

PRO Meeting  
October 2015

**Present:** Tom Branca, Ann Whitehead, Bruce Jacobs, Jerry Herman, Remo Arancio, Anna Pavelka-Lodato, Pat England, Linda Japzon, Jay Quesada, Yvonne Price and Debby Weintraub.

**Absent:** Alex Pappas.

**Guests:** Dr. Jowel Laguerre, Peralta Chancellor, Patricia Dudley, Edward Jaramillo, Anna Roy, Diana Lara and Don Hongisto.

During the first 50 minutes of this meeting PRO Board members met with pleasure the new Chancellor of the Peralta District, Dr. Jowel Laguerre.

**Secretary's Report:** Jerry moved for approval of both the August and September minutes, seconded by Bruce.  
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**Treasurer's Report:** Anna shared that the current bank balance is 24,275.89, that no contributions for the scholarship committee had come in during the past month, that PRO paid \$511.00 to the Peralta Foundation, that Dr. Jose Ortiz and Rochelle Rodgers had become PRO members recently and that the picnic total cost was \$603.43.

**Vice-President's Report:** Bruce shared that he received congratulations from two members of the Peralta Board of Trustees (Withrow and Gonzalez) on his most recently published PRO newsletter, dated October-December 2015. Members of the PRO Board added the same deserved complimentary comments during this October 7, 2015 meeting. Bruce told the group that he will be travelling from

October 20 through November 24 thus missing the Membership Luncheon scheduled for November 12 at the Wedgewood Banquet Center. Bruce reminded the Board that on November 12 at the Annual Membership Luncheon the nominations for PRO Board seats will close.

Five seats are open: Ann Whitehead and Remo Arancio will run for the seats they now occupy and the remaining three seats, vacated by Jay, Pat and Yvonne are open for nominees. Linda announced that she also will resign from the PRO Board but her seat can be appointed by the PRO Board because her term does not expire until December 2016.

Bruce recommended that PRO schedule (sometime in January 2016) a luncheon honoring Jay, Pat, Linda, and Yvonne for their active participation/efforts while serving on the Board.

**Social Committee Report:** Both the “Reception” for Chancellor Laguerre and the announcement of the upcoming Annual Luncheon were reported by Jay. Both events are well covered in the recently published PRO newsletter.

**Other Business:** With respect to the acquisition/hiring of a new medical broker---Debby emphasized that nothing at this time is resolved.

Debby shared that a discussion of the “minimum wage issue” in Berkeley is postponed.

Lastly, Yvonne’s agreed-upon “Scholarship Donations Procedures” will be posted in the October PRO minutes as well as on the PRO website. Bruce moved that these procedures be approved by the PRO Board, seconded by Remo.

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Debby shared that a discussion of the “minimum wage issue” in Berkeley is postponed.

This meeting was adjourned by Debby at 2:45 PM.

## **Peralta Retirees Organization Scholarship Donations Procedures -- Part 1, 2 and 3**

### **Part 1: Procedures for Submitting Donations to Peralta Colleges Foundation**

1. Scholarship donations received by the PRO Treasurer are to be sent directly to Peralta Colleges Foundation, attention Executive Assistant. Scholarships are administered annually by Peralta Colleges Foundation.
2. A copy of each donation/contribution form shall be emailed to PRO Scholarship (Service) Committee Coordinator by PRO Treasurer -- see attached form.
3. Scholarship Committee Coordinator shall maintain a file of all donations.
4. Scholarship Committee Coordinator shall keep a running tally of all scholarship donations.
5. Scholarship Committee Coordinator shall send acknowledgment letter to person/s identified by donor on PRO scholarship contribution form -- see attached templates, which should be placed on current PRO letterhead. (Note: Peralta Colleges Foundation sends thank-you letter to donor.)

# Contribute to the PRO Scholarship Fund by Honoring Or Memorializing A Friend Or Loved One

(Please print)

In honor of:    On the occasion of:    In memory of:

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**Please send acknowledgement card to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Contributor's Name:**

\_\_\_\_\_  
**Contributor's Address:**

\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

Make check payable to: **The Peralta Foundation—PRO**

**Send to: PRO, 1250-I Newell Ave., #162, Walnut Creek, CA 94596**

*Contributions are tax deductible to the extent allowed by federal and state law.*

**The Peralta Retirees Organization**  
(Use Letterhead)

*(Date)*

*To family member or friend:*

*Dear ... :*

*We are writing to let you know that we have received a contribution to the Peralta Retirees Organization Scholarship Fund from Jane Doe in memory of John Smith.*

*On behalf of the Peralta Retirees Organization Board of Directors, we wish to extend our sincerest condolences.*

\_\_\_\_\_  
*President*

\_\_\_\_\_  
*Scholarship Coordinator*

**The Peralta Retirees Organization**  
(Use Letterhead)

*(Date)*

*To: John Smith*

*Dear John,*

*We are writing to let you know that we have received a contribution to the Peralta Retirees Organization Scholarship Fund from Jane Doe in your honor.*

*On behalf of the Peralta Retirees Organization Board of Directors, we wish to offer our sincere appreciation and congratulations.*

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*President*

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*Scholarship Coordinator*

## **Part 2: Procedures for Selecting PRO Scholarship Recipients through Peralta Colleges Foundation Scholarship Review Process**

1. The scholarship review process is an on-line process coordinated by Peralta Colleges Foundation Executive Assistant.
2. As a part of the scholarship review process, PRO Scholarship (Service) Committee Coordinator shall ask PRO Board of Directors to formally request from the Foundation Executive Assistant an accounting report of the PRO Scholarship Fund, including the current PRO account balance. This request should be done in early-February.
3. Scholarship Committee Coordinator shall ask for two people to volunteer as scholarship readers for each Peralta college (Alameda, Berkeley, Laney & Merritt), with the help of the PRO Board. This search should start in early-February.
4. Scholarship Committee Coordinator shall submit names of the four (4) team readers by college to the Foundation Executive Assistant, including full names and email addresses, in accordance with Peralta Colleges Foundation guidelines.
5. Each team shall submit names of winners to the Foundation Executive Assistant by the deadline date, usually in late-March or early-April.
6. Each team should notify PRO Scholarship Committee Coordinator of the winner.
7. Scholarship Committee Coordinator shall request a volunteer from each PRO review team to present scholarship check to recipient at respective awards ceremony, asking presenters to take a photograph of each award recipient.
8. Photographs are to be forwarded to PRO newsletter editor.
9. Scholarship Committee Coordinator shall request that the Foundation's Executive Assistant make PRO scholarship recipients' application materials available to PRO newsletter editor.
10. At the conclusion of the scholarship review process, usually late-March or early-April, Scholarship Committee Coordinator shall ask PRO Board to request from Peralta Colleges Foundation Executive Assistant a final accounting report of PRO Scholarship Fund and an invoice for administrative fees for current fiscal year closing date (June 30). The funds covering these fees are to be put back into the Peralta Colleges Foundation/PRO Scholarship Fund BY Peralta Retirees Organization Treasurer.



### **Part 3: Criteria for Selection of PRO Scholarship Recipients**

See Attached document.

[By Yvonne Lewis-Price 10/9/2015]

Ratified as policy at 2/5/14 PRO Board meeting.

The Peralta Retirees Organization shall award annually a scholarship of \$1000 to a graduating student from each Peralta college. The criteria for the scholarship are as follows:

The student applicant shall

1. have completed 60 units by the end of the semester of the award, excluding basic skills co in English and math,
2. have a grade point average of at least 3.5, excluding grades in basic skills classes in English and math,
3. indicate a desire to transfer to a four-year institution,
4. follow the scholarship application process of his/her college.

Each college will forward to PRO the names of its three best applicants and all application materials from those applicants. The PRO Board will appoint a two-person committee of PRO members for each of the colleges to evaluate the applications and decide who will receive the scholarship from its college.

PRO's Service Committee chair shall submit the names of scholarship recipients to the Peralta Foundation for the official processing of the scholarships.

A representative of PRO shall present the scholarship to the awardee at the awards ceremony for each college.