



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

July 17, 2018 • Noon – 1:30 pm

Location: County Schools Office

Board Members Present: Margie Bulkin; Lee Ann Fox; Kenan McDonald; Judy Myers; Janice Nelson; Jeff Phillips; Jim Roeber; Charles Segerstrom; Colette Such; Jan Verhage.

Staff Present: Amy Nilson; Kimberly DeFont

Advisory Council Present: Dr. Santanu Bandyopadhyah; Doralyn Foletti; Dr. Tamara Oxford; Trevor Stewart.

Absent (Excused): John Freer; Del Hodges; Jeff Warren; Dr. Lynn Martin; Student Senate Representative; Amy McKinney.

Guests/Past Board Members:

Absent (Unexcused): None.

1. Call to Order (12:10pm by CCF President, Colette Such)

- A. Introductions– Ms. Such made a warm welcome to the new Columbia College President, Dr. Santanu Bandyopadhyah. He spoke to the Board about his career background and transition with moving to America from India in 2000. He is excited to join Columbia College and help students in our community.
- B. Review and Acceptance of May 15, 2018 Meeting Minutes – Ms. Myers made the motion to approve the May 15, 2018 Minutes; Mr. Phillips seconded the motion and the motion passed.

2. Old Business (Colette Such)

- A. Student Emergency Fund – Ms. Fox, Ms. Verhage and Mr. Warren have completed a draft of a new Student Emergency Fund policy to clarify the application and award process. College staff and faculty are reviewing and providing feedback on how to

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identify students in need. Ms. Such would like to direct donors to use Escript cards at participating merchants to support the emergency fund, and will report back on this option.

- B. 50TH Anniversary updates – Ms. Such reported on Foundation projects related to the college’s 50th Anniversary Celebration.
- Design and installation of the bronze bench to honor the Brady-Wise Family is nearing completion.
 - The Sherman Hay “River’s Edge” sculpture is being installed within a week on campus.
 - Ms. Such thanked Del Hodges and board volunteers refinishing the wood picnic tables located in Carkeet Park. Also, a big thank you to Steve Harmon, Columbia College Maintenance Specialist and Carpenter for selecting and installing new metal benches.
 - A sign-up sheet was circulated for a sub-committee for the Brady-Wise Family Celebration on September 28.

ACTION: Plan and assign event tasks to the sub-committee.

RESPONSIBILITY: Ms. Such. DEADLINE: Early September.

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

- A. Re-election of CCF Directors – Ms. DeFont passed out ballots to board members to vote on second terms for Mr. Phillips and Mr. Hodges, and a third term for Ms. Such. Ms. Such and Mr. Phillips left the room during voting, as their names were on the ballot sheets (Mr. Hodges was not in attendance). Ms. DeFont collected and tallied the results – all three directors were re-elected. Ms. Bulkin made the motion to accept the results. Ms. Myers seconded the motion and it passed.
- B. Executive Committee Appointments – Ms. Such reported that the executive committee has opted to add the position of Development Committee Chair to the executive committee. The change acknowledges the importance of development to the Foundation and allows additional board members to join the executive committee for leadership development and succession.
- C. Election of CCF 2018-19 Officers - Ms. DeFont passed out 2018-2019 Board Officer Ballots to the board, listing the slate of officers proposed by the executive committee. Ballots were collected and tallied, with all votes in favor. Ms. Bulkin made a motion to accept the slate and the election of officers for 2018-2021:
- President: Colette Such
 - Vice President: Jeff Phillips
 - Treasurer: Lee Ann Fox
 - Secretary: Del Hodges
 - Development Committee Chair: Judy Myers

Ms. Such said she would like to serve as CCF President for one more year and then open the position to another board member to fill for her second year – this would allow other board members to have the opportunity to step into leadership positions.

- D. Board Nominations: Resolution and Procedure Revision – Item tabled until the September board meeting.
- E. Transit proposal – Ms. Fox reported on discussions about a proposal to offer free or reduced bus rides for students. The Finance Committee supported contributing toward a program offered from Tuolumne Transit, but the college is trying to come up with a program that also addresses Calaveras students. Ms. Fox would like to hold off for more information about marketing, ridership and tracking. She suggested that the Calaveras and Tuolumne transit companies might need to concentrate on marketing first. Ms. Oxford and Ms. Foletti said they work with many students who use the transit service, and confirmed that many have trouble paying for daily use. Ms. Foletti mentioned transit vouchers have worked well for some students and said the ASCC (Associated Students of Columbia College) might match the Foundation’s contribution.

Board members continued discussion, and suggested having the transit companies plan free bus service for a week or two, which could allow for publicity and more research. Concerns also arose about the timeline, funding collaboration with the college and tracking of ridership. Ms. Verhage and Ms. Bulkin noted that this is a college project that the Foundation has been asked to support, rather than a Foundation-led proposal. Ms. Fox noted that she would like to support low-income populations, and would prefer a voucher program over payments to transit companies.

Mr. Stewart noted that a combination of funding sources will be needed, and suggested that the board to contribute \$5k now and evaluate results after one semester. Ms. Verhage made the motion to have CCF advance \$5,000 to support the Calaveras and Tuolumne County Transit project for one semester, request a report on results at the end of the semester, and have the board re-evaluate at that point. Ms. Bulkin seconded the motion and it was passed with no objections.

ACTION: Follow and report on progress with funding (Mr. Stewart and ASCC) and transit agreements. RESPONSIBILITY: Ms. Nilson and Ms. Fox. DEADLINE: Min-August

4. **Financial Reports**

- A. 4th Quarter Report – Mr. Stewart hopes the 4th Quarter report will be completed by the September board meeting. Ms. Nilson added that donations will be strong for the year, and will include endowment match payments from a federal grant.
- B. Finance Report – Ms. Fox reported that Ms. Nilson is working with Mr. Freer and Graphic Designer, Gail Segerstrom on a Planned Giving publication for donors and alumni.
- C. Development Report – Ms. Myers thanked the Board of Directors in elevating the importance of the Development Committee, with its focus on donor development, fundraising and Calaveras outreach. She provided a review of 2018 events that the Foundation accomplished, as well as upcoming 2018-19 events and activities.
 - Fall 2018 events:
 - President’s reception to introduce Dr. Santanu Bandyopadhyay.
 - New Columbia College Student Welcome – Aug. 25.
 - Welcome Week – Aug. 27 to Aug. 30.
 - Fall Lecture- Bat Lecture (result of mini grant), Sept. 13. (Cancelled)
 - Brady-Wise Family Plaza Dedication event – September 28.
 - Community Picnic – September 29
 - A new board committee list will be provided at September board meeting.
 - Please forward potential board member(s) names to Ms. Nilson.

5. **College/District Updates**

A. Advisory Council Members Reports

- **Dr. Santanu Bandyopadhyah** – Dr. Bandyopadhyah reported about the college’s Community Picnic planned for Saturday, September 29. He will provide further details closer to the event.
 - Discussion arose about 50th Celebration ideas, such as:
 - Having a 50th series with the Union Democrat – photos from past years for readers to recognize and provide details.
 - 50 stories for 50 weeks about Columbia College.
 - Sharing what happened in the world in 1968 when Columbia College opened.
- **Doralyn Foletti** – Ms. Foletti reported that Shalom Fletcher, President of the Associated Students of Columbia College (ASCC), will be the Student Senate representative at the CCF board meetings. ASCC will have its first

meeting August 14 and invited CCF to have someone attend their luncheon.

- **Trevor Stewart** – No further report.
- **Dr. Martin** – Not present.
- **Dr. Tamara Oxford** – Faculty members are on summer break.

Absent: Amy McKinney and Associated Student representative.

Development Office Report: -- Ms. Nilson reported that the Foundation has contracted with Columbia College Counselor Kirsten Miller and student John Ogle to work with Promise applicants this summer, assisting them to meet requirements.

6. **Committee Reports**

- A. Ad Hoc Promise Committee – Ms. Bulkin said the committee is pleased with progress to date, will hold another Promise meeting in August before schools starts.
- B. Mini –Grants Committee – Jeff Phillips, Chair. Mr. Phillips provided fall 2018 and spring 2019 mini grant deadline dates for faculty, as well as committee discussion dates. Spring 2018 mini grant payments are going out, and a September application workshop is in the works for faculty and staff. Ms. Foletti suggested that the CCF host a presentation by mini grant recipients to report on their projects, to raise awareness and share results with the campus and community.
- C. Nominating Committee – Colette Such, Chair. Ms. Such reported that the Nominating committee continues to work on identifying Calaveras candidates for the Foundation board, and would especially like to recruit an attorney. She, Ms. Myers and Ms. Nilson met with Calaveras Supt. of Schools Scott Nanik in early July and will be contacting a few potential candidates.
- D. Executive Committee – Colette Such, Chair. No further report.
- E. Scholarships – Colette Such, Chair. Ms. Such and Ms. Nilson reported that they are working on the scholarship cycle management for fall 2018.

Adjournment (Colette Such) Ms. Such adjourned the meeting at 1:40pm and advised the next meeting will be *September 18, 2018. Location – Columbia College.*

Minutes respectfully submitted by Kimberly DeFont, Recording Secretary