



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

April 8, 2013 • 12:00 – 1:30 pm

Location: Columbia College Child Development Building – Maple Room 102

Board Members Present: Rosetta Bannwarth, Mike Chimente, Louise Goicoechea, Ed.D, Mel Kirk, Randy Selesia, Stephanie Suess, Keturah Wilk

Past Members of Distinction Present: Pat Dean

Staff Present: Dr. Leslie Buckalew, Kasey Fulkerson, Beccie Michael, Gary Whitfield

Advisory Council Present: Elissa Creighton, Classified Senate; Wendy Griffiths-Bender, Faculty Senate; Dr. Lynn Martin, YCCD Trustee

Absent (Excused): Mike Heuton, Richard Matranga, Joe Silva

Guests: Margie Bulkin, Patricia Jones (Consultant), Melissa Tailles-Bruchs (Child Development Club)

CCF President, Mel Kirk opened the meeting up for public comment, allowing anyone from the public to speak (with a five minute limit) on any item not on the agenda.

There were no public comments.

1. Call to Order (12:07 pm by CCF President, Mel Kirk)

- A. Welcome & Introductions – Board President, Mel Kirk introduced and welcomed Melissa Tailles-Bruchs, Child Development Club President.
- B. Guest Speaker – Ms. Tailles-Bruchs provided a brief summary about the Child Development Club and its activities. Last year was the first year the club received funding from the Foundation through its mini-grant program. With this funding, the club was able to purchase ten National Association for the Education of Young Children (NAEYC) memberships for child development students. Through this

membership, students receive discounts for publications, conferences and workshops. The workshops provide valuable information specific to child development curriculum. The Columbia College Child Development Club is doing wonderful things across campus. They recently held a diaper drive, donated books to foster children and for the first time, were involved with Infant Child Enrichment Services (ICES). Additionally, the children's artwork will be displayed in the library next week (a special thank you to Wendy Griffiths-Bender for her support)! Ms. Tailes-Bruchs expressed tremendous gratitude on behalf of the club for the Foundation's generosity. Because of the Foundation's mini-grant program, the child development students are progressing and doing wonderful things on and off campus.

- C. Approval of January 16, 2013 Meeting Minutes – Mr. Kirk presented the January 16, 2013 board meeting minutes for review. Randy Selesia moved to accept the minutes as presented. Louise Goicoechea seconded the motion and the vote was carried unanimously in favor of approval.
- D. Guest Speaker: Patricia Jones, Consultant Hired for Foundation Business & Marketing Plan – Patricia Jones provided an update on the Foundation's Business and Marketing Plan and presented a draft for Board review. While reviewing the document, Ms. Jones led the Board in various work groups.
1. Does the document reflect the direction the board would like to go? Is the committee on track?
 2. The Board was asked to review the criteria and test it (interactive group work).
 3. The Board reviewed the priorities, where a lengthy discussion ensued regarding the Board's initial thought process about the plan. Ms. Jones encouraged the Board to be candid in their assessment of the plan and that if there is anything they would like to discuss in private with her or Ms. Michael to feel free to do so. It is the Board's plan and everyone should be comfortable with it.

During the group sessions, there was serious discussion regarding numbers 8-11 and the rating system for Fund Development Strategies (*the reference was from a handout at the meeting*). The Board felt that some of these items should be a Priority 1. Ms. Jones explained that just because something is a Priority 3, doesn't necessarily mean it will not be accomplished. The committee worked hard to prioritize the strategies and felt strongly that cultivation needed to be at the top of the list. It was noted that the Board feels strongly that donors cannot be forgotten and they need to focus on them as often as possible. Mr. Kirk suggested that the report have an item labeled "#1" that relates to donors. Ms. Creighton noted that the report does not include alumni relations and felt that student success stories would be a good addition.

2. Old Business (Beccie Michael, Director of Development)

- A. 37th Annual Columbia Wine Tasting – Ms. Michael informed the Board that staff and officers have been discussing the role of the Board at the Columbia Wine Tasting. It was decided that this year, the logistical volunteer aspects of the wine tasting will be the responsibility of the hospitality staff, providing Development staff and Board members the opportunity to cultivate and build relationships throughout the event. The Foundation needs a stronger presence at the event and it makes better business sense to use the Board Member's time to engage the community. Mr. Kirk's goal is to hand out 15 Foundation business cards on the day of the event. He encouraged all Board members to do the same (or whatever is comfortable to them).

3. New Business (Beccie Michael)

- A. Roberta Hughes Scholarship Exception Request – Ms. Michael informed the Board that she received an email from the Music Department requesting an exception for a student with regards to the criteria for the Roberta Hughes Scholarship. Ms. Michael reviewed the scholarship criteria with the Board and noted that this endowed scholarship is held in the Foundation. The music faculty is requesting the exception for a student who was awarded the scholarship in 2011 to receive payment in the current academic year as she was not enrolled for both semesters in 2011-2012, and therefore did not receive the full scholarship she was awarded. Since the request is outside the scholarship parameters, Ms. Michael felt strongly that the decision was the Board's to make. Ms. Bannwarth moved to accept the exception. Stephanie Suess seconded the motion. A lengthy discussion ensued regarding the music faculty requesting exceptions and the potential for more exceptions to be requested in the future. After careful consideration and discussion, the vote passed 5-0-2 (5 yes, 0 no, 2 abstentions). Mr. Chimente strongly encouraged that a meeting be held with the music faculty to discuss the process of scholarships. It is not acceptable to change criteria. He also added that start and end dates must be included on scholarships.
- B. Mini-Grant Awards Spring 2013 – In Mike Heuton's absence, Ms. Michael reviewed the spring mini-grant awards (the final list is on file in the Foundation office for recordkeeping purposes). There were fewer applications this year; however, it could simply be timing. The spring semester gets very busy for faculty and staff.
- C. Scholarship Ceremony April 26, 2013 – Ms. Michael informed the Board that the Scholarship Ceremony will be held on Friday, April 26th in the Dogwood Forum. The ceremony will begin at 4:30 pm. All Board members were encouraged to attend.
- D. Lowe's Grant Request for Fire Academy – Fire Science Instructor, Shane Warner has been going to Lowe's, who has been providing him with scrap wood to use for fire demonstrations. The General Manger at Lowe's has encouraged Mr. Warner to

apply for a grant that would be in the form of a gift card. Pat Dean asked that Mr. Warner attend a CCF Board of Directors meeting to discuss what he is looking for in terms of fundraising. Mike Chimente moved to have the *potential* Lowe's grant run through the Foundation. Randy Selesia seconded the motion and the vote carried unanimously in favor of approval.

- E. Board Officer Terms – Ms. Michael inquired whether the current Board Officers were willing to extend their terms by one year (ending June 2014). All of the officers agreed to serve an additional year, with the exception of Stephanie Suess who requested two weeks to consider it. This item deferred until next meeting.

4. Financial Reports (Gary Whitfield, VP of Administrative Services)

- A. Review & Acceptance of 2012-2013 2nd Quarter Financial Report – Mr. Whitfield reviewed the 2012-2013 2nd Quarter Financial Report. Stephanie Suess moved to accept the financials as presented. Louise Goicoechea seconded the motion and the vote carried unanimously in favor of approval.

5. College/District Updates

- A. Development Office Report – (Beccie Michael)
This item was deferred due to time constraints.

- B. Advisory Council Members Reports – (Dr. Leslie Buckalew, Dr. Lynn Martin, Elissa Creighton, Wendy Griffiths-Bender, Caira McFarland).
This item was deferred due to time constraints.

7. Adjournment

There being no further business, CCF President, Mel Kirk adjourned the meeting at 1:45 p.m.

Minutes respectfully submitted by Kasey Fulkerson, Recording Secretary