

Citrus College Foundation

Minutes of Tuesday, June 26, 2025
Special Meeting of the
Citrus College Foundation Board of Directors
AD 109 8:00 a.m.

Present: Stacy Arena, Brian Bowcock, Laura Bollinger, Carlos Campuzano, Jared Ceja, Claudette E. Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack, Dr. Greg Schulz, Briceyda Torres, Brian Vosberg, Diane Wilkinson

Absent: Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Hamza El Lahib

Non-Voting: Christina M. Garcia (Absent)
Dr. My Chau, Acting Director

Call to Order: The meeting was called to order by Foundation Board President Mr. Carlos Ramos at 8:02 a.m. A quorum was established.

Pledge of Allegiance: Mr. Ramos led the board of directors in the Pledge of Allegiance.

Public Comment: Mr. Ramos made a call for public comments; none were made.

Treasurer's Report

Treasurer Brian Vosberg deferred to Ms. Claudette Dain to present the financial information for the Foundation. Ms. Dain presented financials through April 30. Ms. Dain informed the board that the Gala expenses are provided on a separate report and also reported separated by income and expense. Mr. Brian Bowcock motioned to approve the current financials. Ms. Phyllis Fritz seconded the motion. Motion passed.

Yes: Stacy Arena, Brian Bowcock, Laura Bollinger, Carlos Campuzano, Jared Ceja, Claudette E. Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack, Dr. Greg Schulz, Briceyda Torres, Brian Vosberg, Diane Wilkinson

No: None.

Absent: Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Hamza El Lahib

Next, Ms. Dain presented the tentative budget for the upcoming fiscal year, 2025-26. The tentative budget presented mirrored that of the 2024-25 budget. Ms. Phyllis Fritz motioned to approve the tentative operating budget. Ms. Diane Wilkinson seconded the motion.

During discussion, Ms. Fritz recommended amending the 2025-26 budget as follows:

Line 3 – Office Supplies, Equipment & Software – increase by \$20,000 to bring the total budget to \$24,000, to include the third-year payment of Raiser’s Edge in the amount of \$20,000.

Line 5 – Consultant & Professional Fees – increase by \$5,000 to bring the total budget to \$20,000, to cover the cost of the legal services requested by the ad hoc committee to review the Master Agreement and Foundation bylaws.

Line 6 – Conferences & Travel – reduce by \$3,000 to bring the total budget to \$0, to help offset the increases to Lines 3 and 5, and since this budget will likely not be utilized until a new Foundation Director is hired.

During discussion of these items, clarification was provided regarding the fees for Raiser’s Edge and the legal services that were discussed as the basis for proposing the increase in Line 5. It was further clarified that the action item before the board approves the 2025-26 budget and that any recommendation to review/approve an attorney for legal services would be brought back to the board for action at a subsequent board meeting.

Mr. Bob Slack motioned to approve the amended changes to the 2025-26 operating budget. Ms. Diane Wilkinson seconded the motion. Motion passed.

Yes: Stacy Arena, Brian Bowcock, Laura Bollinger, Carlos Campuzano, Jared Ceja, Claudette E. Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack, Dr. Greg Schulz, Briceyda Torres, Brian Vosberg, Diane Wilkinson

No: None.

Absent: Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Hamza El Lahib

Board President’s Report

Mr. Ramos began his report by mentioning that the following directors: Stacy Arena, Briceyda Torres, Brian Vosberg, and Diane Wilkinson are up for reappointment for a term from July 1, 2025, through June 30, 2028. The motion was moved by Dr. Schulz and seconded by Ms. Tina Doeve. Motion passed.

Yes: Stacy Arena, Brian Bowcock, Laura Bollinger, Carlos Campuzano, Jared Ceja, Claudette E. Dain, Christine Doeve, Phyllis Fritz, Dr. Dana Hester, Kevin Morris, Aaron Ralph, Dr. Levi Richard, Carlos Ramos, Robert Slack, Dr. Greg Schulz, Briceyda Torres, Brian Vosberg, Diane Wilkinson

No: None.

Absent: Dr. Martin Gundersen, Veronica Kirton, Teddy Villaluz, Hamza El Lahib

Next, Mr. Ramos shared the previously presented board’s giving from earlier in the month with no changes. The board is halfway through the year and is at \$12,515, a quarter of the way to our goal of \$45,000 in giving. The board is at 52% director participation in our goal of 100%. Mr. Ramos encouraged the board to meet their goal earlier than the fourth quarter.

Finally, Mr. Ramos provided an update on the summer retreat being postponed. The retreat will not be cancelled but will be rescheduled when the new Foundation director has been selected. The board entered discussion on the day of the week the retreat is held and what day and time works for most of the board to be in attendance.

Superintendent/President's Report

Dr. Greg Schulz began his report with an update about the summer term currently in session and Citrus having an enrollment of 5,000 students for the term. Since our last meeting, commencement has taken place where the distinguished alumni were acknowledged. Attendance was about 8,000 people among family, friends, graduates, faculty and staff at the stadium. Dr. Schulz expressed how proud he was of the achievements of the graduates.

Dr. Schulz shared one of the fastest growing factors in the college's overall enrollment continues to be the dual enrollment program and partnering with our service area high schools. Part of the growth is reflected by the cultivation and strengthening of outreach and the community presence with the help of our many ambassadors of the College including board members of the Foundation. He expressed his gratitude to the board and their efforts to assist in making the difference in the lives of Citrus students.

Foundation Director's Report

Dr. My Chau was absent and in her absence the report was provided by Ms. Briceyda Torres. The Foundation is working with Financial Aid in awarding the scholarships for 2025-26. Currently, 125 scholarships are being awarded to the selected recipients. The scholarship reception is also in the planning stages as it goes hand-in-hand with the scholarship selection and awarding.

The Foundation is also working with the vendor for the legacy and promise plaque wall. The board was presented with the option for the design of the six-by-six plaque with an accent of leaves in the corner. The remainder of the smaller plaques, four-by-six or two-by-six, would not have this option given their size.

Ms. Phyllis Fritz brought up the administration of justice scholarships that were currently being offered through the Foundation and if the donors' request is being honored for disbursement. The process of scholarships being advertised through Financial Aid's academic works and the selection process was discussed briefly. Invitations will be sent to the perspective donors, and the selection process will be discussed with the individuals, to adhere to their request.

Committee Reports and Updates

The ad hoc committee discussed the selection of outside legal counsel for the foundation, emphasizing that the firms they interviewed varied in how well they understood the foundation's specific needs. One firm stood out due to its grasp of the guidance required and its competitive rates. The timing for selecting outside counsel was considered ideal, as a new director is about to join. The committee sees this as an opportunity to establish

134 a strong operational foundation and clarify roles and responsibilities, allowing the new
135 director to start with a clear structure in place.

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137 There was also discussion around potential limitations of relying on the college's legal
138 counsel for foundation matters. Although the foundation and the college are related, they
139 are separate legal entities. Some individuals feel that the college's counsel is ultimately
140 obligated to serve the college's interests and that attempts to get clarity on certain bylaws
141 issues through the college's legal team were unsuccessful, which underscored the need
142 for independent legal representation for the foundation to avoid conflicts of interest and
143 ensure accountability. The board was advised that the past attempts have also been
144 addressed and there has been some miscommunication and the district was not always
145 made aware of the board's request; therefore, not being provided a timely response was
146 due to the request not being provided to the district.

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148 Additionally, some individuals expressed concerns about gaps in communication and
149 follow-up on information requests, particularly regarding annotated questions on bylaws
150 that they believed were passed along to the district for legal counsel review but were
151 never answered. The executive committee acknowledged these concerns and is working
152 on improving responsiveness and communication to prevent such gaps in the future.

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154 **Announcements:**

155 Mr. Ramos read through upcoming events for the college and foundation and provided
156 dates and times for events; he encouraged directors to attend.

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158 **Adjournment:** Mr. Ramos adjourned the meeting at 9:25 a.m.

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160 Minutes submitted by Briceyda Torres, Citrus College Foundation