



## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT FOUNDATION BOARD OF DIRECTORS REGULAR MEETING

### Minutes

Tuesday, March 2, 2021 - 8 am via zoom

#### **I. CALL TO ORDER**

Mr. Perez called the meeting to order at 8:04am. Mr. Litfin chaired the meeting until Mr. Martinez arrived.

#### **II. ROLL CALL**

Members present: Ms. Kristin Crellin, Mr. Juan M. Gonzalez; Mr. Todd O. Litfin, Mr. Andrew Patterson, Mr. Sal Tinajero, Mr. Martin Martinez, Dr. Marilyn Flores, Mr. Jose F. Vargas, Mr. Craig Rutan, Mr. Roy Shahbazian, Mr. Adam O'Connor and Mr. Enrique Perez via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20.

Ms. Patricia Duenez was present via video/teleconference (Zoom) as record keeper.

Absent Member: Mr. Eddie Marquez.

#### **III. APPROVAL OF THE AGENDA**

##### A. Amendments and Corrections (if any)

None were made.

##### B. Approval of Agenda

It was moved by Ms. Crellin, seconded by Mr. Gonzalez to approve the agenda. The motion carried with the following vote: Aye – Ms. Crellin, Mr. Gonzalez, Mr. Litfin, Mr. Patterson, and Mr. Tinajero.

#### **IV. APPROVAL OF MINUTES – December 1, 2020 Regular Board Meetings\***

##### A. Corrections (if any)

None were made.

##### B. Approval of the Minutes

It was moved by Mr. Litfin, seconded Mr. Tinajero to approve the December 1, 2020 minutes. The motion carried with the following vote: Aye – Ms. Crellin, Mr. Gonzalez, Mr. Litfin, Mr. Patterson, and Mr. Tinajero.

#### **V. PUBLIC COMMENTS**

No public comments were made or submitted.

Introductions were made; this was Mr. Tinajero's first meeting.

*Mr. Martinez joined the meeting at this time.*

#### **VI. EXECUTIVE DIRECTOR'S REPORT**

A. Update on the Capability Building Contract between the Rancho Santiago Community College District Foundation and the Colleges of Excellence Company

#### **FOUNDATION BOARD MEMBERS:**

Kristin Crellin • Juan M. Gonzalez • Todd O. Litfin • Eddie Marquez • Andrew Patterson • Sal Tinajero

**Ex-Officio Voting Members:** Marvin Martinez

**Ex-Officio Non Voting Members:** Dr. Marilyn Flores • Craig Rutan • Roy Shahbazian • Jose F. Vargas

**Staff:** Adam O'Connor • Enrique Perez

Mr. Perez provided an update; the workforce training contract that has come to an end, funds received thus far and remainder funds of \$400,000 to be received; Colleges of Excellence (CoE) have been going through all final reports to ensure they've met all metrics; remainder of funds projected to be received before next meeting.

B. Board Membership

Mr. Perez has been actively meeting recruiting for new membership, tentative by next meeting will have 4 (four) new members; concentrating primarily on workforce development partnerships (including Human Resources) and public/private partnerships. *Bylaws confirm that membership of voting Directors shall be no less than five (5) or more than eleven (11).*

C. Forensics Team – Update Report to Budget & Business Plan/Executive Summary\*

Mr. Perez introduced Professor Miller who gave an update to the report provided at the December 2020 meeting and an update to current budget and team activities:

- Enough funds are available for Nationals Team over spring break; spending has come under projected amounts and they have the resources they need.
- 15 students, potentially 16 available for team this semester; struggling with recruitment and retention as number of sections offered is low, high turnover due to students not enrolling in consecutive semesters.
- Efforts are being made on more robust conversations with SAC.
- Mr. Castellanos provided an update on social media, marketing efforts; the struggle with online Debate; reported on the 'Castellanos Scholarship' for students wanting to go into Forensics and connecting with SAC Chair regarding proposal.
- Mr. Perez stressed importance of creating a stronger linkage with having a districtwide program.
- Dr. Flores provided positive comments on the hiring of previous coach (David) and Prof. Castellanos as being instrumental.
- Discussion ensued. Questions were raised and answered by Prof. Miller and Castellanos; it was suggested that the current budget maybe be too low for a two-school program; suggestions on budget, activities, marketing, advertising and transportation methods for students were made.
- Dr. Flores provided a brief history on the why Forensics came to the District Foundation; no general fund was allocated to Forensics, the volunteer time Prof. Miller and Castellanos provided; college could not fiscally sustain a Nationals Competition, Forensics being a signature program and the concept to create a district team.
- Mr. Tinajero provided information on 'Boca de Oro Tournament' happening this weekend.
- Prof. Miller and Castellanos will connect with Mr. Tinajero related to SAUSD Forensics summer program.
- Professor Miller will adjust the 2021-22 budget and bring it back to the June meeting.

There was a motion to roll the 2020-21 budget into 2021-22 budget.

It was moved by Mr. Tinajero, seconded by Ms. Crellin to roll the 2020-21 budget into 2021-22 budget. The motion carried with the following vote: Aye – Ms. Crellin, Mr. Gonzalez, Mr. Litfin, Mr. Martinez, Mr. Patterson, and Mr. Tinajero.

D. Private-Public Partnerships – Children's Hospital of Orange County (CHOC)\*

Mr. Perez asked this item be tabled for next meeting due to time constraints.

**VII. COLLEGE PRESIDENT'S REPORT**

- Dr. Flores provided a brief report on enrollment and f2f sections in critical areas and vaccination PODS.

- Mr. Vargas provided brief report on enrollment, SCC tentatively as a vaccination site and SCC college being upgraded to gold status as military friendly school.

*Ms. Crellin and Dr. Flores left the meeting at this time.*

### VIII. APPROVAL OF TREASURER'S REPORTS

- A. Treasurer's Reports – November, December 2020, January 2021 (action to approve only).\*

Mr. O'Connor provided a report; questions were raised and answered.

It was moved by Mr. Litfin, seconded by Mr. Gonzalez to approve the Treasurer's Reports as presented.

The motion carried with the following vote: Aye –Mr. Gonzalez, Mr. Litfin, Mr. Martinez, Mr. Patterson, and Mr. Tinajero.

### IX. ITEMS FOR DISCUSSION AND/OR ACTION

- A. Accept Check from Farmers & Merchants Bank for \$750 (for discussion and/or action).\*

It was moved by Mr. Tinajero, seconded by Mr. Patterson to approve the Farmers & Merchants Bank.

The motion carried with the following vote: Aye –Mr. Gonzalez, Mr. Litfin, Mr. Martinez, Mr. Patterson, and Mr. Tinajero.

- B. 2019-2020 AUDIT REPORT RESULTS-Accept the 2019-2020 Rancho Santiago Community College District Foundation Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2020 (action to accept only).\*

Mr. O'Connor reported on the audit results.

It was moved by Mr. Tinajero, seconded by Mr. Gonzalez to accept the 2019-2020 Audit Report Results.

The motion carried with the following vote: Aye –Mr. Gonzalez, Mr. Litfin, Mr. Martinez, Mr. Patterson, and Mr. Tinajero.

### X. BOARD MEMBER COMMENTS

Mr. Patterson expressed his wish to make a donation specifically to workforce development efforts. Questions were raised and answered related to donations being restricted to specific means.

**Ms. Duenez** will connect with Mr. Patterson.

### XI. FUTURE MEETINGS

Next meeting is scheduled for Tuesday, June 1, 2021; annual and regular meeting.

### XII. OTHER

- A. 2020-2021 Conflict of Interest Statement

**Ms. Duenez** will reach out to those who have not submitted 2020-21 statements. 2021-22 statements will be provided at the June meeting.

### XIII. ADJOURNMENT

The next annual and regular meeting of the Board of Directors will be held on June 1, 2021 at 2323 North Broadway, Santa Ana, California 92706.

Mr. Martinez called the meeting adjourned at 9:08am.

It was moved by Mr. Tinajero, seconded by Mr. Gonzalez.

*\*supporting information attached*

*Approved: June 8, 2021*