OXNARD COLLEGE FOUNDATION

Executive Committee Meeting Agenda

Monday, December 9, 2024 - 1:00pm-2:00pm
Oxnard College President's Conference Room

I. Call to Order

Committee Members

- ☐ Mike Barber, Board President
- ☐ Joe Black, VP of Operations
- ☐ Roberto Gonzalez, President of Oxnard College & Ex-Officio
- ☐ Jim Gilmer, VP of Development
- ☐ Brenda Heredia, Secretary
- ☐ Jeff McKenzie, VP of Scholarships
- ☐ Vincent Stewart, Co-VP of Finance
- ☐ Austin Yang, Co-VP of Finance

II. Public Comments

III. Action Item – Funding Request

Approved 2024/2025 budget amount: $100,000. Funded to date: $78,400.00. Remaining balance to award: $21,600. Total amount of requests: $10,000.

A. Recommend full board approval of a $10,000 funding request presented by Student Services – University Transfer Center to sponsor transfer application fees. *Finance Committee recommends board approval of $17,000.*

IV. Reports, Updates, and Information Items

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

V. Public Comments

Public comments for the closed session agenda.

VI. Closed Session

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

VII. Closed Session Agenda

Employee performance evaluation. Title: Executive Director.

VIII. Closed Session Report

IX. Other Business

X. Adjournment

OXNARD COLLEGE FOUNDATION

Meeting Materials
III-A – Funding Request – Pages 3-5
IV-C – Executive Director Report – Pages 6-11

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

2024/2025 Funding Requests

Fiscal Year 2024/2025					
Organization	**Project**	**Fiscal Year**	**$ Request**	**Approval Date**	**$ Awarded**
OC STEM	STEM programming	2024/2025	15,000.00	6/17/2024	15,000.00
Library & Liberal Studies	Art & Design programming	2024/2025	5,000.00	6/17/2024	5,000.00
Library & Liberal Studies	Library conference	2024/2025	5,400.00	6/17/2024	5,400.00
Financial Aid	Promise program	2024/2025	60,000.00	6/17/2024	60,000.00
OC TRIO - Student Support Services *	Student Support Services	2024/2025+	19,000.00	6/17/2024	20,500.00
President's Office	Graduation Monitors	2024/2025	18,000.00	6/17/2024	18,000.00
President's Office	Museum celebration	2024/2025	3,000.00	6/17/2024	1,500.00
OC Academic Affairs	Dual Enrollment	2024/2025	13,000.00	9/17/2024	13,000.00
Student Services-University Transfer Center	Application fee sponsorship	2024/2025+	10,000.00		
** Approved to rollover*					
		2024/2025 Totals	**$ Requested**		**$ Awarded**
		Totals	**148,400.00**		**138,400.00**
		Promise	***60,000.00***		***60,000.00***
		Non-Promise Total	***88,400.00***		***78,400.00***
		Available to award			**21,600.00**

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: 11/12/2024

Name of Submitter: Dr. Letty Mojica **Title:** Transfer Counselor-Coordinating the UTC

Organization/Department: Student Services-University Transfer Center

Work Phone: 805 6785035 **Cell Phone:**

Email: lmojica@vcccd.edu

Names of other involved Organization/Department members:

What the process used to submit this request?
Submitted to Pete Parker by email

Funding Description

Amount Requested: 10,0000 **Total Project/Event Cost:** $

Describe the Project/Event and share how it is aligned with the OCF mission.
Requesting funding to support transfer students with transfer application fees, who do not qualify for the fee waiver--Supports the OCF mission with promoting educational excellence and shows OCF support for studnets pursuing higher education.

Has the OCF previously funded this Project/Event? If so, when and what amount? Yes, in the amount of $5070

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? $

Which other sources are you seeking? List other sources

Date the funds needed? As soon as possible

FUNDING REQUEST FORM

Whom does the project benefit?

It will benefit students who do not qualify for the application fee wavier and are ready to transfer. I have witnessed more students not being able to submit their application do to financial hardship. The UC application fee has increased from $70 to $80 per campus. The CSU application fee is $70 per campus

What is the anticipated benefit of the Project/Event?

The funding would increase opportunities for transfer applicants to apply to more than one campus as well as reduce barriers for students to transfer.

How will you acknowledge and promote the Oxnard College Foundation?

On our social media posts, at the CSU/UC application worshops, counseling meetings, adding OCF logo to our workshop flyer. Pete and I are working on a survey to send to students who benefited from this financial support request 2 years ago.

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

Required Authorizations and Approvals

Dr. Letty Mojica — 11-12-2024

Signature of Submitter — **Date**

Leah Alarcon — 11/13/2024

Signature of Dean/Supervisor — **Date**

11/18/2024

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: $ _____

OXNARD COLLEGE FOUNDATION

Executive Director Report
December 9, 2024 Executive Committee Meeting

Board Involvement
Active leader participation with the Foundation keeps it moving in the right direction, providing a balance of support and guidance.

There are several ways board members can provide value to the Foundation and, ultimately, Oxnard College. In addition to feedback, ideas, and advice, board members provide value by making financial contributions, opening doors to potential contributors, keeping current with information, attending events, and participating at meetings.

Below is a snapshot of data managed for 2024/2025 board member engagement.

First	Last	Agreement	Donation	Email Open	SC - Aug	FC - Sept	EC - Sept	Full - Sept	PD - Nov	SC - Nov	FC - Dec	Joined
Mike	Barber		X	100%		X		X			X	2013/2014
Yolanda	Benitez		X	100%				Excused		X		2017/2018
Joe	Black	X	X	50%	X		X	Excused		X		2022/2023
Roberto	Gonzalez			100%			X	X				2024/2025
Jim	Gilmer			25%					X			2012/2013
Brenda	Heredia			100%				X				2021/2022
Rachel	Jones	X	X	100%	X			X	X	X		2023/2024
Jon	Light		X	100%				Excused	X			2021/2022
Jeff	McKenzie			50%	X			Excused		X		2013/2014
Alex	Nguyen			100%				X			X	2021/2022
Rigoberto	Osorio			75%				X		X		2024/2025
Antonio	Rodriguez			100%	X			X	X	X		2023/2024
Gabriela	Rodriguez	X	X	50%	X			X	X	X		2023/2024
Vincent	Stewart		X	100%				X			X	2023/2024
Ramon	Tejada			100%				X				2022/2023
Maria	Thayer			100%				X	X			2023/2024
Austin	Yang			25%		X						2023/2024

The report captures each board member's participation in a number of areas since July 1. Please note the following:

- Agreement – only a few board members completed the agreement.
- Board Giving – only seven board members have made a contribution. The contributions made by four directors qualify for the President's Circle.
- Email open – this represents if the board member opened the monthly Foundation bulletin.
- Joined – if we choose to follow term limits, the year joined can help determine when board members can step aside or renew their membership.
- Meetings – the X in each column captures attendance at the Scholarship (SC), Finance (FC), Executive (EC), Full Board (Full), and Public Relations and Development (PD) meetings.

OXNARD COLLEGE FOUNDATION

Board Recruitment
There are currently 17 board members, one of whom is a student. The board is allowed a maximum of 25 directors. There are presently four individuals who have expressed interested in joining the board. My wish is to invite them to complete the board interest form to be considered for board membership at the June 2025 full board meeting.

While there's no urgent need to fill open spots or meet key skills or industry gaps, active recruitment fosters new ideas, insight, discussion, and opportunities. I encourage the board to do the following:

- Consider the addition of new board members on an annual basis as part of a structured and annual board member recruitment process.
- Consider changing the name of the Nominating Committee to the Governance Committee and move it from an ad hoc to a standing committee. The committee will review all prospective board members and guide them through a structured process, which includes onboarding once they're elected each June. The committee will also review bylaws and policies to keep them current and in line with the Foundation's mission.

Strategic Plan
The next pages feature updates to the Strategic Plan, which the board helped create and adopted.

OCF Strategic Plan Update - December 2024

Enhancing our image				
A. Launch storytelling campaign				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
1.A.1	Create master calendar of all correspondence, social posts, bulletins, etc.	Q1 2024	Completed	created and regularly updated - 12.2.2024
1.A.2	Distribute emails to past scholarship recipients to generate testimonials	Q1 2024	Completed	postcard sent 8.12.2024
1.A.3	Distribute emails to alumni to provide updates	Q2 2024	Completed	postcard sent 8.12.2024
1.A.4	Track scholarship recipient/graduate progress to map metrics	Q2 2024	In Progress	grad data collected; looking to determine desired metrics - 12.2.2024
1.A.5	Work closely with OC Marketing to schedule promotions	Q2 2024	Continual	working on events, alumni stories, and 50th - 12.2.2024
1.A.6	Feature one story per Foundation monthly bulletin	Q3 2024	In Progress	the first may appear in January 2025 issue - 12.2.2024
1.A.7	Share one story in each board update and full board meeting	Q3 2024	In Progress	will share testimonials in December 2024 board agenda - 12.2.2024
1.A.7	Create section on main webpage for stories	Q3 2024	In Progress	section created on Alumni webpage - 12.2.2024
1.A.8	Post stories on social media (LI, IG, FB)	Q3 2024	Continual	testimonial posts first posted in November - 12.2.2024
1.A.9	Produce simple videos showcasing recipients and alumni	Q1 2025	In Progress	taking video footage at 12/6 event - 12.2.2024
B. Generate campus and community awareness				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
1.B.1	Engage with workforce development and business associations	Q1 2024	Continual	Latino GDP, WVCBA events/programs - 12.2.2024
1.B.2	Create list of business/community events to potentially sponsor	Q1 2024	Continual	decks created or available for events, programs - 12.2.2024
1.B.3	Conduct review of website to determine changes, improvements	Q1 2024	Continual	reviewing regularly - 12.2.2024
1.B.4	Create informational slideshow/video to appear on webpage, lobby TV	Q1 2024	In Progress	continuing to discuss with Marketing - 12.2.2024
1.B.5	Create full-year plan with local media for productions	Q2 2024	In Progress	working closely with Lazer, PacBiz, other media - 12.2.2024
1.B.6	Place two-page spread in Biz Times Giving Guide	Q3 2024	Completed	issue ran in October - 12.2.2024
1.B.7	Distribute press releases to local media for events, promotions	Q3 2024	Continual	will distribute for key events - 12.2.2024
1.B.8	Manage schedule of social media posts	Q3 2024	Continual	created and regularly updated - 12.2.2024
1.B.9	Create templates for social media posts	Q3 2024	In Progress	working with Visionality on 50th/alumni - 12.2.2024
C. Educate campus personnel				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
1.C.1	Develop one-sheet defining the ways campus programs can benefit	Q3 2024		
1.C.2	Define the roles of the OCF website, databases, Alumni Network, alum associations	Q3 2024		
1.C.3	Create webpage featuring reports, presentations, videos for campus members	Q3 2024		
1.C.4	Meet with VPs and Deans to discuss private-public partnerships, financial support	Q2 2024	In Progress	one-on-one meetings with each to foster engagement - 12.2.2024
1.C.5	Develop roster of all advisory groups, members	Q2 2024	In Progress	no rosters yet, but continue to ask - 12.2.2024
1.C.6	Present reports at Executive Council meetings	Q3 2024	Continual	weekly updates - 12.2.2024
1.C.7	Attend campus program meetings to provide information, updates, opportunities	Q3 2024		
1.C.8	Present updates at quarterly Chancellor/President Council meetings	Q3 2024	Continual	present brief updates - 12.2.2024
Identifying and engaging alumni				
A. Establish the OC Alumni Network				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
2.A.1	Distribute welcome email to 2023 grads	Q1 2024	Deleted	deleted due to timing of alumni program launch - 9.5.2024
2.A.2	Create workflow to connect with alums after receiving data	Q1 2024	Continual	workflow created, continue to follow up alumni updates - 12.2.2024
2.A.3	Receive rosters of past students	Q1 2024	Complete	graduates, past athletes, past scholarship recipients - 9.5.2024
2.A.4	Create roster of all past scholarship recipients	Q1 2024	Complete	master file back to 2008 - 9.5.2024
2.A.5	Host alumni booth at Family Fest	Q2 2024	Completed	successful event - 5.28.2024
2.A.6	Host alumni reception at graduation day	Q2 2024	Incomplete	plans unexpectedly changed, activity went well - 5.28.2024
2.A.7	Establish alumni social network (e.g. AlumFire, Gravity, AlmaBase)	Q3 2024	In Progress	Board approved; waiting to launch with Alumni360 - 12.2.2024

OCF Strategic Plan Update - December 2024

2.A.8	Track employment and contact info for all alumni	Q3 2024	In Progress	continue with new alumni records - 12.2.2024
2.A.9	Distribute quarterly alumni bulletin	Q3 2024	On Hold	possibly begin Mar 2025; change to 2-3x per year - 12.2.2024
2.A.10	Host fall alumni mixer	Q3 2024	In Progress	hosting small 50th collection event on Dec 6 as sample - 12.2.2024
2.A.11	Coordinate alumni outreach campaign (e.g. COD)	Q3 2025		
B. Design the Road to the 50th Anniversary				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
2.B.1	Create a workflow to include promotions, benchmarks, events	Q1 2024	In Progress	being developed to involve all committees - 12.2.2024
2.B.2	Assemble planning committee to meet regularly	Q2 2024	Completed	planning committee overseeing all activities - 9.5.2024
2.B.3	Recruit community members to main and sub-committees	Q3 2024	In Progress	forms created, committee recruitment continual - 12.2.2024
2.B.4	Gather important past records and appealing stories	Q3 2024	In Progress	gathering, continue promotions to boost collections - 12.2.2024
2.B.5	Create schedule of events and activities	Q1 2025	In Progress	looking at Oct 2025 mural event, Apr 2026 main event - 12.2.2024
2.B.6	Interview past OCF board members for stories and data	Q1 2025		
2.B.7	Interview past faculty/staff for stories and data	Q1 2025		
2.B.8	Coordinate with College to distribute social messaging	Q2 2025	In Progress	will share each other's posts - 12.2.2024
Building Revenue				
A. Launch an annual giving program				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
3.A.1	Meet with VPs to identify needs and wishes	Q1 2024	In Progress	all have been notified, seeking meetings - 12.2.2024
3.A.2	Record all past (pre-2022) donations	Q1 2024	In Progress	search for past donations is continual - 12.2.2024
3.A.3	Create strategies for pre-2022 Foundation donors	Q2 2024	Completed	launched annual giving this fall - 12.2.2024
3.A.4	Create webpage for businesses - ways to support and benefit	Q2 2024	In Progress	created for special ad to run in early 2025 - 12.2.2024
3.A.5	Create "how to support" document detailing the ways and programs to support	Q2 2024	In Progress	webpage created, designing one-sheet - 12.2.2024
3.A.6	Design one-sheet describing value of unrestricted donations	Q2 2024	In Progress	webpage created, designing one-sheet - 12.2.2024
3.A.7	Revamp funding request program - use needs to drive support	Q2 2024	In Progress	no changes made yet, informed board and President - 12.2.2024
3.A.8	Craft President's Circle one-sheet	Q2 2024	In Progress	webpage created, designing one-sheet - 12.2.2024
3.A.9	Create a Dean's List giving level	Q2 2024		
3.A.10	Distribute Commensurate Return in April (report at Mar Board Meeting)	Q2 2024	Complete	report complete, presentation in April - 3.26.2024
3.A.11	Mail birthday cards to alumni and donors	Q2 2024	In Progress	program will begin in Jan 2025 12.2.2024
3.A.12	Consider leveraging crowdfunding for approved funding	Q2 2024	Complete	utilizing DonorPerfect platform - 12.2.2024
3.A.13	Create webpage and donation form for each campus program	Q3 2024	Continual	continue to add more campus programs - 12.2.2024
3.A.14	Create development plan leading through 50th Anniversary	Q3 2024	In Progress	working with Visionality on package - 12.2.2024
3.A.15	Conduct Athletic Teams Drive	Q3 2024	In Progress	campaign launched, Giving Tuesday push - 12.2.2024
3.A.16	Coordinate mini-campaign plans for campus programs	Q3 2024	In Progress	campaigns created - 9.5.2024
3.A.17	Host Fall 2024 donor reception	Q3 2024	On Hold	placing on hold - 9.5.2024
3.A.18	Increase OC personnel support by personally soliciting faculty/staff	Q3 2024	In Progress	Welcome Day was a success; following up with asks - 9.5.2024
3.A.19	Solicit scholarship reviewers	Q3 2024	In Progress	solicitation approach being designed - 12.2.2024
3.A.20	Manage roster of all potential corporate sponsors, design strategy for each	Q3 2024	Continual	Roster complete, expanded continually - 12.2.2024
3.A.21	Submit funding requests to private foundations	Q3 2024		
3.A.22	Host reception for scholarship donors	Q3 2024	In Progress	discussing possibilities for social and training - 12.2.2024

OCF Strategic Plan Update - December 2024

3.A.23	Feature dashboard of annual campaign stats	Q3 2024	In Progress	currently designing different looks - 12.2.2024
3.A.24	Send personal thank you videos to donors	Q4 2024	In Progress	platform testing and review near complete - 12.2.2024
3.A.25	Distribute Annual Report in January (report at Dec Board Meeting)	Q1 2025		
3.A.26	Board members to write personal thank you cards to donors	Q1 2025		
3.A.27	Host Spring 2025 donor reception	Q1 2025		
B. Establish the Condor Legacy Society				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
3.B.1	Create roster of local planned giving/estate specialists	Q1 2024	In Progress	working with Antonio to create list - 12.2.24
3.B.2	Create list of potential planned giving prospects	Q1 2024	In Progress	potentials identified in DP database - 12.2.24
3.B.3	Create committee to identify prospects and cultivate gifts	Q2 2024	In Progress	roster of possible names created - 12.2.24
3.B.4	Host (co-host) receptions for retiring College personnel	Q2 2024	In Progress	discussing with campus leaders - 12.2.2024
3.B.5	Include planned giving materials in retiring personnel packages	Q2 2024	In Progress	discussing with campus leaders - 12.2.2024
3.B.6	Utilize Crescendo software to educate potential donors	Q3 2024	In Progress	We use Lite version - 12.2.2024
3.B.7	Host one estate planning event/workshop	Q3 2024	In Progress	working with Antonio to plan initial workshop - 12.2.2024
C. Establish the OCF Endowment				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
3.C.1	Determine principal amounts for each named endowment in Reserves account.	Q1 2024	In Progress	reviewing all records collected - 12.2.2024
3.C.2	Remove the restricted named funds out to form the new endowment fund.	Q2 2024	In Progress	presenting idea at Finance meeting - 12.2.2024
3.C.3	Promote the OCF Endowment as the primary Foundation endowment fund.	Q3 2024	In Progress	presenting idea at Finance meeting - 12.2.2024
3.C.4	Create webpage and donation form	Q3 2024		
3.C.5	Create one-sheet, webpage describing named endowments	Q3 2024		
D. Introduce major giving as a giving solution				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
3.D.1	Present board members with prospect grids to identify prospects.	Q3 2024	In Progress	corporate list created, ready to show - 12.2.2024
3.D.2	Create a roster of 25+ major giving prospects	Q4 2024	In Progress	list started, will invite board feedback - 12.2.2024
3.D.3	Coach the board on ways to cultivate potential major donors.	Q1 2025		
3.D.4	Provide materials to board members to share with prospects	Q1 2025		
E. Grow the Marketplace				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
3.E.1	Create calendar of special events throughout the year	Q1 2024	Complete	calendar posted on website, regularly updated - 12.2.24
3.E.2	Implement new Marketplace management software	Q1 2024	Complete	success, expanding to cloud-based in Jan 2025 - 12.2.2024
3.E.3	Conduct a SWOT analysis of the Marketplace	Q2 2024	In Progress	Marketplace Committee taking action - 12.2.24
3.E.4	Identify possible new revenue opportunities (e.g. sponsorship)	Q2 2024	In Progress	discussing layout, new category opportunities - 12.2.2024
3.E.5	Create potential expansion map	Q3 2024	In Progress	recently created M row, extended I and J rows - 12.2.2024
3.E.6	Identify additional community partners to engage	Q3 2024	Continual	working with Swap Meet Justice, Clinicas - 12.2.2024
F. Boost operational support				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**

OCF Strategic Plan Update - December 2024

3.F.1	Board to approve sustainability and management fees	Q2 2024	In Progress	resistance from board, will continue to discuss - 12.2.2024
3.F.2	Implement annual sustainability fee on each investment fund.	Q3 2024		
3.F.3	Implement a management fee against each restricted donation.	Q3 2024		
3.F.4	Eliminate the dollar-for-dollar match on scholarship gifts	Q2 2025		
Growing infrastructure				
A. Educate the board				
Task	**Implementation Steps (How)**	**When**	**Status**	**Note**
4.A.1	Create packet containing all board policies.	Q1 2024	In Progress	policies on website, looking at other ways to inform - 12.2.2024
4.A.2	Add educational moment at full board meetings.	Q1 2024	In Progress	recent have been tied to funding requests - 12.2.2024
4.A.3	Follow a specific process to recruit new board members.	Q2 2024	In Progress	promoting idea of expanding Nominating Committee - 12.2.2024
4.A.4	Develop a board orientation program.	Q2 2024	In Progress	will look to formalize - 12.2.2024
4.A.5	Create policies for any missing, needed policies	Q2 2024		
4.A.6	Conduct board matrix survey/study	Q2 2024	Complete	completed via strategic planning process
4.A.7	Change Nominating to Governance, make standing committee	Q2 2024	In Progress	idea discussed - 12.2.2024
4.A.8	Conduct thorough review of the bylaws	Q3 2024		
4.A.9	Create dashboard, update regularly	Q3 2024	In Progress	looking at different formats - 12.2.2024
B. Increase board member engagement				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
4.B.1	Implement online board management system (e.g. OnBoard, Boardable)	Q1 2024	In Progress	reviewing platforms, determining actual use - 12.2.2024
4.B.2	Recognize the Spirit of the Condor recipients (involvement point system)	Q2 2024	Continual	currently tracking board member participation - 12.2.2024
4.B.3	Develop new board obligation agreement	Q2 2024	Complete	implemented in July 2024
4.B.4	Assign committee chairs and members at the June board meeting	Q2 2024	On Hold	will attempt again in June 2025 - 12.2.2024
4.B.5	Schedule regular/quarterly committee meetings	Q3 2024	In Progress	meetings not set for all committees - 12.2.2024
C. Hire new staff members				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
4.C.1	Determine staffing needs based on the strategic plan	Q1 2024	In Progress	added Michael to provide Outreach assistance - 12.2.2024
4.C.2	Draft job descriptions for new staff positions	Q2 2024	In Progress	designed for Outreach - 12.2.2024
4.C.3	Determine compensation plan for each hired position.	Q2 2024		
4.C.4	Engage HR Firm to conduct search(es).	Q3 2024	Complete	Monthly retainer to oversee all HR duties - 12.2.2024
D. Develop Foundation recognition program				
Task	**Implementation Steps (How)**	**End**	**Status**	**Note**
4.D.1	Create calendar of recognition events	Q1 2024		
4.D.2	Host a scholarship celebration for transfer students with the UTC	Q2 2024	Continual	next event will take place in May - 12.2.2024
4.D.3	Host Entering/Continue scholarship celebration	Q3 2024	In Progress	2024 delay forced cancel, reassessing plan - 12.2.2024
4.D.4	Establish a board emeritus program	Q3 2024		
4.D.5	Create ways to recognize volunteers	Q3 2024		