



**GLENDALE COLLEGE  
FOUNDATION, INC.**

**BOARD MEMBER ORIENTATION**



## **BOARD MEMBER ORIENTATION PACKET**

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# **1. BIOGRAPHICAL INFORMATION**



**BOARD OF DIRECTORS  
BIOGRAPHICAL INFORMATION UPDATE**

Date	Board Member Since
Name	Spouse
Business Address	Title
Business Address	
City/State	Zip
Admin. Assistant	
Bus. Phone	Fax
Home Address	
City/State	Zip
Cell Phone	E-mail

Foundation History: *(Please list committees served on, offices held, other activities; include dates):*

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Send Foundation information to	Office ( )	Home ( )
Preferred method of contact	Email ( )	Phone ( )
Glendale College Alumni?	Yes ( )	No ( )
<i>If Yes, years attended</i> _____		
Parent of Alumni?	Yes ( )	No ( )



**COLLEGES/UNIVERSITIES ATTENDED**

*(Please include name of institution, dates, degrees and fields of study)*

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**COMMUNITY ACTIVITIES**

*(Please list awards and honors)*

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**CLUBS AND ORGANIZATIONS**

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**BACKGROUND/FAMILY/INTERESTS**

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## **2. ROLES AND RESPONSIBILITIES**



## Board of Directors Roles and Responsibilities

The primary role and responsibility of the Board of Directors is to articulate the purpose of the Foundation to the community. The purpose as stated in the by-laws:

*“The primary purpose of this corporation shall be to assist in the achievement and maintenance of a superior program of public education and community participation within the Glendale Community College District by receiving contributions from the public, raising funds, and making contributions to educational and community programs of the Glendale Community College District, and by developing, conducting, contracting, and financing programs and projects designed to benefit the students and programs of the District.”*

### **Participation:**

Board Members are expected to attend all regularly scheduled board meetings. The board only meets quarterly and attending meetings is an important way to stay informed about what is happening throughout the college. In addition, Board members will be asked to serve on committees, and provide leadership in other ways, which will further the work of the Foundation and its purpose. At an initial orientation, board members will be given a list of possible committees.

Each board member is also expected to support and attend fundraising activities, and to help identify other community members who may be willing to be supporters.

### **Fundraising:**

A major responsibility of the Board is the procurement of financial resources for the College. Board members play a key role in identifying, screening, and cultivating potential contributors. The Executive Director is available to assist in all phases of solicitations.

**Annual Support:**

It is expected that Board members make a personal gift to the Foundation’s unrestricted annual campaign and provide a list of potential donors for further solicitation. Board members are also expected to join the President’s Circle.

**Endowment Support:**

Increasing the Foundation’s unrestricted endowment is a high priority, and Foundation board members are asked to consider making a contribution to this. In addition, board members are asked to identify other individuals or corporations who can be solicited for endowed gifts.

**Leave a Legacy:**

Building the GCC Legacy Society is also a priority. Board members are asked to consider becoming part of the Legacy Society by naming “Glendale College Foundation” in their will or trust, or taking out a gift annuity or other trust vehicle that names the Foundation as the beneficiary.

I have read the above Roles and Responsibilities of being a board member of the Glendale College Foundation.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

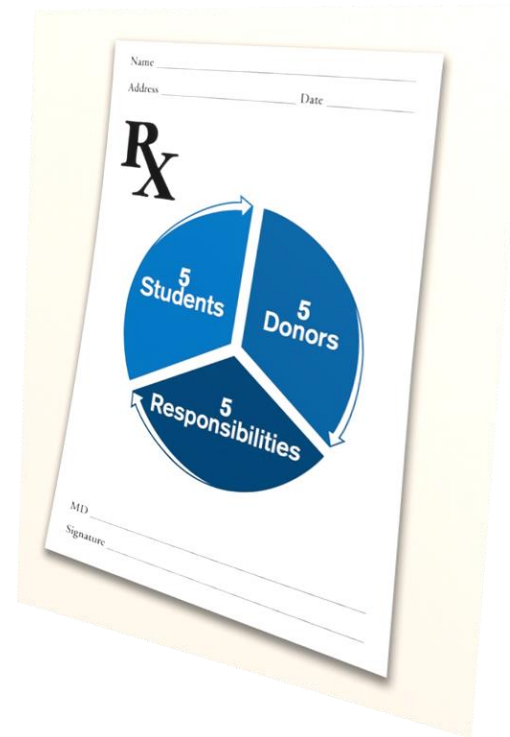
Date: \_\_\_\_\_





# *PRESCRIPTION FOR BOARD SUCCESS*

## **The 5-5-5 Plan**



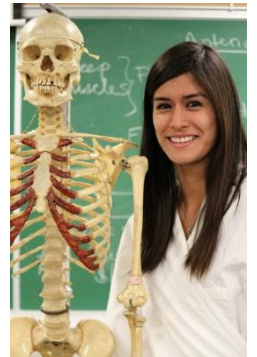
# CONNECT 5 STUDENTS

- Take one or more students to lunch
- Offer internships or job shadowing or shadow a student
- Attend events or connect with a department

*Business Division Advisory Committee  
Contact a Division Chair  
Attend Character & Ethics program*

- Speak to a class

*Contact Division Chair if you have an area of expertise*



# CONNECT 5 DONORS



- **Have a friend/colleague join the President's Circle**
- **Bring in a sponsor for the Golf Tournament**
- **Invite a friend/donor to come on a campus tour with you**
- **Invite a friend/donor to a play, sporting event, lecture**
- **Host a small event at your home for potential donors**



# 5 BOARD RESPONSIBILITIES

- **Get involved with one committee**
- **Attend Board meetings**
- **Attend a fundraising event**
- **Make your own personal annual donation to the Foundation**
- **Consider an endowment fund to leave a legacy to the college**



# MEASURES OF SUCCESS

- **Better board attendance**
- **More board members involved in between board meetings**
- **Raising more money from the board and its contacts**
- **Building a stronger connection to the college**
- **Giving more concrete ways for board members to become engaged**



# GLENDALE COLLEGE FOUNDATION

## Board member Self Assessment Report Card

*This is a self assessment to help you engage with Glendale Community College.*

Grade	Point Value	
_____	<input type="text"/>	<b>1. Attendance</b> <ul style="list-style-type: none"><li>• <i>Board Meetings</i></li><li>• <i>Committee meetings</i></li><li>• <i>College Events</i></li><li>• <i>Foundation events</i></li></ul>
_____	<input type="text"/>	<b>2. Financial Support</b> <ul style="list-style-type: none"><li>• <i>Gave &amp; brought in \$ support</i></li><li>• <i>Joined, renewed President's Club membership</i></li><li>• <i>Bought a tile</i></li><li>• <i>Set up an endowment fund</i></li><li>• <i>Named the Foundation in will/trust &amp; encouraged someone</i></li></ul>
_____	<input type="text"/>	<b>3. Access</b> <ul style="list-style-type: none"><li>• <i>Provided the Foundation with the names of 5 donor prospects</i></li><li>• <i>Assisted in creating relationships with 5 prospects</i></li><li>• <i>Got to know about 5 college programs</i></li></ul>
<b>Grade Point Average /3</b>	<input type="text"/>	



### **3. CONFLICT OF INTEREST POLICY**

**CONFLICT OF INTEREST POLICY FOR  
GLENDALE COLLEGE FOUNDATION, INC.**

1. Scope. The following statement of policy applies to each of the board members, committee members and the executive director of **Glendale College Foundation, Inc.** It is intended to serve as guidance for all persons in positions of significant responsibility and authority.
2. Fiduciary Responsibilities. Board members, committee members and the executive director of **Glendale College Foundation, Inc.** serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the board and officers of the administration are to be made solely on the basis of a desire to advance the best interests of the institution and the public good. The integrity of **Glendale College Foundation, Inc.** must be protected at all times.

Men and women of substance inevitably are involved in the affairs of other institutions and organizations. Effective boards and administrations will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many potential conflicts are and will be deemed inconsequential, every individual board member, committee member and the executive director has the responsibility to ensure the entire board is made aware of situations that involve personal, familial, or business relationships that could be troublesome. Thus, the board requires each board member, committee member and the executive director annually (a) to be familiar with the terms of this policy; (b) to disclose to the board chair any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving the **Glendale College Foundation, Inc.**; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

3. Disclosure. All board members, committee members and the executive director are requested to list on this form only those substantive relationships (a) they or members of their family maintain with organizations that do business with the **Glendale College Foundation, Inc.** or (b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility.

If a board member, committee member or the executive director is uncertain whether to list a particular relationship, the board chair and institutional legal counsel should be consulted. They may elect to seek the judgment of the executive committee before informing and consulting with the entire board within an executive session. Information shared or gathered as a result of such consultations (including information provided on this form) shall be confidential except when the institution's best interests would be served by disclosure. Such disclosure will be made on after informing those concerned.



## **CONFLICT OF INTEREST POLICY FOR GLENDALE COLLEGE FOUNDATION, INC.**

The following definitions are provided to help board members, committee members and the executive director decide whether a relationship should be listed on the disclosure:

**Business Relationship:** Relationship in which a board member, committee member or the executive director, or a member of his or her family as defined below serves as an officer, director, employee, partner, board member, or controlling stockholder of an organization that does substantial business with **Glendale College Foundation, Inc.**

- **Family Member:** Spouse, parent, sibling, child or another relative if the latter resides in the same household as the board member or officer.
  - **Substantial Benefit:** When a board member, committee member or the executive director or a member of their family (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with the **Glendale College Foundation, Inc.** or (b) has other direct or indirect dealings with such an organization from which the board member's, committee member's or the executive director's family benefits directly, indirectly, or potentially from cash or property receipts totaling \$10,000 or more annually.
4. **Restraint on Participation.** Board members, committee members and the executive director who have declared a conflict of interest, or who have been found to have a conflict of interest shall refrain from participating in consideration of proposed transactions unless the board or administration requests information or interpretation for special reasons. Should a conflict of interest matter require an executive committee or board vote to resolve, those concerned shall not be present at the time of the vote.

**DISCLOSURE FORM FOR GLENDALE COLLEGE FOUNDATION, INC.**

1. Are you aware of any relationship between **Glendale College Foundation, Inc.** and yourself or a member of your family as defined by the letter or spirit of this policy that may represent a conflict of interest?

No

Yes

If yes, please list such relationships and the details of annual or potential financial benefit as you can best estimate them.

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2. During the past 12 months, did you or a member of your family receive any gifts or loans from any source from which the **Glendale College Foundation, Inc.** buys goods or services or otherwise has significant business dealings?

No

Yes

If yes, please list them, their source, and their approximate value.

Source	Item	Approximate Value
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3. Exceptions: (If there are none, please indicate so.)

I certify that I have read and understand the **Glendale College Foundation's** policy on conflict of interest (dated \_\_\_\_\_)

and that the foregoing information is true and complete to the best of my knowledge.

\_\_\_\_\_  
Name *(please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **4. BY LAWS**

BYLAWS  
OF THE  
GLENDALE COLLEGE FOUNDATION, INC.

ARTICLE I  
Name

The name of this corporation shall be the Glendale College Foundation, Incorporated.

ARTICLE II  
Principal Office

The principal office for the transaction of business of the Corporation is hereby fixed and located in the city of Glendale, County of Los Angeles, State of California. The Board of Directors may at any time or from time to time change the location of the principal office from one location to another in said county.

ARTICLE III  
Purpose

The primary purpose of the Glendale College Foundation, Inc. is to bring together the community and Glendale Community College to further the mission of the College. The Foundation shall accomplish this goal through contributions, fund raising and building public awareness. The funds primarily shall be used to support students and college related services.

ARTICLE IV  
Membership

The Directors of the corporation at the time in office shall constitute the members of the corporation.

ARTICLE V  
Meetings

1. Regular Meetings. Regular meetings of the Board of Directors shall be held without call at such time and place as shall from time to time be fixed by the Board of Directors in the months of July, October, January and April.

2. Annual Meeting. The July meeting of the Board of Directors is designated as the annual meeting of the corporation.

3. Special Meetings.

A. Authority to Call. The President, Vice President or 25% of the Directors may call special meetings for the Board of Directors for any purpose at any time.

B. Notices.

(i) Manner of Giving. Notice of the time and place of special meetings shall be given to each Board member by one of the following methods:

- (a) by personal delivery or written notice;
- (b) by first-class mail, postage paid; or
- (c) by electronic communication either directly to the Board member or to a person at the Board member's office who would reasonably be expected to communicate such notice promptly to the Board member.

All such notices shall be given or sent to each Board member's address or contact information on file in the Foundation Office.

(ii) **Time Requirement.** Notices sent by first class mail shall be deposited into a United States mailbox at least four (4) four days before the time set for the meeting. Notices given personally, or by electronic communication shall be delivered at least forty-eight (48) hours before the time set for the meeting.

(iii) **Notice Contents.** The notice shall state the date, time, place and purpose for the meeting.

4. **Adjournment.** A majority of the Board members present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

5. **Attendance.** Attendance at all board meetings is required. A director missing three consecutive meetings may be required to resign.

## ARTICLE VI Board of Directors

1. **Number.** The Board of Directors shall consist of not less than three (3) nor more than thirty-five (35) Directors, with the exact number thereof to be determined by resolution of the Board of Directors. In addition, the following shall serve as liaisons to (as amended at the October 2016 Board meeting) the Board of Directors: the President of the Board of Trustees of the Glendale Community College District, the Superintendent/President of Glendale Community College, a faculty member and a classified staff person.

Board Members in good standing who no longer wish to serve in an active capacity may be appointed to the Foundation Emeriti Board. Emeriti members may attend meetings and events, but have no voting privileges nor may their presence be used to constitute a quorum. The purpose of this Board is to support the Foundation and work of the College.

2. **Quorum.** A majority of the total number of elected Directors shall constitute a quorum for the transaction of business at any meeting.

3. **Powers.** Subject to limitations imposed by law, the Articles of Incorporation or these bylaws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of this corporation shall be controlled by, the Board of Directors. Without limiting any such power or authority, the Board of Directors shall have the following powers:

- a. To determine this corporation's objectives and formulate plans designed to meet them;
- b. To establish policies for administering the affairs of this corporation;
- c. To adopt and control the operation, budget, and financial plan of this corporation and assure the conduct of the financial affairs on a responsible basis in accordance with established policies;

- d. To control, manage and maintain the property of this corporation, borrow money for corporate purposes, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, indebtedness and security therefore;
- e. To sell any property, real, personal or mixed, owned by this corporation at any time upon such terms as deemed advisable, at public or private sale, for cash or upon credit;
- f. To employ or retain individuals or other corporations as agents or representatives of the corporations and to describe their role or duties;
- g. To retain sums received by this corporation uninvested, when in the discretion of the Board of Directors, such sums cannot be invested Advantageously as defined by the Investment Policy adopted by the Board of Directors;
- h. To retain all or any part of any securities, or property acquired by this corporation in whatever manner, and to invest and to reinvest any funds held by the corporation, according to the judgment of the Board of Directors, as defined by the Investment Policy adopted by the Board of Directors;
- i. To invest funds received by this corporation in such stocks, bonds, mortgages, loans, secured or unsecured, or other investments as the Board of Directors shall deem advisable as defined by the Investment Policy adopted by the Board of Directors;
- j. To appoint such committees as it deems necessary and to prescribe powers and duties for them; and
- k. To select and remove officers of this corporation and prescribe powers and duties for them.

4. Compensation. Members of the Board of Directors shall serve without compensation, but shall be entitled to reimbursement for expenses in accordance with corporate policy.

5. Liability. No director shall be personally liable for the debts, liabilities or obligations of this corporation.

6. Election and Term of Office. The President of the Foundation shall appoint a Nominating Committee, consisting of not less than five members, made up of the immediate Past President acting as chair, the current Vice President, past presidents and/or members of the Foundation Board of Directors. The Nominating Committee shall submit a slate of officers and candidates for Board membership at the January meeting and election shall take place at the meeting in April. Officers and Board Members take office in July. All Directors shall be elected to serve three (3) year terms unless they are removed for cause, resign, or are granted a special exception term of office. Directors may be elected to succeed themselves in that office for a subsequent term or terms.

7. Vacancies. Any vacancy or vacancies in the Board of Directors resulting from death, incapacity, resignation, removal, or otherwise, shall be filled by appointment of the President and ratification of the Board of Directors, to serve the remainder of the term. Ratification may be accomplished through electronic communication or special meeting.

8. Removal. A director may be removed from office, for cause, by the vote of a majority of the Directors.

## ARTICLE VII Officers

1. Officers. The officers of this corporation shall be a President, a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors may appoint. All officers shall be members of the Board of Directors.

2. Election. The Board of Directors shall elect all officers of the corporation for terms of two (2) years, or until their successors are elected and qualified.

3. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled by appointment of the President and ratification of the Board of Directors. Ratification may be accomplished through electronic communication or special meeting.

4. President. Subject to the control of the Board of Directors, the President shall have general supervision, direction and control of the business and affairs of the corporation. The President shall preside at all meetings of the members and Directors, and shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

5. Vice-President. In absence or disability of the President, the Vice-President shall perform all the duties of the President, and in so acting shall have all the powers of the President. The Vice-President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors. The Vice-President shall be considered the President-elect.

6. Secretary. The Secretary shall keep or cause to be kept a complete record of the proceedings of the Board of Directors and shall supervise the keeping of minutes of the corporation, and shall discharge such other duties as pertain to the office or as prescribed by the Board of Directors.

7. Treasurer. The Treasurer shall keep and maintain or cause to keep and maintain financial records and statements. The financial records and statements shall be open to inspection by any director at all reasonable times. The Treasurer shall oversee the deposit of all money and other valuables in the name of the corporation with such deposits as may be designated by the Board of Directors; shall oversee the disbursement of funds of the corporation as may be ordered by the Board of Directors; shall render to the Directors at each regularly scheduled Board meeting, an account of all transactions and financial condition; and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors. The Treasurer shall chair the Finance Committee, which shall be responsible for submitting the annual budget to the Board of Directors.

ARTICLE VIII  
Executive Committee

1. Powers of the Executive Committee. The executive committee shall have and may exercise all powers and authority of the Board of Directors when said board is not in session, subject only to such restrictions or limitations as the Board of Directors may from time to time specify; provided, however, the executive committee shall not have authority to alter, amend, or repeal the articles of incorporation or bylaws, or to appoint Directors.

2. Composition. The executive committee shall consist of the President of the corporation who shall preside at all meetings thereof, the past President, the vice-president, the secretary, and the treasurer, elected by said board at its April meeting. The President shall appoint up to three (3) members at large. The executive committee members shall serve for terms of two (2) years or until their successors are elected and qualified.

3. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise shall be filled by appointment of the President and ratification of the Board of Directors. Ratification may be accomplished through electronic communication or special meeting.

4. Removal. A director may be removed from office, for cause, by the vote of a majority of the Directors.

5. Meetings.

A. Authority to Call. Meetings of the executive committee shall be called by the secretary of the executive committee upon the request of the President of the corporation or two of the members of the executive committee.

B. Notices.

(i) Manner of Giving. Notice of the date, time and place of special meetings shall be given to each Board member by one of the following methods:

- (a) by personal delivery or written notice;
- (b) by first-class mail, postage paid; or
- (c) by electronic communication either directly to the Board member or to a person at the Board member's office who would reasonably be expected to communicate such notice promptly to the Board member.

All such notices shall be given or sent to each Board member's address or contact information on file in the Foundation Office.

(ii) Time Requirement. Notices sent by first class mail shall be deposited into a United States mailbox at least four (4) four days before the time set for the meeting. Notices given personally, or by electronic communication shall be delivered at least forty-eight (48) hours before the time set for the meeting.

(iii) Notice Contents. The notice shall state the date, time, and place and purpose for the meeting.

6. Quorum. The presence of a majority of all of the members of the executive committee shall constitute a quorum for the transaction of business at any meeting of the executive committee.



## Article IX Standing Committee

All chairs and committee members shall be appointed by the President, with the exception of the Finance Committee. Terms will be two years. Staff members will serve on committees when appropriate.

1. Finance Committee. Finance Committee members shall be made up of no more than nine and no less than five members of the Foundation Board, excluding “required” and “ex-officio members.” The members shall be appointed by the Executive Committee with recommendations from the Finance Committee and shall serve a two year term. “Required members” are the President and Treasurer and “ex-officio members” are the Executive Director, Foundation Accounting Technician, Alumni Treasurer and Dean of Student Affairs. The Treasurer of the Glendale College Foundation shall chair the committee.

The Committee shall monitor the income, expenditures and investments of the endowment, general and designated funds. The Committee also shall review and recommend an annual budget to the Executive Committee of the Board of Directors. The Finance Committee is authorized to delegate certain responsibilities to professional experts, retained by the Board of Directors in accordance with the Investment Policy Statement, in various fields. The Finance Committee shall not exercise any control over investment decisions of individual securities.

2. Golf Committee. The Golf Committee shall be made up of Foundation Board members and community members. The Committee shall be responsible for the planning and execution of the annual Glendale College Golf Tournament. This includes the recruiting of sponsors, securing of golfers and prizes.

3. El Vaquero Racquet Club Committee. The El Vaquero Racquet Club Committee is responsible for advising the Board of Directors on various issues related to the operation of the club, recruitment of members and monitoring the needs of the courts and surrounding facilities.

4. Hall of Fame Committee. The Hall of Fame Committee shall be made up of Foundation Board members, community members and College staff. The Committee shall be responsible for the planning and executing of the annual Hall of Fame event including the selection of candidates (may be completed by a sub-committee) and event to honor inductees.

5. Audit Committee. The Audit Committee shall include one (1) board member appointed by the Foundation President who will be the Chair and who is neither on the Executive Committee nor the Finance Committee of this Foundation. The Foundation Board President may appoint up to three (3) other members, at least one of whom has significant accounting or financial experience. As defined by the California Nonprofit Integrity Act, the Audit Committee will not include staff members, the President, the Secretary or the Treasurer of the Foundation. The Committee may include members of the Finance Committee, but not to exceed 49% of the Committee’s membership.

The Audit Committee shall confer with the auditor to satisfy Committee members that the financial affairs of the organization are in order; review the audit and decide whether to accept it; and approve non-audit services by the independent CPA’s accounting firm, and ensure such services conform to standards issued by the U.S. Comptroller General.

ARTICLE X  
Additional Committees

Additional committees may be appointed by the President with the approval of the Board of Directors as may be required to conduct Foundation business.

ARTICLE XI  
Budget and Finance

1. Budget. The Board of Directors shall adopt a corporate budget as recommended by the Finance Committee and Executive Committee for each fiscal year, which may be reviewed and revised as necessary during the course of the year. Expenditures for items not provided for in the adopted budget shall require approval of the Board of Directors. Expenditures provided in the adopted budget may be disbursed without specific authorization.

2. Fiscal Year. This corporation's fiscal period for financial and accounting purposes shall commence July 1st and end June 30th.

3. Financial Audit. The financial books and transactions of the corporation shall be audited within three months following the close of each budget reporting period, and the results of such be presented to the Board of Directors at the first board meeting following the issuance of said report. The authority hereby conferred shall remain in full force until revocation by the Board of Directors.

ARTICLE XII  
Indemnification by corporation of Directors, Officers,  
Employees and Other Agents

1. Indemnification. To the extent that a person who is, or was, a director, officer, employee or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he/she is, was, an agent of the corporation, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains judgment against him or her, then indemnification against expenses, judgments fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by, and in accordance with the requirements of, **Section 5238 of the California Non-profit public Benefit Corporation Law**.

2. Insurance for Corporate Agents. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including director, officer, employee or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (**Section 5233 of the California Non-profit Public Benefit Corporation Law**) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power

to indemnify the agent against such liability under the provisions of **Section 5238 of the California Non-profit Public Benefit Corporation Law.**

ARTICLE XIII  
Contracts

1. Execution of Contracts. The Board of Directors may authorize any two officers or agents, to enter into any contract or execute any instrument in the name of and on behalf of this corporation, and such authority may be general or confined to specific instances, as determined by the Board of Directors.

ARTICLE XIV  
Amendment of Bylaws

These bylaws may be amended or repealed and new bylaws adopted by the vote of a majority of the Board of Directors present at any Directors' meeting, except that a bylaw fixing or changing the number of Directors may be adopted, amended or repealed only by the vote or written consent of a majority of the Directors of the corporation.

ARTICLE XV  
Agent and Principal Office

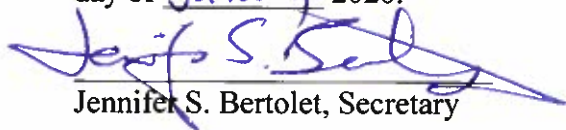
The principal office and agent of this corporation for service of process is:

Executive Director  
Glendale College Foundation, Inc.  
1500 North Verdugo Road  
Glendale, CA 91208  
(818) 551-5199

CERTIFICATE OF SECRETARY

The undersigned, Secretary of the Glendale College Foundation, Incorporated, a California non-profit corporation, does hereby certify the foregoing bylaws constitute a true, correct and revised copy of the bylaws of said corporation in effect on the date hereof.

IN WITNESS WHEREOF, the undersigned has executed this Certificate this 1.27.2020 day of January 2020.

  
Jennifer S. Bertolet, Secretary

AMENDMENT OF BYLAWS

Article IX – Standing Committees (page 6) 5. At the regular meeting of April 22, 2019, of the Board of Directors, it was approved to add the Audit Committee as a Standing Committee.



# **5. BOARD MEMBER DIRECTORY & COMMITTEES**

Updated 07/25/2022

## GLENDALE COLLEGE FOUNDATION, INC.

### 2021-2023 Officers and Members

BOARD POSITION	FULL NAME	ORGANIZATION	Date Joined	End of Term
President	Rick Dinger	Crescenta Valley Insurance	07/2009	06/2023
Vice President	Jennifer S. Bertolet	David N. Schultz, Inc.	10/2017	06/2023
Immediate Past Pres.	Kris Hons	Stevenson Real Estate	01/2012	06/2023
Treasurer	Jeff Russell	Pango Group	12/2019	06/2023
Secretary	Jory Potts		07/2016	06/2023
Member-At-Large	Ellyn Semler		01/2005	06/2023
Member-At-Large	Mike Haney	Arroyo Investment	04/2007	06/2023
Member-At-Large	Edwin Sahakian	Ardwin Freight	07/2014	06/2023
GCC Liaison	Dr. Ryan Cornner	Superintendent/President Glendale Community College	07/2022	Liaison
GCC Trustee Liaison	Ann Ransford	GCC Board of Trustees	06/2022	Liaison
GCC Senate Liaison		Faculty Senate Representative		Liaison
<b>Members:</b>	Paul Brodsky	E. Paul Brodsky, CPA	10/1993	06/2024
	Liz Chai-Chang	Wells Fargo	07/2010	06/2024
	Suzette Clover	L.A. County Superior Court	07/2014	06/2023
	Angela Collins	Montrose Kitchen & Grill	07/2015	06/2023
	Pat Crouch	Western Resources Title	01/1993	06/2022
	Michael Davitt	Archdioces of Los Angeles	01/1993	06/2025
	Armand Dorian	USC Verdugo Hills Hospital	07/2021	06/2024
	Miryam Finkelberg	Finkelberg & Finkelberg	07/2016	06/2025
	Joyce Gimbert	Royal Business Bank	07/2021	06/2024
	Carole Jouroyan		01/1984	06/2025
	Adel Luzuriaga	Nextblock.com	07/2017	06/2023
	Donna Melby	Paul Hastings	07/2013	06/2025
	Keith Morris	Morgan Stanley/Smith Barney	01/2011	06/2025
	Jordan Nedeff	Jordan A. Nedeff Real Estate	07/2022	06/2025
	Bhupesh Parikh	Pari Enterprises Inc.	01/2006	06/2025
	Eric Sahakians	Union Bank	01/2007	06/2025
	Jim Sartoris		07/2009	06/2024
	Jim Spencer		07/2009	06/2024
	David Tonoyan	Dot818.com	07/2019	06/2025
	Mark Trueblood	Trumark R.E. Management	07/2016	06/2025
	Todd Vradenburg	National Assoc. of Theater Owners	07/2021	06/2024
	Linda Wang		07/2015	06/2023
	Steve Wilder	Walt Disney Company	07/2011	06/2024
	Lisa H. Brooks	Executive Director Glendale College Foundation		



If you are interested in being on any of the committees that are not by appointment, please contact: Lisa Brooks at (818) 551-5196 – [lbrooks@glendale.edu](mailto:lbrooks@glendale.edu).

## **BOARD COMMITTEES**

## **CHAIR**

### **Audit (Appointed)**

**Jim Spencer**

The chair is appointed by the President. The audit committee oversees the work of the independent auditors and makes sure that all requested documentation is in order and that recommended office procedures are in compliance. They meet on an as-needed basis but at least annually.

**Current members: Paul Brodsky, Amir Nour, Eric Sahakians**

### **Alumni Council**

**Suzi Clover**

This exciting group of alumni of the college is in the process of developing plans to outreach to the many thousands of alumni who are not yet connected to the College. There is great potential for this group to bring new resources to the campus.

### **Executive (Appointed)**

**Rick Dinger**

This committee, chaired by the Foundation President, is comprised of the officers of the Board and helps to plan the agenda for the quarterly Board meetings as well as going into more detailed discussions on key Foundation issues. It has the power and authority of the board when the board is not in session, as specified in the bylaws.

### **Finance (Appointed)**

**Jeff Russell**

This committee, chaired by the Treasurer, is appointed by the Executive Committee. Members serve a two-year term. This committee monitors the income, expenditures and investments of the endowment, general, and designated funds. It also reviews and recommends an annual budget to the Executive Committee, which is then taken to the Board for approval.

### **GCC Legacy Society**

**Carole Jouroyan**

This committee oversees the Foundation's Legacy Society which has the capacity to bring major funds to the College. Anyone designating \$25,000 in their will/trust etc. and letting us know, qualifies to have their name on a permanent wall of honor in their lifetime. Any size gift, however, qualifies the donor to be a member of the GCC Legacy Society. This is a critical area of major donations for the Foundation. New members are welcome.

### **Golf**

**Mike Davitt**

This committee oversees the Foundation's Golf Classic, typically held the second Monday in June at Oakmont Country Club. Committee members plan the event, help bring in sponsorships, tee green signs, auction items and raffle prizes. This is an active committee comprised of board and community members. The committee usually meets between January and June on a monthly basis. New members are welcome.

**Current members: Paul Brodsky, Lisa Brooks, Chris Cicuto, Angela Collins, Rick Dinger, Greg Dobbs, Miryam Finkelberg, Mike Haney, Kris Hons, Vince Iuculano, Zelma Jacobs, Alex Leon, Mark Richardson, Jim Sartoris, Jason Trueblood, Todd Vradenburg, and Steve Wilder**

**Grants****Liz Chai-Chang**

This committee reviews all Foundation grants that the various campus departments submit and helps to select those that will be funded. In addition, it reviews Student Success Fund requests. Recommendations for funding then go to the Finance Committee, Executive Committee and Board for final approval. New members are welcome. Members of this committee should be current President's Circle members. This committee usually meets once or twice a year in July and August.

**Current members: Jennifer S. Bertolet, Paul Brodsky, Kris Hons, Carole Jouroyan, Jim Sartoris, Ellyn Semler, Jim Spencer, and Linda Wang**

**Hall of Fame****Jim Sartoris**

This committee was formed in 2001 to create a college athletic event that takes place annually or bi-annually. The Glendale Community College Athletic Hall of Fame honors former athletes and teams who achieved excellence through competition, coaches who have made a difference in the lives of their athletes and supporters of the athletic program. The event has not only raised the profile of athletics on campus but has been the model for several schools creating their own event and has raised much needed funds for the athletic department. This is an active committee that meets to plan the event which is typically held in early October. New members are welcome.

**Current members: Chris Cicuto, John Cicuto, Greg Dobbs, Dave Greenbaum, Mike Haney, Alex Leon, Tzoler Oukayan, and Paul Schlossman**

**President's Circle****Rick Dinger**

This committee helps to identify new members for the Foundation's very important President's Circle. Donors to this Circle have special benefits by belonging at a minimum of \$1,000 a year. Major donors of \$5,000+ in any given year are members of the Circle. Donors of \$1M are lifetime members. A special event is held each year with the Superintendent/President at a special location. Money from this Circle helps fund our campus grants and Student Success Fund. New members are welcome. Foundation Board members are expected to join this Circle.

**Nominating (Appointed)****Kris Hons**

This committee, chaired by the Immediate Past President(s), submits a slate of officers and candidates for board membership. Appointments to this committee are made by the President of the Foundation.



# **6. FINANCIAL INFORMATION**

**(reports given at quarterly Board meetings)**





# **7. MEETINGS CALENDAR**

## **2022-23**



# Schedule of Meetings

## 2022-2023

<b>July 2022 Meetings</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Finance/Executive</b>	Monday, July 12, 2022	4:00 PM	Virtual
<b>Quarterly Board</b>	Monday, July 25, 2022	5:30 PM	Oakmont Country Club
<b>October 2022 Meetings</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Finance/Executive</b>	Tuesday, Oct 11, 2022	4:00 PM	Virtual
<b>Quarterly Board</b>	Monday, Oct 24, 2022	4:30 PM	Virtual
<b>January 2023 Meetings</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Finance/Executive</b>	Tuesday, Jan 17, 2023	4:00 PM	Virtual
<b>Quarterly Board</b>	Monday, Jan 23, 2023	4:30 PM	TBD
<b>April 2023 Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>Finance/Executive</b>	Monday, April 17, 2023	4:00 PM	Virtual
<b>Quarterly Board</b>	Tuesday, April 25, 2023	4:30 PM	TBD



# **8. COLLEGE ORGANIZATIONAL CHART LINK & FOUNDATION STAFF**

[HTTPS://WWW.GLENDALE.EDU/ABOUT-GCC/ADMINISTRATION/ORGANIZATIONAL-CHART](https://www.glendale.edu/about-gcc/administration/organizational-chart)

**GLENDALE COLLEGE FOUNDATION, INC.**

**1500 North Verdugo Road  
Glendale, CA 91208  
Foundation (818) 551-5199  
Fax (818) 549-9391**

**STAFF**

Lisa H. Brooks	Executive Director	(818) 551-5196	<a href="mailto:lbrooks@glendale.edu">lbrooks@glendale.edu</a>
Saodat Aziskhanova	Accountant	(818) 551-5198	<a href="mailto:sazisk@glendale.edu">sazisk@glendale.edu</a>
Zelma Jacobs	Administrative Assistant	(818) 551-5201	<a href="mailto:zjacobs@glendale.edu">zjacobs@glendale.edu</a>
Eric Tazekand	Data Operations Specialist	(818) 551-5200	<a href="mailto:etazekand@glendale.edu">etazekand@glendale.edu</a>

**Glendale Community College  
1500 N. Verdugo Road  
Glendale, CA 91208  
(818) 240-1000**

**BOARD OF TRUSTEES**

Ann Ransford, President  
Dr. Sevan Benlian, Vice President  
Desiree Portillo Rabinov, Clerk  
Yvette Vartanian Davis, Board Member  
Dr. Armine Hacopian, Board Member

**SUPERINTENDENT/PRESIDENT**

Dr. Ryan Cornner (818) 551-5105 [rcornner@glendale.edu](mailto:rcornner@glendale.edu)



# **9. COLLEGE & FOUNDATION INFORMATION**

# Making a Difference

Every gift is important, and each one—no matter the amount—is greatly appreciated. Your donation can be in the form of cash, stocks or credit card payments. We also accept real estate. There are several ways to contribute.

- *Unrestricted gifts* are used for critical needs identified by the Foundation and GCC. As the name implies, these gifts cover a wide range of needs from funds to ensure that a vital program continues, to emergency requests from any GCC department
- *Donations* can be made for scholarships or to a specific academic department or program. The Foundation staff will be glad to help tailor your gift to your area of interest
- You may establish an *endowed gift* to provide long-term support for specific facilities, programs, services or scholarships for a minimum of \$2,500
- A *matching gift* program is also available
- By naming Glendale College Foundation, Inc. in your will or trust, you will *leave a legacy of giving*. Many GCC supporters choose this way to be remembered. You can designate a percentage of your estate or a specific amount to the college
- Other *deferred gift options* are also available, including charitable remainder trusts and gift annuities that have substantial tax advantages and provide you with income for life.

For more information, call the Foundation office at (818) 551-5199 or e-mail [Lbrooks@glendale.edu](mailto:Lbrooks@glendale.edu)





# The President's Circle

Introduced in 2010, The President's Circle offers donors the opportunity to support Glendale College in an ongoing, sustaining way by contributing a minimum unrestricted gift of \$1,000 or more annually. In addition to providing much-needed funds, members of the Circle will become associated with GCC through the benefits available to them. Among those benefits are:

- Your name on a President's Circle banner displayed on campus
- An invitation to a special lunch with the Superintendent/President
- Invitations to special campus events and a private, behind-the-scenes tour of the GCC campus

Money raised through the President's Circle will be available through grants for a variety of campus-wide projects in areas including arts and culture, science and technology, athletics and fitness, humanities and social sciences, and more. GCC faculty and staff can apply for funding to support projects that meet the Foundation criteria and fulfill its mission.

President's Circle membership is renewable each year for a minimum of \$1,000. We encourage you to join this forward-thinking group of GCC supporters who believe in education and have chosen to invest in the future of our community. Our levels include:

## Bronze \$1,000 to \$2,499

Name on President's Circle Banner  
 Special lunch with the Superintendent/President  
 Year-long website recognition

## Silver \$2,500 to \$4,999

Name on President's Circle Banner  
 Special lunch with the Superintendent/President  
 Year-long website recognition  
 2 season passes to Performing Arts  
 2 Planetarium passes  
 2 Football Season passes  
 Your own yearlong Banner in prime location

## Gold \$5,000 to \$9,999

Name on President's Circle Banner  
 Special lunch with the Superintendent/President  
 Year-long website recognition  
 4 season passes to Performing Arts  
 4 Planetarium passes  
 4 Football Season passes  
 Your own yearlong Banner in prime location

## Platinum \$10,000+

Name on President's Circle Banner  
 Special lunch with the Superintendent/President  
 Year-long website recognition  
 4 season passes to Performing Arts  
 4 Planetarium passes  
 4 Football Season passes  
 Your own yearlong Banner in prime location  
 Invitation for you and guest to  
 VIP Events  
 Tile on Wall of your choice

For more information, call the Foundation office at (818) 551-5199 or e-mail [Lbrooks@glendale.edu](mailto:Lbrooks@glendale.edu)



# Glendale College Foundation Naming Opportunities

## DESIGNATED AREA

## ESTIMATED AMOUNT

### *Main Campus Building Naming Opportunities*

Lab College Services ( <i>New Building</i> )	\$2.5M
Library	\$1.5M
San Rafael	\$1M
San Gabriel	\$1M
Theater	\$1M
Advanced Technology ( <i>Welding, Machine Shop, Electronics, Robotics, Architecture</i> )	\$500,000
Camino Real ( <i>Physical Sciences</i> )	\$500,000
Arroyo Seco ( <i>Chemistry &amp; Math</i> )	\$500,000
Planetarium	\$500,000
Elevator Clock Tower & Courtyard	\$200,000
Dance	\$200,000
Small Theater	\$150,000

### *Main Campus Room Naming Opportunities*

Nursing Simulation Lab (#S338)	\$150,000
Patio Area ( <i>South of Bhupesh Parikh Building</i> )	\$150,000
Nursing Lecture Room	\$100,000
Chemistry Lab/Exhibit Area (CS173)	\$100,000
Chemistry Prep Room (AS209)	\$100,000
Science Exhibit Area (CS173)	\$100,000
Media Arts Lab (SC328)	\$100,000
Marine & Majors Biology Lab	\$50,000
Mathematics Computer Lab (SG379)	\$35,000
Human Anatomy Lab (SG201)	\$35,000
Biology Lab	\$35,000
Herpetarium (Multi-Purpose Lab-AG206)	\$25,000
Biology Prep Room (SG207)	\$25,000
Classrooms (various)	\$10,000
Offices (various)	\$7,500

### *Garfield Campus Naming Opportunities*

Garfield Campus	\$3M
Mariposa Building	\$500,000
Tropico Building	\$300,000
Community Room	\$200,000
Garden/Patio	\$150,000
Labs	\$35,000
Classroom	\$10,000
Office	\$7,500

*We appreciate those who have already contributed and welcome your consideration for these and other naming opportunities.*

*For further information, call Lisa Brooks at (818) 551-5196 or e-mail [Lbrooks@glendale.edu](mailto:Lbrooks@glendale.edu)*





# About *Glendale College Foundation*

Created in 1983 by a group of committed community volunteers, Glendale College Foundation now has an endowment of more than \$8 million. That small group of volunteers has expanded into an active 35-member Board of Directors that provides guidance, support and direction every step of the way.

To accomplish its broad mission of supporting Glendale Community College, the Foundation focuses on three main goals that:

- raise funds for GCC facilities and programs
- create public awareness of the needs of the college
- promote the college to businesses and the surrounding community

An executive director and a dedicated professional staff work closely with the Board, which is made up of business and community leaders and GCC representatives. Through events such as the Athletic Hall of Fame dinner, the golf tournament, community appeals and a major gifts program, the Foundation provides invaluable support for:

- essential needs to cover unforeseen shortfalls in public funding
- student financial relief and assistance in special circumstances
- grants to faculty and staff in all academic disciplines as well as career training
- other critical projects in academic areas

Glendale College Foundation, a 501(c)(3) charitable organization and an integral part of GCC, distributes more than \$400,000 in scholarships and special grants annually. The Foundation needs the support of donors like you to continue its work into the future.

You are invited to learn more at [www.glendale.edu/foundation](http://www.glendale.edu/foundation)  
or by calling (818) 551-5199.



# About the *Glendale Community College District*

*F*ounded in 1927, Glendale Community College (GCC) is a two-year public college with an annual enrollment of more than 40,000 students of all ages, ethnicities, backgrounds and abilities.

Featuring distinctive Mediterranean architecture and a freeway-adjacent location in the beautiful Verdugo foothills, Glendale College has evolved through the decades into a dynamic institution of higher education. The 100-acre campus includes our main campus, Garfield campus, Professional Development Center, 15 permanent buildings and untold opportunities for those who join the GCC family.

The many advantages available to GCC students include:

- Academic excellence—GCC transfers more students to the University of California than any other community college in the San Fernando and San Gabriel valleys
- Dedicated, accessible faculty—experts in their fields
- Career and technical programs in nursing, culinary arts, computer and green technology that lead to marketable skills, certificates and associate degrees
- Outstanding high-tech facilities including 22 computer labs and a state-of-the-art Science Center with a digital, full-dome planetarium
- Friendly, personal assistance every step of the way—Writing Center, Learning Center, Career Center, Counseling Center, Library, Financial Aid and more
- Involvement opportunities to enrich the educational experience—sports, theatre arts, dance, music and a wide variety of student organizations
- Specialized instruction and re-training programs for companies and their employees offered at our Professional Development Center

For more information on how you can become part of the GCC family, please visit [www.glendale.edu](http://www.glendale.edu).

