COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING

January 20, 2015 • 12:00 – 1:30 pm

Location: Sonora Area Foundation Board Room – Sonora, California

Board Members Present: Rosetta Bannwarth; Margie Bulkin; Bill Dunlavy; Louise Goicoechea; Mike Heuton; Judy Myers; Colette Such

Staff Present: Kasey Fulkerson; Gary Whitfield; Amy Nilson

Advisory Council Present: Matthew Christman; Elissa Creighton; Dr. Angela Fairchilds;

Absent (Excused): Stephanie Suess

Absent (Unexcused): Mike Chimente

Guests: Counselor, Alicia Kolstad and student guests Alexis Johnson and Bill Hurst.

1. Call to Order (12:04 pm by CCF Vice-President, Colette Such)

A. Review & Acceptance of November 18, 2014 Meeting Minutes – Ms. Such presented the November 18, 2014 board meeting minutes for review. Ms. Bulkin moved to accept the minutes as presented. Mr. Heuton seconded the motion and the vote was carried unanimously in favor of approval.

B. Guest Speaker: Alicia Kolstad and Student Guests – Ms. Kolstad and students Alexis Johnson and Bill Hurst shared about their recent trip to the Museum of Tolerance (funded by a foundation mini-grant). They explained the philosophy and goals of First Semester Experience (FSE) and the value it holds for these students. The entire FSE students are very grateful to the foundation board for funding the trip.
2. Old Business (Colette Such)
   A. Board Fundraising Priorities Discussion – This item was deferred to later in the meeting.

CHANGE IN ORDER OF AGENDA

3. New Business (Colette Such)
   A. Sonora Sunrise Rotary Fundraising Event – The Columbia College Foundation has been selected as the recipient of the 2015 Sonora Sunrise Rotary’s fundraising event. All board members are asked to purchase a ticket to help fill the Foundation table of eight. The event will be held on March 31st. (PLEASE NOTE DATE CHANGE: It’s now Tuesday, April 7th at Black Oak Casino. Music and appetizers at 6PM; dinner in the Ballroom at 7PM.) All proceeds from the evening will benefit the Columbia College Fire Academy student’s Personal Protective Equipment Fund.

   B. Letter of Support – Career Pathways Grant (Margie Bulkin, Tuolumne County Superintendent of Schools) – Ms. Bulkin described the efforts underway to submit a Career Pathways Grant for Tuolumne County schools to the California Department of Education. It focuses on strengthening career training programs including an expansion of fire science. If funded, the grant would link programs at the high schools and Columbia College to local employers, and would provide funding for these college programs. Ms. Bulkin is requesting a letter from the Foundation that supports the grant proposal and describes the Foundation’s support for the Fire Science program (i.e. mini-grants, scholarships and the community fundraising effort that now includes the Rotary fundraising dinner).

   C. Columbia College Strategic Plan (Dr. Angela Fairchilds) – There was a great response rate on the survey that went out through the Chamber of Commerce (better than 10% return rate to 50 businesses as a direct approach). The survey was also sent to 2300 households in paper form and the online versions are currently deploying. Dr. Fairchilds held a college forum this morning providing information to faculty and staff. The community is getting involved, which should tie everything together.

   D. Administrative Specialist Short Term Contract (Colette Such) – Ms. Such informed the board that with Kasey Fulkerson’s transfer out of the Foundation, she would be willing to help the office through a short-term contract while the college is able to hire for the position. Ms. Such would need to resign from the board to avoid any appearance of conflict of interest. She asked the board to review the Conflict of Interest Policy and let Amy know of any concerns. An Executive Committee meeting will be held to discuss this item further. Amy Nilson has contacted NEO Law Group,
the non-profit law firm the Foundation used to help write the Bylaws and Conflict of Interest policy and is waiting for their review and consent.

4. **Financial Reports (Gary Whitfield, VP of College & Administrative Services)**
   A. **Review & Acceptance of 2014-2015 2nd Quarter Financial Report** – This item was deferred, as the financials were not yet complete.

   B. **Review & Acceptance of Final Audit Report June 30, 2014** – Mr. Whitfield presented the Final Audit Report dated June 30, 2014. Upon reviewing the audit, Judy Myers moved to accept the audit as presented. Louise Goicoechea seconded the motion and the vote carried unanimously in favor of approval.

**CHANGE IN ORDER OF AGENDA**

A. **Board Fundraising Priorities Discussion (from 2.A Old Business)** –
   - The Development Committee met and discussed future Speaker Series topics. The ideas discussed were Tuolumne and Calaveras County tourism, demographic trends, the future of Tuolumne and Calaveras County jobs and trends in telecommuting.
   - Fundraising goals and metrics were discussed and approved by the development committee. (See attached)
   - The Foundation office recently received an intriguing question. “What would the Foundation board do with a $1 million legacy gift?” Please know that for confidentiality purposes, the potential donor will need to stay anonymous for now. A lengthy discussion ensued about the possibility of saving a certain portion of the gift while the rest is spent on key projects and ideas for a legacy gift. Louise Goicoechea asked Amy Nilson to create two or three scenarios for use of the funds, while letting the donor know that the board is involved in serious discussion. Ms. Nilson will report back to the board at the next meeting.
   SEE ATTACHMENTS 1 & 2

5. **Committee Reports**
   A. **Finance Committee** – There being no new business, this item was deferred.

   B. **Nominating Committee** – There being no new business, this item was deferred.

   C. **Executive Committee** – There being no new business, this item was deferred.

   D. **Development Committee** – Rosetta Bannwarth reported that the Development Committee met and debriefed about the Rim Fire Lecture Series. Because of Kasey
Fulkerson’s departure from Foundation staff and the Sunrise Rotary event in the spring, the group decided to defer the spring lecture series and plans for another continue to be held in the fall. A lengthy discussion ensued about topics for the future lecture series but nothing was decided upon. Suggestions from Foundation Board? The committee discussed the possibility of hosting a VIP event, perhaps consisting of a wine and food pairing to show gratitude to the Foundation’s major donors. We’re considering having it the hour before the Columbia Wine Tasting on April 19th. More information to come.

E. Mini Grants Committee – Chair, Mike Heuton was happy to report that a $30,000 donation arrived for mini grants. A couple of mini-grant submissions were ultimately funded through the Scientific equipment and supplies fund, which helped spread more of the mini-grant funding around for other projects.

F. Scholarship Committee – Chair, Colette Such met with Mick Grimes regarding overall scholarships processes. Kasey Fulkerson thanked Mick Grimes for his generous work with the foundation. His expertise is valued and much appreciated.

Mr. Whitfield informed the board that per the board’s direction, $75,000 was deposited into the investments from unrestricted funds.

6. College/District Updates
   A. Development Office Report (Amy Nilson) – Ms. Nilson referred the board to the written report submitted with the agenda. SEE ATTACHMENT #3

   B. Advisory Council Member Reports

   1. College Report – Dr. Fairchilds discussed the community survey. (See above.)

   2. District Report – Dr. Martin reported that the board is interviewing for an Institutional Vice Chancellor of Research and the candidates look great.

   3. Classified Senate – No new business to report.

   4. Faculty Senate – This item was deferred due to Ms. Griffiths-Bender’s absence.
5. **Student Senate** – Associated Student Body President, Matt Christman reported that a new shipment of food bank items arrived today. Columbia College is now an emergency location for the community and students. Even if it is a weekend, college security staff can retrieve food for an emergency situation.

7. **Adjournment**

There being no further business, CCF Vice President, adjourned the meeting at 1:51 p.m.

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Minutes respectfully submitted by Kasey Fulkerson, Recording Secretary