OXNARD COLLEGE FOUNDATION

Full Board of Directors Meeting Agenda

Monday, September 23, 2024 - 5:00pm-7:00pm
Library Learning Resource Center

I. Call to Order

Board Directors

- ☐ Mike Barber, Board President
- ☐ Brenda Heredia, Secretary
- ☐ Joe Black, VP of Operations
- ☐ Jim Gilmer, VP of Development
- ☐ Jeff McKenzie, VP of Scholarship
- ☐ Vincent Stewart, Co-VP of Finance/Treasurer
- ☐ Austin Yang, Co-VP of Finance/Treasurer
- ☐ Roberto Gonzalez, President of Oxnard College & Ex-Officio
- ☐ Yolanda Benitez
- ☐ Mari Estrada
- ☐ Michael Inda
- ☐ Rachel Jones
- ☐ Jon Light
- ☐ Alex Nguyen
- ☐ Rigoberto Osorio
- ☐ Antonio Rodriguez
- ☐ Gabriela Rodriguez
- ☐ Ramon Tejada
- ☐ Maria Thayer

II. Public Comments

III. Consent Agenda

A. Minutes of the Full Board of Directors meeting held June 16, 2024
B. Minutes of the Scholarship Committee meeting held August 27, 2024

IV. Action Items – Funding Request

Approved 2024/2025 budget amount: $100,000. Funded to date: $65,400.00. Remaining balance to award: $100,000. Total amount of requests: $34,600.

A. Recommend full board approval of a $13,000 funding request presented by OC Dual Enrollment for promotional items.

V. Action Item – General

A. Recommend full board approval of criteria changing clause in the Scholarship Policies and Procedures.

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VI. Reports, Updates, and Information Items

A. Board President Report
B. Oxnard College President Report
C. Executive Director Report

VII. Other Business

VIII. Adjournment

Meeting Materials

Consent Agenda
III-A – Full Board Meeting June 2024 – Pages 3-5
III-B – Scholarship Committee August 2024 – Pages 6-7

Action Item – Funding Request
IV-A – Dual Enrollment – Pages 8-10

Action Item – General
V-A – Scholarship – Pages 11-17

Report
VI-C – Executive Director Report – Pages 18-21

The full agenda, as well as agendas and minutes to previous meetings, are available at:
https://oxnardcollegefoundation.org/board-meetings/

OXNARD COLLEGE FOUNDATION

Full Board of Directors Meeting Minutes

DRAFT

Monday, June 17, 2024 - 5:00pm-7:00pm
Library Learning Resource Center

I. Call to Order

A regular meeting of the Oxnard College Foundation Board of Directors was held for the purpose of conducting general business. Mike Barber, Board President, called the meeting to order at 5:05pm and welcome board members 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 Directors

- ☑ Mike Barber, Board President
- ☑ Brenda Heredia, Secretary
- ☐ Joe Black, VP of Operations
- ☐ Jim Gilmer, VP of Development
- ☑ Jeff McKenzie, VP of Scholarship
- ☑ Vincent Stewart, Co-VP of Finance/Treasurer
- ☑ Austin Yang, Co-VP of Finance/Treasurer (arrived at 5:16pm)
- ☐ Oscar Cobian, Interim President of Oxnard College & Ex-Officio
- ☐ Yolanda Benitez
- ☐ Mari Estrada
- ☐ Michael Inda
- ☑ Rachel Jones
- ☑ Jon Light
- ☑ Alex Nguyen
- ☑ Antonio Rodriguez
- ☑ Gabriela Rodriguez
- ☑ Ramon Tejada
- ☐ Maria Thayer

II. Public Comments

Public comments were made by the following:

- Tina Knight – passed along Oscar's thoughts and support of the action items

III. Consent Agenda

A. Minutes of the Full Board of Directors meeting held March 18, 2024
B. Minutes of the Public Relations Committee meeting held March 26, 2024
C. Minutes of the Scholarship Committee meeting held May 28, 2024
D. Minutes of the Finance Committee meeting held June 3, 2024
E. Minutes of the joint Public Relations / Development Committee meeting held June 5, 2024
F. Minutes of the Community Marketplace Committee meeting held June 6, 2024

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Motion was made by Gabriela Rodriguez to approve the consent agenda as presented, seconded by Ramon Tejada. Vote taken, all in favor. Motion passed.

IV. Action Item – Promise Request

A. Recommend full board approval of a $60,000 annual funding request presented by OC Financial Aid to support the OC Promise program for the 2023/2024, 2024/2025, and 2025/2026 fiscal years from the Title V Quasi-Endowment Fund.
Motion was made by Jon Light to approve the funding request, seconded by Vincent Stewart. Vote taken, all in favor. Motion passed.

V. Action Items – Funding Requests

Anticipated 2024/2025 budget amount: $100,000. Funded to date: $0.00. Remaining balance to award: $100,000. Total amount of requests: $65,400.

A. Recommend full board approval of a $15,000 funding request presented by the OC School of STEM for STEM program activities and merchandise.
Motion was made by Jon Light to approve the funding request, seconded by Alex Nguyen. Vote taken, all in favor. Motion passed.

B. Recommend full board approval of a $5,000 funding request presented by OC Library & Liberal Studies for shows and program supplies.
Motion was made by Jon Light to approve the funding request, seconded by Jeff McKenzie. Vote taken, all in favor. Motion passed.

C. Recommend full board approval of a $5,400 funding request presented by the OC Library Learning Resource Center for staff and tutors to attend a conference.
Motion was made by Brenda Heredia to approve the funding request, seconded by Jeff McKenzie. Vote taken, all in favor. Motion passed.

D. Recommend full board approval of a $19,000 funding request presented by TRIO Programs to support Student Support Services activities and merchandise.
Motion was made by Alex Nguyen to approve the funding request, seconded by Antonio Rodriguez. Vote taken, all in favor. Motion passed.
Motion was made by Alex Nguyen to increase funding by an additional $1,500, seconded by Rachel Jones. Vote taken: eight in favor, three opposed. Motion passed.

E. Recommend full board approval of a $18,000 funding request presented by the OC President's Office for Graduation monitors.
Motion was made by Jeff McKenzie to approve the funding request, seconded by Vincent Stewart. Vote taken, all in favor. Motion passed.

F. Recommend full board approval of a $3,000 funding request presented by the OC President's Office to support Museum of Ventura County exhibit celebration.
Motion was made by Rachel Jones to approve $1,500 of the funding request, seconded by Antonio Rodriguez. Vote taken: six in favor, five opposed. Motion passed.

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VI. Action Items – Annual Budget

A. Recommend full board approval of the 2024/2025 Annual Budget.
Motion was made by Jon Light to approve the 2024/2025 annual budget as presented with one change to lower the Board of Directors expense to $5,000; seconded by Rachel Jones. Vote taken, all in favor. Motion passed.

VII. Action Items – General

A. Recommend full board approval of the Visionality Partners proposal to provide development, alumni, and social media guidance and produce a 50th Anniversary commemorative yearbook.
Motion was made by Vincent Stewart to approve the proposal, seconded by Jon Light. Vote taken, all in favor. Motion passed.

VIII. Reports, Updates, and Information Items

A. Board President's Report
Mike Barber shared that OC had a successful graduation, the Foundation has awarded lots of scholarships, Pete's presenting a new board commitment letter, and the Marketplace is going well.

B. Oxnard College President's Report
No report

C. Executive Director Report
Pete Parker thanked the board for their support of the proposed budget and the 50th Anniversary project. He shared that the next two years are projected to be the most transformative in the Foundation's history. He mentioned that the Foundation is not positioned as he'd wish to raise money in a structured manner, but we need to act now. The 50th Anniversary will not be the end of an era, but the start of notable financial and voluntary support.
Pete encouraged board members to keep current with the strategic planning implementation steps, which are regularly updated. Board members have access to the main listing of tasks and updates. Pete reminded board members that he will seek board member assistance and guidance to complete each of the steps.

IX. Other Business

No other business.

X. Adjournment

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

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Scholarship Committee Meeting Minutes

DRAFT

Tuesday, August 27, 2024 - 4:00pm-5:00pm
Oxnard College President's Conference Room
Zoom - https://vcccd-edu.zoom.us/j/8581992061?omn=82635201487

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, committee chair, called the meeting to order at 4:03pm.

With Pete Parker conducting roll call, a quorum was present, based on the presence of the following committee members.

Committee Members

- ☑ Jeff McKenzie, Chair
- ☑ Joe Black
- ☑ Mari Estrada
- ☑ Antonio Rodriguez
- ☑ Rachel Jones
- ☑ Gabriela Rodriguez
- ☐ Ramon Tejada
- ☐ Yolanda Benitez

II. Public Comments

No public comments were made.

III. Action Items

A. Recommend full board approval of criteria changing clause in the Scholarship Policies and Procedures.

ACTION: A motion was made by Joe Black to recommend board approval of an added clause in the Scholarship Policies and Procedures which prevents donors from changing the criteria of their scholarships while the application is open. The motion was seconded by Mari Estrada. Vote taken, all in favor. Motion passed.

B. Recommend full board approval of a scholarship review deadline in the Scholarship Policies and Procedures.

ACTION: A motion was made by Antonio Rodriguez to not recommend board approval of an added review deadline clause in the Scholarship Policies and Procedures. The motion was seconded by Mari Estrada. Vote taken, all in favor. Motion passed.

IV. Information/Discussion Items

A. 2024/2025 scholarship grant review.

Pete Parker provided a recap of the 2024/2025 scholarship period, which just recently announced its final recipients. He mentioned that the process was nearly six weeks behind

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schedule, mostly because scholarship reviewers did not submit their scores in a timely manner. The delay forced the cancelation of a recognition event. It also prevented recipients from receiving scholarship awards sooner. He continued to share that the numbers of started and completed applications were promising, despite appearing to be slightly lower than last round. What's not included in the numbers are applicants and recipients from the Fire Academy and Middle College. The total amount awarded last fiscal year was $248,850 to 323 recipients. The Foundation recently announced awards totaling $187,050 to 245 recipients.

B. New scholarships
   Pete Parker announced the addition of four new scholarship funds to the 2025/2026 application round. The total contribution is $53,000. He shared that, beginning immediately, the Dental Hygiene scholarships will be positioned very similarly the Fire Academy, with applications completed and awards presented during the fall semester.
C. Tentative upcoming scholarship dates.
   Pete Parker presented tentative dates for the 2024/2025 school year. He mentioned that he and Ariane are finalizing the dates.

V. Other Business

No other business was presented.

VI. Adjournment

There being no further business, committee chair Jeff McKenzie adjourned the Scholarship Committee meeting at 5:12pm.

Meeting Materials
III-A-B – Scholarship Policies and Procedures
IV-A – Scholarship figures
IV-B – New scholarships
IV-C – Tentative dates

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

Approved Funding Requests

Fiscal Year 2023/2024					
Organization	**Project**	**$ Request**	**Approval Date**	**$ Awarded**	**Disbursement**
OC STEP Center	CondorFest	3,000.00	3/20/2023	3,000.00	OC Business Svcs
OC STEM	Workshops, EOY celebration	11,400.00	6/26/2023	11,400.00	Foundation
OC TRIO - Student Support Services *	Program events	10,000.00	9/18/2023	10,000.00	OC Business Svcs
Oxnard College	Promise program	60,000.00	9/18/2023	60,000.00	Title V Quasi-Endowment
OC FYE	Promotional apparel	8,000.00	9/18/2023	8,000.00	OC Business Svcs
OC FYE	Mental health activities	4,000.00	9/18/2023	4,000.00	OC Business Svcs
OC ASG	Banners	25,000.00	3/18/2024	20,765.50	OC Business Svcs
OC VPs	Sports Industry Academy	8,780.00	3/18/2024	8,780.00	OC Business Svcs
OC Languages & Reading Dept	Trip to Gallaudet University	5,454.50	3/18/2024	5,454.50	OC Business Svcs
OC Marketing	Family Festival	5,000.00	3/18/2024	5,000.00	OC Business Svcs
OC President	Graduation Dinner	4,000.00	3/18/2024	4,000.00	OC Business Svcs
OC Student Services	Parent & Family Orientation	2,500.00	3/18/2024	2,500.00	OC Business Svcs
OC Student Services	CondorFest	1,500.00	3/18/2024	1,500.00	Foundation
2023/2024 Totals		**148,634.50**		**144,400.00**	
Fiscal Year 2024/2025					
Organization	**Project**	**$ Request**	**Approval Date**	**$ Awarded**	**Disbursement**
OC STEM	STEM programming	15,000.00	6/17/2024	15,000.00	OC Foundation
Library & Liberal Studies	Art & Design programming	5,000.00	6/17/2024	5,000.00	OC Business Svcs
Library & Liberal Studies	Library conference	5,400.00	6/17/2024	5,400.00	OC Business Svcs
Financial Aid	Promise program	60,000.00	6/17/2024	60,000.00	Title V Quasi-Endowment
OC TRIO - Student Support Services *	Student Support Services	19,000.00	6/17/2024	20,500.00	OC Business Svcs
President's Office	Graduation Monitors	18,000.00	6/17/2024	18,000.00	OC Business Svcs
President's Office	Museum celebration	3,000.00	6/17/2024	1,500.00	OC Business Svcs
OC Academic Affairs	Dual Enrollment	13,000.00			
2024/2025 Totals		**138,400.00**		**125,400.00**	
	Non-Promise	***78,400.00***		***65,400.00***	
** Approved to rollover*					

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: 6.10.2024

Name of Submitter: Betty Ortiz

Title: PACE/Dual Enrollment Coordinator

Organization/Department: AA

Work Phone: 805-678-5117

Cell Phone:

Email: beatriz_ortiz4@vcccd.edu

Names of other involved Organization/Department members:

Dr. Luis Gonzalez

What the process used to submit this request?

Submitted via email.

Funding Description

Amount Requested: $13,000

Total Project/Event Cost: $13,000

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

The Oxnard College Dual Enrollment Program allows eligible students to enroll in college courses and earn college credit with the possibility of earning high school credit simultaneously. There has been a significant increase student participation in the Dual Enrollment Program. This past school year AY 23-24, 1026 students participated in the Dual Enrollment Program. We participated in over 15 Dual Enrollment presentations including Open House/Welcome Back Events, and informational bilingual presentations to students, parents, and educators. We held over 25 Dual Enrollment workshops to high school students. The VCCCD Chancellor and California Chancellor are expecting each high school student to complete 12 college units so we will need funding to purchase promotional items as we continue to expand.

Has the OCF previously funded this Project/Event? If so, when and what amount? Yes, $3,000 AY 22-23.

Provide a Project/Event budget

These funds will be used to purchase Dual Enrollment capture promotion items to keep current students engaged and ~~current~~ new ones.

Soliciting funds from other sources? No

If Yes, how much will you be seeking? $

Which other sources are you seeking? List other sources

Date the funds needed? Fall 2024

FUNDING REQUEST FORM

Whom does the project benefit?

These funds will benefit current and prospective Dual Enrollment students, their families, and high school educators.

What is the anticipated benefit of the Project/Event?

There are a number of benefits to Oxnard College such as increased enrollment, increased college awareness and readiness, increased Oxnard College visibility, and stronger partnerships.

How will you acknowledge and promote the Oxnard College Foundation?

We plan to add the Oxnard College Foundation logo.

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

Required Authorizations and Approvals

Signature of Submitter — **Date** 06.10.2024

Signature of Dean/Supervisor — **Date** 06/11/2024

Signature of President — **Date** 06/24/2024

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: $ _____

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Scholarship Policies & Procedures

Scope and Intent of the Policy

The Oxnard College Foundation (the "OC Foundation") provides scholarship grants to students enrolled at Oxnard College.

The OC Foundation has established these Scholarship Policies & Procedures (the "Policy") pursuant to which scholarship grants will be established, processed, and awarded. The Policy shall be interpreted to ensure compliance with all applicable requirements of the Internal Revenue Code (IRC), including Section 4966, accompanying Treasury Regulations and guidance from the Internal Revenue Service. This Policy may be amended from time to time.

1. Scholarship Donor Policies

For purposes of this Policy, a donor is 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.

The OC Foundation is a tax-exempt organization pursuant to IRC Section 501(c)(3) and is considered as a public charity. As such, donor participation in the scholarship process must be carefully limited to avoid the scholarship fund being treated as a donor advised fund ("DAF").

This is crucial, as pursuant to the Pension Protection Act of 2006, DAFs are prohibited from awarding scholarships to individuals.

DAF Definition:

1. Fund is owned or controlled by a sponsoring organization (ex: the OC Foundation);
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)); and
3. Donor or donor's designee has or expects advisory privileges as to distributions or investments (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 three criteria are met, the fund is a DAF.

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1A. Lawful Donor Involvement
The OC Foundation values and encourages donors' interest and involvement in 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/selection committee and recommending others to serve on such committee, so long as the recommendation for service is based on objective criteria related to expertise.

1B. Developing Scholarship Criteria
The criteria to be used in selecting recipients of a scholarship grant from a fund established at the OC Foundation must be objective and nondiscriminatory criteria that are appropriate to accomplishing the underlying purposes of the scholarship grant. OC Foundation staff will work with donors to establish funds that fulfill the donor's charitable goals and specify clear selection criteria.

Criteria must comply with all applicable laws and regulations, including the Equal Protection Clause, Title VI of the Civil Rights Act, and Title IX of the Education Amendments of 1972 and may not include race, ethnicity, national origin, citizenship status, sexual orientation, gender or gender identity, age, marital/parental status, or other protected characteristics.

RECOMMENDED ADDITION
1C. Changing Scholarship Criteria
The OC Foundation allows scholarship donors to revise the criteria of their scholarship applications from time to time. However, no changes may be made when the application is active and receiving submitted applications. The time to apply changes is after the close of the previous scholarship application and no later than September 30.

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 in the year of the application.

Students who have in the past been awarded a scholarship (or scholarships) for transfer are ineligible to apply for additional OC Foundation scholarships until their transfer scholarship has been claimed and is no longer attached to the student's record as claimable. However, if a

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student chooses to forfeit their transfer scholarship and they are enrolled at Oxnard College during the application cycle, then they may apply again for scholarship grants.

Dual enrollment students (i.e., those who are enrolled in high school and Oxnard College classes simultaneously) are eligible to apply as long as they meet the minimum criteria listed above. These students may be continuing at Oxnard College 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 begin at least four weeks before the application window opens and should continue for the duration of the application process. All materials and workshops should provide as much accessibility as possible.

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. Such schedule should be clearly communicated to potential applicants during the outreach activities described above.

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 Oxnard College 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. OC Foundation staff will help donors define an appropriate candidate pool. Grant recipients are to be selected on an objective and nondiscriminatory basis.

Scholarship Review Committees

The OC Foundation Executive Director shall recruit all members of any review/selection committee charged with the evaluation of candidates for scholarship grants.

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Nominations shall be made by OC Foundation board members, current volunteers, Oxnard College alumni, and/or staff of the OC Foundation.

No combination of donors or persons recommended or designated by donors (or persons related to any of these persons) to a fund that makes scholarship grants may, directly or indirectly, control any review/selection committee established in connection with such fund. For example, donors, persons recommended or designated by donors and persons related to any of these persons shall not constitute a majority of any such review/selection committee (persons may include individuals, partnerships, corporations or trusts). Where a donor recommends a person for appointment to a review/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.

Donors and related persons may provide advice with respect to the selection of scholarship grant or award recipients solely as members of a review/selection committee.

Every member of any review/selection committee charged with the evaluation of candidates for scholarship grants shall adhere to the relevant policies, including this Policy, 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 review/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 recipient 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 recipient or recipients 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 person[1] or, with respect to grants from a particular fund, any donor or substantial contributor to such fund or any member of a review/selection committee to such fund, or for a purpose that is inconsistent with the purposes described by the IRS[2].

Each review/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.

[1] IRC Section 4946 Definition of a Disqualified Person.
[2] IRC Section 170(c)(2) Charitable, etc., Contributions and Gifts.

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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 institution[3]. The OC Foundation reserves the right to apply any changes upon the awarding and the administration of scholarship grants. Any substantial or material changes will be made only with approval of the OC Foundation Board of Directors and recipients will receive written notice of any such changes (email shall be sufficient).

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 institution[4] 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 specific 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 specific 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.

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

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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 expenses[5]. The OC Foundation's scholarship policies also allow scholarship funds to be utilized for rent, transportation, childcare, food, and other living expenses.

3E. Renewable 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 scholarship grant recipient is unable to enroll in school in the period for which the scholarship grant was designated to be used, the recipient may request to defer their scholarship grant funds to the next fiscal/academic year. Recipients are permitted to defer their scholarships for a maximum period of two consecutive academic years. The request must consist of the recipient'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 requested by the OC Foundation for clarification purposes. This request must be submitted in writing either by email or a signed letter.

3G. Student Noncompliance 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 recipient 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 recipient until it has received the recipient's assurance that future diversions shall not occur and shall require the recipient to take extraordinary precautions to prevent future diversions from occurring.

Where a scholarship grant recipient 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

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

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further payments until: (1) the diverted funds are in fact recovered or restored; (2) the staff have received the recipient's written assurances that future diversions will not occur; and (3) the staff require the recipient 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 scholarship grant recipients, the identification of recipients (including any association of any recipient to the donor of the relevant fund, 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
Revised: 8/17/2022
Approved: 8/20/2022
Recommend Revision: 8/7/2024

OXNARD COLLEGE FOUNDATION

Executive Director Report
Full Board Meeting – 9/23/2024

Upcoming Events
Dia de los Muertos – November 1 – 5:00pm OC Gymnasium
Ventura County Museum Celebration – December 12 – 4:00pm Condor Hall

Upcoming Meetings
50th Anniversary – Alumni/Outreach Committee – September 26 – 11:00am – Zoom
OCF Scholarship Committee – November 19 – 4:00pm – OC President's Conference Room
50th Anniversary – Historical Collection Committee – November 20 – 2:30pm – Zoom
OCF Finance Committee – December 2 – 1:00pm – OC President's Conference Room
OCF Executive Committee – December 9 – 1:00pm – OC President's Conference Room
OCF Full Board – December 16 – 5:00pm – Library Learning Resource Center

Operations
There are a few situations to note.

- Marketplace Staffing – The new manager continues to work one day a week, overseeing staff and transactions each Sunday. We recently lost one staff member and are looking to add one or two new staffers in the near future.
- Finances Staffing – Our controller has retired, yet is assisting with the annual audit, which is underway. She's also helping transition the new bookkeeper, whom we're contracting. We're also working with a firm to provide monthly versus quarterly CPA oversight.
- Retirement Planning – We are now offering a 401k program to Foundation staff members, effective September 27.

Marketplace
The Marketplace is growing at an increasing rate. Below are 2024 figures.

Month	Vendor Count	Rental Income
January	115	$46,075
February	120	36,190
March	120	35.740
April	123	49,970
May	128	54,145
June	134	51,695
July	138	48,145
August	150	54,095
September	146	13,285
Totals	**1,174**	**$389,610**

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Things to note about the Marketplace.

- We've been processing 20+ daily vendors each Sunday, in addition to the 103 monthly vendors. The daily average was closer to seven this time last year.
- We were recently notified that a one-time daily vendor did not possess the proper permit to serve the public in the food court. We've since asked all food and pre-packaged vendors to provide physical proof of health permits. All have complied.
- The September 15 Independence celebration, conducted with Lazer Media, drew a nice crowd.
- The monthly Swap Meet Justice Citizenship and Family Resource Fair also increases attendance. The next is scheduled for September 29.
- We're planning to host our annual Vendor Recognition day on November 24. This will be confirmed in coming weeks.
- We're planning to host our annual Toy Drive. The date we're targeting is December 15. We'll confirm very soon.

Fund Development

The following funding initiatives are underway.

1. Athletic Teams Drive – the annual fundraising campaign, which raised nearly $17,000 last year, has launched. It has raised about $1,300 so far. Student-athletes from one of the eight teams have created crowdfunding campaign pages.
2. President's Circle – represents unrestricted contributions of more than $1,000. Last year, three donors fit this for $9,510 in gifts. This year, there's one one-time donor, one monthly recurring donor and three pledges with an $9,200 total value. The goal is to reach 50 contributors.
3. Major Gifts – we raised over $100,000 in gifts of $1,000 or more. Gifts of these size are critical to key campus programs and scholarships. Currently, there's a $50,000 pledge, but more major gifts are needed.
4. Employee Giving – there are currently 31 OC/OCF employee contributors an increase of five from last fiscal year, which set a record with over $11,900 in employee gifts.
5. Board Giving – last year, 12 of18 board members made $10,053 in contributions. This year, the goal is 100% participation with all board commitments being received as unrestricted donations. So far this year, five board members have pledged or contributed their support.
6. Corporate giving – this is an area of emphasis this year. We received five sponsorship contributions last fiscal year. There's significant potential.

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Investment Update
There are seven funds being managed by McMorgan and Company. Below are three-year comparisons of the ending balance (EB) in July of the years 2022 to 2024.

Accounts	EB7/31/22	EB7/30/23	EB7/30/24
Title V-Progresso	393,540.20	430,710.25	484,621.93
Title III-Acabado	1,189,334.95	1,304,497.77	1,463,583.81
HSI Title V	2,805,325.81	3,065,481.10	3,451,219.31
El Buen Hijo	654,479.25	726,337.51	812,251.98
Title V	1,269,118.20	1,389,421.62	1,558,333.05
Proyecto Exito	100,013.14	107,154.46	122,670.89
Reserves	2,438,688.10	2,693,687.91	3,055,149.50
Investment Total	**8,850,499.65**	**9,717,290.62**	**10,947,830.47**

Scholarships
Below are figures relating to applications and awards in recent history.

Application History

Round	Started	Completed	Awards	Recipients
2021/2022	290	147	273	134
2022/2023	700	139	294	100
2023/2024	1,235	528	323	284
2024/2025	1,024	414	245	180

Final 2023/2024 Scholarship Grants

Category	Awarded	Amount
Continuing	156	132,250
Entering	29	17,500
Transfer	65	46,600
Fire Academy	28	30,000
Middle College	45	22,500
Total	323	$248,850

Recently Announced 2024/2025 Scholarship Grants

Category	Awarded	Amount
Continuing	151	117,600
Entering	27	17,450
Transfer	67	52,000
Total	245	$187,050

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Things to note about scholarships.

- We're awarding $50,000 in grants to students in Culinary, Dental, and Fire through the Metallica Scholars program.
- We're moving Dental Hygiene scholarships out of the general scholarship application process to create its own process, nearly duplicating the fall Fire Academy process.
- Application deadline and weekly workshop dates will be announced very soon.

Alumni

The OC alumni program has seen the greatest growth over the past month than any other program. One August 12, we mailed postcards to over 14,000 OC graduates. Two weeks later, we sent emails to the same group. The call to action was completing our Alumni Update form to provide updated mail, email, and employment information. To date, we've received 275 completed forms. From here, we'll connect with each alum to gather additional information, generate a story (if they're interested), and engage as volunteers, event attendees, and information recipients.

Interesting stats to note of the completed Alumni Update form…

- 71.6% provided employment information
- 80.1% graduated since 2010
- 67.8% of California-based alums live with 15 miles of campus
- 55.4% provided personal updates

We've collected more information than these, but it's a good start to developing long-lasting relationships. We now have 396 alumni in the alumni/donor database.

50th Anniversary

We continue to host meetings, particularly in two areas: Alumni/Outreach and Data Collection. Key focus areas include…

- Encouraging alumni to complete the Alumni Update form.
- Pointing alumni to www.OxnardCollegeFoundation.org/Alumni for all things related to alumni relations.
- Gathering photos, news clippings, apparel…anything that can help paint a clear picture of the past.
- Hosting an event or events to bring clarity to collected images, gather more memorabilia, and connect fellow alumni and past employees.

Visionality continues to guide the process in an efficient manner.

Strategic Plan

Many of the implementation steps identified through the strategic planning process have been updated in the past three months. The full roster is regularly updated and can be viewed in real-time at https://docs.google.com/spreadsheets/d/10nKo-PmeS0Led_hs1D8sRWd9-lakI41D2-S4y--3Wv0/edit?usp=sharing.