

Annual Board of Directors Meeting Agenda

Monday, July 29, 2019

The mission of the Oxnard College Foundation is to provide support to campus development, student scholarships, educational programs, and other college needs in order to promote the progressive and continuing advancement of Oxnard College, to further educational excellence and enable the college to serve as an exemplary multi-cultural community resource.

- I. Call to Order, Welcome, Introductions, and Acknowledgment of Guests
- II. Recess to Closed Session
- III. Reconvene in Open Session
- IV. Closed Session Report
- V. Public Notice of Changes to the Agenda
- VI. Public Comments Regarding Agenized and/or Non-Agenized Items
- VII. Approval of Consent Agenda

It is recommended that the Board of Directors approve the Consent Agenda as displayed below. The Consent Agenda consists of all items to be acted upon as a group, unless a board member should request that a specific item or items be pulled for action individually.

- A. Approval of the Board of Directors Meeting Minutes on 2-11-19.

It is recommended that the Board of Directors approve the minutes as presented.

- B. Approval of the OCF Executive/Development Committee Minutes on 4-10-19 and 6-12-19.

It is recommended that the Board of Directors approve the minutes as presented.

- C. Unaudited Financial Statements for May 2019.

It is recommended that the Board of Directors accept the unaudited financial statements, subject to the approval of Mike Barber, Vice President, Executive, and chair of the Executive Committee, as reflected in the financial statement summaries.

D. Approval of the 2019 - 2020 OCF Meeting and Activity Calendar

It is recommended that the Board of Directors approve the 2019 - 2020 OCF Meeting and Activity Calendar.

E. Community Market - Approval of Labor Services Contract with Los Arboles Harvesting

It is recommended that the Board of Directors approve a contract with Los Arboles Harvesting for employer-of-record services for all hourly personnel hired to work for the Community Market for the period July 1, 2019 through June 30, 2020. Under terms of this agreement, Los Arboles is reimbursed for all wages paid, plus 40% to cover Social Security, workers compensation, unemployment insurance, and other employer-of-record expenses.

F. Community Outreach Fund

It is recommended that the Board of Directors authorize the transfer of \$10,000 annually from the Community Market for its support. The fund is to be used for college business at the discretion of the Oxnard College Foundation to include friend-raising or fundraising, such as purchasing tickets and/or tables to attend Ventura County community events promoting Oxnard College to be used by OCF, OC President, Faculty, Staff and Students. An annual detailed QuickBooks report is available at board's request. Community Outreach Fund is in support of Oxnard College Students, Staff and Faculty and event funding in accordance with the Oxnard College Foundation Mission Statement.

G. Master Agreement By and Between Oxnard College Foundation and Ventura County Community College District – If action is necessary.

It is recommended that the Board of Directors approve the renewal Master Agreement By and Between Oxnard College Foundation and Ventura County Community College District changing Exhibit B's annual renewal date to coincide with the 5-year term of the Master Agreement.

H. Directors and Officers Liability Policies with HUB International Insurance Agency

It is recommended that the Board of Directors approve the 2019 - 2020 Directors and Officers Liability Policies, including Employment Practices Liability at a total cost not to exceed of \$2,400.

I. Commercial Business Owners Liability and Property Coverage - Policies with HUB International Insurance Agency

It is recommended that the Board of Directors approve the 2019 - 2020 Commercial Business Owners Liability and Property Coverage at a cost not to exceed \$2,500.

J. Engagement of Certified Public Accountant to Conduct Audits and Prepare Information/Tax Returns Required by Law

It is recommended that the Board of Directors approve the proposal by Soares, Sandall, Bernacchi & Petrovich, LLP, to conduct the annual financial audit of the Oxnard College Foundation for the 2018 – 2019 fiscal year as required by Education Code §72672 and to prepare all federal and state information/tax returns required by law. Fees for all services shall not exceed \$20,000, unless authorized by the Board of Directors.

VIII. Approval of Action Agenda

It is recommended the Board of Directors approve items that have been placed on the Action Agenda to be voted on individually.

K. Election of the 2019 - 2020 the Executive Committee and Board of Directors

2019 - 2020 Slate of Officers recommended by the OCF Nominating Committee of the following nominees for the Executive Committee to serve a one-year term along with Bank Signer positions and the following nominees for the Board of Directors to serve a two-year term:

2019 - 2020 EXECUTIVE COMMITTEE NOMINEES

PRESIDENT (Bank Signer)	Robert Cabral
PRESIDENT-ELECT	Mike Barber
PAST PRESIDENT	Anthony Volante
V.P. OF LEGAL AFFAIRS & GENERAL COUNSEL	Robert England
V.P. OF FINANCE	Mike Barber
V.P. OF DEVELOPMENT	Teresa Waisman
SECRETARY	Florence LaManno
EX OFFICIO, OC Interim PRESIDENT	Luis Sanchez, JD, LLM

2019 - 2020 BOARD OF DIRECTORS NOMINEES

Yolanda Benitez
Jim Gilmer
Susan Lefevre
Irma J. Lopez
Jeff McKenzie
Joe Milligan
Yolanda Plascencia
Maureen Rodriguez

L. Approval of the Oxnard College Foundation 2019 - 2020 Annual Budget

It is recommended by the Finance Committee that the Board of Directors approve the Oxnard College Foundation 2019 - 2020 Annual Budget as presented.

M. Review and approval of the Amended Bylaws of the Oxnard College Foundation

It is recommended that the Board of Directors approve the amended changes to the *Bylaws of the Oxnard College Foundation* as recommended by the By-Law Committee at the July 15, 2019 By-Law Committee Meeting.

N. OCF Board Commitment Letter

It is recommended that the OCF Board of Directors approve, sign and commit to the 2019 - 2020 Board Expectations as follows:

- Attendance: Board of Directors are expected to attend a minimum of 3-board meeting per year, all other event (*) are optional. Attached is the tentative Board of Director schedule for the 2019 - 2020 calendar.
- Financial: Make a personal donation to Oxnard College Foundation of \$200 or ***buy or sell 4 tickets (\$260) to annual fundraiser “Unmasking Oxnard College Heroes” Masquerade Ball.***
- Participation: Personally participate in campus activities and fundraising events.
- Service: Commit to a term of two years. Serving on the Board of Directors will take approximately 20 hours minimum per year.
- Committee Member: If you do not service on a committee, please mark at least one of the committees you would be interested to serve on outlined in the By-laws:
 - ☐ Nominating/Membership Committee (meets every year)
 - ☐ Financial/Budget Committee
 - ☐ Community Market Oversight Committee
 - ☐ Fund Development (scheduled as needed)
 - ☐ Scholarship Committee (meets twice per year)

IX. Reports and Communications

A. Board President’s Report

Study Aboard to Cuba – June 14 to June 23, 2019 Recap

B. Oxnard College President’s Report

VCCCD and Oxnard College Year End Summary

C. Executive Committee Report

D. Finance/Investment Committee Report

E. Development Committee Report

F. Other

X. Adjournment