THE RALPH M. BROWN ACT
Government Code Sections 54950 - 54961

§ 54950. In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

§ 54950.5. This chapter shall be known as the Ralph M. Brown Act.

§ 54951. As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

§ 54951.1. For the purposes of this chapter, and to the extent not inconsistent with federal law, the term "local agency" shall include all private nonprofit organizations that receive public money to be expended for public purposes pursuant to the "Economic Opportunity Act of 1964" (P.L. 88-452; 73 Stat. 503).

§ 54951.7. Local agency as including nonprofit corporation appointed by local agency to acquire, construct, maintain or operate public work project.

"Local agency" includes any nonprofit corporation, created by one or more local agencies, any one of the members of whose board of directors is appointed by such local agencies and which is formed to acquire, construct, reconstruct, maintain or operate any public work project.

§ 54952. As used in this chapter, "legislative body" means the governing board, commission, directors or body of a local agency, or any board or commission thereof, and shall include any board, commission, committee, or other body on which officers of a local agency serve in their official capacity as members and which is supported in whole or in part by funds provided by such agency, whether such board, commission, committee or other body is organized and operated by such local agency or by a private corporation.
§ 54952.2. "Legislative body" as including body with delegated authority

As used in this chapter, "legislative body" also means any board, commission, committee, or similar multimeember body which exercises any authority of a legislative body of a local agency delegated to it by that legislative body.

§ 54952.3. "Legislative body" as including advisory bodies

As used in this chapter, "legislative body" also includes any advisory commission, advisory committee or advisory body of a local agency, created by charter, ordinance, resolution, or by any similar formal action of a legislative body or member of a legislative body of a local agency.

Meetings of such advisory commissions, committees or bodies concerning subjects which do not require an examination of facts and data outside the territory of the local agency shall be held within the territory of the local agency and shall be open and public, and notice thereof must be delivered personally or by mail at least 24 hours before the time of such meeting to each person who has requested, in writing, notice of such meeting.

If the advisory commission, committee or body elects to provide for the holding of regular meetings, it shall provide by bylaws, or by whatever other rule is utilized by that advisory body for the conduct of its business, for the time and place for holding such regular meetings. No other notice of regular meetings is required.

"Legislative body" as defined in this section does not include a committee composed solely of members of the governing body of a local agency which are less than a quorum of such governing body.

The provisions of Sections 54954, 54955, 54955.1, and 54956 shall not apply to meetings under this section.

§ 54952.5. As used in this chapter, "legislative body" also includes, but is not limited to, planning commissions, library boards, recreation commissions, and other permanent boards or commissions of a local agency.

§ 54952.6. As used in this chapter, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

§ 54952.7. Copies of chapter to members of legislative body of local agencies

A legislative body of a local agency may require that a copy of this chapter be given to each member of the legislative body. An elected legislative body of a local agency may require that a copy of this chapter be given to each member of each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body.
§ 54953. All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

§ 54953.1. The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.

§ 54953.3. Conditions to attendance

A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

§ 54953.5. Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings on a tape recorder in the absence of a reasonable finding of the legislative body of the local agency that such recording constitutes, or would constitute, a disruption of the proceedings.

§ 54953.7. Allowance of greater access to meetings than minimal standards in this chapter

Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter. In addition thereto, an elected legislative body of a local agency may impose such requirements on those appointed legislative bodies of the local agency of which all or a majority of the members are appointed by or under the authority of the elected legislative body.

§ 54954. The legislative body of a local agency shall provide, by ordinance, resolution, by-laws, or by whatever other rule is required for the conduct of business by that body, the time for holding regular meetings. Unless otherwise provided for in the act under which the local agency was formed, meetings of the legislative body need not be held within the boundaries of the territory over which the local agency exercises jurisdiction. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the presiding officer of the legislative body.
§ 54954. The legislative body of any district which is subject to the provisions of this chapter shall give mailed notice of every regular meeting, and any special meeting which is called at least one week prior to the date set for the meeting, to any owner of property located within the district who has filed a written request for such notice with the legislative body. Any mailed notice required pursuant to this section shall be mailed at least one week prior to the date set for the meeting to which it applies except that the legislative body may give such notice as it deems practical of special meetings called less than seven days prior to the date set for the meeting.

Any request for notice filed pursuant to this section shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for notice shall be filed within 90 days after January 1 of each year. Any request for notice, or renewal request, filed pursuant to this section shall contain a description of the property owned by the person filing the request. Such description may be in general terms but shall be sufficient enough to readily identify such property.

The legislative body may establish a reasonable annual charge for sending such notice based on the estimated cost of providing such a service.

§ 54955. The legislative body of a local agency may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the legislative body may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54955 for special meetings, unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, by law, or other rule.

§ 54955.1. Any hearing being held, or noticed or ordered to be held, by a legislative body of a local agency at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the legislative body in the same manner and to the same extent set forth in Section 54955 for the adjournment of meetings; provided, that if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.
§ 54955. A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering personally or by mail written notice to each member of the legislative body and to each local newspaper of general circulation, radio or television station requesting notice in writing. Such notice shall be delivered personally or by mail and shall be received at least 24 hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the legislative body. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting. 

§ 54956.5. Emergency meetings in emergency situations

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with the 24-hour notice requirement of Section 54956.

For purposes of this section, “emergency situation” means any of the following:

(a) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(b) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

However, each local newspaper of general circulation and radio or television station which has requested notice of special meetings pursuant to Section 54956 shall be notified by the presiding officer of the legislative body, or designee thereof, one hour prior to the emergency meeting by telephone and shall exhaust all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings. In the event that telephone services are not functioning the notice requirements of this section shall be deemed waived, and the legislative body, or designee thereof, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the special meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

Notwithstanding the provisions of Section 54957, the legislative body shall not meet in closed session during a meeting called pursuant to this section.

All special meeting requirements, as prescribed in Section 54956 shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

The minutes of a meeting called pursuant to this section, a list of persons who the presiding officer of the legislative body, or designee thereof, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at such meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.
§ 54956.6. Fees

No fees may be charged by the legislative body of a local agency for carrying out any provision of this chapter, except as specifically authorized by this chapter.

§ 54956.7. Closed sessions, license applications; rehabilitated criminals

Whenever a legislative body of a local agency determines that it is necessary to discuss and determine whether an applicant for a license or license renewal, who has a criminal record, is sufficiently rehabilitated to obtain the license, the legislative body may hold a closed session with the applicant and the applicant's attorney, if any, for the purpose of holding the discussion and making the determination. If the legislative body determines, as a result of the closed session, that the issuance or renewal of the license should be denied, the applicant shall be offered the opportunity to withdraw the application. If the applicant withdraws the application, no record shall be kept of the discussions or decisions made at the closed session and all matters relating to the closed session shall be confidential. If the applicant does not withdraw the application, the legislative body shall take action at the public meeting during which the closed session is held or at its next public meeting denying the application for the license but all matters relating to the closed session are confidential and shall not be disclosed without the consent of the applicant, except in an action by an applicant who has been denied a license challenging the denial of the license.
54956.8. Notwithstanding any other provision of this chapter, a legislative body of a local agency may hold a closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the local agency to give instructions to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease.

However, prior to the closed session, the legislative body of the local agency shall hold an open and public session in which it identifies the real property or real properties which the negotiations may concern and the person or persons with whom its negotiator may negotiate.

For the purpose of this section, the negotiator may be a member of the legislative body of the local agency.

For purposes of this section, "lease" includes renewal or renegotiation of a lease.

Nothing in this section shall preclude a local agency from holding a closed session for discussions regarding eminent domain proceedings pursuant to Section 54956.9.

SEC. 3. Section 54956.9 is added to the Government Code, to read:

54956.9. Nothing in this chapter shall be construed to prevent a legislative body of a local agency, based on advice of its legal counsel, from holding a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.

For purposes of this section, litigation shall be considered pending when any of the following circumstances exist:

(a) An adjudicatory proceeding before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator, to which the local agency is a party, has been initiated formally.

(b) (1) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency; or

(2) Based on existing facts and circumstances, the legislative body of the local agency is meeting only to decide whether a closed session is authorized pursuant to paragraph (1) of this subdivision.

(c) Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

Prior to holding a closed session pursuant to this section, the legislative body of the local agency shall state publicly to which subdivision it is pursuant. If the session is closed pursuant to subdivision (a), the body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the body states that to do so would jeopardize the agency's ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

The legal counsel of the legislative body of the local agency shall prepare and submit to the body a memorandum stating the specific reasons and legal authority for the closed session. If the closed session is pursuant to subdivision (a), the memorandum shall include the title of the litigation. If the closed session is pursuant to subdivision (b) or (c), the memorandum shall include the existing facts and circumstances on which it is based. The legal counsel shall submit the memorandum to the body prior to the closed session if feasible, and in any case no later than one week after the closed session. The memorandum shall be exempt from disclosure pursuant to Section 6254.1.

For purposes of this section, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.
Nothing contained in this chapter shall be construed to prevent the legislative body of a local agency from holding closed sessions with the Attorney General, district attorney, sheriff, or chief of police, or their respective deputies, on matters posing a threat to the security of public buildings or a threat to the public's right of access to public services or public facilities, or from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, or dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless such employee requests a public hearing. The legislative body also may exclude from any such public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

For the purposes of this section, the term “employee” shall not include any person elected to office, or appointed to an office by the legislative body of a local agency; provided, however, that nonelective positions of city manager, county administrator, city attorney, county counsel, or a department head or other similar administrative officer of a local agency shall be considered employee positions; and provided further that nonelective positions of general manager, chief engineer, legal counsel, district secretary, auditor, assessor, treasurer, or tax collector of any governmental district supplying services within limited boundaries shall be deemed employee positions.

Nothing in this chapter shall be construed to prevent any board, commission, committee, or other body organized and operated by any private organization as defined in Section 54952 from holding closed sessions to consider (a) matters affecting the national security, or (b) the appointment, employment, evaluation of performance, or dismissal of an employee or to hear complaints or charges brought against such employee by another person or employee unless such employee requests a public hearing. Such body also may exclude from any such public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

§ 54957.1. The legislative body of any local agency shall publicly report at the public meeting during which the closed session is held or at its next public meeting any action taken, and any roll call vote thereon, to appoint, employ, or dismiss a public employee arising out of any closed session of the legislative body.
§ 54957.2. Minute book record of closed sessions; inspection

(a) The legislative body of a local agency may, by ordinance or resolution, designate a clerk or other officer or employee of the local agency who shall then attend each closed session of the legislative body and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book made pursuant to this section is not a public record subject to inspection pursuant to the California Public Records Act (Chapter 3.5 commencing with Section 6250) of Division 7 of Title 1), and shall be kept confidential. The minute book shall be available only to members of the legislative body or, if a violation of this section is alleged to have occurred at a closed session, to a court of general jurisdiction wherein the local agency lies. Such minute book may, but need not, consist of a recording of the closed session.

(b) An elected legislative body of a local agency may require that each legislative body or a majority of whose members are appointed by or under the authority of the elected legislative body keep a minute book as prescribed under subdivision (a).

§ 54957.5. Agendas and other writings distributed for discussion or consideration at public meetings; public records; inspection; closed sessions

(a) Notwithstanding Section 6255 or any other provisions of law, agendas of public meetings and other writings, when distributed to all, or a majority of all, of the members of a legislative body of a local agency by a member, officer, employee, or agent of such body for discussion or consideration at a public meeting of such body, are public records under the California Public Records Act (Chapter 3.5 commencing with Section 6250) of Division 7 of Title 1) as soon as distributed, and shall be made available pursuant to Sections 6253 and 6256. However, this section shall not include any writing exempt from public disclosure under Section 6253.5, 6254, or 6254.7.

(b) Writings which are public records under subdivision (a) and which are distributed prior to commencement of a public meeting shall be made available for public inspection upon request prior to commencement of such meeting.

(c) Writings which are public records under subdivision (a) and which are distributed during a public meeting and prior to commencement of their discussion at such meeting shall be made available for public inspection prior to commencement of, and during, their discussion at such meeting.

(d) Writings which are public records under subdivision (a) and which are distributed during their discussion at a public meeting shall be made available for public inspection immediately or as soon thereafter as is practicable.

(e) Nothing in this section shall be construed to prevent the legislative body of a local agency from charging a fee or deposit for a copy of a public record pursuant to Section 6257. The writings described in subdivisions (b), (c), and (d) are subject to the requirements of the California Public Records Act (Chapter 3.5 commencing with Section 6250), Division 7, Title 1), and subdivisions (b), (c), and (d) shall not be construed to exempt from public inspection any record covered by that act, or to limit the public’s right to inspect any record required to be disclosed by that act. This section shall not be construed to be applicable to any writings solely because they
are properly discussed in a closed session of a legislative body of the local agency. Nothing in this chapter shall be construed to require a legislative body or a local agency to place any paid advertisement or any other paid notice in any publication.

(f) "Writing" for purposes of this section means "writing" as defined under Section 6252.

§ 54957.6. Notwithstanding any other provision of law, a legislative body of a local agency may hold closed sessions with the local agency's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Closed sessions of a legislative body of a local agency, as permitted in this section, shall be for the purpose of reviewing its position and instructing the local agency's designated representatives. Closed sessions, as permitted in this section, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

For the purposes enumerated in this section, a legislative body of a local agency may also meet with a state conciliator who has intervened in the proceedings.

§ 54957.7. Closed sessions; statement of reasons and legal authority; scope of coverage; notice

Prior to or after holding any closed session, the legislative body of the local agency shall state the general reason or reasons for the closed session, and may cite the statutory authority, including the specific section and subdivision, or other legal authority under which the session is being held. In the closed session, the legislative body may consider only those matters covered in its statement. In the case of special, adjourned, and continued meetings, the statement shall be made as part of the notice provided for the special, adjourned, or continued meeting. Nothing in this section shall require or authorize the giving of names or other information which would constitute an invasion of privacy or otherwise unnecessarily divulge the particular facts concerning the closed session.

§ 54957.9. Disorderly conduct of general public during meeting; clearing of room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting impossible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.
§ 54958. The provisions of this chapter shall apply to the legislative body of every local agency notwithstanding the conflicting provisions of any other state law.

§ 54959. Each member of a legislative body who attends a meeting of such legislative body where action is taken in violation of any provision of this chapter, with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor.

§ 54960. Any interested person may commence an action by mandamus injunction or declaratory relief for the purpose of stopping or preventing violations or threatened violations of this chapter by members of the legislative body of a local agency or to determine the applicability of this chapter to actions or threatened future action of the legislative body.

§ 54960.5. Costs and attorney fees

A court may award court costs and reasonable attorney fees to the plaintiff in an action brought pursuant to Section 54960 where it is found that a legislative body of the local agency has violated the provisions of this article. Such costs and fees shall be paid by the local agency and shall not become a personal liability of any public officer or employee thereof.

A court may award court costs and reasonable attorney fees to a defendant in any action brought pursuant to Section 54960 where the defendant has prevailed in a final determination of such action and the court finds that the action was clearly frivolous and totally lacking in merit.

§ 54961. Use of facility allowing discrimination; applicability to local agencies

No local agency shall conduct any meeting, conference, or other function in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, or sex. This section shall apply to every local agency as defined in Section 54951, 54951.1, or 54951.7.
To: SBCC Board of Trustees
   From: John Dunn, Chairman, HRM Department
Re: Educational Conference Center with Hotel Accommodations

I. Educational Benefits and Needs
II. Organizational Chart
III. Public Image
IV. Other Alternatives
V. Financing and size
I. EDUCATIONAL BENEFITS

The primary purpose of our program is "hands-on" education. Our department was founded on the philosophy of providing a realistic education in an environment closely mimicking that of the hotel and restaurant industry, under the close supervision and guidance of qualified lab teaching assistants. This philosophy has not changed in fifteen years and is the cornerstone of our continuing efforts to provide uncompromising instruction to our students to prepare them for lifelong positions in our profession. As a testament to the success of this approach our graduates are customarily offered a variety of professional positions upon completion of our program.

This breadth of employment opportunities is a direct reflection of the widening scope of classes offered our students and the increasing depth of our curriculum. Our most recent graduates are better equipped to step directly into diverse management positions thanks to new class offerings, many which are only possible thanks to the availability of special laboratory facilities. In this vein, it is imperative for our physical plant to keep pace with our innovative curriculum to afford each graduate access to the finest hospitality education available.

Our laboratory facilities for the support of hotel management and culinary specialty education are wholly inadequate, if not nonexistent. Our graduates interested in restaurant management are able to step directly into responsible industry positions with nothing more than our diploma in their hands; however, those graduates seeking careers in the culinary arts are unable to enter comparable positions without further training in apprentice programs or at the Culinary Institute of America. This problem stems from our lack of proper laboratory facilities, a dilemma which also forces us to turn away approximately 20 highly motivated students each semester. A true Culinary Arts Department with an incorporated Chef Training Program is thus a must if we are to produce a truly well-rounded HRM graduate. Such a program would also benefit the campus at large with expanded menu offerings and an opportunity for enhanced community prestige.

Our outstanding restaurant laboratory facilities are at the heart of the excellent reception our graduates have received in the profession. With the hands-on experience gathered by working in these facilities our graduates have been able to easily make the transition to actual restaurant positions in industry. Unfortunately, our graduates interested in hotel management cannot make this claim due to their lack of in-school experience. To adequately teach hotel management, in keeping with our philosophy of hands-on experience, an actual hotel facility is absolutely necessary for laboratory instruction. Without it our program cannot produce adequately prepared management graduates and is forced to turn away prospective hotel students. A two year hotel management program is intensely needed along with a hotel facility to support it. Four year colleges have had great success with such programs and we could as well.
The HRM program maintains the highest standards and offers the finest possible education to its restaurant management students. The program needs expansion however to fully address the needs of its culinary arts and hotel students. Proper facilities are not available to school these students in the basics of their chosen fields and until we can offer an enlarged curriculum in these areas we will be handcuffed in our efforts to produce high caliber chefs and hotel personnel. A Hotel and Restaurant Management Department needs a hotel facility much like a swim team needs a pool or a programming class needs a computer. We are not asking for frills, these labs are a necessity.

An Educational Conference Center, as proposed, would aid the department and the school at large in numerous ways:

1) Increase enrollment
2) Make possible specialized education in hotel and chef training to augment the restaurant curriculum.
3) Aid in paying the budget of HRM and others.
4) Increase community campus utilization.
5) Increase community prestige for entire campus.
6) Allow all departments to invite the finest in guest speakers, seminars and conferences to our campus.
7) Cost the college nothing as it would generate revenue to offset expenses.
8) Utilize land the college paid over 3 million dollars for betterment of all campus departments instead of only two.
9) Provide our hospitality community with a vast employment and management resource which is desperately needed.

II. ORGANIZATIONAL CHART

Chairperson: Administration of program.

Instructor: Teaching of all basic areas/Management Support activities. 20 hours lecture/20 hours management per week.

Instructor (Chef Training): Teach Culinary Arts/Manage all kitchens. 20 hours lecture/20 hours management per week.

Instructor (Hotel/Club): Manage Hotel/Club, No food. 20 hours lecture/20 hours management per week.

Instructor (Food Management): Manage all food services 20 hours lecture/20 hours management per week.

Lab Teaching Assistants: 63 LTA's to run all laboratories under guidance of area instructors.
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</table>

The above is a schematic of the needed staff to run an Educational Convention Center 365 days a year, along with a hotel 24 hours a day with all forms of food service and a large complement of associated catering. This will necessitate the usual support staff in all areas as listed. Obviously revenue from the various areas will cover salaries easily as all other labor will be provided by students, running the center while concomitantly learning "hands-on" from these professionals.

This will necessitate a major change from a two semester Fall/Spring curriculum to a modular system of four equal quarters per year. This will in essence mean no holidays, no vacations, etc., but two full years of education equivalent to four of usual training. The students will receive the most comprehensive course of study available at any institution of hotel management and the college will also benefit financially and in terms of educational prestige. The center will thus operate 24 hours/day, 365 days per year. Lectures will be arranged so all can have time off every three months. All faculty hired would be on individual contract for 40 hours/week, not on present faculty contracts as they do not fit into our type of education.
III. PUBLIC IMAGE

Public dissention will no doubt be aired from various quarters; however, the benefits inherent in this project are obviously in favor of the majority interests of our campus and community:

1) Optimal use of facilities year round increasing student and public access to community campus. Taxpayers benefit from increased usage of existing facilities.

2) Revenue-producing education again benefitting taxpayers.

3) Practical education producing employable graduates.

4) Prestige for College and community for producing the best educational system.

5) Increased College/community interaction.

6) Use of land for education as well as serving entire populace with food and lodging services.

7) Takes advantage of scenic views to allow all community to enjoy site, not just one department of college. Plans call for a three story building with only two stories above ground.

8) Working with business community to increase Santa Barbara's hospitality appeal. Providing desperately needed hotel and kitchen management personnel to local businesses.

9) Training seminars for local business community to bring their employees to a higher level of service and thus enhance our own image and benefit both the college and community.

All of these benefits are shared by the college and the community equally with the taxpayer being served as well. Our position should be one of helping and concern in our city and this project will allow the college to maintain its position of high visibility and community support.

IV. ALTERNATIVES

After extensive search in the community we have determined two satellite facilities could possibly be alternatively used for hotel education:
1) A 44 unit Beach Hotel in close proximity to the college. This would not offer as complete an educational opportunity and would not enhance a culinary arts program for chef training. Education would be off campus and not serve the overall student community. This facility is extremely high priced and would not be practical for the college financially. Cost is in excess of $100,000 per room. Mortgage, interest and principal are too great to make this a profitable alternative for the college. Would be educationally worthwhile only if it was donated to the college.

2) A 128 unit Inn with a 200 seat restaurant and small meeting room. Location is 6 miles from main campus. Price is $1.5 million for the restaurant and $10 million for the 128 units, though these are negotiable. This would be a reasonable alternative if the asking price were $8 million for hotel facility. As of this date we are making further inquiries into this possibility.

Other existing hotels could be used for education such as the Biltmore, Sheraton, Miramar or El Encanto, however equal education would not be available to all students and supervision would be impossible. Furthermore, the students would be "used" by private industry to turn a profit with no benefit going to the students, college or community.

FINANCING AND SIZE

A full year is needed for a complete fund raising campaign of the depth necessary to fund such a project as this. The HRM department should at least be given a fighting chance to fund this project through charitable contributions. No risk is taken on by the college in this manner and our community image is greatly enhanced by our attempts to save the taxpayers money and fund this project ourselves through donations.

Our proposal is to go forward with a fund raising program with Rob Reilly and myself putting together a community and industry package to maximize our image and visibility. The community will perceive our concern for better education and our determination not to burden the taxpayers with funding. The industry will also be convinced of our goal to help them with their management and staffing problems.

The size of our center has been limited to 100 rooms, but anything more restricted than this would be self-defeating. Costs of overhead are greatly reduced per unit with larger hotels and our students need the experience of managing large facilities, as few hotels of any note are less than 100 units in size. Our plans for a conference center also indicate that as many rooms as possible would be needed for lodging seminar and conference attendees, most of whom would prefer to stay in the closest proximity to the conference facility itself.
We have checked with lending institutions and substantial monies are available at this time for development. A package must be developed however to allow any lending institutions to give us a reasonable prospectus on loan availability and terms.

In general for hotels, 80% of the total cost can be financed. We are speaking in the area of 15 million dollars, thus 80% loan ($12 million) and a 20% downpayment ($3 million - a reasonable amount to be donated and earned.) The project can definitely pay for itself and with the obvious financial viability of local hotel/convention complexes (including the proposed Parker development on which I have consulted) this project represents an excellent business opportunity as well as an educational coup for the college. We have the added economic advantages of a free labor force and the ownership of the land involved.

To provide the best possible education, serve our community to the fullest and insure the prestige and economic viability of our department and college for the future we need to embark on a sure plan of advisable growth. An Educational Conference Center would provide us with a unique opportunity to strengthen our overall academic programs and serve our city as well. To be the absolute best we must build the best facilities, of which this center is a keystone.

Please give us the opportunity to raise the needed funds at no risk to the college. Rob Reilly and myself can surely put together a fund-raising package to benefit all concerned. Let our supporters determine the size of our project and endeavors. Please allow us to serve our students and community. We need these facilities to learn, as well as make money.
THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

January 16, 1985

PROFILE OF OPERATIONAL EXPENSES
Second Quarter 1985

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**TOTAL EXPENSES**  18,800.32          26,690.11

Board Retreat
2-7-85
Item 4-C-1
PROFILE OF OPERATIONAL INCOME  
Second Quarter 1985

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<td><strong>TOTAL INCOME</strong></td>
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Income/Expense Differential = (11,024.83)
THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

January 10, 1985

ANNUAL FUND CAMPAIGN PROPOSAL

GOAL: Raise $80,000 in unrestricted cash by 12/31/85

OBJECTIVE: Donations in the following categories:

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<td>Under 25</td>
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</table>

Total Donors = 660

PROCEDURES:

- Utilize Foundation Board members in soliciting individuals for specific giving categories.
- Send direct mail appeal by March 1, 1985 to the following lists:
  1. Previous donors - currently around 4,000 names.
  2. Adult Education - Fall students will be sorted by zip code and entered into the computerized mailing list. Zips will be entered in the following order: 93105, 93110, 93108, 93103, 93101 and then whatever is left. By the March mailing date, we would mail to as many names as we have been able to enter. Volunteers have been recruited for data entry during months of January and February. Board members and volunteers will hand address envelopes during the last weeks of February.
  3. Local business vendors of the College - approximately 100.
  4. Faculty and staff of the College - 600
  5. Total mailing = approximately 10,000;
     Needed return = 8% minimum

- Board members, local business and industry will be solicited by personal letter and/or personal contact for membership in the President’s Council.
- A follow-up mailing will be sent to those...
previous donors on the above lists who do not respond to the initial March mailing. This follow-up mailing would be scheduled for May 1.

NEEDED RESOURCES:

Printed materials:
1. Letterhead and envelopes; business reply envelopes.
2. President’s Council brochure
3. Appeal brochure
4. Direct mail appeal letter

Personnel:
1. Enough volunteers to work two hours hours/day, 5 days/wk. for 5 wks. This would give us approximately 2000 adult education names in the computer.
2. Volunteers to hand address envelopes.

Premiums:
1. Arrangement with art department for production of artwork for President’s Council awards.
2. Nice gift for higher level donors.

Other costs: (besides printing)
1. Postage
2. Typesetting/layout
3. Automated mailing
4. Recognition plaque for President’s Council

TOTAL APPROXIMATE COST = $2500-$3000
BENEFITS FOR PRESIDENT’S COUNCIL MEMBERS:

1. Invitation to an annual recognition reception hosted by the President of the College.

2. Invitation to an annual breakfast meeting where the President would give an update of college activities and also encourage dialogue from members of the Council relative to community concerns and ways in which SBCC can be more responsive to these concerns.

3. Name prominently displayed on a plaque which would be located in the President’s office area. Name would be placed on the plaque when a $1000 donation is received. When annual renewal of such a donation is not made, the individual’s name would be removed. Thus, the plaque would indicate a current roster of President’s Council members. Name would be removed if annual donation was not made within three months of anniversary date of the donation.

4. Appropriate gift would be given for recognition of membership in this prestigious group. One suggestion for such a gift would be a limited-edition signed artwork by a faculty member or student. These would be given at the annual recognition reception. Only a certain number of artworks would be produced to coincide with the number of current members in the President’s Council. As membership is renewed each year, donor will also receive letters of appreciation.

5. Free pass to all college events and activities (SBCC Co-Curricular Activities Pass)

6. Special reports, brochures and publications on the College, including Channels newspaper and Concept Magazine.

7. Newsletter from The Foundation and any other Foundation publications.

8. Complimentary luncheon tickets for two in the Gourmet Dining room.

9. It is the intent of the President’s Council that:
   a. $1000.00 contribution is annual
   b. Contribution is unrestricted
   c. If, however, a serendipitous donation of $1000 is received, the donor would be solicited for an annual membership. If the donor declined an annual membership, he/she would be a Council member for the year of the donation only.
   d. Donations of a $1000 amount which are restricted
to a specific department or project would qualify for membership in the Council for as long as the donation is forthcoming.

e. Contributions would revolve on an anniversary date; A renewal letter would be sent and one reminder letter, followed by a personal contact. If the donor declines to continue as member, they would be removed from the Council. When a member is removed from the Council, his/her name is also removed from the plaque.

Note: It was the wish of the Board of Directors that restricted donations be part of the President’s Council as well as those which are unrestricted. While every effort will be made to recruit members who are willing to make a long-term unrestricted commitment, membership will certainly be open to those donors who do not wish to make such a commitment.

10. Solicitation for the President’s Council will be made by personal contact and by personal letter, signed by the College President.

11. A special "Charter Member" category will be arranged to solicit and honor the first twelve donors who join the President’s Council with a long-term* unrestricted commitment. * It is yet undefined whether 'long-term' means three years or five years.
COMMITTEE STRUCTURE - 1984-85

I. Development Committee - (Working Title = Income Planning Committee)
   Chairperson: Not Assigned

1. Composed of chairs, and/or interested members of the following subcommittees: Grants, Scholarships, Capital Fund, Annual Fund, and Planned Giving.

2. Is charged as the income planning committee whose job it is to plan strategies for maximizing sources of income for The Foundation; provides overall direction from the board in the solicitation of gifts; provides leadership in the subcommittees to maximize our outreach for sources of funding.

3. Members are people who are willing to help identify donors and plan specific ways of contacting and soliciting them.

4. Subcommittees:
   a) Grants Subcommittee - Chairperson: JoAnn Habermann
      - monitors literature for possible grant sources;
      - researches grant sources;
      - investigates and identifies local businesses who provide matching funds.
   b) Scholarships Subcommittee - Chairperson: John Bowman
      - identifies groups from which to solicit scholarship donations, eg: Medical, industry, local business, etc.
   c) Capital Fund Subcommittee - Chairperson: Gene Aiches
      - coordinates with campaign planner to determine methods of conducting our capital efforts;
      - recruits volunteers to help solicit donors;
      - solicits donors for capital donations;
      - initiates social events which publicize and solicit the campaign.
   d) Annual Fund Subcommittee - Chairperson: Eleanor Wright/Helen Pedotti
      - coordinates with the annual campaign planner to determine methods of conducting our annual efforts;
      - solicits donations for annual fund drive;
      - assists in social events to honor members of annual fund gift clubs.
   e) Planned Giving Subcommittee - Chairperson: Jerry Thede
      - this committee will be augmented by non-board members which then constitutes a professional advisory team, eg: CPA, Trust Officer, Insurance Agent, etc; for donor estate planning;
      - provides advice or referrals to donors wishing to make a deferred or planned gift;
      - is alert to and creates opportunities for deferred giving through wills, bequests and endowment funds.
      - conducts or arranges for planned giving seminars for donors.

September 25, 1984

Board Retreat
2-7-85
Item 4C-3
II. Finance Committee - Chairperson: Stan Bartlett

1. Composed of interested members of the board and chairs of the following subcommittees: Investment and Property Management.

2. Is charged with management of financial affairs of The Foundation; evaluates recommendations of the auditor; evaluates current internal accounting procedures; and monitors compliance with state requirements relative to payroll, workers compensation and tax reports.

3. Subcommittees:
   a) Investment Subcommittee - Chairperson: Hal Thornton
      - evaluates return on our present investment accounts;
      - solicits information and compares advantages of different investment houses to continually maximize the income on cash, properties and other holdings of The Foundation.
   b) Property Management Subcommittee - Chairperson: Silvio Di Loreto
      - monitors insurance coverage, income, condition and well-being of properties owned by The Foundation;
      - makes recommendations relative to management of real estate holdings.

III. Community Relations Committee - Chairperson: Eleanor Wright

1. Composed of interested board members and chairs of the following subcommittees: Special Events and Volunteers.

2. Is charged with overseeing publicity, luncheons and other activities which bring The Foundation before the public.

3. Subcommittees:
   a) Special Events Subcommittee - Chairperson: Betty Weisman
      - plans and executes special fundraising events;
      - recruits volunteers as needed to help with special events;
      - arranges location for Quarterly Board Meetings;
      - coordinates lunch and/or refreshments for Quarterly meetings.
   b) Volunteers Subcommittee - Chairperson: Ann Gutshall
      - identifies needs of The Foundation which could be met with volunteer help;
      - recruits volunteers for appropriate jobs;
      - schedules volunteer time and arrange for space to work;
      - serves as motivator and coordinator for volunteer efforts;
      - is alert for possible board members from among volunteers.

IV. Bylaws/Nominating Committee - (Working Title = Internal Affairs Committee)
Chairperson: Gene Aiches

1. Combines the present Bylaws Committee and the Nominating Committee.

2. Serves as the parliamentarian committee, combining the occasional duties of the above two committees into one group which handles internal procedural concerns.

3. Composed of interested members of the board.

V. Foundation Liaison to the SBCC Fundraising Committee - Chairperson: Jim Tannahill

Updated: September 1984
Committee Membership
1984-85

Development Committee:
JoAnn Habermann - Grants
Gene Aiches - Capital
Eleanor Wright, Helen Pedotti - Annual
John Bowman - Scholarships
Jerry Thede - Planned Giving
Eli Luria
Silvio DiLoreto
John Matsui

Finance Committee: Stan Bartlett, Chair
Hal Thornton - Investment
Silvio DiLoreto - Property Management
John Bowman
Charles Hanson
Mort Andron
Kathy Miller (Investment)*

Community Relations: Eleanor Wright, Chair
Ann Gutshall - Volunteers
Betty Weisman - Special Events
Ed Ward
Frank Umanzio
John Matsui
Joe Dobbs
JoAnn Habermann

Internal Affairs: Gene Aiches, Chair
Joyce Powell
Jerry Thede
Jim Tannahill
Joe Dobbs

Campus Fundraising Committee: Jim Tannahill, Liaison
John Romo
Charles Hanson

* non-Board members
+ as needed
THE FOUNDATION FOR SANTA BARBARA CITY COLLEGE

February 6, 1985

Status Report on Committee Activities

1. Development Committee: No chairperson has been assigned but sub-committees, where appropriate, are functioning actively.

   a. Grants - Committee chair, JoAnn Habermann, attended a four-day conference on grantwriting held in San Francisco in November. She has since been busy writing to many granting agencies and corporations to collect the most current information on methods of applying, areas of funding and contact people. She is also working with Mrs. Sue Birch on a proposal for a joint computer-use project involving Westmont, Laguna Blanca and City College.

   b. Capital - No activity as yet on this committee.

   c. Annual Fund - Committee members Eleanor Wright, Helen Pedotti and Ann Gutshall have been great support for the Executive Director in advising on the current annual fund mailing effort. New letterhead, brochures, envelopes, and reply envelopes have been designed, constituencies identified and a mailing of 10,000 pieces will be going out in the first weeks of March. (Refer to Annual Fund Proposal document for details on the campaign).

   d. Scholarship - No specific activity on this committee other than routine receipt of scholarship donations and coordination of awards.

   e. Planned Giving - First meeting is scheduled for February 11, due to the chairperson’s absence while traveling. Issues to be addressed are: recruitment of advisory team, arranging for follow-up on two bequests which are pending, and directions and goals of the committee’s activities.

2. Finance Committee: Chairperson Stan Bartlett has been very active in monitoring the Foundation’s budget, preparing summary documents of budget activities and advising on audit/budget procedures. In addition he has been working closely with the Executive Director in designing office
procedures, both present and future, to streamline staff
time and effort.

a. Investment Subcommittee: Chairperson Hal
Thornton and committee members Silvio DiLoreto
and Gene Aitches met to examine and evaluate The
Foundation’s investment practices. They made
recommendations relative to the re-investment
of Foundation-managed monies which will
increase the annual revenues for the majority
of our accounts.

b. Property Management Committee - not active at
this time.

3. Community Relations Committee: Eleanor Wright is always
directly accessible for any trouble-shooting and advice, but
her energy has mainly been concentrated in the various
subcommittees.

a. Special Events - Chair Betty Weisman is off to
a quick start in planning for the next special
event. Members Frank Umanzio, John Matsui,
Eleanor Wright, Joe Dobbs, Silvio DiLoreto
and two community volunteers recruited by
Betty have selected an October 6 date for a
dinner dance at the Coral Casino, which has
been donated for the event. Members are
also investigating many other suggestions for
events and activities.

b. Volunteers Subcommittee - Ann Gutshall
seems to have a ready and talented supply of
volunteers for a variety of tasks. Currently
there are four women who come to the office
during the week to enter adult education
student’s names into the computer. When the
annual fund mailing envelopes are back from
the printer, she will recruit additional
volunteers to hand-address them.

4. Internal Affairs Committee - Dr. Aitches’ committee
works on an as-needed basis, providing opinions for board
replacements (most recently those involving the SBCC faculty
representatives), and handling any changes which may be
required in the bylaws.

5. Liaison to the Campus Fundraising Committee – Since the
campus committee has yet to be formed and made operational,
this liaison position is not active at this time.
GUIDELINES:

1. In order to qualify for consideration for an Associate group, that program must submit a plan and set of objectives to the College Board of Trustees for approval.

2. Upon approval by the Board of Trustees and The Foundation Board, Associate groups may form their own boards and committees which would interface with The Foundation staff and/or Executive Board.

3. The Foundation shall be notified of meetings of the Associate group and such meetings shall be open to Foundation members and staff, should they wish to attend.

4. Money generated by the Associate groups would be received by The Foundation and would reside in Foundation accounts. Such monies would be subject to Operational Assessment Guidelines set by The Foundation. Exceptions to this must be approved by The Foundation Executive Board.

5. Associate groups may not mount a community campaign without consultation and support of The Foundation.

6. Associate groups may not solicit corporations without consultation and approval by The Foundation, with the exception of those corporations whose business or products directly relate to the Associate group. The Foundation must, however, be advised that such solicitation is taking place.
7. Associate groups are expected to issue at least one communiqué per year to their constituents, (e.g., bulletin, newsletter) which reports on the activities of the Associate group.

8. Mailing lists generated by the Associate groups shall be made available to The Foundation for newsletter and annual fund mailings. However, The Foundation will not solicit members of the Associate group without advice and support from the department for which the Associate group was formed.

9. The Foundation staff will be available for training workshops, legal advice and general support for activities of the Associate groups.
Proposed Objectives 1984-85

1. Continue soliciting funds for and building the Operational Endowment, funded with property, partnerships, stock and other income generating donations.

2. Begin planning for capital campaigns to solicit donations for the new Library and Educational Conference Center.

3. Expand the Annual Fund:
   a. Establish gift clubs and activities/benefits.
   b. Separate mailing list into target groups (eg. parents, adult education, students).
   c. Develop solicitation appeals to different target groups.

4. Computerize operations:
   a. Purchase computer, printer and software; hire 1-time data entry person.
   b. Computerize donor files, mailing list and financial accounting.
   c. Purchase software for wordprocessing (appreciation letters, solicitation materials, correspondence, office business).
   d. Investigate purchase of software for estate analysis.

5. Reanalyze investment of accounts to maximize return on investments.


7. Establish Board committees to:
   a. Recruit and manage volunteers.
   b. Investigate and research grant proposals.
   c. Manage properties.

8. Offer estate planning seminars for donors.

9. Investigate and operationalize SBCC payroll deductions for contributions to The Foundation.

10. Operationalize the Development Council - estimate November 1984
    a. Monitor campus fundraising
    b. Advise Foundation on campus priorities for solicitation of donations.

11. Continue recruiting funds for additional scholarships.

-more-

Board Retreat
2-7-85
Item 4-C-6(c)
12. Continue to streamline operations of Foundation:
   a. Bring Foundation in line with payroll, unemployment, social security and insurance requirements.
   b. Continue refinement and expansion of mailing list.
   c. Standardize letterhead, "reminder forms", community relations folders and so forth.
   d. Publish newsletter.
   e. Determine best use of advisory groups (ie: Dean Witter group).
   f. Install new telephone system - two lines, hold button.

13. Move offices to larger quarters.

14. Proceed with follow-up on projects:
   a. Tuohy grant
   b. Audit
   c. Klinger/Horticulture Dept. project
   d. Business and corporation contacts.
   e. Other follow-up as needed.