



**COLUMBIA COLLEGE FOUNDATION  
BOARD OF DIRECTORS MEETING**

**November 19, 2013 • 12:00 – 1:30 pm**

**Location: Peppery Gar & Brill Restaurant**

**Board Members Present:** Rosetta Bannwarth, Mike Chimente, Mike Heuton, Randy Selesia, Joe Silva, Stephanie Suess, Keturah Wilk

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

**Advisory Council Present:** Elissa Creighton, Classified Senate; Wendy Griffiths-Bender, Faculty Senate

**Absent (Excused):** Pat Dean, Louise Goicoechea, Ed.D, Mel Kirk, Richard Matranga

**Guests:** Tim Elizondo, Speech/Debate Faculty and students Josh and Daniel. Also, potential new Board members, Margie Bulkin, LeAnn Fox, Del Hodges

**1. Call to Order (12:10 pm by CCF Vice-President, Keturah Wilk)**

- A. Welcome & Introductions – Board Vice-President, Keturah Wilk introduced and welcomed new, potential Board members Margie Bulkin, Judy Myers and LeAnn Fox.
- B. Guest Speakers – Ms. Wilk welcomed Dr. Tim Elizondo, Speech/Debate Faculty. Dr. Elizondo informed the board that he was hired to start a forensics program in 2005. Since that time, they have won state and national championships nearly every year (their first year they won 1 of 23 debates). Dr. Elizondo explained how debates work and the different types and styles. Students Josh and Daniel relayed how speech has helped them throughout their coursework and their lives.

- C. Approval of September 18, 2013 Meeting Minutes – Ms. Wilk presented the September 18, 2013 board meeting minutes for review. Mike Chimente moved to accept the minutes as presented. Rosetta Bannwarth seconded the motion and the vote was carried unanimously in favor of approval.

## **2. Old Business (Mel Kirk)**

- A. Recommendation to Appoint New Board Members, Pat Dean and Bill Dunlavy – Results of Vote (Keturah Wilk) – Ms. Wilk informed the board that the results of the vote to appoint two new Board members, Pat Dean and Bill Dunlavy were unanimously in favor of appointment. Joe Silva moved to accept the vote. Randy Selesia seconded the motion and the vote was carried unanimously in favor of approval.
- B. Request for Mini-Grant Extension and Amended Proposal from Anneka Whitmer (follow-up with Gary Whitfield) – As a follow-up from the September meeting, Mr. Whitfield confirmed with the Board that the college will be covering this expense since it went past the end of the fiscal year (for more detailed information, refer to September 18, 2013 meeting minutes).
- C. Scholarship Update (Colette Such, Interim Director of Development) – The Foundation assumed responsibility of scholarships in the spring of 2013. Ms. Such has spent much of her time on the implementation of the scholarship software program. The Foundation's first scholarship deadline has passed (Osher) and staff feel it went well for a first run. All other scholarships will be due by December 12<sup>th</sup>. The transition has gone fairly smoothly. There have been some issues but primarily the issues are with the student email system, which the Foundation has no control over. The new software has streamlined the application process for students, making applying very easy. Additionally, the application reviewers are finding their process *much* easier and less time consuming. Ms. Wilk encouraged the board to attend the next scholarship ceremony in April. It is very important that Board members are present for all events, but most importantly, those wrapped around students.

## **3. New Business (Keturah Wilk)**

- A. 2014 Board Meeting Calendar (Amy Nilson, Director of Development) – Ms. Wilk reviewed the calendar with the Board. Kasey Fulkerson noted that most meetings will be held off campus due to the renovation of Manzanita (Rotunda). Meeting space on campus will be limited for more than a year. Rosetta Bannwarth moved to accept the new Board calendar. Stephanie Suess seconded the motion and the vote passed unanimously in favor of approval. Mr. Silva recommended that the board have a meeting or two per year in Calaveras County, since Mr. Chimente travels to Tuolumne County for meetings. The Board agreed this was a good idea. Ms. Fulkerson will work with Mr. Chimente to schedule a summer meeting in Calaveras.

- B. Lecture Series (Stephanie Suess) – Ms. Suess reviewed a handout she provided the Board that discussed options for a lecture series – first topic to be WATER. Randy Selesia thinks it is a great idea. The Foundation should be reaching out to the community with these types of community engagement projects. Mr. Selesia suggested that Modesto Irrigation District and Turlock Irrigation District are invited to attend since they have a vested interest in our water. Del Hodges clarified the purpose of the topic and asked if its purpose is to educate the public about water issues? Ms. Suess indicated that yes, the purpose is to educate the public on the topic. Dr. Buckalew shared her support of the project. The Board gave the development committee the go ahead to begin the planning process. The committee will keep the full Board updated as progress is made.
  
- C. End of Year Appeal/Annual Report (Amy Nilson) – Director of Development, Amy Nilson reminded the Board that traditionally the foundation has sent out an annual report to its mailing list in the fall. For various reasons, this project cannot happen this year. While Ms. Nilson understands this is a worthy endeavor, the project needs to be reviewed and discussed so that the foundation is spending its limited time, resources and money wisely. During a brief review of the project, it doesn't appear to be accomplishing all that it should. Ms. Nilson encouraged the Board to give their thoughts on the topic and email her any ideas they may have on a direct mail piece. In lieu of the fall mailer, Ms. Nilson would like to draft an annual letter that would be signed by the Board president, informing donors and the public alike what the foundation has accomplished. Ms. Nilson then proposed a challenge for the Board and asked that each Board member provide her with ten names and addresses that are *new* potential donors/contacts for the foundation.

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

- A. Review & Acceptance of 2013-2014 1<sup>st</sup> Quarter Financial Report – Mr. Whitfield stated that the first quarter financials were not complete; however, reported that the foundation recently went through its annual audit and the report was clean, with only one adjustment to be made related to the Tom Johnson estate. Mr. Whitfield also informed the Board that the Title III grant has been approved for a one-year extension, ending the grant by September 30, 2014.

#### **5. Committee Reports**

- A. Finance Committee – Due to the finance committee not meeting, this item was deferred.
  
- B. Nominating Committee – Chair, Keturah Wilk reported on the recent recruitment event. Ms. Wilk informed the Board that the event was successful, with a great turnout. A few of the potential new Board members who attended have expressed interest in joining the Board. The formal process for nomination will take place in the spring semester, should these prospects still be interested. Ms. Wilk encouraged the

Board to continue their personal search for new Board members and thanked everyone who helped make the event a success.

- C. Executive Committee – Due to the Executive Committee not meeting, this item was deferred.
- D. Development Committee – Chair, Rosetta Bannwarth informed the group that although the Development Committee has not met since the last Board meeting, a meeting will be convened soon.
- E. Mini-Grants Committee – Chair, Mike Heuton reported that the Fall 2013 awards process went smoothly and was pleased to have Dr. Elizondo and his students report about mini-grants. This type of feedback should happen as often as it can. Mr. Heuton was happy with mini-grant committee and the work they did. He felt that it was a cohesive group and that everyone was on same page throughout the process. Although the mini-grant process was initially “rough”, he feels it is moving along smoothly.

Mr. Heuton continued by discussing the library mini-grant request for the Oral History Series. Although the committee is in support of the proposal, they felt that the library fund would be a more appropriate source of funding. Ms. Wilk noted that the Board will meet with key faculty/staff to review the library fund and begin the process of building spending parameters around the fund. The Board recognizes this is important and long overdue and may include the review of various other funds as well.

## 6. College/District Updates

- A. Development Office Report – (Amy Nilson)  
Ms. Nilson shared that she is thrilled to be a part of the Foundation and College. She has been busy working on the newly acquired scholarship program and has completed the fall mini grants awards process. Ms. Nilson reviewed the 2014 Board calendar and encouraged the everyone to attend the scholarship ceremony in April (date to be determined). Additionally, Ms. Nilson submitted a request to the Black Hats Foundation requesting funding for basketball and volleyball summer camps. The Board will be kept updated on the status of this grant proposal as information is available.
- B. Advisory Council Members Reports –
  - 1. **Dr. Leslie Buckalew, Interim College President:** Dr. Buckalew thanked the board for their ongoing efforts and support. The recent accreditation visit went very well and she is confident that the final report will take the college off warning.
  - 2. **Dr. Lynn Martin, Trustee:** Due to Dr. Martin’s absence, this item was deferred.

3. **Elissa Creighton, Classified Senate Representative:** Ms. Creighton reported that the Classified Senate has been very busy. She informed the Board that several departments are moving to various locations across campus in an effort to clear the Manzanita building for upcoming renovations. As an Automotive Service Educator (ASE) proctor, Ms. Creighton thanked the Board for the mini-grant awards and commended the Board on how student-oriented the selection process is. Columbia College is the only location in the region that can proctor the ASE.
  
4. **Wendy Griffiths-Bender, Faculty Senate Representative:** Ms. Griffiths-Bender commended the Claim Jumpers Basketball team for winning three-in-a-row and encouraged everyone to go to a game! Cram Night is coming up, December 5<sup>th</sup>.
  
5. **Caira McFarland, Student Senate Representative:** Due to Ms. McFarland's absence, this item was deferred.

## 7. Adjournment

There being no further business, CCF Vice-President, Keturah Wilk adjourned the meeting at 1:36 p.m.

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Minutes respectfully submitted by Kasey Fulkerson, Recording Secretary