



West Valley-Mission  
Community College District  
Foundation

**WVMCCD FOUNDATION BOARD MEETING**

**Monday, April 26, 2021**

**12:00 – 1:30 PM**

**APPROVED MINUTES**

**Board Present:** Bill Cooper, Jackie Costanzo, Brad Davis, Len Duncan, Mike Foulkes, Dan Furtado, Melissa Johns, Stephanie Kashima, Bill McFarland, Daniel Peck, Dave Sandretto

**Board Absent:** Keith Balch, Frank Jewett, Dan Schettler, Dick Schwendinger, Mark Waxman

**Staff:** Nicole Aguinaldo, Joanne Cao

**I. Call to Order:** President Bill Cooper

- *President Bill Cooper called the meeting to order at 12:03 PM.*

**II. Roll Call:** Advancement Assistant Nicole Aguinaldo

**III. Impact of Scholarships:** Mission College student(s)

- Kristine Crabajales, Mission College student and WVM Foundation scholarship recipient, shared her experience on how a scholarship has helped her and what her future and educational professional goals.

**IV. Review of WVMCCD Foundation Board Minutes: January 25, 2021**

**Action Item:** Approval of Minutes, President Bill Cooper

- *Treasurer Bill McFarland made a motion to approve the minutes of the January 25, 2021 Foundation Board meeting. Len Duncan seconded the motion. **Motion passed with unanimous decision.***

**V. Finance Committee Report:** Treasurer Bill McFarland

**1. Review of Foundation Financials, Q3 (Unaudited), January – March 2021**

- Treasurer Bill McFarland reviewed the Foundation Financials from January – March 2021. See attached report for details.

**Action Item:** Approval of Q3 Financials, Treasurer Bill McFarland

- *Mike Foulkes made a motion to approve the unaudited financials from October – December 2020 as presented. President Bill Cooper seconded the motion. **Motion passed with unanimous decision.***

**2. Lindbrook Investment Report**

- Treasurer Bill McFarland presented the quarterly investment report from Q1 (January – March 2021).

**VI. President's Report:** President Bill Cooper

- President Bill Cooper provided an update on the Conflict of Interest Policy and Board Member Policy.
- Jackie Costanzo reported that the scholarship committee would assist in outreach to connect donors to scholarship recipients.

**VII. Reports**

**1. Office of Advancement:** Executive Director Melissa Johns

- Melissa Johns presented on the new chapter of the West Valley-Mission Advancement department. First, she discussed how people want collaboration, transparency, and effectiveness from the Foundation. Then she explained that the role of the Advancement office focuses on technical assistance, fundraising training, and donor engagement. Melissa reported on her year one goals for the Advancement office and Foundation. Her goals included improving the department infrastructure, building stronger brand visibility as a foundation,

creating a stronger culture of philanthropy, and enhancing donor and volunteer engagement. Next, she presented on the priorities and FY21 projects that the Advancement office has been working on. These projects include implementing a new CRM system, creating a visual brand identity for the Foundation, and donor engagement such as the Virtual Scholarship Celebration ceremony. She also discussed the FY22 projects, which consists of establishing a development plan, creating a new website, and providing Advancement trainings.

**2. District: Chancellor Brad Davis**

- Chancellor Brad Davis thanked Melissa and her team for the level of professionalism, organization, and skill they have brought to the Advancement office. He also thanked Bill McFarland, Tyler Dritz, and the Foundation Finance Committee for their work in managing our Foundation finances and investments. Chancellor Brad Davis discussed the FY22 goals of the Board of Trustees. Their goals focus on devoting more resources to diversity, equity, and inclusion, building relationships with our external community, particularly our legislative advocacy, improving the District's technology, refining their training and education, and thinking differently about how our District mission statement will reflect the social changes of our environment. Lastly, he reported on how he plans to work with the Foundation board to discuss long term strategic goals for the Foundation.

**3. Mission College: President Daniel Peck**

- President Daniel Peck shared his appreciation to the Foundation board for their stewardship of our investments and their work on behalf of the college's. He reported that Mission College is focused on the return to campus planning and diversity, equity, and inclusion work. He stated that Melissa Johns has been working with Mission College to apply for financial assistance and resources to support single mothers and other parenting students. President Daniel Peck shared that the construction for the Mission College Plaza is completed and is officially open.

**4. West Valley College: President Stephanie Kashima**

- President Stephanie Kashima thanked the Advancement team and Foundation Board for their work and partnership. She reported that West Valley College will receive a \$50,000 donation from Bill Ehlers to add to the Susan J. Ehlers Scholarship Endowment. Next, she stated West Valley has had two alumni engagement events that were led by the provost and deans. President Stephanie Kashima noted that they are excited about their new dean, Shannon Price, for the School of Art and Design. Lastly, she explained that Cal Grants are going to be reduced from \$1,600 to \$1,250 but they will be available to a larger group of students who currently are not eligible because they don't fit the criteria of being a recent college graduate.

**VIII. Old Business**

- No old business.

**IX. New Business (2-minute limit for items not on agenda)**

1. Conflict of Interest Policy draft
2. Board Member Policy draft

**X. Meeting Adjournment**

**Action Item:** President Bill Cooper

- *President Bill Cooper made a motion to adjourn the meeting. **Motion passed with unanimous decision.** The meeting adjourned at 1:30 PM.*

*Minutes respectfully submitted by Nicole Aguinaldo, Advancement Management Assistant.*