



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

**Minutes**

Tuesday, December 1, 2020 - 8 am via Zoom

**I. CALL TO ORDER**

Mr. Martinez called the zoom meeting to order at 8:05am.

**II. ROLL CALL**

Members present: Ms. Claudia Alvarez, Ms. Kristin Crellin, Dr. Marilyn Flores, Mr. Juan Gonzalez, Mr. Todd Litfin, Mr. Marvin Martinez, Mr. Adam O'Connor, Mr. Enrique Perez, Mr. Andrew Patterson, Mr. Craig Rutan and Mr. Jose Vargas 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 Mr. Litfin, seconded by Ms. Crellin to approve the agenda. The motion carried with the following vote: Aye – Ms. Crellin, Mr. Gonzalez, Mr. Litfin and Mr. Martinez.

**IV. ITEMS FOR DISCUSSION AND/OR ACTION**

A. Approval of new board member Andrew Patterson, President, Autism Behavior Sciences, Inc. (ABSI ) beginning December 1, 2020 for a term of 3 years (for discussion and/or action)

Mr. Perez provided a brief review of Mr. Patterson's bio and partnership efforts with RSCCD.

It was moved by Ms. Crellin, seconded by Mr. Litfin to approve Mr. Patterson's appointment to the board. The motion carried with the following vote: Aye – Ms. Crellin, Mr. Gonzalez, Mr. Litfin and Mr. Martinez.

Mr. Patterson joined the meeting at this time. Introductions were made by all members and guests.

**V. APPROVAL OF MINUTES – June 2, 2020 Annual & June 2, 2020 Regular Board Meetings**

A. Corrections (if any)

None were made.

B. Approval of the Minutes

**FOUNDATION BOARD MEMBERS:**

Claudia Alvarez • Kristin Crellin • Juan M. Gonzalez • Todd O. Litfin • Eddie Marquez • Andrew Patterson

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

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

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

It was moved by Mr. Litfin, seconded by Ms. Crellin to approve the June 2, 2020 annual and regular meeting minutes. The motion carried with the following vote: Aye – Ms. Crellin, Mr. Litfin and Mr. Gonzalez.

Abstentions - Mr. Gonzalez and Mr. Patterson.

**VI. PUBLIC COMMENTS**

No public comments were made or submitted.

**VII. 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

Mr. Perez provided an update; project has come to an end, final payment of \$400,000 expected February 2021, a final report from CoE is being finalized. Mr. Perez answered questions from members.

B. Board Membership

Mr. Perez provided update on recruitment efforts to board membership, collaborating with colleges, board membership focus on workforce development. With Disney's layoffs, Disney and unions projected to apply for State contract for Employment Training Panel (ETP) funds. Contract will pay and provide retraining to employees in different industries. State has monies through ETP.

*Dr. Flores joined the meeting at this time.*

Questions were answered. Mr. Perez answered additional questions on CoE contract.

C. Forensics Team – Update Budget & Business Plan/Executive Summary

Mr. Perez introduced Professor Miller and Professor Castellanos. Mr. Miller provided history of the budget presentation made at the June meeting and the report included in the agenda. This report was to be presented at the September meeting, which was cancelled.

Mr. Castellanos reported on balances and expenditures related to the \$30,000 approved at the December 2019 meeting; spending in line with proposal. Spring has larger expenses with Nationals Competition, most monies rolled over to fall. Questions were answered.

*Ms. Claudia Alvarez joined at this time.*

Mr. Perez provided history of Foundation moving forward with districtwide Forensics Team and benefits associated.

Members provided positive remarks on appeal to college when a Forensics Team is present. Dr. Flores and Mr. Vargas thanked Professor Miller and Castellanos on their involvement with Forensics Program and efforts made to fundraising.

For new board members, Mr. Miller provided overview of what a Forensics/Speech and Debate Team does. Online tournaments are expected to continue after COVID restrictions are lifted.

No action was taken. The 2021/2022 budget will be brought back at next meeting for further review and approval.

**VIII. COLLEGE PRESIDENT'S REPORT**

SAC: Dr. Flores provided a report.

SCC: Mr. Flores provided a report.

Both reports will be forwarded to members.

**IX. APPROVAL OF TREASURER'S REPORTS**

A. Treasurer's Reports – May, June, July, August, September, October 2020 (action to approve only).

It was moved by Mr. Litfin; seconded by Ms. Kristin to approve the Treasurer's Reports as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Crellin, Mr. Gonzalez, Mr. Litfin and Mr. Martinez.

Mr. O'Connor provided a summary of reports. Upcoming Foundation audit projected to be a 'clean audit'.

**X. ITEMS FOR DISCUSSION AND/OR ACTION**

A. Accept check from CDC Small Business Finance for \$2,000 (for discussion and/or action).

It was moved by Ms. Crellin, seconded by Mr. Gonzalez to accept the CDC Small Business Finance check for \$2,000. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Crellin, Mr. Gonzalez, Mr. Litfin and Mr. Martinez.

**XI. BOARD MEMBER COMMENTS**

Ms. Alvarez thanked board members and provided welcoming remarks to new members. This is her final meeting.

Ms. Crellin provided positive comments on Forensics presentation.

Mr. Gonzalez thanked members for the welcoming. This was his first meeting.

Mr. Patterson's questions were answered on criteria used for the Forensics Aspen prize.

Mr. Martinez provided update on three (3) new Trustees being sworn in at December 14<sup>th</sup> board meeting.

**XII. FUTURE MEETINGS**

Next regular meeting of the board is scheduled for Tuesday, March 2, 2021.

**XIII. OTHER**

A. 2020-2021 Conflict of Interest Statement

Ms. Duenez will forward statements to board members to fill out and return for audit purposes.

**XIV. ADJOURNMENT**

Mr. Martinez adjourned the meeting at 9:18am.

The motion was moved by Mr. Patterson, seconded by Ms. Alvarez. The motion was carried by the following vote: Ms. Alvarez, Ms. Crellin, Mr. Gonzalez, Mr. Litfin, Mr. Martinez, and Mr. Patterson.

Approved: March 2, 2021