



**COLUMBIA COLLEGE FOUNDATION  
BOARD OF DIRECTORS MEETING**

**September 18, 2013 • 12:00 – 1:30 pm**

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

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

**Past Members of Distinction Present:** Pat Dean

**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):** Louise Goicoechea, Ed.D, Richard Matranga, Stephanie Suess

**Guest:** Amy Nilson, *New Director of Development (starts October 1, 2013)*

**1. Call to Order (12:00 pm by CCF President, Mel Kirk)**

- A. Welcome & Introductions – Board President, Mel Kirk introduced and welcomed new Director of Development, Amy Nilson. Ms. Nilson thanked the board for the opportunity to be a part of the CCF team and provided a brief personal bio.
- B. Guest Speaker – Mr. Kirk welcomed Adrienne Seegers, Child Development Faculty. Ms. Seegers spoke to the group about what mini grants truly mean to the faculty and students. Mini-grants have a positive impact on faculty, staff and students at all levels. Thanks to the foundation, the following are examples of the types of mini-grants funded for the CTE Division:
  1. *Professional Development Institute*
  2. *ASE exam fees paid for auto tech students*
  3. *Safety gear provided to fire fighters that are enrolled in the fire academy*

4. *National Association for the Education of Young Children (NAEYC) memberships were paid for child development students*
- C. Approval of July 24, 2013 Meeting Minutes – Mr. Kirk presented the July 24, 2013 board meeting minutes for review. Randy Selesia moved to accept the minutes as presented. Mike Heuton seconded the motion and the vote was carried in favor of approval, with two abstentions (Mike Chimente and Joe Silva, as they were not present at the July 24, 2013 meeting).

## 2. Old Business (Mel Kirk)

- A. Carkeet Park (Colette Such, Interim Director of Development) – Ms. Such informed the board that Carkeet Park is moving along; many of the benches have been installed in the amphitheater. With the recent construction activity on campus however, facilities staff have been very busy. The board will continue to be updated on the status of the park as progress is made.
- B. Reschedule of Board Recruitment Day 10/24/13 (Mel Kirk) – Mr. Kirk informed the board that the recruitment day has been rescheduled to 10/24/13, due to several conflicts with the original date. Board members were encouraged to speak to Mr. Kirk about any additional names they have for the list of invitations. A vote was not taken.
- C. Recommendation to Approve Asset Development Plan (Mel Kirk) – Mr. Kirk reviewed the final edits that the board requested Pat Jones and Beccie Michael make to the document. Mike Chimente moved to accept the Development Plan as presented. Joe Silva seconded the motion the vote was carried unanimously in favor of approval. Keturah reminded the group that the board *needs to utilize the document*. The plan should be placed in every new board member's binder and the board as a whole should refer to it with every decision it makes.
- D. Proposed Board Meeting Change (Mel Kirk) – Due to various scheduling conflicts, Mr. Kirk asked if the regular board meeting (scheduled for November 20<sup>th</sup>) could be changed to Tuesday, November 19, 2013. The board agreed unanimously to change the date. Ms. Wilk will run the November 19<sup>th</sup> meeting, as Mr. Kirk will be out of the country.

## 3. New Business (Mel Kirk)

- A. Recommendation to Appoint New Board Members (Keturah Wilk, Vice-President) – As a follow-up from previous board discussion, Ms. Wilk recommended that Mr. Bill Dunlavy and Ms. Pat Dean be reconsidered as voting board members. Kasey Fulkerson passed out written ballots to all voting board members and a private vote was cast. Ms. Fulkerson will email the results of the vote after the board meeting.

- B. Staff Request for Mini-Grant Extension and Amended Proposal (Colette Such on Behalf of Anneka Whitmer) - Ms. Such shared the following memo submitted by Anneka Whitmer on behalf of the TRiO program:

*"In fall of 2012 TRiO SSS was awarded a mini-grant in the amount of \$750.00 in order to take general students with TRiO students during their regularly scheduled university field trips. The costs incurred for the general students were supposed to only cover food and ticket fees, as the transportation costs were being covered by the existing TRiO federal grant funds. However, in the last year our TRiO Student Support Service Federal Regulations have been modified by the Department of Education to limit the way our travel funds are used. In a recent webinar (COE, 5/13/2013, citing regulation §646.32 (e) (3)), we were instructed that "costs for special events...must be proportionately divided among the benefiting projects".*

*Taking this into consideration I am requesting two things from the Foundation: 1) a brief extension of the funds, 2) a reassignment of the use of the mini-grant funds to expend the remainder of the funds on the transportation to stay in compliance with my federal regulations.*

*If the Foundation approves these two requests the mini-grant funds will be completed with the following successes: 18 total general students attended four University tours throughout 2012-13 academic year with \$192.00 in food and ticket costs. We visited the following Universities and cultural centers: University of San Francisco/ Japanese Tea Garden/De Young Museum/ Conservatory, Fresno State, CSU East Bay, and UC Santa Cruz.*

*The total transportation costs for all four of these trips = \$1,692.63/ 52 total attending students (trio + general) = \$32.55 per student X 18 general students = \$585.91 of transportation costs; \$558.00 of which will be applied to the foundation mini-grant account mentioned above; thus exhausting the mini-grant."*

After careful discussion and consideration, the board agreed with Vice President of College and Administrative Services, Gary Whitfield to encourage Ms. Whitmer to speak to him about this issue. The board will revisit the topic at its November meeting, should Mr. Whitfield not be able to help Ms. Whitmer resolve the problem utilizing other College funds. Ms. Such clarified that the request for transportation was a new request and that it was not included in the original mini-grant proposal from Ms. Whitmer.

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

- A. Review & Acceptance of 2012-2013 4<sup>th</sup> Quarter Financial Report – Mr. Whitfield reviewed the 2012-2013 4<sup>th</sup> Quarter Financial Report and also informed the board that he is currently working on the Title III Grant extension letter. There will be approximately \$278,000 left in the grant to spend down, with much of the funding

going toward assisting the Foundation to reach its private donation goal. Rosetta Bannwarth moved to accept the financials as presented. Joe Silva seconded the motion and the vote was carried unanimously in favor of approval.

## 5. College/District Updates

### A. Development Office Report – (Colette Such)

**Future Vision Scholarships:** Nine scholarships were offered for the 2013-2014 academic year, five of which met the requirements and were awarded. Two of the scholars recorded commercials with Clarke Broadcasting, advertising what the scholarship has meant to them and publicly thanking the Foundation for their generosity.

**Mini-Grants:** The fall application period is now open. The mini-grants committee will convene in November.

**Annual Report:** Work on the Annual Report has begun. Ms. Such informed the board that she is hoping to feature a story on the Don Schaffner Memorial Scholarship.

### B. Advisory Council Members Reports –

1. **Dr. Leslie Buckalew:** Dr. Buckalew thanked the board for their ongoing efforts and support and welcomed Amy Nilson, new Director of Development. Dr. Buckalew also thanked Colette Such for her work over the past several months.

Although the college got off to a late start this fall due to the Rim Fire, a tremendous effort was made by all members of the college and county as a whole to work together at a very uncertain time. MJC sent resources as well and offered assistance. Everyone was supportive. FTES are up by 5%, with a 10% increase in sections. This is good news and means ultimately, that students will be able to receive the courses they need and Columbia College is on track.

2. **Dr. Lynn Martin:** Dr. Martin echoed Dr. Buckalew's thoughts on Columbia College. Not only is Columbia College coming together, but the District is as well. For the first time ever, the Student Trustee Representative has brought both ASMJC and ASCC students together. Eric Vorsatz is an energetic and wonderful advocate for the District. He has been elected to the state-wide board for student trustees.
3. **Elissa Creighton:** Ms. Creighton has no new business.

4. **Wendy Griffiths-Bender:** Mrs. Griffith's-Bender informed the group that the Library will have a new website, beginning next week.
5. **Caira McFarland:** Due to Ms. McFarland's absence, this item was deferred.

## **7. Adjournment**

There being no further business, CCF President, Mel Kirk adjourned the meeting at 1:08 p.m.

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Minutes respectfully submitted by Kasey Fulkerson, Recording Secretary