Health & Human Development, Social Science) -- along with sample School data, career paths, and options for giving. The Board members can use the School handouts as a tool or reference sheet, when they speak about WVC -- in order to develop relationships and solicit donations from various donors; or make referrals to deans, administrators, coaches, or faculty.
McNamara explained his other handout (*Levels of Giving*) is an internal tool for deans, to show donors specifically where their money goes - benefits - and different options for giving. He then explained that he would like to create an Alumni Association and a correlative Alumni Database - once the current CRM is populated and functionally working. McNamara observed that the Q2 revenues may not be as accurate, because he received several 2019 donations in January and February of this year, which were deposited after December -- even though the donations were intended for December; but the differences in revenues for Q2 were marginal.
- President Cooper referred to McNamara’s hand out and asked about the Scholars Partner fund. McNamara explained that there were many scholarship donations received annually that were not named, which were then deposited into the Scholars Partner fund -- which is a holding account, of sorts. This fund was set up historically, essentially for all non-endowment scholarships. He explained that there were some legacy endowments that were under the minimum amount of \$25k, and that he would contact the donors with three options: (1) ask if they would like to create a pre-endowment, to eventually increase the endowment amount to \$25k; (2) spend the current endowment down, through scholarship awards; or (3) pool their money with other low-performing endowments, to create at least \$25k - enough money to generate an annual \$1,000 scholarship, for example.

IX. **Old Business**

X. **New Business (2-minute limit)**

XI. **Meeting Adjournment – Motion Required**

- Motion was accepted to adjourn the meeting at 1:27.

The Mission of the West Valley-Mission Community College District Foundation is to raise private funds or endowments for capital and program needs which are not covered by other more traditional funding sources and to offer financial support through scholarship programs.

Next Foundation Board Meeting

Monday, April 27, 2020

12:00 – 1:30 PM

TAV-130

(MC Campus)