Full Board of Directors Meeting Agenda

Monday, March 20, 2023 - 5:00pm-7:00pm
Oxnard College Performing Arts Conference Center

I. Open Session

Call to Order

Board Members Roll Call

- ☐ Mike Barber, Board President
- ☐ Matt Taylor, President-Elect
- ☐ Brenda Heredia, Secretary
- ☐ Oscar Cobian, Acting Oxnard College President
- ☐ Robert Cabral, VP of Finance/Treasurer
- ☐ Robert England, VP of Operations
- ☐ Yolanda Benitez
- ☐ Joe Black
- ☐ Damaris Figueroa, Student Representative
- ☐ Jim Gilmer
- ☐ Jonathan Light
- ☐ Jeff McKenzie
- ☐ Alex Nguyen
- ☐ Ramon Tejada

II. Public Comments

Public comments for the closed session agenda.

III. Closed Session

The Closed Session will convene in the President's Conference Room.

IV. Closed Session Agenda

Public employee performance evaluation. Title: Executive Director.

V. Open Session

The Open Session will reconvene in the Performing Arts Conference Center.

VI. Closed Session ReportComments

VII. Public Comments

Public comments for the open session agenda.

VIII. Consent Agenda

A. Minutes of the Full Board of Directors meeting held December 19, 2022.
B. Minutes of the Scholarship Committee meeting held February 1, 2023.
C. Minutes of the Marketplace Oversight Committee meeting held March 2, 2023.
D. Minutes of the Finance Committee meeting held March 6, 2023.
E. Minutes of the Executive Committee meeting held March 13, 2023.

IX. Action Items – Funding Requests

Total 2022/2023 budget amount: $100,000. Funded to date: $92,566.15.

A. Approval of a $5,257.66 funding request presented by Oxnard College Athletics to purchase championship rings for the Oxnard College Men's Soccer team. The request represents 50% of the total program cost. Recommended by the Finance and Executive Committees.
B. Recommend the approval of a $2,243 funding request presented by the Oxnard College President to cover the cost of the graduation dinner. The request represents 56% of the estimated program cost. Recommended by the Finance and Executive Committees.
C. Recommend the approval of a $3,000 funding request presented by Oxnard College STEP Center to provide laptops and gift cards to participants; to be funded during the 2023/2024 fiscal year. The request represents 45% of the estimated program cost. Recommended by the Finance and Executive Committees.

X. Action Items – General

A. Approve the replacement of a director position on the Oxnard College Foundation Board of Directors with Michael Inda. Recommended by the Executive Committee.
B. Approve one designee on the Nominating Committee. The director will join Matt Taylor (Foundation President selection), Brenda Heredia (Executive Committee selection), and Oscar Cobian (OC President).

XI. Reports, Updates, and Information Items

A. Board President's Report
B. Oxnard College President's Report
C. Finance Committee Update
D. Scholarship Committee Update
E. Development Committee Update
F. Public Relations Committee Update
G. Investment Fund Ad Hoc Committee Update
H. Transfer Scholarship – Spring Awards
I. Executive Director Report

XII. Other Business

XIII. Adjournment

Meeting Materials

VIII – A Minutes - Full Board of Directors (all documents)
VIII – B Minutes – Scholarship Committee (all documents)
VIII – C Minutes – Marketplace Oversight Committee (all documents)
VIII – D Minutes - Finance Committee (all documents)
VIII – E Minutes - Executive Committee (all documents)
IX – A OC Athletics - Rings
IX – B OC President - Graduation
IX – C OC STEP Center – CondorFest
X – A Prospective Member - Inda
XI – H Transfer Scholarship - Spring
XI – I Executive Director Report

Agenda and materials are available at: https://oxnardcollegefoundation.org/board-meetings/

THE OXNARD COLLEGE FOUNDATION

Full Board of Directors Meeting Minutes

DRAFT

Monday, December 19, 2022 - 5:00pm-7:00pm
Oxnard College Performing Arts Building

I. Call to Order

A regular meeting of the Oxnard College Foundation Board of Directors was held for the purpose of conducing general business. Mike Barber, Board President, called the meeting to order at 5:04pm and welcomed board members and members of Oxnard College's administration, faculty, students, and guests.

President Barber asked Brenda Heredia, Board Secretary, to conduct roll call. A quorum was declared, based on the presence of the following directors.

Board Members

- ☑ Mike Barber, Board President
- ☐ Matt Taylor, President Elect (excused)
- ☑ Brenda Heredia, Secretary
- ☑ Oscar Cobian, Acting Oxnard College President
- ☑ Robert Cabral, VP of Finance/Treasurer
- ☑ Robert England, VP of Operations
- ☑ Yolanda Benitez
- ☑ Damaris Figueroa, Student Representative
- ☐ Jim Gilmer (excused)
- ☑ Jonathan Light
- ☑ Jeff McKenzie
- ☑ Alex Nguyen
- ☐ Maureen Rodriguez
- ☑ Ramon Tejada

II. Public Comments

Public comments were provided by Chris Renbarger (student housing), Gabriela Rodriguez (investment allocation), and Brenda Heredia (Community Marketplace).

III. Consent Agenda

A. Minutes of the Full Board of Directors meeting held September 12, 2022.
B. Minutes of the Special Board of Directors meeting held November 7, 2022.
C. Minutes of the Finance Committee meeting held December 5, 2022.
D. Minutes of the Executive Committee meeting held December 12, 2022.

Motion made by Robert England and seconded by Jeff McKenzie to approve the consent agenda, with the correction of a typo in the Special Board of Directors meeting minutes. Favored by all board members. Motion passed.

THE OXNARD COLLEGE FOUNDATION

IV. Action Items

A. Approve a $1,575 funding request presented by Oxnard College Library and Resource Center to purchase branded vests for employees. Recommended by the OCF Finance and Executive committees.

B. Approve a $3,000 funding request presented by Oxnard College Academic Affairs to purchase polo shirts and swag for Dual Enrollment branding. Recommended by the OCF Finance and Executive committees.

C. Approve a $3,000 funding request presented by Oxnard College PACE (Program for Accelerated College Education) to purchase polo shirts and swag for PACE branding. Recommended by the OCF Finance and Executive committees.

D. Approve a $5,000 funding request presented by Oxnard College Marketing & Outreach to sponsor and purchase swag for the 2nd Annual OC Family Fest. Recommended by the OCF Finance and Executive committees.

E. Approve a $4,000 funding request presented by Oxnard College Athletics to sponsor two students to attend the Sports Industry Academy. Recommended by the OCF Finance and Executive committees.

F. Approve a $1,000 funding request presented by the Oxnard College STEM Alumni Association to sponsor its inaugural event held in the spring semester. Recommended by the OCF Finance and Executive committees.

G. Approve a $2,100 funding request presented by the Oxnard College FYE (First Year Experience) to provide recreation items, decorations, and food for workshops and events. Recommended by the OCF Finance and Executive committees.

H. Approve a $5,700 funding request presented by the Oxnard College FYE (First Year Experience) to increase student recruitment through promotional items and branded merchandise. Recommended by the OCF Finance and Executive committees.

I. Approve a $5,000 funding request presented by Oxnard College OMEGA (Oxnard Male Educational Goal Achievement) Initiative to provide branded merchandise to members. Recommended by the OCF Finance and Executive committees.

J. Approve a $10,000 funding request presented by Oxnard College Performing Arts to sponsor the OC Live program. Recommended by the OCF Finance and Executive committees.

K. Approve a $25,000 funding request presented by Oxnard College Associated Student Government to print banners featuring OC graduates to be placed throughout the city of Oxnard. Recommended by the OCF Finance and Executive committees.

Motion made by Robert Cabral and seconded by Jeff McKenzie to approve Action Items A, B, C, D, E, F, G, H, I, J and K. Favored by all board members. Motion passed.

L. Approval the Oxnard College Foundation-Oxnard College Service Agreement. Recommended by the OCF Executive Committee.

Motion made by Robert England and seconded by Brenda Heredia to approve Action Item L. Favored by Mike Barber, Brenda Heredia, Oscar Cobian, Robert Cabral, Robert England, Damaris Figueroa, Jon Light, Jeff McKenzie, Alex Nguyen, and Ramon Tejada. Opposed by Yolanda Benitez. Motion passed.

M. Approve the replacement of director positions on the Oxnard College Foundation Board with Joe Black and Rick Castaniero. Recommended by the OCF Executive Committee.

Due to unforeseen circumstances, Rick Castaniero is unable to continue in the board's selection process.

Motion made by Jeff McKenzie and seconded by Robert Cabral to approve Joe Black as a member of the OC Foundation Board of Directors. Favored by all board members. Motion passed.

V. Reports, Updates, and Information Items

A. Board President's Report

Mike Barber reported on the following:

- He shared a number of accomplishments during the 2022 calendar, including the adoption of the Scholarship Policies and Procedures, revising the scholarship application, correcting issues related to past fiscal audits, creating a Foundation website, revising the funding request process, sponsoring community events (including Dia de los Muertos), adding a student representative to the board, moving into a new office, and approving the service agreement.
- He presented a strategic planning update, informing the board that three candidates have presented facilitation proposals and one more is anticipated.
- He asked board members to be prepared to participate in a board retreat in January to discuss plans for the 2023 calendar year.

B. Oxnard College President's Report

Oscar Cobian reported on the following:

- He recognized the OC Men's Soccer team, which recently won the state championship.
- He voiced his delight to participate at the Fire Academy graduation, where several OC Foundation scholarships were presented.
- He shared that Oxnard College ended the year with many successes, including the student equity plan.
- He thanked the Foundation for its continued support of Oxnard College.

C. Finance Committee Update

Robert Cabral mentioned two significant changes:

- There are two new board members on the Finance Committee: Robert England and Oscar Cobian.
- The Finance Committee is meeting on campus on a regular basis and more available to others.

D. Scholarship Committee Update

Jeff McKenzie shared that a written report would be included in the minutes.

E. Development Committee Update

No report

F. Public Relations Committee Update

No report

G. Investment Fund Ad Hoc Committee Update
Pete Parker reported that the committee participated in meetings to understand past histories and purposes of each fund. He's creating a draft policy and hope to present it for review in the next month or two. The goal would be to implement by next fiscal year.

H. Executive Director Report
Pete Parker presented his written report and focused his remarks on the following areas:

- Finances – He thanked the board for approving the fiscal audit in November. He reported a $675,000 increase in investment fund balances since the beginning of the fiscal year.
- Scholarship – The application period opened on October 3, more than three months ahead of the previous school year's release. In addition, application deadlines were extended to July and August to provide ample time for Continuing/Returning and Entering students, respectively to complete their applications. To date, 241 applications had been created. Pete shared that descriptions of scholarships are being created to provide clearer information to applicants and donors. And, he invited board members and all others to enlist as selection committee members.
- Development – The new donor database is working very effectively, allowing for immediate donor acknowledgements, manage newly created funding initiatives, and track both donors and alumni.
- Public Relations – The Foundation's standalone website was launched on September 26. Feedback has been very positive. The Foundation's first e-bulletin will be released in early January. The alumni network is in full movement as two groups on campus have established alumni associations to engage with past students. The OC Athletic Alumni Association and the OC STEM Alumni Association have developed infrastructures and are organizing special events.
- Fundraising – The Athletic Teams Drive has generated $15,000 from over 240 donors. Board members contributions have totaled over $2,000, two of whom are contributing monthly.
- Community Marketplace – Three unique events have been conducted since October, resulting in increased patronage and vendors. Yesterday's Marketplace featured 100 vendors, as compared to last December which had 89 vendors.
- Strategic Plan – Three consultants have submitted proposals to manage the strategic planning effort. We're anticipating one additional proposal before finalizing the selection process.

VI. Other Business

Mike Barber shared that he really enjoyed the Dia de los Muertos event.
Yolanda Benitez asked to review the board nomination process at the next full board meeting.
Jon Light voiced that it's the best Executive Director report he's ever seen.

VII. Adjournment

There being no further business of the Oxnard College Foundation Board of Directors, President Barber adjourned the meeting at 6:33pm.

Meeting Materials

Item #	Item Name
III – A	Minutes - Full Board of Directors meeting held September 12, 2022.
III – B	Minutes - Special Board of Directors meeting held November 7, 2022.
III – C	Minutes - Finance Committee meeting held December 5, 2022.
III – D	Minutes - Executive Committee meeting held December 12, 2022.
IV – A	OC Library and Learning Resource Funding Request
IV – B	OC Dual Enrollment Funding Request
IV – C	OC PACE Funding Request
IV – D	OC Marketing & Outreach Funding Request
IV – E	OC Athletics Funding Request
IV – F	OC STEM Alumni Funding Request
IV – G	OC FYE – Events Funding Request
IV – H	OC FYE – Recruitment Funding Request
IV – I	OC OMEGA Funding Request
IV – J	OC Live Funding Request
IV – K	OC ASG Funding Request
IV – L	OCF-OC Service Agreement
IV – M	OCF Prospective Board Members
V – C	Financial Statements
V – H	Executive Director Report
Add1	Scholarship Update (per Jeff McKenzie)

Agenda and materials are available at: https://oxnardcollegefoundation.org/board-meetings/

THE OXNARD COLLEGE FOUNDATION

Scholarship Committee Meeting Minutes

DRAFT

Wednesday, February 1, 2023 - 5:00pm-6:00pm
Oxnard College President's Conference Room

I. Call to Order

A regular meeting of the Oxnard College Foundation Scholarship Committee was held for the purpose of conducting general business. Jeff McKenzie, Scholarship Committee Chair, called the meeting to order at 5:01pm and welcomed board members and Oxnard College community members.

Committee Members

- ☑ Jeff McKenzie, Chair
- ☑ Yolanda Benitez
- ☑ Damaris Figueroa
- ☑ Gabriela Rodriguez
- ☑ Matt Taylor
- ☐ Ramon Tejada (excused)

II. Public Comments

No public comments were made.

III. Information/Discussion Items

A. Review the 2023/2024 scholarship grants calendar.
Discussed changes from the 2022/2023 application process. Discussed the possible need to open a new scholarship process for Spring semester transfer applicants. The committee requested to add this as an agenda item at the March Full Board meeting. This will include determining the number of available scholarships, presentation of application process and timeline, and official announcement date.

B. Review a sample 2023/2024 scholarship application.
Discussed changes made in comparison to the 2022/2023 application. Consensus is to have each application reviewed by at least three reviewers. Gabriela asked to have the El Buen Hijo Scholarship reviewed to confirm eligibility requirements.

C. Review the 2023/2024 scholarship workshop schedule.
Reviewed the various workshops offered to increase the number of applicants and comfort answering application questions. Discussed the ways staff is connecting with students.

D. Review available 2023/2024 scholarships.

E. Discuss scholarship reviewer engagement.
Discussed the need for scholarship reviewers to help select recipients per each of the different scholarships. Announced the scheduling of a Scholarship Reviewer Social on March 22 to welcome reviewers and coach them on how to use the Scholarship Manager software. Board and community members are encouraged to complete the scholarship reviewer interest form, located on the Foundation's website, to enlist and RSVP to the event.

IV. Other Business

The committee encouraged the use of videos to promote applications, describe the ease of the application process, and provide tips. Pete agreed to take the lead on framework and scripting, Damaris agreed to recruit students.

V. Adjournment

There being no further business of the Oxnard College Foundation Scholarship Committee, Chair McKenzie adjourned the meeting at 6:13pm.

Meeting Materials

III-A – Scholarship Grants Calendar
III-B – Continuing/Returning Application
III-C – Scholarship Workshop Schedule
III-D – Available Scholarships
III-E – Scholarship Reviewer Event Overview

Agenda and materials are available at:
https://oxnardcollegefoundation.org/board-meetings/

THE OXNARD COLLEGE FOUNDATION

Marketplace Oversight Committee Meeting Minutes

Thursday, March 2, 2023 - 4:00pm-5:00pm
Oxnard College President's Conference Room

DRAFT

I. Call to Order

A regular meeting of the Oxnard College Foundation Marketplace Oversight Committee was held for the purpose of conducting general business. Oscar Cobian called the meeting to order at 4:08pm and welcomed committee members and Oxnard College representatives. A quorum was declared based on the presence of the following committee members.

Committee Members

- ☐ Yolanda Benitez
- ☐ Mike Barber
- ☑ Brenda Heredia (via Zoom)
- ☑ Oscar Cobian
- ☑ Gabriela Rodriguez

II. Public Comments

No public comments were made.

III. Information/Discussion Items

A. Review Marketplace survey results.
Concerns were presented to the District Chancellor regarding the OC Community Marketplace. Oscar decided to conduct a survey of Marketplace vendors to give them an opportunity to voice concerns and share ideas. Gabriela Rodriguez trained students to conduct the surveys. Gabriela presented a powerpoint to indicate results of the survey, conducted over two weeks. A total of 60 surveys were conducted.

Overall, the results were very favorable. The Marketplace is performing well and vendors are happy with recent special event. They shared that administration under Maria has been great. They are aware of pricing and happily receive receipts.

Vendors provided recommendations, including: needing more promotion, needing to provide customer service training staff, and needing a credit system for vendors taking a week off. They'd also like to see additional safety-related signage, better placement of similar products, and advanced notice of layout changes.

B. Review vendor figures and layout.
Pete presented a report highlighting information provided to vendors, which also appears on the Foundation's website. The information includes the steps to becoming a vendor, booth prices, and booth layout. Pete shared two graphs, illustrating monthly vendor totals over the past 18 months.

C. Review recent special activities.

Pete provided updates on recent Marketplace events, the addition of student clubs, and the impact of Swap Meet Justice.

D. Discuss next steps.
Pete shared that he and Maria would address each of the recommendations presented in the survey report. Changes to the booth layout are being considered. Pete informed the committee that before any changes are made, they will be presented to vendors well in advance, providing ample time for feedback and suggestions.

IV. Other Business

No additional business was presented.

V. Adjournment

There being no further business of the Oxnard College Foundation Marketplace Oversight Committee, Oscar Cobian adjourned the meeting at 4:55p.

Meeting Materials
III.B Vendor Figures and Layout
III.C Special Activities

Additional Materials
Marketplace Survey Details
Marketplace Survey Report

Agenda and materials are available at:
https://oxnardcollegefoundation.org/board-meetings/

THE OXNARD COLLEGE FOUNDATION

Finance/Budget Committee Meeting Minutes

DRAFT

Monday, March 6, 2023 - 1:00pm-2:00pm PST
Oxnard College President's Conference Room

I. Call to Order

A regular meeting of the Oxnard College Foundation Finance Committee was held for the purpose of conducting general business. Robert Cabral, Finance Committee Chair, called the meeting to order at 1:00pm.

With Robert conducting roll call, a quorum was declared based on the presence of the following committee members.

Finance Committee Members

- ☑ Robert Cabral, Chair
- ☑ Mike Barber
- ☑ Oscar Cobian
- ☑ Robert England
- ☑ Alex Nguyen

II. Committee Description

The Finance/Budget Committee is an Advisory Committee and develops, reviews, and updates budgets for the Foundation and its projects; reviews financial statements and reports in order to advise and counsel the Board of Directors and the Executive Committee; recommends investment strategies for endowment, scholarship, and Foundation funds; and reviews and recommends to the full Board all internal and external proposals for funding.

III. Public Comments

No public comments were made.

IV. Action Items – Campus Support

A. Recommend the approval of a $3,700 funding request presented by 99Three FM KJBU to broadcast home Oxnard College Men's basketball games during the winter 2023 season.
Motion made by Alex Nguyen to decline support and seconded by Mike Barber. Vote taken, all in favor. Motion carries.

B. Recommend the approval of a $5,000 funding request presented by CUISN Inc to host a MLK event at the Seabridge Marina on January 16, 2023.
Motion made by Robert England to decline support and seconded by Alex Nguyen. Vote taken, all in favor. Motion carries.

C. Recommend the approval of a $5,257.66 funding request presented by Oxnard College Athletics to purchase championship rings for the Oxnard College Men's Soccer team.
Motion made by Mike Barber to recommend approval and seconded by Oscar Cobian. Vote taken, all in favor. Motion carries.

D. Recommend the approval of a $1,500 funding request presented by Oxnard College Athletics to host a one-day OC Women's Soccer Camp for high school students on February 19.
Motion made by Mike Barber to decline support and seconded by Alex Nguyen. Vote taken, all in favor. Motion carries.

E. Recommend the approval of a $3,000 funding request presented by Oxnard College STEP Center to provide laptops and gift cards to participants.
Motion made by Mike Barber to recommend support to be allocated in the 2023/2024 fiscal year and seconded by Alex Nguyen. Vote taken, all in favor. Motion carries.

F. Recommend the approval of a $4,000 funding request presented by the Oxnard College President to cover the cost of the graduation dinner.
Motion made by Alex Nguyen to recommend funding support in the amount of $2,243 and seconded by Mike Barber. Vote taken, four members in favor. Oscar Cobian abstained. Motion carries.

V. Action Items – Foundation Programs

A. Recommend the approval of a $30,000 OC Foundation expense to conduct a strategic planning process, facilitated by Visionality.
Motion made by Mike Barber to decline approval and instruct Pete Parker to identify additional considerations at the June 2023 Finance Committee meeting and seconded by Alex Nguyen. Vote taken, all in favor. Motion carries.

VI. Information/Discussion Items

A. Investment Fund performance update
Pete Parker presented a five-year performance (4th Quarter) report of the seven investment funds. January balances were included to illustrate recent fund growth.

B. Commensurate Return Report
Pete Parker presented the Schedule of Commensurate Return which will be presented to the Ventura County Community College District.

C. Executive Director Report on Finances
Pete Parker provided details on his report which featured updates on the investment funds, Community Marketplace, donor giving as compared to 2021/2022, planned giving program, and a listing of 2022/2023 funding requests. He encouraged committee members to consider support of new initiatives including planned giving software, alumni engagement software, and an upcoming donor reception. He mentioned that donation pages are being created for campus programs to inspire community giving beyond seeking the Foundation for financial support. He announced the receipt of two major contributions during the first quarter of 2023.

D. Monthly Unaudited Financial Reports
The Unaudited Financial Statements for December 2022 and the previous six-month period were presented.

THE OXNARD COLLEGE FOUNDATION

VII. Other Business

Oscar Cobian informed the Finance Committee that he conducted a survey of Marketplace vendor in recent weeks. He voiced positive feedback, as well as recommendations, collected during a two-week survey period.

VIII. Adjournment

There being no further business of the Oxnard College Foundation Finance Committee, Chair Robert Cabral adjourned the meeting at 2:07pm.

Meeting Materials

Action Items
IV-A – 99Three FM - Basketball
IV-B – CUISN Inc - MLK
IV-C – OC Athletics – Rings
IV-D – OC Athletics – Camp
IV-E – STEP Center – CondorFest
IV-F – OC President - Graduation
V-A – Foundation - Visionality

Information/Discussion Items
VI-A – Investment Fund Performance
VI-B – Commensurate Return
VI-C – Executive Director Report
VI-D – Unaudited Financial Statement

Agenda and materials are available at: https://oxnardcollegefoundation.org/board-meetings/

THE OXNARD COLLEGE FOUNDATION

Executive Committee Meeting Minutes

Monday, March 13, 2023 - 1:00pm-2:00pm
Oxnard College President's Conference Room
Zoom - https://vcccd-edu.zoom.us/j/8581992061

DRAFT

I. Call to Order

A regular meeting of the Oxnard College Foundation Executive Committee was held for the purpose of conducting general business. Mike Barber, Executive Committee Chair, call the meeting to order at 1:06pm.

With Brenda Heredia conducting roll call, a quorum was declared based on the presence of the following committee members.

Committee Members

- ☑ Mike Barber, Board President
- ☑ Matt Taylor, President Elect
- ☑ Robert Cabral, Past President, VP of Finance/Treasurer
- ☑ Brenda Heredia, Secretary
- ☐ Robert England, VP of Operations
- ☐ Jim Gilmer, VP of Development
- ☐ Jeff McKenzie, VP of Scholarships
- ☑ Oscar Cobian, Acting President of Oxnard College & Ex-Officio

II. Public Comments

No public comments were made.

III. Action Items – Funding Requests

Total 2022/2023 budget amount: $100,000. Funded to date: $92,566.15.

A. Recommend the approval of a $5,257.66 funding request presented by Oxnard College Athletics to purchase championship rings for the Oxnard College Men's Soccer team. The request represents 50% of the total program cost.

B. Recommend the approval of a $2,243 funding request presented by the Oxnard College President to cover the cost of the graduation dinner. The request represents 56% of the estimated program cost.

C. Recommend the approval of a $3,000 funding request presented by Oxnard College STEP Center to provide laptops and gift cards to participants; to be funded during the 2023/2024 fiscal year. The request represents 45% of the estimated program cost.

Motion made by Oscar Cobian to recommend board approval of items A through C as a group and seconded by Brenda Heredia. All in favor. Motion carries.

IV. Action Items – General

A. Recommend the approval of one replacement director position on the Oxnard College Foundation Board. The prospective candidate is Michael Inda.

Motion made by Mike Barber to recommend board approval of Michael Inda to fill the replacement seat on the board and seconded Matt Taylor. All in favor. Motion carries.

B. Recommend the approval of one executive committee member to the Oxnard College Foundation Nominating Committee.
Motion made by Matt Taylor to recommend approval of Brenda Heredia as the Executive Committee's designated member on the Nominating Committee and seconded by Robert Cabral. All in favor. Motion carries.

V. Reports, Updates, and Information Items

A. Board President's Report
Mike Barber announced that we're moving full steam ahead. He mentioned that Pete's doing a great job, the Marketplace is growing, and things are very positive.

B. Oxnard College President's Report
Oscar Cobian shared that Oxnard College is going through an accreditation process.

C. Marketplace Oversight Committee Minutes
Oscar Cobian described the recent survey of marketplace vendors to identify strengths, weaknesses, and fresh ideas. Mike thanked Oscar for leading the effort.

D. Finance Committee Minutes
Robert shared that, in addition to approving funding requests, the committee discussed the funding request process. He stressed the importance of timeliness and link requests with the Foundation's mission. He's pleased with the look of the investment and marketplace reports.

E. Executive Director Report
Pete shared that he tailors his reports to each committee and chose to present a mini-SWOT report this time around. He mentioned that the Foundation staff is working well, the Marketplace is operation in good fashion, and that he's received no complaints about the new scholarship application. He shared that the Foundation bulletin, which launched in January, has a 68% average open rate. He identified current weaknesses being very poor alumni engagement, mostly attributed to lack of data and access to data. His threats include no defined vision and staff bandwidth, as we continually add Foundation activities and initiatives. He sees the Family Fest (May 7) and College's 50th Anniversary (2025) as key dates to generate interest and engagement.

Pete presented upcoming dates. On of the dates, the June Executive Committee meeting, may need to be changed, as it falls on Juneteenth.

VI. Other Business

No other business was presented.

VII. Adjournment

There being no further business of the Oxnard College Foundation Executive Committee, Chair Mike Barber adjourned the meeting at 1:45pm.

Meeting Materials

Action Items – Funding Requests
III-A – OC Athletics - Rings
III-B – OC President - Graduation
III-C – OC STEP Center - CondorFest

Action Items – General
IV-A – Prospective Member - Inda

Information Items
V-A – Marketplace Oversight Committee Minutes
V-B – Finance Committee Minutes
V-C – Executive Director Report

The full agenda, including all attachments, are available at:
https://oxnardcollegefoundation.org/board-meetings/

The Oxnard College Foundation is a 501(c)(3) non-profit organization (EIN 77-0003378)

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.

FUNDING REQUEST FORM

The funding request must be an agendized action item on the Oxnard College Foundation Full Board meeting to be considered. Please follow the process described on the Funding Request Guideline. If the request is for an event, please submit at least 60 days in advance of the event. Please add any collateral material.

Date: 1/25/23

Name of Submitter: Jonas Crawford **Title:** Athletic Director

Organization/Department: Oxnard College Athletics

Work Phone: 8056785870 **Cell Phone:** 6196669138

Email: jcrawford1@vcccd.edu

Names of other involved Organization/Department members:

Dr. Oscar Cobian

What the process used to submit this request?

Email OCF Director

Funding Description

Amount Requested: $5257.66 **Total Project/Event Cost:** $10515.31

Describe the Project/Event and share how it is aligned with the OCF mission.

The men's soccer team claimed the 2023 CCCAA State Championship. We would like to honor the achievement by presenting each stakeholder with a commemorative championship ring at a ceremony in the spring semester. Their achievement will bring endless recognition from the community and has cemented Oxnard College soccer as THE place to play soccer and receive a terrific education. All of the stakeholders hail from Ventura County and have shown to be excellent representatives for the College.

Has the OCF previously funded this Project/Event? If so, when and what amount? No

Provide a Project/Event budget

$10515.31 for 35 rings-quote attached

Soliciting funds from other sources? Yes

If Yes, how much will you be seeking? $5,257.66

Which other sources are you seeking? Oxnard College-Office of the President

Date the funds needed? ASAP to pay for rings

FUNDING REQUEST FORM

IX - A
RINGS
2

Whom does the project benefit?

Oxnard College, student-athletes, staff, and individuals involved in outreach and recruiting

What is the anticipated benefit of the Project/Event?

The College will continue to be know as "The College with a Heart". The student-athletes will see that the College and OCF fully supported their efforts, and the rings will represent pride in the community.

How will you acknowledge and promote the Oxnard College Foundation?

As soon as delivery of the rings is verified. We will schedule a ring ceremony to acknowledge the OCF, administrators, and staff that have supported the championship.

Please submit a final report 30 days after completion of the project/event.

Required Authorizations and Approvals

Jonas Crawford — 1/25/23

Signature of Submitter — **Date**

Paloma Faye — 1/25/23

Signature of Dean/Supervisor — **Date**

01/25/2023

Signature of President — **Date**

OCF Finance Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: $ _____

OCF Executive Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: $ _____

OCF Board of Directors

Date of Action Item: _____

___ Approved ___ Denied

Amount Approved: $ _____

THE OXNARD COLLEGE FOUNDATION

The Oxnard College Foundation is a 501(c)(3) non-profit organization (EIN 77-0003378)

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.

FUNDING REQUEST FORM

The funding request must be an agendized action item on the Oxnard College Foundation Full Board meeting to be considered. Please follow the process described on the Funding Request Guideline. If the request is for an event, please submit at least 60 days in advance of the event. Please add any collateral material.

Date: February 16, 2023

Name of Submitter: Oscar Cobian, Ed.D. **Title:** President

Organization/Department: President's Office

Work Phone: (805) 678-5937 **Cell Phone:**

Email: ocobian@vcccd.edu

Names of other involved Organization/Department members:

Oxnard College Graduation (OCGC)

What the process used to submit this request?

OCGC review of graduation budget and expenses.

Funding Description

Amount Requested: $4,000.00 **Total Project/Event Cost:** $4,000.00

Describe the Project/Event and share how it is aligned with the OCF mission.

This is for the annual graduation dinner hosted for District administrators, college faculty, and college classified staff working the event, as well as OC Foundation Board members.

Has the OCF previously funded this Project/Event? If so, when and what amount? Type the date and amount here.

Provide a Project/Event budget

Type your budget or attach as separate document.

Soliciting funds from other sources? No

If Yes, how much will you be seeking? N/A

Which other sources are you seeking? N/A

Date the funds needed? May 19, 2023

FUNDING REQUEST FORM

IV - B
GRADUATION
2

Whom does the project benefit?

College, District and Foundation guests/participants in the OC graduation ceremony.

What is the anticipated benefit of the Project/Event?

Graduation day is a full and busy day that runs well into the evening. Most staff, faculty and administrators do not take breaks on this day. So, not only is this a time to ensure everyone is properly fed but it allows time for celebration and fellowship among colleagues on this momentous day. It's a fitting end to the hard work achieved throughout the academic year!

How will you acknowledge and promote the Oxnard College Foundation?

Public announcements during the event and at the commencement ceremony acknowledging the Foundation generosity and participation.

Please submit a final report 30 days after completion of the project/event.

Required Authorizations and Approvals

Signature of Submitter — **Date** 02/22/2023

Signature of Dean/Supervisor — **Date** 02/22/2023

Signature of President — **Date** 02/22/2023

OCF Finance Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: $ _____

OCF Executive Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: $ _____

OCF Board of Directors

Date of Action Item: _____

___ Approved ___ Denied

Amount Approved: $ _____

THE OXNARD COLLEGE FOUNDATION

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FUNDING REQUEST FORM

The funding request must be an agendized action item on the Oxnard College Foundation Full Board meeting to be considered. Please follow the process described on the Funding Request Guideline. If the request is for an event, please submit at least 60 days in advance of the event. Please add any collateral material.

Date: 2/15/2023

Name of Submitter: Daisy Carranza **Title:** 1st STEP Center Program Coordinator

Organization/Department:

Work Phone: 805-678-5254 **Cell Phone:**

Email: daisy_carranza1@vcccd.edu

Names of other involved Organization/Department members:

Daisy Carranza and Marcos Rodriguez

What the process used to submit this request?

Daisy, Marcos and Leah worked on this request together based on feedback based on prior CondorFest events to determine what we plan to request from the foundation.

Funding Description

Amount Requested: $3,000 **Total Project/Event Cost:** $6,630

Describe the Project/Event and share how it is aligned with the OCF mission.

Oxnard College annually hosts an event to welcome first-time, first-year students and kick off the new academic year. The goal of CondorFest is to provide first-year students with opportunities to interact with faculty, staff, and other incoming students to strengthen their connection to the OC community. Therefore, this event helps to promote the continuing advancement of Oxnard College and its student engagement. In addition, this event will assist in informing students of campus resources and services that will enhance their academic success, well-being, and overall educational experience.
As the campus continues to serve as an exemplary multi-cultural community resource, events such as CondorFest are imperative to advance and assist first-year students that may lack the familial support to guide them through their college years. The funds we are requesting will assist with purchasing items such as gift cards and laptops to be raffled during lunchtime for its student attendees.

Has the OCF previously funded this Project/Event? If so, when and what amount? Yes, OCF has provided laptops

Provide a Project/Event budget

Event budget
Food: $ 3,500
T-Shirts for Participants: $3,130

OCF requested funds
Laptops and gift cards $3000

Soliciting funds from other sources? No

If Yes, how much will you be seeking? $0

Which other sources are you seeking? None

Date the funds needed? March 15-30, 2023

FUNDING REQUEST FORM

Whom does the project benefit?

This event will directly benefit first-time, first-year students attending Oxnard College during the fall 2023 semester.

What is the anticipated benefit of the Project/Event?

Anticipated benefits of the event:
-Inform students of campus resources and services that will enhance their academic success, well-being, and overall educational experience.
-Creating a welcoming environment builds a sense of community among incoming first-year students and connects them to faculty, staff, and peers.
-Promote the continuing advancement of Oxnard College and its student engagement.

How will you acknowledge and promote the Oxnard College Foundation?

We will create a flyer to distribute during OC Fridays to incoming first-year students to RSVP for CondorFest. We will distribute the flyer during OC Fridays to incoming first-year students. Should this requested be approve we will add the OC Foundation logo and that the raffle prizes were sponsored by the Oxnard College Foundation. We will take a picture of the winners to share with foundation and social media thanking the foundation.

Please submit a final report 30 days after completion of the project/event.

Required Authorizations and Approvals

Daisy Carranza — 02-15-2023

Signature of Submitter — **Date**

Leah Alarcon — 02-15-2023

Signature of Dean/Supervisor — **Date**

Oscar Cobian — 2/15/23

Signature of President — **Date**

OCF Finance Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: $ _____

OCF Executive Committee

Date of Action Item: _____

___ Approved ___ Denied

Amount Recommended: $ _____

OCF Board of Directors

Date of Action Item: _____

___ Approved ___ Denied

Amount Approved: $ _____

OC Foundation Board Interest Form

Michael Inda

Date Submitted: **2022-12-06 13:31:08**
Email: michael.inda@ventura.org
Phone: 802-236-6662

Employer: **County of Ventura**
Position: **Field Representative Supervisor Long Third District**

Bio:
As an ambitious professional I have had the pleasure of using my platform to apply my leadership role in Community and Charitable advocacy.
I have leveraged my previous success in working with and adding value to our local communities while applying the management skills I have gained in the Financial Industry through my 20-year history in Branch Operations, Sales and Staff Development.
I am actively involved with many businesses, community and non-profits in Venture County, including serving as past chair of the Oxnard Chamber of Commerce Ambassador committee, President of Casa Marina H.O.A. Board of Directors, Founding Board Member of the Oxnard Downtown Lions Club, Founding Board Member of the Making a Difference Committee and former Chair for the Latino Market Place - Spanish Committee.
I am a proud board member of the Oxnard Downtown Lions Club Chapter, serving on the wine trial committee with 100% of the proceeds being donated back to our local community.
Two of my greatest professional honors were receiving the Diversity Collective 2018 Community Ally award and the 2017 Chairman's Man of the Year award for my volunteerism and advocacy in community services.

Reason for serving:
I would love to serve and make a positive impact representing Supervisor Kelly Long in the Third District.

Committee Interest:
Nominating/Membership: **no**
Finance/Budget: **no**
Scholarship: **no**
Development: **yes**
Community Marketplace Oversight: **no**
General Advisory: **yes**
Nonprofit Integrity Act/Audit: **no**
Public Relations: **yes**

Resume:
Uploaded

MICHAEL A. INDA
1300 Descanso Ct.
Oxnard CA 93030
(805) 236-6662
Inda805mike@gmail.com

OBJECTIVE To further pursue a leadership role in community, public policies and charitable advocacy, leveraging my previous success in working with & adding value to our local communities while applying the management skills I have gained in the Financial Industry through my 20+ year history in branch operations, sales and staff development.

EXPERIENCE

Umpqua Bank
Oxnard - October 07,2019 - April 21, 2021

- Delivery of outstanding customer service, achievement of growth goals, operational efficiencies and development of store associates, developing and maintaining client relationships, utilizing the full spectrum of banking services.
- Manage a medium-sized, moderately office with core deposits between $25 million and
- $60 million.
- Concentrating approximately 20 % of my time managing high value relationships.
- Concentrating approximately 20 % of my time managing community service relationships.
- Responsible for the growth activity of the store and expectation of daily/weekly growth activities to take place.
- Coach and mentor all Associates in learning the skills required for their level of leadership role.
- Ensure operational efficiency, compliance and quality standards are met.
- Maintain working knowledge of our operation policies and procedures regarding the Bank Secrecy Act, Regulation CC, Regulation, and Bank Security.

Premier America Credit Union - (Formally Pacific Oaks Federal Credit Union aka Point Mugu Federal Credit Union)
Oxnard CA - September 01, 2000 - February 21, 2019

Community Branch Manager - N. Oxnard, Jan 01, 2015-Feb 21, 2019

- Responsible for the effective efficiencies of the North Oxnard Branch.
- Developing, coaching and leading the branch team to meet key performance indicators as well as analyzing and preparing data to measure and report performance.

- Drive operational improvements, productivity, while closing performance gaps in order to meet established team goals.
- Developing employee engagement to improve the Credit Unions member experience along with staff retention.
- Highly visible in the community in order to grow Credit Unions business organically, while having a significant impact on the organization and making a positive difference.
- Effectively achieved the increases of N Oxnard's offices' sales goals by 30% implementing a customer initiation program.

Express Office Supervisor - S. Oxnard - Jan 01, 2014-Jan 01, 2015

- Responsible for the effective operation of the South Oxnard Branch in accordance with company policy, regulatory requirements and audit standards.
- Opening and closing procedures, testing security equipment and assisting team members in balancing all transactions.
- Developing, coaching and leading the branch team to meet key performance indicators.
- Drive operational improvement and productivity, and close performance gaps while meeting established goal objectives.
- Developing employee engagement to improve the member experience and staff retention.
- Effectively achieved the increases of Channel Islands' office sales goals by 112% implementing a customer initiation program.
- Defined and set a precedent for the direction and efficiency of Premier America Credit Union resulting in a successful merger.

Financial Service Consultant - Oxnard / Thousand Oaks / Port Hueneme, Sept 01, 2000-Jan 01, 2014

- Responsible for the implementation of products and services in alignment with the branch initiatives including developing and maintaining relationships with referral sources to increase loan pipeline.
- Identified and profiled potential opportunities through campaigns, branch referrals, telemarketing, educational workshops and face-to-face interactions with clients/members. Analyzed consumer needs, financial status, credit worthiness and collateral value to determine feasibility of granting a loan.
- Coordinated with the loan processors and members to ensure that proper documentation and verification was obtained while following operational and sales regulatory requirements. Enhance the overall member experience while meeting or exceeding individual sales goals and quality scores.
- Effectively achieved the increases of Thousand Oaks' office sales goals by 46% implementing a customer initiation program.

EDUCATION

Ventura College – 1997-1998 - General Education **Oxnard High School** – Class of 1997-General Education

SPECIAL SKILLS

Bilingual (English-Spanish) with native proficiency in each. Experienced and skilled in Credit Repair, Notary Services as well as the Top Sales Producer 2000-2015 – Pacific Oaks Federal

Notary Public – Commission # 2242176 – Expires May 12, 2022

VOLUNTEER WORK & ACHIEVEMENTS

President of Casa Marina H.O.A. Board of Directors -2016-Present

- Recruited Board Members as needed, coordinated multiple project between vendors, homeowners while working closely with the HOA management team for 94 units.

- **Founding Board Member of the Oxnard Downtown Lions Club 2016-2021**
- 2021 President, 2020 Vice President, 2019 Treasurer, 2016 Secretary
- Recruited, coordinated, and lead a team of volunteers for the benifit of community charitable advocacy.
- Planned and promoted successful fundraising events including a silent auction, award dinner, and the 1st annual wine walk event which generated over $20,000 in pledges.

Diversity Collective
Community Ally Award - 2018

- Recognized for the support, partnership and volunteerism from 2016-2019, representing equal civil rights, gender equality, LGBT social movements, and challenges.

Chair of the Oxnard Chamber of Commerce 2016 Ambassador Committee 2016-2021

- Contributed to promoting Oxnard Chamber of Commerce membership, representing and promoting the interests of its member businesses.

- Work to develop and deepen local relationships, networking to promote business activity and business-to-business exchanges within Ventura County.

Chairman's Award of Excellence – Man of the Year - Oxnard Chamber of Commerce 2017

- Recognized for efforts in the organizing and coordinating of the Chamber Ambassadors' participation including but not limited to ribbon cuttings and mixers during 2016-2017.
- Active community member, serving as secretary, treasurer and now President for my homeowner's association,
- Treasurer, secretary, vice president and 2021 president for the Oxnard Downtown Lions Club.
- Active member of the Oxnard Chamber of Commerce, including serving as the 2017 chair of the Chamber Ambassadors Committee.

Founding Board Member of the Making a Difference Committee 2017-2019

- Strengthening communities through diversity efforts, Responsible for a governance committee, including recruiting and interviewing candidates for board directorship and making recommendations to the board.

Latino Market Place Chair - Spanish Committee 2017- 2018

- Recruited, coordinated, and led a committee processing data analyst of financial literature.
- Focused on the needs of an underserved demographic within our community.
- Present the qualitative research and analysis to the CEO and board of directors including but not limited to Latinos perceptions, opinions, beliefs, and attitudes towards the Spanish market place surrounding banking product, service, concept, advertisement, idea, and packaging.

COMMUNITY RELATED EVENTS

Develop, coordinate activities to secure funds for a project, mentored, and trained 20 team members. Led weekly meetings and organized yearly summer recaps - Secured team members involvement and participation in activities with the following:

AIDS Walk Team Captain Ventura 2016-2018	Making Strides Team Captain Ventura 2017	Relay for Life Team Captain Oxnard 2000-2017
Salsa Festival Lead Manager Oxnard 2016-02018	Tamale Festival Lead Manager Oxnard 2016-2018	Banana Festival Lead Manager Oxnard 2017
Tower to Tower Lead Manager Oxnard 2016-2018	Big Brother Big Sister Bowl for Kids Sake Camarillo 2016-2018	Community Ambassador Umpqua Bank Oxnard Beach 2019-2021

OXNARD COLLEGE FOUNDATION

Topic: Spring Transfer Scholarship

Request at Scholarship Committee meeting (February 2023)
Discussed changes from the 2023/2024 application process. Discussed the possible need to open a new scholarship process for Spring semester transfer applicants. The committee requested to add this as an agenda item at the March Full Board meeting. This will include determining the number of available scholarships, presentation of application process and timeline, and official announcement date.

Current Situation
No scholarship grant awards presented outside of existing application period.

Listing of all Scholarships for Transfer students:

ASG Leader *
ASG Officer/Senator
Bonker Babes
Carnegie Art Cornerstones
Cecilia Cabrera-Urango
Culinary Restaurant Management
EAC/Orange Family *
Edison International *
El Buen Hijo – OMEGA
El Buen Hijo – TRIO *
Emmie Brownlee *
EOPS
John K. Flynn
Garden Club Westlake Village *
William & Debra Gohlke
GOOD Club *
Robert & Hope Holcomb *
Maria T. Klein Teacher Pathway *
League of Women Voters of Ventura County *
Macy Boser
Mark Dever – English
Mark Dever – Modern Languages
Oxnard Gem & Mineral *
Phi Theta Kappa
Gilbert & Vera Ramirez *
Richard Regnier – El Buen Hijo *
Santa to the Sea *
John & Lillian Sedlak
Sigma Kappa Delta
Vallarta Supermarket

** awarded for 2022/2023*

2022/2023 Awards
$33,000 awarded
42 scholarship awards
20 recipients

Possible Process/Timeline

Application Period Open	August
Application Period Close	September/October (before regular process begins)
Application Reviews Begin	November
Application Reviews End	November
Award Presentation	December

Possible Announcement Date
August

Coordination
Changes to the Transfer scholarship process needs to be thoroughly assess with the OC Transfer Center. Then, it needs to be carefully orchestrated, as well need advanced planning in the online scholarship system and clear promotion to students.

THE OXNARD COLLEGE FOUNDATION

Executive Director Report – Full Board – 3/20/2023

Finances

A big thanks to our Controller, Jackie McKenzie, for managing the Foundation's financial operations. The **Commensurate Return** for the 2021/2022 fiscal year (see March Finance Committee minutes) is ready for District approval, the **unaudited financial statements** have been completed through December 2022, and scholarship funds are current. The next order of business is the 2023/2024 **fiscal budget**, which will be presented for approval at the June board meeting.

The Foundation's **investment funds** have experienced a great deal of movement in the market (see March Finance Committee minutes). After a reaching a low in September 2022, the funds have rebounded by 118%. They're currently close to March 2022 levels. Total investment asset value is $9,205,489.

The Foundation has received a number of **funding requests** during the current fiscal year. Below is a roster of all requests made to date (March 13). The official form, including a description of the process and deadline date, is available at https://oxnardcollegefoundation.org/requesting-funds/.

Organization	Project	$ Request	Request Date	Form?	Approval Date	Approved By	$ Awarded
OC TRIO - Student Support Services	Graduation ceremony and monthly workshops	11,000.00	8/2/2022	Yes	9/21/2022	OCF Board	11,000.00
Oxnard College	Faculty recognition, Trophies, softball snacks	750.00	8/15/2022	No			427.00
OC Career Center	Cover hospitality costs for workshops, Rams event	3,200.00	8/30/2022	Yes	9/21/2022	OCF Board	3,200.00
OC Transfer Center	Sponsor application fees for 72 students	5,040.00	8/30/2022	Yes	9/21/2022	OCF Board	5,040.00
OC Advancement	Unveiling ceremony	2,500.00	8/31/2022	Yes	9/21/2022	OCF Board	2,500.00
OC Library and Learning Resource Center	Vests for Library employees	1,575.00	10/3/2022	Yes	2/19/2022	OCF Board	1,575.00
OC, El Rio School District	Food, beverage, and facility costs for event	3,586.00	10/13/2022	Yes	10/24/2022	Pete Parker	3,426.55
WVCBA	Sponsor, 4 seats at Military Appreciation Dinner	1,000.00	10/17/2022	No	10/20/2022	Pete Parker	1,000.00
OC FYE	Pizza for students	350.00	10/17/2022	Yes	10/17/2022	Pete Parker	217.41
OC Academic Affairs	Polo shirts and swag - Dual Enrollment	3,000.00	11/23/2022	Yes	2/19/2022	OCF Board	3,000.00
OC Marketing & Outreach	Event swag - Family Fest	5,000.00	11/23/2022	Yes	2/19/2022	OCF Board	5,000.00
OC PACE	Polo shirts and swag - PACE	3,000.00	11/23/2022	Yes	2/19/2022	OCF Board	3,000.00
OC Athletics	Sponsor two students to attend Sports Industry Academy	4,000.00	11/28/2022	Yes	2/19/2022	OCF Board	4,000.00
OC FYE	Volleyball sets, food, decorations, refreshments	2,100.00	11/28/2022	Yes	2/19/2022	OCF Board	2,100.00
OC FYE	Noisemakers, highlighters, sweaters and shirts	5,700.00	11/28/2022	Yes	2/19/2022	OCF Board	5,700.00
OC STEM Alumni Association	Sponsor spring STEM alumni event	1,000.00	11/28/2022	Yes	2/19/2022	OCF Board	1,000.00
OC Assoc Student Government	Banners	25,000.00	11/29/2022	Yes	2/19/2022	OCF Board	25,000.00
OC OMEGA	OMEGA branded jackets	5,000.00	11/29/2022	Yes	2/19/2022	OCF Board	5,000.00
OC Performing Arts	Sponsor the OC Live series	10,000.00	11/29/2022	Yes	2/19/2022	OCF Board	10,000.00
99 Three FM KJBU	Broadcast home mens basketball games	3,700.00	12/29/2022	Prezo			
CUISN Inc	Seabridge Marina MLK event	5,000.00	1/11/2023	Yes			
OC Athletics	Soccer Championship rings	5,257.66	1/25/2023	Yes			
OC Womens Soccer	Field rental, coaches, camp swag	1,500.00	1/31/2023	Yes			
OC STEP Center	CondorFest	3,000.00	2/27/2023	Yes			
OC President	OC Graduation dinner	4,000.00	2/28/2023	Yes			
OC American Sign Language	Group trip to Gallaudet University	10,500.00	3/3/2023	Yes			
Oxnard College	Name badges for Oxnard College employees	open	continual	No		Pete Parker	380.19
	Totals	125,758.66					92,566.15
	Fiscal 2022/2023 Budget						100,000.00

THE OXNARD COLLEGE FOUNDATION

Investment Fund Policies

The Investment Ad Hoc committee, led by Jon Light, researched and discussed the establishment and purpose of the Foundation's six investment funds. The committee's chair has reviewed draft policies which, after committee review and recommended approval, will be presented for board approval at the June 2023 full board meeting.

Scholarship

A big thanks to Ariane Perez, who's doing a great job managing the Foundation's scholarship program. As of March 13, 144 **applications** have been completed. Of those, 49 were Transfer, 71 Continuing/Returning, and 24 Entering applications. The current tally is 10 more than all the applications completed last year. The increases are attributed to the quality and quantity of scholarship application workshops, which are held every Friday. Changes to the application have made it easier for students to complete.

We're in need of scholarship application **reviewers**. Thanks to presenting differing deadlines for each scholarship category, we're able to distribute the review load much easier. That said, we welcome campus (non-student) and community members to participate the selection process. We're hosting a reviewer "social" on Wednesday, March 22 to bring everyone together and review the online review process. Anyone interested in reviewing scholarships may contact Pete or complete a quick Scholarship Reviewer Interest form - https://oxnardcollegefoundation.org/scholarships/reviewer-interest/.

Community Marketplace

A big thanks to Maria Olivares for managing the Foundation's Community Marketplace program. The Marketplace is enjoying an increasing trend of monthly **vendors** and attracts upward of 10 weekly vendors. And, if we count the 30+ community organizations participating every last Sunday, we're seeing big numbers. The special events held in the fourth quarter of 2022 proved successful. We anticipate the next special event to be an Easter celebration.

A **survey** of vendors recently took place (see March Marketplace Oversight Committee minutes). We're actively addressing recommendations presented through the final report. In fact, we're reviewing three possible new layouts. Vendors will be made aware of changes well in advance of any relocation.

THE OXNARD COLLEGE FOUNDATION

Development

The driving forces behind the Foundation's fund development efforts are 1) expanding funding sources, and 2) increasing student and campus support. The **Community Marketplace** is budgeted to generate $500,000 this fiscal year. From this and donations made to the Foundation, we're slated to present $200,000 in scholarship awards and $100,000 in campus support (an increase from $8,000). A more preferable situation would be to generate an equal amount between Marketplace and donations. This creates greater sustainability, while allowing the Foundation to provide greater support to students and campus programs.

Fiscal year to date (as of March 13), the Foundation has received 702 **donations**, amounting to over $106,000 in support. This is compared to 439 gifts in the 2021/2022 fiscal year. The greatest difference is attributed to the Athletics Teams drive, which attracted over 220 donations. See the March Finance Committee minutes for more statistics. I'm designing a plan to see what it would take to award $500,000 in scholarship grants and $500,000 in campus support (w/o Reserves assistance) during Oxnard College's 50 Anniversary in 2025.

A special thanks to **board members** who've met their financial obligation. To date (March 13), board members have provided $4,137 in financial support.

We're hosting a **donor reception** on Thursday, March 23, just prior to the OC LIVE performance. It's a quick, yet small way to share appreciation for contributions generated this fiscal year. We've invited past and current board members, $1,000+ donors, and Condor Club members (monthly donors). If successful, we'll plan to host similar receptions in conjunction with future campus events.

The Foundation received two **major gifts** since the last full board meeting. The first was a $10,000 contribution, restricted to supporting Culinary Arts students from Ventura Townhouse. It's the second such contribution. The other is a named endowment, contributed by Don and Suzan Brownlee and their daughter, Michelle. The scholarship grant awards visual and performing arts transfer students.

Four new **scholarships** have been established during this fiscal year:

- John Elmer Memorial Scholarship
- Don Zrehigian Memorial Scholarship
- Carmen Ramirez Memorial Scholarship
- Luke Langelier Memorial Scholarship

Each of these scholarship funds have distinct purposes, three of which are available for allocation with the 2023/2024 awards. The Langelier scholarship will be awarded beginning in 2024/2025. These scholarships feature donation pages for community members to make restricted online donations.

THE OXNARD COLLEGE FOUNDATION

The Foundation continues to participate in a special cohort offered by the Ventura County Community Foundation and CLU's Center for Nonprofit Leadership, which is helping non-profits establish **planned giving** programs. We've identified a name – Condor Legacy Society – and planning to create Society committee. We're also reviewing the Crescendo software through which we'll educate and inspire potential donors about gift planning opportunities and benefits.

An important target audience for financial support is Oxnard College **alumni**. An alumni network is in full swing and represented by two associations: OC Athletic Alumni Association and the OC STEM Alumni Association. The OCAAA hosted is planning its second annual Hall of Fame Banquet on May 26, where it will recognize two outstanding alumni. The OCSAA hosted its inaugural event last month, which was a great success. We will continue to place more emphasis on alumni relations, hopefully implementing a social-driven alumni engagement platform to connect fellow graduates, promote opportunities (jobs, special events, mentoring), and collect contact and professional information. And, to have a little fun while generating new alumni (and potential donor) leads, we're co-hosting a free March Madness bracket challenge with the OCAAA.

You've seen the new **website** and hopefully using it to track upcoming events and read recent news. It's been a popular addition to the Foundation and will continue to offer information desired by students, alumni, potential donors, and the greater community.

You may have noticed that we cleaned up our **logos**. Thanks to Moni Design, we now feature a brand deck, complete with standards and guidelines - https://oxnardcollegefoundation.org/ocf-logos-templates/.

OXNARD COLLEGE FOUNDATION

OXNARD COLLEGE FOUNDATION

The new website has provided campus programs with an avenue of possibility to raise funds. Given the number of **funding requests** we've received, allowing programs to raise funds from the community helps everyone. We're creating informational webpages, which feature donation forms at https://oxnardcollegefoundation.org/campus-partnerships/.

You've also received three Foundation **bulletins**, launched in early January. You and all constituents will receive the bulletin every first Friday of the month. Those not on the distribution list will be able to read the bulletin on our news page. Board members are encouraged to forward the bulletin to connections. It also provides an assortment of information which can be shared verbally when conversing with others.

The bulletin, along with our social media and website news section, will begin to feature **spotlights** in the future. Sharing stories about students, alumni, OC personnel, and OCF board members will enhance the value of each issue. Please welcome an invitation to participate in an interview.

Strategic Plan

With feedback provided by the Finance Committee, I am contacting more potential consultants to facilitate a strategic board retreat. The plan is to present a recommended consultant as an action item for board approval at the June board meeting. If all goes according to plan, the strategic planning process will begin in July. The process will require active board participation. In addition to attending a board retreat, board members will be asked to complete a board survey and communicate through email and phone/Zoom.

Upcoming Events

Please add the following to your calendar. Be sure to visit the Foundation's online calendar for all upcoming meetings and events - https://oxnardcollegefoundation.org/ocevents/.

March 20	Full Board Meeting
March 22	Scholarship Reviewer Social
March 23	Donor Reception w/OC LIVE
May 5	Transfer Ceremony, featuring scholarship presentation
May 7	OC Family Fest
May 19	Commencement
May 26	OC Athletic Alumni Association Hall of Fame Banquet
June 12	Finance Committee Meeting
June 19	Executive Committee Meeting
June 26	Full Board Meeting