



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

January 16, 2018 • Noon – 1:30 pm

Location: Manzanita Conference Room – Columbia College

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

Staff Present: Amy Nilson; Kimberly DeFont

Advisory Council Present: Dr. Angela Fairchilds; Dr. Lynn Martin; Dr. Tamara Oxford; Trevor Stewart

Absent (Excused): Doreen Bass; Errin Bass; Amy McKinney

Guests/Past Board Members: Brandon Price, Dean of Student Services

Absent (Unexcused): None.

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

- A. Introductions– There was a round table introduction, after which Dr. Fairchilds announced her retirement this coming June. Board members shared appreciation for her work for the college, community, and her partnership with the Foundation.
- B. Guest Speaker: Dr. Brandon Price, Dean of Student Services – Presentation on enrollment and retention. Dr. Price provided the board with an update on college enrollment, trends affecting students and local efforts, such as dual enrollment programs, grant-funded outreach, career access partnerships, more online courses, and coordination with Modesto Junior College. Board comments reflected the

demand for more transferable online classes, and the needs of local workers in low wage positions who want to return to school.

- C. Review and Acceptance of November 21, 2017 Meeting Minutes – Mr. McDonald made the motion to approve the November 21, 2017 Minutes; Mr. Phillips seconded the motion. The motion passed with abstentions from Ms. Bulkin, Ms. Fox, Ms. Nelson and Ms. Verhage because they were absent from the November board meeting.

2. Old Business (Colette Such)

50TH Anniversary update – Ms. Such reported that a board sub-committee is needed for 50th Anniversary projects and events. The Foundation will host the Brady-Wise Plaza dedication on the evening of September 28. Additional projects include a donor wall for the Manzanita building, plaza improvements and organizing a dedication of the Harvey “Dusty” Rhodes plaque in the Manzanita Building. Some Foundation assistance with the college’s plans for a community picnic on September 29 may be needed.

*ACTION: Form Ad-Hoc Committee for 50th Anniversary and Carkeet Park completion/upgrade
RESPONSIBILITY: Colette Such and CCF staff. DEADLINE: February*

3. New Business (Colette Such)

- A. Wise Trust closing gift – allocation plan – The Wise Family Charitable Trust closed at the end of December and contributed a final unrestricted gift of \$188,000 to the Columbia College Foundation. The board reviewed a proposed allocation plan for these one-time funds: short-term staffing for the Foundation, Brady-Wise plaza improvements and event, Promise campaign support, 50th Anniversary projects and events, extra money for the new scoreboard for the Oak Pavilion, a donor board in the Manzanita building, and Carkeet Park improvements (benches, cushions, electrical upgrade, shade, etc.). Dr. Fairchild mentioned that the District is working on a resolution of the bench failure with the manufacturer.

<i>WISE TRUST Closing gift</i>	<i>\$188,000 unrestricted</i>
<i>Possible allocations for discussion</i>	
<i>\$70k</i>	<i>Plaza improvements and dedication</i>
<i>\$30k</i>	<i>CCF staffing: short-term temporary</i>
<i>\$15k</i>	<i>Scoreboard</i>
<i>\$20k</i>	<i>50th college projects/events</i>
	<ul style="list-style-type: none"> • <i>Picnic support</i> • <i>Rhodes dedication</i> • <i>Photo displays</i> • <i>Profiles</i>
<i>\$5k</i>	<i>CCF Donor board</i>
<i>\$30k</i>	<i>Promise Campaign – through pilot period</i>
<i>\$30k</i>	<i>Carkeet Park – benches, cushions, electrical, shade, other</i>
<i>\$200k</i>	

Ms. Fox made the motion to accept the preliminary allocations. Mr. Phillips seconded the motion and it passed unanimously.

ACTION: Develop CCF staffing plan for College and YCCD approval.

RESPONSIBILITY: CCF staff. DEADLINE: End of February

ACTION: Develop plans for Carkeet Park.

ACTION: Develop plans for plaza improvements.

RESPONSIBILITY: CCF subcommittee and Facilities/District staff.

DEADLINE: End of February for subcommittee meetings, priorities, deadlines

ACTION: Develop plans for plaza improvement (choose plants, rocks, fence placement, make final bench, sculpture and other art decisions; choose plaza signage.

4. **Financial Reports**

A. 2nd Quarter Report / Endowment update – Mr. Stewart said the 2nd Quarter Report is in process and will be presented at the March board meeting. Ms. Fox reported that the Finance committee met with Gerard Tamparong on January 12, and reviewed strong returns for 2017.

B. 2016-17 Audit – Mr. Stewart reported the audit report looks great and that 2017 was a good year. He noted a growing cash balance in the unrestricted fund, and recommends keeping this as a buffer at this time. Ms. Bulkin made the motion to accept the 2016-17 Audit. Ms. Myers seconded the motion and it passed unanimously.

5. **College/District Updates**

A. Advisory Council Members Reports-

Dr. Fairchilds- Dr. Fairchilds is following the proposed California Promise program announced by Governor Brown and that participating community colleges will be required to offer federal student loans. Dr. Fairchilds said Columbia and MJC are among 22 community colleges that do not offer federal student loans for a variety of reasons. Their concerns include limit student debt, being held accountable for student's default rates, collection requirements and impacts on financial aid offices. Dr. Fairchilds will be discussing the issue with YCCD Chancellor Yong and she is part of a work group in discussions with the state chancellor's office. High school students wondering about the state Promise should be encouraged to apply for the Columbia College Promise regardless of the state program.

Trevor Stewart – Mr. Stewart reported that California has seen a \$31 billion increase in state funding for education since 2011-12, and it appears state funding will remain strong in the 2018-19 budget year.

Dr. Tamara Oxford (Academic Senate) – Dr. Oxford reported that the faculty’s focus will be on selection of a new President following Dr. Fairchild’s retirement, and noted change of leadership is always unsettling for the college.

Dr. Lynne Martin- Dr. Martin reported that the new chancellor, Henry Yong, had his sixth month evaluation by the YCCD Board with good results.

Absent: Classified Senate representative; Associated Student representative.

B. Development Office Report: -- Amy Nilson --

- The Foundation is developing committee work plans, with a focus on the Foundation’s 50th Anniversary projects – a great opportunity to showcase Foundation work.
- A new Community Report was mailed to donors at the end of December, resulting in positive feedback and a number of donations. The Foundation is moving in the right direction to increase donors, and needs to continue this kind of regular communication.

6. Committee Reports

- A. Finance Committee – Lee Ann Fox, Chair – Ms. Fox reported the Finance Committee met Jan. 10 and after much discussion opted to keep cash balances unchanged at this time. Financial Advisor Gerard Tamparong visited campus Jan. 12 to discuss Foundation finances and plan a future board training session focused on endowment management and planned giving. A date will be announced.

ACTION: Schedule training session with Gerard Tamparong

RESPONSIBILITY: Lee Ann and CCF staff. DEADLINE: End of February

- B. Nominating Committee – Colette Such, Chair -- The committee is focused on finding Calaveras County board candidates and hopes to have recommendations this spring.

ACTION: Collection of names and recruitment of Calaveras County contacts for board members.

RESPONSIBILITY: Colette Such, Judy Myers, Amy Nilson.

DEADLINE: End of March.

- C. Executive Committee – Colette Such, Chair – The Executive board is developing a self-assessment process for board members and will have a draft at the March board meeting. The committee is also developing Planned Giving guidelines and a stamp to provide information on the back of board business cards.

ACTION: Complete draft of board assessment process.

RESPONSIBILITY: Colette Such and Executive Committee. DEADLINE: End of February

- D. Development Committee – Judy Myers, Chair – Ms. Myers reported that expenses from the Nov. 16 Community Lecture Series, *Inside California's Native American Experience*, were covered by a mini grant and sponsorships. The November 30 Holiday Benefit at Sierra Repertory theatre was successful with a net profit of \$3, 832. Ms. Myers thanked board members who assisted with set-up, clean-up and auction item donations. She encouraged the board to attend Foundation events – saying “Friend Raising” is as important as fundraising. Upcoming events: Scholarship Celebration on April 12, Columbia Wine Tasting on April 15, Plaza dedication on September 28, College Picnic on September 29, and a President’s farewell gathering (date TBA).
- E. Mini Grants Committee – Jeff Phillips, Chair – Mr. Phillips reported that Brady-Wise Mini Grants committee granted \$22,280 in fall 2017 compared to a little over \$13,000 during fall 2016. Mr. Phillips acknowledged the committee’s careful consideration of applications and wise funding choices.
- F. Scholarship Committee – Colette Such, Chair – Ms. Such reported a drop in the number of scholarship applications for the 2017-18 school year. The committee will begin application reviews in late February.
- G. Ad Hoc Promise Committee – Margie Bulkin, Chair – Ms. Bulkin said the Promise Campaign needs to continue to build awareness and bring in more donations for the 2018 launch. So far 159 high school seniors have started Promise applications. The Promise committee will continue to track data, and follow developments on the governor’s proposal to fund a California Promise for all first-time, full-time students.

Adjournment (Colette Such) Ms. Such adjourned the meeting at 1:40pm and advised the next meeting will be *March 20, 2018. Location – Tuolumne County Superintendent of Schools Office.*

Minutes respectfully submitted by Kimberly DeFont, Recording Secretary

APPROVED 3.20.18