



**COLUMBIA COLLEGE FOUNDATION  
BOARD OF DIRECTORS MEETING**

**September 18, 2018 • Noon – 1:30 pm  
Location: Manzanita Conference Room, Columbia College**

**Board Members Present:** Margie Bulkin; John Freer; Del Hodges; Kenan McDonald; Judy Myers; Janice Nelson; Jeff Phillips; Charles Segerstrom (Listening by Phone); Jan Verhage; Jeff Warren.

**Staff Present:** Amy Nilson; Kimberly DeFont; Amanda Coyle

**Advisory Council Present:** Dr. Santanu Bandyopadhyay; Rosetta Bannwarth; Doralyn Foletti; Amy McKinney; Dr. Tamara Oxford.

**Absent (Excused):** Dr. Lynn Martin; Lee Ann Fox; Jim Roeber; Trevor Stewart; Colette Such

**Guests/Past Board Members:**

**Absent (Unexcused):** None.

**1. Call to Order (11:58pm by CCF Vice President, Jeff Phillips)**

- A. Introductions– Mr. Phillips ran the meeting, due to Ms. Such’s absence. He welcomed new Admin. Specialist Amanda Coyle, who is taking Ms. DeFont’s position while she is on leave.
- B. Guest: Kirsten Miller, Columbia College Promise counselor – Ms. Miller described her work with Columbia College Promise applicants over the summer and during the first weeks of school. A mid-semester dinner is planned for Oct. 23.
- C. Review and Acceptance of July 17, 2008 Meeting Minutes – Ms. Myers made the motion to approve the July 17, 2018 Minutes; Ms. Nelson seconded the motion and the motion passed.

**2. Old Business (Jeff Phillips)**

Approved 11.27.18

- A. Student Emergency Fund – Mr. Warren reviewed the draft Columbia College Student Emergency Fund Policy and asked the Board if they had any questions about the policy. Ms. Foletti, Classified Senate Representative suggested asking students whether any other organizations were assisting their needs. Mr. Warren said could be addressed during student interviews. Mr. Warren made the motion to pass the CC Student Emergency Fund Policy; Ms. Bulkin seconded the motion and the motion passed unanimously.
- B. Nominating Policy: revision and resolution – Mr. Phillips and Ms. Nilson discussed the need to clarify the timetable for board terms. Item was tabled for further information.
- C. Brady-Wise Plaza Dedication update – Ms. Nilson reported on the upcoming plaza dedication event on Friday, September 28.
- Guest RSVPs are due Friday, September 21. Attendance is expected to be about 100 guests.
  - Invited donors are traveling from out of state to attend event.
  - Board members noted the need for clear event signage.
- D. 50<sup>TH</sup> Anniversary updates – Ms. Nilson reviewed the 50<sup>th</sup> Anniversary projects with a power point presentation:
- Ms. Nilson thanked Del Hodges and board volunteers again for their work 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.
  - Foundation is working on 50 Alumni profiles and hopes to have the first 12-15 profiles on display at the Community Picnic, September 29. An Oral History Series display will also be available for guests to view.
  - The Sherman Hay “River’s Edge” sculpture and butterfly inlay are installed with Plaza renovations nearly complete, including the bench platforms, landscaping, as well as plaque and boulder dedications.
  - A sign-up sheet and copy of the guest list will be emailed to the board members.

*ACTION: Plan and assign event tasks to board.*

*RESPONSIBILITY: Ms. Such to send out sign-up sheet. DEADLINE: September 24.*

3. **New Business (Jeff Phillips)**

- A. CCF committee assignments – Mr. Phillips advised the Board that Ms. Such would be emailing a 2018-19 Foundation committee assignment sheet. Board members should respond directly to Ms. Such with their feedback.

4. **Finance/Development Reports**

4<sup>th</sup> Quarter Financial Report – Mr. Freer made the motion to approve the 4<sup>th</sup> Quarter Report; Ms. Verhage seconded the motion and the motion passed.

- Mr. Stewart noted that this is a good report, showing total fund balances of just under \$4 million at the end of the fiscal year.
- In discussion of the report, Dr. Bandyopadhyay answered questions from Ms. Nelson and Ms. Bannwarth regarding the upcoming 2019 Columbia wine tasting. Dr. Bandyopadhyay hopes the current coordinator will participate for one more year, to help transition into a 2020 event with a different focus and location. This event could include beer garden, wine tasting, chef competition and a new location at the Sonora Fairgrounds or on campus.

- B. Finance Report – With Ms. Fox absent, Ms. Verhage reported that the Finance Committee is evaluating the list of designated funds held at the Foundation, and setting procedures for accounts that are dormant or where donors have set very specific uses (i.e. scientific equipment). The goal is to clean up, stream line and clarify where donor intent is specific enough that Foundation board involvement is not needed.

On behalf of Ms. Fox, Ms. Nilson provided an update on the college transit pass project for Tuolumne and Calaveras County students:

- CCF previously approved \$5k to help launch the program, a matching \$5k grant was approved by Associated Students, and additional funds were provided by the college student services division.
- The program started the first day of the Fall 2018 school semester. Students use their current student ID to ride Tuolumne Transit for free, and Calaveras students are able to get packets of bus passes for Calaveras transit.
- The number of students asking for fall semester stickers for ID cards tripled to over 300 hundred in the first week of the semester.
- The Business Office distributes the Calaveras transit passes, and to date have given out 35 packets (each good for 15 rides). Students are allotted 2 packets per month.
- Tuolumne County Transit marketed the project with signs throughout campus and on buses. They are tracking use and will report back.

- C. Development Report – Ms. Myers reported on Fall 2018 events:

- The President’s Reception to introduce Dr. Santanu Bandyopadhyay was well attended by college staff, board members, community and YCCD representatives.
- The Brady-Wise Family Plaza Dedication is coming up September 28. Ms. Myers encourages the board to attend and to review the guest list that will be emailed in advance. Ms. Myers encouraged board members to make an effort to speak to the guests they know and introduce themselves to those they don’t.
- Columbia College will hold its 50<sup>th</sup> Anniversary Celebration Community Picnic on Saturday, September 29, and the Foundation will be hosting the “Then and Now” photo display and Oral History Project display in the rotunda.

- The development committee will be planning a new event for next fall to support the Columbia College Promise.

## 5. College/District Updates

- Advisory Council Members Reports
  - **Jeff Phillips** – Although Dr. Martin was absent, Mr. Phillips thanked her for her dedication and service to the college, the Foundation and the YCCD Board of Trustees.
  - **Dr. Santanu Bandyopadhyay (President)** – Dr. Bandyopadhyay thanked the CCF Board for the Welcome Reception on September 6<sup>th</sup>. He also shared appreciation for the student bus pass initiative and the great start for the Columbia College Promise. He noted that while the number of high school graduates has doubled, still only 35% of the local graduating class from local high schools are attending Columbia, and at least 40% are not going to college at all. He also noted that Columbia College has a high percentage of veterans, and he would like to pursue installing a flag pole at the entrance to the Manzanita building to honor them and engage veteran groups in the community. He would like to work with the Foundation, and try to accomplish this by Veteran’s Day next fall.
  - **Doralyn Foletti (Classified Senate)** -- Ms. Foletti encouraged CCF board members to attend and promote campus events, and reported on Fall activities:
    - mini-grant workshop was well attended and helpful.
    - Claim Jumper Day is Sept. 20, and volunteers are welcome. Some 800 high schoolers are expected to be on campus.
    - “Pack the Pavilion” event will be scheduled in October to support the Woman’s Volleyball team.
  - **Rosetta Bannwarth (Student Senate)** – Ms. Bannwarth reported on Associated Students of Columbia College fall semester activities:
    - Constitution Day on Sept 17 was well received. Students passed out over 200 copies of the constitution and held a Trivia quiz with prizes.
    - During Welcome Week the ASCC hosted a club day and barbecue, and served over 600 meals.
    - ASCC is working with facilities to add water filling stations around campus, and to get parking meters that take bank cards
    - The campus Food Bank is up and running every day for students and community members.
  - **Trevor Stewart (Vice President – College and Admin Services)** – Not present.
  - **Dr. Lynn Martin (YCCD Trustee)** – Not present.
  - **Dr. Tamara Oxford (Academic Senate)** – Nothing to report.

- Development Office Report: -- Ms. Nilson welcomed Ms. Coyle and stated that she is happy to have her join the team. She reported on the following activities:
  - The development office is researching two upcoming grant opportunities.
  - Claim Jumper Day is Sept. 20 – a big outreach effort with high schools.
  - Ms. Nilson and Ms. Fox will be attending the CASE Conference for Community College Advancement Oct 3-5.

## 6. **Committee Reports**

- A. Promise Committee – Ms. Bulkin said the committee will be setting new goals for 2019, and getting Year 2 ramped up. She urged board members to continue to ask for financial support for the Columbia Promise, and noted that a recent pitch she made at a community meeting resulted in a new donor.
- B. Finance Committee – No further report.
- C. Executive Committee – Mr. Phillips reported to look for an email from Ms. Such on committee sign ups.
- D. Mini –Grants Committee – Mr. Phillips reported a good turnout at a campus mini grant workshop held Sept. 14. The mini grant committee will meet Oct. 19 to review fall applications.
- E. Nominating Committee – Ms. Nelson has provided some new names of Calaveras county contacts.
- F. Scholarships – Ms. Nilson reported that 2018-19 scholarship postcards are being distributed to students at classroom presentations. Scholarship deadlines this year are Oct. 19 for the Osher Scholarship and Dec. 14 for general scholarships. The Foundation will be able to pay out more than \$20,000 in Osher awards this school year.

**Adjournment** -- Mr. Phillips made the motion to adjourn the September meeting at 1:31pm and Ms. Bulkin seconded the motion and the motion passed.

The next meeting will be *November 27, 2018. Location – County Schools Office.*

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Minutes respectfully submitted by Kimberly DeFont and Amanda Coyle, Recording Secretary