



Scholarship Oversight Committee Meeting Agenda

Monday, August 15, 2022 - 5:00pm-6:00pm PDT
Oxnard College President's Conference Room

UPDATED

I. Call to Order

Committee Members

- ☐ Robert Cabral
- ☐ Jim Gilmer
- ☐ Jeff McKenzie

II. Public Comments

III. Information/Discussion Items

- A. Review the newly created Scholarship Policies and Procedures.
- B. Review the revised scholarship application.
- C. Review the revised scholarship timelines.
- D. Review the existing Scholarship Committee Bylaws description

IV. Other Business

V. Adjournment

Agenda and materials are available at:

<https://www.oxnardcollege.edu/college-information/foundation/foundation-calendar>.

Scholarship Policies & Procedures

Scope and Intent of the Policy

The Oxnard College Foundation ("OC Foundation") provides scholarship grants to students enrolled at Oxnard College to enable the recipients to complete an undergraduate education in the field of their choice at a four-year university.

The OC Foundation established the following procedures pursuant to which scholarship grants will be received, processed, and awarded. The following procedures shall be interpreted so as to ensure the OC Foundation staff's compliance with all applicable requirements of the Internal Revenue Code (IRC), including Section 4966, accompanying Treasury Regulations and guidance from the Internal Revenue Service, and these procedures may be amended from time to time.

1. Scholarship Donor Policies

For purposes of this document, a donor will be defined as an individual or organization, including a corporation, partnership or trust, which makes a contribution to a fund where such fund is separately identified by reference to contributions of the donor.

By scholarship provider standards, the OC Foundation is considered a 501(c)(3) public charity. Donor participation in the scholarship process must be carefully structured for public charities. If participation becomes too great, the donor's scholarship fund can meet the legal definition of a Donor Advised Fund ("DAF") unless it satisfies stringent requirements to be a Qualifying Scholarship Fund.

As a result of the Pension Protection Act of 2006, Donor Advised Funds are prohibited from awarding scholarships. Therefore, scholarship funds with donor participation must be structured to avoid being characterized as Donor Advised Funds in order to award scholarships.

DAF Definition:

1. Fund is owned or controlled by a sponsoring organization (ex: public charities, war veteran and fraternal organizations)
2. Fund is separately identified by reference to contributions of donor(s) (ex: fund bears name of donor/advisor and/or fund tracks contributions of specific donor(s))
3. Donor/advisor has or expects advisory privileges as to distributions or investments because of donor status (ex: donor makes non-binding recommendations, which sponsor must consider) Advisory privileges do not include gift restrictions made at the front end of the gift.

If all of the above are true, the fund is a DAF.

1A. Lawful Donor Involvement

The OC Foundation values and encourages the interest and involvement of donors to funds established to make Scholarship Grants. Such involvement may take place at the front end of the gift and includes naming the scholarship, developing criteria for eligible candidates, serving on the scholarship review committee and recommending others to serve on the selection committee, so long as the recommendation is based on objective criteria related to expertise.

1B. Developing Scholarship Criteria

The criteria to be used in selecting Scholarship Grants recipients from a fund established at the OC Foundation must be based on criteria that are appropriate to accomplishing the underlying purpose of the Scholarship Grants. OC Foundation staff work with donors to establish Funds that fulfill the donor's charitable goals and specify clear selection criteria.

Criteria must be in compliance with the Equal Protection Clause, Title VI of the Civil Rights Act, and Title IX of the Education Amendments of 1972 that Colleges and Universities must abide by and may not include race, ethnicity, national origin, citizenship status, sexual orientation, gender or gender identity, age, marital/parental status, and more.

2. Scholarship Application and Awardee Selection Policies

2A. Minimum Criteria for OC Students to Apply for Scholarships

Applicants for Scholarship Grants must (1) have completed the admissions process to attend Oxnard College, (2) be enrolled at Oxnard College (full time or part time) at the time of application submission, or (3) have previously passed or are on track to pass a minimum of 6 Oxnard College units by the close of the fall semester.

Students who have in the past been awarded a scholarship (or scholarships) for transfer are ineligible to apply for OC Foundation scholarships again as long as that transfer scholarship has not yet been claimed and is still attached to the student's record as claimable. If they choose to forfeit their transfer scholarship and are enrolled at Oxnard College during the application cycle, they then may apply again for Scholarship Grants.

Dual enrollment students (those who are enrolled in high school and OC classes simultaneously) are eligible to apply as long as they meet the minimum criteria listed above. These students may be continuing at OC or transferring to a four-year University in the academic year post high school graduation.

2B. Outreach and Marketing of Scholarships

In connection with Scholarship Grants, the OC Foundation staff and designated members shall advertise the availability of the OC Foundation's Scholarship Grants as widely as possible including but not limited to, outreach at campus events, visits to classrooms, social media, email broadcasts, scholarship application workshops, student and campus ambassadors, and more. Said outreach is to take place before and during the application process.

2C. Application Process

Applicants for Scholarship Grants shall be required to submit such application forms and supporting materials as the OC Foundation may deem appropriate on a schedule to be determined by OC Foundation staff.

Applicants must submit a complete online application to the OC Foundation before the deadline to be considered. A complete application includes responses to all questions as part of the application, short essays, letter of recommendation (if requested), proof of OC enrollment, and a copy of unofficial transcripts.

2D. Scoring of Scholarship Applications

Candidate Pool

The group from which scholarship grant recipients are selected must be sufficiently broad so that giving scholarship grants to one or more members of the group fulfills a charitable purpose. Grantees are to be selected on an objective and nondiscriminatory basis.

Scholarship Review Committees

The OC Foundation shall appoint all members of any selection committee charged with the evaluation of candidates for Scholarship Grants. Nominations shall be made by board members, current volunteers, OC alumni, and/or staff of the OC Foundation.

No combination of Donor-advisors, persons recommended or designated by Donor-advisors (or persons related to any of these persons) to a Fund that makes Scholarship Grant may, directly or indirectly, control any selection committee established in connection with such fund. For example, Donor-advisors, persons recommended or designated by Donor-advisors and persons related to any of these persons shall not constitute a majority of any such selection committee (persons may include individuals, partnerships, corporations or trusts). Where a Donor-advisor recommends a person for appointment to a selection committee based on objective criteria related to the expertise of such person, such person will not be deemed to be appointed or designated by the Donor-advisor.

Donor-advisors and related persons may provide advice with respect to the selection of scholarship grant or award recipients solely as members of a selection committee.

Every member of any selection committee charged with the evaluation of candidates for Scholarship Grants shall adhere to the relevant policies, including these Scholarship Policies and Procedures, of the OC Foundation as they may be adopted and amended from time to time, including without limitation a conflict of interest and confidentiality policy. Every member of any selection committee charged with the evaluation of candidates for Scholarship Grants shall be obligated to disclose any personal knowledge of and relationship with any potential grantee under consideration and to refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others. No Scholarship Grant covered by this policy may be awarded to any member of the OC Foundation Board of Directors, any substantial contributor to the OC Foundation, any full-time employee of the OC Foundation, or any other disqualified person¹ or, with respect to grants from a particular Fund, any Donor-advisor or substantial contributor to such Fund or any member of a selection committee to such Fund, or for a purpose that is inconsistent with the purposes described by the IRS².

Each selection committee established under this policy shall forward its recommendations to the OC Foundation staff in such form and on such schedule as the staff shall establish.

The OC Foundation Board may authorize OC Foundation staff to approve any or all of the scholarship grants made under this policy.

3. Scholarship Disbursement Policies

Students will be informed of their specific scholarship's disbursement schedule at the time of their notification of scholarship awards. Recipients of Scholarship Grants must meet the terms of their scholarship(s) to receive their funds. All scholarships require the recipient to be enrolled and demonstrate proof of said enrollment at an educational institution. All Scholarship Grants must be used for tuition and related expenses (as further described in the "Eligible Expenses" section that follows) at an educational institution³. The OC Foundation reserves the right to apply any changes upon the awarding and the administration of scholarship grants. Any

¹ IRC Section 4946 Definition of a Disqualified Person.

² IRC Section 170(c)(2) Charitable, etc., Contributions and Gifts.

³ IRC 170(b)(1)(A)(ii) Schools & Educational Institutions.

substantial or material changes will be made only with approval of the OC Foundation Board of Directors.

Students will be informed of their specific scholarship's requirements at the time of their notification of scholarship awards.

3A. Payments of Transfer Student Scholarships

Unless otherwise stated in the specific scholarship fund, each Scholarship Grant for students transferring out of the Ventura County Community College District shall be paid by the OC Foundation directly to the scholarship recipient. The recipient must provide documentation that proves enrollment at said educational institution⁴ to the OC Foundation staff in order for the grant funds to be disbursed.

3B. Payments of Continuing/Returning Oxnard College Student Scholarships

Unless otherwise stated in the scholarship fund, each Scholarship Grant for students continuing/returning at Oxnard College will be paid by the OC Foundation to the scholarship recipient. The recipient must provide documentation that proves enrollment at Oxnard College to the OC Foundation staff in order for the scholarship grant funds to be disbursed.

3C. Payments of Entering Oxnard College Student Scholarships

Unless otherwise stated in the scholarship fund, each Scholarship Grant for students entering Oxnard College will be paid by the OC Foundation directly to the scholarship recipient. The recipient must provide documentation that proves enrollment at Oxnard College to the OC Foundation staff in order for the grant funds to be disbursed.

3D. Eligible Expenses

Unless otherwise provided in the fund agreement establishing a Scholarship Grant, a condition of each Scholarship Grant is that it will be used only for qualified tuition and related expenses⁵. The Oxnard College Foundation's scholarship policies also allow scholarship funds to be utilized for rent, transportation, childcare, food, and other living expenses.

3E. Renewable Scholarships

⁴ IRC 170(b)(1)(A)(ii) Schools & Educational Institutions.

⁵ IRC 117(b)(2) Qualified Scholarships.

A Scholarship Grant may be renewable for a period appropriate to the purposes of the fund under which the award is established. Otherwise, the OC Foundation may consider renewing a scholarship grant on a case-by-case basis according to the purposes of the scholarship grant.

3F. Deferrals

If the grantee is unable to enroll in school in the period of which the scholarship grant was designated to be used, the grantee may request to defer their scholarship grant funds to the next fiscal/academic year. Grantees are permitted to defer their scholarships for a maximum period of two consecutive academic years. The request must consist of the grantee's full name, student ID number, reason why they were unable to enroll in school, which semester to defer their scholarship grant funds, which institution they plan to be enrolled, and any other information for clarification purposes. This request must be submitted in writing either by email or a signed letter.

3G. Student Not In Compliance with Scholarship Grant Terms

If the OC Foundation staff learns that all or any part of a scholarship grant is not being used in furtherance of the purposes of the scholarship grant, the staff shall take all reasonable and appropriate steps to recover the scholarship grant funds and/or ensure restoration of the diverted funds to the purposes of the scholarship grant. If such a diversion occurs and the grantee has not previously diverted scholarship grant funds to any use not in furtherance of the purposes of the scholarship grant, the staff shall withhold any further payments to the grantee until it has received the grantee's assurance that future diversions shall not occur and shall require the grantee to take extraordinary precautions to prevent future diversions from occurring.

Where a grantee has previously diverted funds received from the OC Foundation and the OC Foundation staff determines that any part of a scholarship grant has again been used for improper purposes, the staff shall take all reasonable and appropriate steps to recover the scholarship grant funds and/or ensure restoration of the diverted funds to the purposes of the scholarship grant. In such case, the OC Foundation staff shall withhold further payments until: (1) the diverted funds are in fact recovered or restored; (2) the staff have received the grantee's written assurances that future diversions will not occur; and (3) the staff require the grantee to take extraordinary precautions to prevent future diversions from occurring.

The phrase "all reasonable and appropriate steps," as used above, shall include legal action where appropriate, but need not include legal action if such action would in all probability not result in the satisfaction by way of execution on a judgment.

4. Recordkeeping

The OC Foundation staff shall retain the following records in connection with all Scholarship Grants: all information obtained by the OC Foundation to evaluate the qualifications of potential grantees, the identification of grantees (including any association of any grantee to OC Foundation staff or to a director or officer of the OC Foundation), the purpose and amount of each scholarship grant, and any additional information the OC Foundation staff obtain in complying with its scholarship grants administration procedures. Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants.

Records pertaining to any scholarship grant made pursuant to this policy shall be kept for no less than seven years after the close of the calendar year in which the scholarship work was completed.

Drafted: 6/28/2022

Revised: 7/14/2022

Revised: 7/19/2022

TEST OCF Scholarship Application Continuing/Returning Student - COPY

B1

Page 1

Section 1

Welcome Oxnard College Students!

The Oxnard College Foundation offers a wide variety of scholarship grants to students based on academic status, major, career path, leadership, GPA, and additional criteria.

Here are a few tips when completing this application:

1. Questions or need assistance? Please contact us at ocfscholarships@vccd.edu or stop by our office in Administration - we are here for you!
2. The database will show 45 minutes with a countdown in the upper right corner -- this feature is for security purposes in case the database is not being worked on. The timer will constantly refresh as you work through your application. If you leave the database idle, it will logout. If you are logged out, not to worry, the information you add in your application will be automatically saved, and you can log in again to access your application.
3. As you answer the questions on your application, you are applying for scholarship grants. For a complete listing of the scholarship grants, please view the Scholarships Library on the main page for Scholarship Manager.

Please read the following prompt below and select your answer to continue applying for scholarship grants.

Questions? Please email ocfscholarships@vccd.edu or stop by the Oxnard College Foundation Office in Administration.

I hereby authorize Oxnard
College to share my student
information (GPA, unofficial
transcript, Financial Aid)
with Oxnard College
Foundation for the
purposes of applying for
scholarship grants. *

 ☐

Student Information

The mission of the Oxnard College Foundation is to provide support for 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 to enable the College to serve as an exemplary multi- cultural community resource.

First Name

MI

Last Name

VCCCD ID # 900 *

VCCCD Student Email *

Personal Email Address: *

Street Address: *

City: *

State: *

Zip: *

Contact Phone Number: *

Letter of Recommendation

Please provide the contact information for up to two recommenders. This is no longer a requirement, but may help enhance your chance at earning a scholarship grant. Please note: certain individual scholarships may require a Letter of Recommendation.

Recommender(s) should be an academic reference -- a faculty member, Counselor, or Classified staff -- someone familiar with your career and academic pathway and goals. Recommenders cannot be family or friends.

Please list the name and email address for a recommender

Add Recommender

Please provide the name
and email address for one
recommender.

Add Recommender

B3

Scholarship Specific Questions

Are you a Ventura County resident? *

Are you enrolled in two CRM classes at Oxnard College? *

Are you a second year CRM (Culinary & Restaurant Management) student? *

Are you a son/daughter of an active registered member of the International Longshoreman & Warehouseman Union? *

Are you majoring in Automotive Technology? *

Oxnard College Information

Declared Major: *

Declared Major:

Current Cumulative GPA: *

Review the following information prior to answering the question below.

Full-time Student – To qualify as a full-time student, you must be enrolled in a minimum of 12 units or be considered full-time equivalent at Oxnard College at the time the award is disbursed.

Part-time Student – To qualify as a part-time student, you must be enrolled in 6 - 11.5 units at Oxnard College at the time the award is disbursed.

Anticipated Enrollment Status: *

Are you a returning/re-entry

student (returning to higher education after a break of two or more years) at Oxnard College? *



B5

Financial Information

Are you receiving Financial Aid? *



Are you receiving a CA College Promise Grant through Financial Aid? *



Essay 1: Major/Career Goals

Please read the essay prompt below and share your education and career plan.

Describe your education and career plan. *

Please include your major and why you chose this major. If your academic goals have changed since you started college, be sure to describe why and what you are hoping to accomplish. You might also want to describe your career goals. Feel free to write between 300-500 words.

word count: 0

Essay 2: Leadership and Influence/Extracurriculars

Please read the essay prompt below and describe your leadership characteristics and experiences, as well as your extracurricular activities.

What does leadership mean to you? *

Describe the way or ways you are a good leader. Include how you have been a leader in your studies, with family and friends, in your religious organization, school, and in the community. You can include instances when you demonstrated leadership to help others overcome obstacles.

word count: 0

Please list the community and school organizations you have been involved with and demonstrated

leadership. *

B7

word count: 0

Essay 3: Oxnard College Foundation Signature Essay

Please read the essay prompt below and share why academics and applying for scholarship grants is important to you.

Describe why earning a scholarship grant is important to you. Be sure to share how financial support will help you achieve your academic and career goals.

*

word count: 0

Ventura County Corvette Club Mechanics Scholarship - \$500

To be considered for the Ventura County Corvette Club Mechanics Scholarship, candidates:

- Must be a continuing/returning student at Oxnard College
- Completed at least 12 units at Oxnard College in Automotive Technology
- Enrolled either full-time or part-time
- Earned a minimum cumulative GPA of 2.5
- Students must be a Ventura County Resident
- In addition to the Scholarship Essay, you must submit a 250+ word original essay on an automotive topic
- Ventura County Corvette Club selects recipient

If you would like to apply for this scholarship, complete the question(s) below.

Are you a continuing student who has completed at least 12 units at Oxnard College in Automotive Technology?

Submit a 250+ word original essay on an automotive topic.

word count: 0

Anima Mukherji Memorial Scholarship in Economics - \$500

To be considered for the Anima Mukherji Memorial Scholarship in Economics, candidates:

- Continuing/Returning students at Oxnard College
- Must have completed one or more semesters of Economics at Oxnard College having earned a minimum of 3.0 in Economics (attach proof with unofficial transcript)
- Must be enrolled in a minimum of 6 or more units at the time the award is disbursed
- Must have demonstrated interest and aptitude in the learning of Economics and a commitment to the pursuit of education in Economics or a closely related field
- In addition to the Scholarship Essay; preference will be given to those students who submit a 250+ words, original essay on an economic issue or topic
- One letter of recommendation must be from an Economic Professor
- Donor Selection Committee selects recipient

If you would like to apply for this scholarship, complete the question(s) below.

B9

Have you completed one or more semesters of Economics at Oxnard College having earned a minimum of 3.0 in Economics?

Submit a 250+ words original essay on an economic issue or topic

word count: 0

Provide contact information for an Economic Professor who can provide a recommendation:

Add Recommender

Altrusa Club International of Oxnard, Inc. Scholarships - \$500

To be considered for the Altrusa Club International of Oxnard, Inc. Scholarship candidates:

- Full-time or Returning/Re-entry student at Oxnard College
- Will have earned a minimum cumulative GPA of 2.9
- Must show financial need.

Select all that apply:

Mark Dever Grant for Modern Languages - \$500

To be considered for the Mark Dever Grant for Modern Languages, candidates:

- Must be a continuing/returning student or transfer student
- Students must be majoring in a Modern Language (Spanish)
- Must be a full-time student at Oxnard College taking at least 12 units

- Earned a minimum cumulative GPA of 3.5 on a 4.0 scale
- Additional 500 word essay required: "Explain why you selected this major, and how you see yourself using your chosen degree in the next 5 years"
- Grant Donors selects recipient(s)

If you would like to apply for this grant, complete the question(s) below.

Please upload essay: Write a 500-word essay explaining why you selected this major and how you see yourself using your chosen degree in the next 5 years.

Mark Dever Grant for English Majors - \$500

To be considered for the Mark Dever Grant for English Majors, candidates:

- Must be a continuing/returning student or transfer student
- Students must be majoring in English
- Must be a full-time student at Oxnard College taking at least 12 units
- Earned a minimum cumulative GPA of 3.5 on a 4.0 scale
- Additional 500 word essay required: "Explain why you selected this major, and how you see yourself using your chosen degree in the next 5 years"
- Grant Donors selects recipient(s)

If you would like to apply for this grant, complete the question(s) below.

Please upload essay: Write a 500-word essay explaining why you selected this major and how you see yourself using your chosen degree in the next 5 years.

Please be sure your attachment is saved as a pdf file. Please email ocfscholarships@vccd.edu if you need assistance.

Application Certification

By submitting this application, I certify that I have completed the original scholarship essay; I met all qualifications for each of the scholarships marked in my application and all statements in this application are true and correct. I understand that falsification is cause for voiding this application. I hereby grant permission to Oxnard College and the Oxnard College Foundation to share and disclose personal and financial information with members of the appropriate selection committee.

I understand I will be using the Oxnard College Foundation's Scholarship Reimbursement Funding Policy (unless otherwise stated). To claim Scholarship Funds, I must submit out-of-pocket receipts, which cover tuition, fees, books, and/or educational supplies, which are IRS Tax-exempt funds.

I hereby authorize Oxnard College and Oxnard College Foundation to release any information will publicize this information contained on my Scholarship Application, including my GPA, to any organization legitimately wishing to consider me as a scholarship recipient.

I understand that Oxnard College and the Oxnard College Foundation will publicize this information. I release the right to use my name and photograph for all publications, reports, and press releases.

I have read, understand and
agree to the above
statement. *

2023/2024 OCF Scholarship Award Calendar

DRAFT

Transfer Scholarship Application Period Opens	October 3, 2022
Transfer Scholarship Application Period Closes	March 15, 2023
Transfer Scholarship Verifications	March 16-24, 2023
Transfer Scholarship Recommendation Letter Deadline	March 24, 2023
Transfer Scholarship Application Reviews Begin	March 27, 2023
Transfer Scholarship Application Reviews End	April 12, 2023
Transfer Scholarship Notifications	April 17, 2023
Continuing/Returning Scholarship Payments Available	May 10, 2023
Transfer Scholarship Award Ceremony	May 10, 2023
Continuing/Returning Scholarship Application Period Opens	October 3, 2022
Continuing/Returning Scholarship Assistance/Workshops Begin	October 3, 2022
Continuing/Returning Scholarship Assistance/Workshops End	May 28, 2023
Continuing/Returning Scholarship Application Period Closes	May 31, 2023
Continuing/Returning Scholarship Verifications	June 1-9, 2023
Continuing/Returning Scholarship Recommendation Letter Deadline	June 9, 2023
Continuing/Returning Selection Committee Trainings	June 9-29, 2023
Continuing/Returning Scholarship Reviews Begin	June 12, 2023
Continuing/Returning Scholarship Reviews End	June 30, 2023
Continuing/Returning Scholarship Notifications	July 3, 2023
Continuing/Returning Scholarship Payments Available	July 12, 2023
Continuing/Returning Scholarship Award Presentation	August 16, 2023
Entering Scholarship Application Period Opens	October 3, 2022
Entering Scholarship Application Period Closes	July 3, 2023
Entering Scholarship Verifications	July 5-7, 2023
Entering Scholarship Recommendation Letter Deadline	July 7, 2023
Entering Scholarship Reviews Begin	July 10, 2023
Entering Scholarship Reviews End	July 28, 2023
Entering Scholarship Notifications	July 31, 2023
Entering Scholarship Payments Available	August 2, 2023
Entering Scholarship Award Presentation	August 16, 2023

calendar year of the Foundation may be asked to resign and if he or she refuses may be removed from office by a majority vote of the entire Board.

- H. Action Without Meeting.** Any action required or permitted to be taken by the Board may be taken without a meeting, if all members of the Board, individually or collectively, consent in writing to the action. For the purposes of this Section H only, “all members of the Board” shall not include any “interested Director” as defined in section 5233 of the NPCL. Such written consent shall have the same force and effect as a unanimous vote of the Board taken at a meeting. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.
- I. Fees and Compensation of Directors.** The Foundation may pay reasonable compensation to Directors for services rendered to the Foundation as Directors, including reimbursement for expenses incurred in the performance of their duties to the Foundation, in such amounts as may be approved by the Board.

To the extent prohibited by applicable law, not more than 49% of the persons serving as Directors may be “interested persons” which, for purposes of this Section I only, means:

1. any person currently being compensated by the Foundation for services rendered to it within the previous 12 months, whether as a full or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director as Director; or
 2. any sibling, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.
- J. Liability.** No Director shall be personally liable for any debts, liabilities, or obligations of this Foundation.

ARTICLE VI Committees

- A. Board Committees.** The Board may, in these Bylaws or by resolution adopted by a majority of the Directors then in office, create one or more committees, each consisting of two (2) or more Directors (“Board Committees”), to serve at the discretion of the Board. Subject to the provisions of section 5212 of the NPCL, any Board Committee may be given the authority of the Board to the extent provided in these Bylaws or resolution of the Board; provided, however, that no Board Committee shall include persons who are not Directors.
- B. Advisory Committees.** Committees other than Board Committees shall be “Advisory Committees” and may be established in these Bylaws or by resolution adopted by a majority of the Directors then in office. Advisory Committees may include members who are not Directors but shall have only the powers specifically assigned to them by these Bylaws or resolution of the Board and shall not have authority to bind the Board.

C. Executive Committee. The Executive Committee shall be a Board Committee and shall have and may exercise all powers and authority of the Board of Directors when the Board is not in session, subject only to such restrictions or limitations as the Board of Directors may from time to time specify; provided, however, the Executive Committee shall not have authority to alter, amend, or repeal the Articles of Incorporation or Bylaws, or to appoint or remove Directors. Written reports of the actions of the Executive Committee shall be submitted to the Board of Directors at the Board's next meeting following the actions of the Executive Committee.

1. **Composition.** The voting members of the Executive Committee shall be the Foundation President, President-Elect, Vice President of Development and Public Relations, Vice President of Finance/Treasurer, Vice President of Operations, Immediate Past President, Secretary, and the Oxnard College President.

2. **Removal and Vacancies.** A member of the Executive Committee, elected or appointed, may be removed from such Committee at any time for cause by a majority vote of all members of the Board of Directors. Should such a vacancy occur, it shall be filled in accordance with Article VII, Section F.

3. **Meetings.** The Executive Committee shall meet every other month. Other meetings may be called upon request of the President of the Foundation or four (4) members of the Executive Committee. Notice and the agenda of any such meeting shall be sent by U.S. mail, FAX, and/or e-mail, to each member of the Executive Committee at such member's last known mailing address at least five (5) days prior to such meeting. The notice shall be signed by the Secretary of the Executive Committee, setting forth the purpose, place, and time of such meeting. Notice of such meeting may be waived in writing by any member of the Executive Committee before or after the meeting. In addition, the presence of any member at any such meeting shall be held to be a waiver of the required notice unless the member makes timely objection. All meetings of the Executive Committee shall be open and public to the same extent as regular meetings of the Board and shall be subject to the same public notice requirements.

4. **Quorum.** The presence of at least fifty percent (50%) of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee. *Robert's Rules of Order, Newly Revised* shall serve as the guide for conducting meetings of the Executive Committee.

D. Nominating/Membership Committee. The Nominating /Membership Committee shall be a Board Committee established every two (2) years and shall consist of four (4) Directors. The four (4) members of the Nominating/Membership Committee shall be appointed as follows: the President of the Foundation shall appoint one (1) member; the Executive Committee shall elect one (1) member; the Board of Directors shall elect one (1) member; and the Oxnard College President shall be the fourth member. The Nominating/Membership Committee shall be formed in April or May of the relevant year and it shall be responsible for developing and recommending a slate of individuals to be nominated to serve as Foundation officers and directors. The slate of officers and directors shall be sent at least two (2) weeks in advance to all members of the Board of Directors in preparation for election of officers at the June meeting.

- E. Finance/Budget Committee.** The Finance/Budget Committee shall be an Advisory Committee and shall develop, review, and update budgets for the Foundation and its projects; review financial statements and reports in order to advise and counsel the Board of Directors and the Executive Committee; recommend investment strategies for endowment, scholarship, and Foundation funds; and review and recommend to the full Board all internal and external proposals for funding using the Appropriation Policy and Application. The Finance/Budget Committee shall consist of at least three (3) Directors, one of whom shall be an Executive Committee member. Additional members, if any, may or may not be Directors. Both the Chair and Vice Chair of the committee shall be Directors.
- F. Scholarship Committee.** This committee shall be an Advisory Committee and is responsible for reviewing the scholarship applications and recommending the recipients in accordance with applicable criteria. It shall consist of at least three (3) Directors, one (1) or more volunteers from the community, and at least one (1) non-student representative from Oxnard College. The Chair of the committee shall be a Director.
- G. Development Committee.** The Development Committee shall be an Advisory Committee, established to plan and develop all fundraising activities of the Foundation. Members of the Development Committee will be selected by the Board or the Development Chair on an “as needed” basis and may include Directors as well as community volunteers. This committee may form various subcommittees to accomplish its mission.
- H. Community Market Oversight Committee.** This committee shall be an Advisory Committee and is responsible for reviewing the operations of the Community Market and recommending improvements thereto. It shall consist of at least three (3) members of the Board of Directors, one of whom shall serve as Chair, and one (1) non-voting representative from Oxnard College. The scope of this committee’s review shall include, but is not limited to, the following:
1. The process for selecting independent contractors to perform services for the Community Market, including management and employment services;
 2. The development of rules, regulations, and procedures to guide the activities of Community Market personnel and/or its vendors; and
 3. Compliance with terms of the City of Oxnard Special Use Permit, the District Rules, and other applicable laws and regulations.
- I. General Advisory Committee.** This committee shall be an Advisory Committee and shall provide the Board with advice, recommendations, and insights from the larger Ventura County Community College District. This committee shall consist of not more than ten (10) members, which shall be open to the faculty, staff, and students of Oxnard College, as well as to community members of the District. Each member of this committee shall be elected by the Board and shall serve a two (2)-year term. Committee members may be re-elected for consecutive terms without restriction and may be removed by the Board with or without cause.