



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

July 24, 2013 • 12:00 – 1:30 pm

Location: Columbia College Community Education Classroom (18-1)

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

Past Members of Distinction Present: Bill Dunlavy

Staff Present: Dr. Leslie Buckalew, Kasey Fulkerson, Colette Such, Gary Whitfield

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

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

Guest: Rob Hoyt, Men's Basketball Coach

1. Call to Order (12:04 pm by CCF President, Mel Kirk)

- A. Welcome & Introductions – Board President, Mel Kirk introduced and welcomed Interim Director of Development, Colette Such and Columbia College Men's Basketball Coach, Rob Hoyt.
- B. Guest Speaker – Rob Hoyt, Men's Basketball Coach – Mr. Hoyt thanked the board for supporting the basketball program through its recent \$1,000 mini grant award. Mr. Hoyt provided the board various biographical information about himself. Rob looks forward to a packed house at the Oak Pavilion this winter. Every person who attends

the first home game this year will leave with a thank you gift. Rob spoke passionately about his ideas for marketing the basketball program and for getting the community back involved. Mel Kirk encouraged Rob to apply for another mini-grant to help with getting the community involved.

- C. Approval of April 8 Meeting Minutes – Mr. Kirk presented the April 8, 2013 board meeting minutes for review. Rosetta Bannwarth moved to accept the minutes as presented. Randy Selesia seconded the motion and the vote was carried unanimously in favor of approval.

2. Old Business (Mel Kirk)

- A. 37th Annual Columbia Wine Tasting – Colette Such and Kasey Fulkerson provided the board a brief summary of the wine tasting event held Sunday, April 21st. Mr. Kirk reminded the board that the Foundation released much of the responsibility of the wine tasting this year, as has been recommended by the board for several years. This decision will free up a substantial amount of time for Foundation staff.

3. New Business (Mel Kirk)

- A. Renewal of Board Term – Mike Heuton
Ballots were passed out to each board member. The vote took place privately and ballots were turned in to Foundation staff. Staff will count the votes post meeting and report out the results at the September board meeting.

Additionally, Mel Kirk inquired whether anyone on the board had any objections to nominating Pat Dean and Bill Dunlavy back to the CCF Board as voting members. Mr. Kirk clarified that both have served their one-year wait-out period and are assets to the board for many important reasons. Bill Dunlavy graciously accepted the offer; however stated that he cannot attend board meetings on Wednesdays due to a prior commitment to the Lions Club. Mel polled the board to see if anyone had any objections to changing the days of the meetings and the only request was from Rosetta Bannwarth who stated she cannot attend board meetings on Thursdays. Mel will contact Pat Dean to determine if she would like to serve another term on the board and then bring the nomination(s) to the nominating committee. Mr. Kirk asked Kasey Fulkerson to look into Tuesdays as a possible meeting day and report back to the board.

- B. Renewal of Annual Disclosure Forms – Ms. Fulkerson handed out Annual Disclosure Forms for board members to sign.

- C. Revised Board Calendar – Ms. Such reviewed the revised board calendar that reflected the recent changes in board meetings.
- D. Approval of 2013-2014 Operating Budget – Ms. Such presented the 2013-2014 operating budget and reviewed proposed changes with the board. Louise Goicoechea moved to accept the operating budget for 2013-2014. Rosetta Bannwarth seconded the motion and the vote was carried unanimously in favor of approval.

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

- A. Review & Acceptance of 2012-2013 3rd Quarter Financial Report – Mr. Whitfield reviewed the 2012-2013 3rd Quarter Financial Report. Rosetta Bannwarth moved to accept the financials as presented. Louise Goicoechea seconded the motion and the vote carried unanimously in favor of approval.

Mr. Whitfield informed the board that the college and foundation are in agreement to extend the Title III grant into a sixth year. Approximately \$260,000 is left in the grant at this time. Administration and staff will identify the priorities of the grant that have not been fulfilled to date and will update the board as it progresses. Mr. Whitfield has been assigned the Project Director responsibilities of the grant. Additionally, the screening committee for a new Director of Development has convened. The position closed on Monday. Mel Kirk and Keturah Wilk are the board members who have been selected for the committee to represent the foundation.

5. College/District Updates

- A. Development Office Report (Colette Such)
 - 1. Carkeet Park Update – Ms. Such reported that she recently met with Judy Lanchester, Facilities Manager and has reviewed the Carkeet Park file thoroughly. Some of the benches have been installed; however, there are 25 more to that will be finished up by the end of August, according to Ms. Lanchester. Ms. Such encouraged everyone to take a look at them on their way off campus today. In addition, the lawn that is to the right of the amphitheater will be seeded and have sprinkler systems installed; the tables and benches will be power washed; the Charles Segerstrom sign will be replaced; the lighting system will be updated; and the power outlets on the light poles will be covered. The board may want to discuss (in the future) the possibility of the foundation assisting with a portable speaker system. The foundation will have name plates made for each bench, displaying the name of the donor. Ms. Such will meet with Bill Dunlavy to go over the donor list so that name plates are correctly displayed.

Mike Heuton inquired how many benches we have now and how many we need to finish the project. Ms. Such's best guess is that it will be half way done once everything is installed. Ms. Such also pointed out that there are no bathroom facilities in Carkeet Park

2. Ms. Such reported that board committees will be convened soon.
 3. Mr. Kirk informed the board that 5 out of 10 board members will terming out in June 2014, meaning they have served 9 years and will need to sit-out for one year before rejoining the board. One of the responsibilities of being an active board member is to replace oneself when completing a term(s). The Executive Committee met and agreed to hold a Board Recruitment Day, where potential new board members come to the college and listen to various speakers and find out what being on the Columbia College Foundation is all about. Mr. Kirk asked that all board members think about who they can recruit to the board. The event will be held on September 12th from 12-2:00 pm. Board members were asked to send the names and contact information for potential new board members to Kasey Fulkerson as soon as possible.
 4. Mr. Kirk informed the board the executive committee recently met with Girard Tamperong from Payden & Rygel. Mr. Kirk and the committee are confident that Payden & Rygel are handling the foundation's money VERY well. Mr. Kirk asked Keturah Wilk to look into whether there are additional funds that can be moved over to their stewardship. The committee agreed that the more money that is growing, the more sustainable the foundation becomes.
- B. Advisory Council Members Reports –
1. College Report – Dr. Leslie Buckalew, CC President: Dr. Buckalew reported that she is excited to be serving the college and the foundation. Campus is busy with all of the construction. There are a number of projects under the Measure E Bond, one of which will be the Manzanita building which houses all of the administrative staff, Admissions and Records, the Business Office, Financial Aid, etc. A swing space plan is being developed so that these employees and services can continue without disruption to students during the renovation. Additionally, the college is installing a new electronic marquis. Dr. Buckalew also announced that Google mapped the Columbia College campus this summer. The college website is being completely overhauled, which is a huge undertaking. There are about 8,000 pages of content on the current website. The final product should be much easier to navigate and will have a new look. Dr. Buckalew announced that the budget is looking better and thanked everyone who voted on prop 30.

An additional 44 classes have been added since last fall. A recent survey for Career Technical Education indicated that 90% of students were very satisfied with their education at Columbia.

2. District Report- Dr. Lynn Martin echoed Dr. Buckalew in terms of the college being fiscally sound. District recently hired a new Vice Chancellor of IT to replace the Gina Rose as well as a new Auditor/Controller and Vice Chancellor of Human Resources. Additionally, District recently had an assessment completed of the District offices by Kitchell. The offices were built in 1942 and due to the age of the buildings and other operating systems, the only option is to build new District Office.
3. Classified Senate – Elissa Creighton announced that the Classified Senate won a state-wide award for their webpage.
4. Faculty Senate – Wendy Griffiths-Bender had no updated for faculty senate at this time.
5. Student Senate – In Caira McFarland’s absence, Kasey Fulkerson provided a brief report on the student senate on her behalf.
6. Other – Stephanie Suess reported that she would really like to see the foundation head up a lecture series and asked if it can be funded under Title III. Developing a community forum to discuss some of our county’s critical issues, such as water, could really bring awareness to the campus. Dr. Buckalew is very supportive of this effort and indicated that Jim Toner used to offer something similar. The Development committee will begin working on this project.

7. Adjournment

There being no further business, CCF President, Mel Kirk adjourned the meeting at 1:40 p.m.

Minutes respectfully submitted by Kasey Fulkerson, Recording Secretary