



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

November 21, 2017 • Noon – 1:30 pm

Location: County Schools Office – Sonora, California

Board Members Present: John Freer; Judy Myers; Jeff Phillips; Jim Roeber; Colette Such; Charles Segerstrom; Jeff Warren

Staff Present: Amy Nilson; Kimberly DeFont; Amy McKinney

Advisory Council Present: Dr. Tamara Oxford

Absent (Excused): Dr. Angela Fairchilds; Trevor Stewart; Dr. Lynn Martin; Doreen Bass; Errin Bass; Margie Bulkin; Lee Ann Fox; Del Hodges; Kenan McDonald; Janice Nelson; Jan Verhage

Guests/Past Board Members: None

Absent (Unexcused): None.

1. Call to Order (12:01pm by CCF President, Colette Such)

- A. Introductions– Ms. Such welcomed Jeff Warren, the newest board member, elected to fill the seat of the late Bill Dunlavy, and Dr. Tamara Oxford, elected to represent the Columbia College Academic Senate as the 2017-18 Advisory Council Member. Dr. Oxford is the college Mental Health Coordinator. Mr. Warren and Dr. Oxford gave brief introductions.
- B. Guest Speaker: Dr. Brandon Price, Dean of Student Services – Presentation postponed till January 2018.
- C. Review and Acceptance of September 19, 2017 Meeting Minutes – Ms. Myers made the motion to approve the September 19, 2017 Minutes; Mr. Phillips seconded the motion; it passed unanimously.

APPROVED 1.16.18

Ms. Such asked Board consideration to shift the 2018 November board meeting date to avoid holiday scheduling conflicts. Board members agreed on November 27, 2018. Ms. DeFont will email a corrected 2018 board calendar with the November date change.

2. Old Business (Colette Such)

- A. Columbia Promise – Ms. Nilson reported that the Sonora Area Foundation invited the Columbia College Foundation to attend two donor luncheons held at the SAF office in November to speak about the Columbia College Promise. SAF donors were in attendance to listen to the presentation by Foundation staff and board members.

A lengthy discussion ensued with numerous enquiries about the Columbia College Promise and how the State of California's announcement about free tuition for all 1st time students will affect the Columbia College Promise. Ms. Nilson noted that it's unclear if the state will have enough money to fund the initiative. More will be known when the state budget is approved in June. As of November, the Foundation has reached 2/3 of the fundraising goal of \$270,000. Ms. Nilson said some verbal pledges have been received, and encouraged board members to continue these conversations with donors. To date, 119 high school students have applied for the Columbia College Promise.

ACTION: Contact pledged and potential donors

RESPONSIBILITY: All board members. DEADLINE: Ongoing

- A. 50th Anniversary – Brady Wise Plaza– Plans for Columbia College's 50th Anniversary in 2018 continue to move forward. Ms. Such reported that a Brady Wise Plaza naming celebration and dinner is planned for Friday, September 28, 2018. Ms. Such would like the Foundation to expand the Alumni Program and include an Alumni Recognition Dinner as part of the 50th Anniversary celebrations. Dr. Oxford suggested Columbia College retirees be informed of college events. They are interested, enjoy seeing one another, and are potential Foundation donors. She further noted that there is a retiree email list.

ACTION: Recruit board members to expand Alumni Program

RESPONSIBILITY: Ms. Such DEADLINE: February

The Foundation contacted five landscape architects/designers for quotes on preliminary designs for the Brady Wise Plaza project; two responses were received. A meeting will be held next week with campus Facilities staff, Ms. Such, Ms. Nilson and Dr. Fairchilds. The Sherman Hay sculpture has been selected, but the memorial bench design is still under discussion.

ACTION: Explore bench designs.

RESPONSIBILITY: Ms. Nilson, Ms. Such. DEADLINE: February

- B. Investment Advisor RFP – The Finance Committee requested proposals from four qualified investment advisors, and received two. This complies with Foundation policy, which states that every five years the Foundation must solicit proposals for potential financial advisors.

The Finance Committee met November 20 to review the proposals and recommends staying with Payden & Rygel as the Foundation’s financial advisor. Mr. Freer made the motion to accept the Payden & Rygel proposal; Mr. Phillips seconded the motion; it passed unanimously.

- C. SRT Benefit – Ms. Myers reported details about the November 30 Holiday Benefit. Tickets will be available for sale at the event. Complimentary tickets were given to select long-time donors. The Board made the decision to conclude the silent auction at 7:00pm to allow guests to provide auction payments during intermission, as well as pick up their items. A volunteer sign-up sheet was circulated asking for assistance. An event reminder will be emailed so the board can forward to clients and friends.

ACTION: Email SRT event reminder to board.

RESPONSIBILITY: Ms. DeFont. DEADLINE: November 22.

3. **New Business (Colette Such)**

- B. Donor Communication – The Foundation is working on the Community Report, to be finished by the first week of December. Included will be updates on the Legacy Gift, Columbia College Promise, an updated donors list, fitness trail project, Mini Grants, scholarships, and a tribute to Bill Dunlavy.

Ms. Myers suggested that the Foundation provide Community Reports to the Sonora Area Foundation to distribute to their donors.

ACTION: Complete and mail Community Report.

RESPONSIBILITY: Foundation Office. DEADLINE: Early December.

4. **Financial Reports**

- A. 1st Quarter Report – The Finance Committee reviewed the 1st Quarter Report and recommends approval. Ms. McKinney noted that the first endowment earnings are reflected in the report. Mr. Phillips made the motion to accept the 1st Quarter Report; Ms. Myers seconded the motion; it passed unanimously.

5. College/District Updates

A. Advisory Council Members Reports-

Amy McKinney – No further report.

Dr. Tamara Oxford (Academic Senate) – Dr. Oxford reported that Columbia College is replacing two retiring English Faculty positions, one retiring Academic Counselor, and the Dean for Arts and Sciences.

On behalf of **Doreen Bass** (Classified Senate), Ms. Nilson reported that the Classified Senate is hosting a dessert table at the Columbia College Holiday luncheon on December 8. The Classified Senate is also proposing four positions to the college through their yearly Hiring Prioritization.

Absent: Dr. Fairchilds; Classified Senate representative; Associated Student representative.

B. Development Office Report:

Amy Nilson:

- The Foundation received the first payment of \$130,000 from a federal Title III endowment matching grant. These federal dollars are matched by the Wise Family endowment gift, and must remain invested for 20 years. The Foundation may spend only the investment proceeds from the matching funds during this period.
- The college will re-submit a grant proposal for STEM students to the National Science Foundation in March 2018.
- The Foundation submitted proposals to two businesses to sponsor new scoreboards for the Oak Pavilion.
- An Osher Scholarship donor pledged an additional \$4,000 to fund 4 additional \$1,000 Osher applicants.
- Ms. Nilson, Ms. Such and Ms. DeFont attended the CASE Conference on October 12-14, which provided beneficial information for our 50th Anniversary celebration, donor retention and alumni relations.

- The Foundation also participated in the Omega Nu Table setting on October 21 at the Black Oak Casino Resort, showcasing the Columbia College Science Department.

6. Committee Reports

- A. Finance Committee – Lee Ann Fox, Chair – No additional report.
- B. Nominating Committee – Ms. Such expressed the importance of expanding the Board to include Calaveras County Board Members.

ACTION: Meet/recruit potential Calaveras County board members

RESPONSIBILITY: Ms. Nilson, Ms. Myers, Ms. Such

- C. Executive Committee – Colette Such, Chair – No additional report.
- D. Development Committee – Judy Myers, Chair – Ms. Myers reported about the November 16 Community Lecture Series, *Inside California's Native American Experience*, held at Dogwood Forum. More than 100 people attended. The Public Access channel in Tuolumne County recorded the event and the Board will be informed when it is available to view; a link will be posted on the Foundation web page. Ms. Myers hopes the Board continues to focus the lecture series on subjects that affect the community. Discussion will continue about whether to follow with a Native American topic next November.

November 30 will be the Foundation's Holiday Benefit held at Sierra Repertory Theatre. Guests will enjoy wine, a non-alcoholic cider, hors d'oeuvres, silent auction and the show "Another Night Before Christmas." The Development Committee will focus on the 50th Anniversary Celebration following fall events.

- E. Mini Grants Committee – Jeff Phillips, Chair – Mr. Phillips reported that Brady-Wise Mini Grants fund is in good shape. The committee granted \$22,280 out of \$38,000 requested. Mr. Phillips described the 2017 mini grant proposals, and expressed appreciation for the committee's enthusiasm.
- F. Scholarship Committee – Colette Such, Chair – Ms. Such reported that Osher scholarships closed on October 20. The Foundation is waiting for scoring from two community reviewers. First installments will be paid before the holiday break, followed by a 2nd installment after students return in January.
- G. Ad Hoc Promise Committee – Margie Bulkin, Chair – No additional report.

Adjournment (Colette Such) Ms. Such adjourned the meeting at 1:22pm and advised the next meeting will be *January 16, 2018. Location – Columbia College Manzanita Conference Room.*

Minutes respectfully submitted by Kimberly DeFont, Recording Secretary

APPROVED 1.16.18