



**COLUMBIA COLLEGE FOUNDATION  
BOARD OF DIRECTORS MEETING**

**November 27, 2018 • Noon – 1:30 pm**

**Location: Superintendent of Schools Office, Conference Room 217**

**Board Members Present:** Margie Bulkin; Lee Ann Fox; John Freer; Del Hodges; Judy Myers; Jeff Phillips; Colette Such; Charles Segerstrom; Jan Verhage; Jeff Warren.

**Staff Present:** Amy Nilson; Amanda Coyle.

**Advisory Council Present:** Rosetta Bannwarth; Doralyn Foletti; Trevor Stewart

**Absent (Excused):** Dr. Santanu Bandyopadhyay; Dr. Lynn Martin; Kenan McDonald; Janice Nelson; Dr. Tamara Oxford; Jim Roeber

**Guests/Past Board Members:** None.

**Absent (Unexcused):** None.

**1. Call to Order (12:09pm by CCF President, Colette Such)**

- A. Introductions– No introductions were made, however, Ms. Such thanked Margie Bulkin for her service to the Board, and congratulated her on her new role on the YCCD Board of Trustees.
- B. Guests - None.
- C. Review and Acceptance of September 18, 2018 Meeting Minutes – Mr. Warren made the motion to approve the September 18, 2018 Minutes; Ms. Verhage seconded the motion, Ms. Such abstained (due to her absence at the last meeting), and the motion passed.

**2. Old Business (Amy Nilson)**

- A. 50<sup>th</sup> Anniversary – Ms. Nilson gave a quick recap of the events/projects:

Approved 1.15.19

- Plaza Improvements – Spending to date estimated at \$17,000 -- under the \$30,000 initially budgeted. Savings due mostly to facilities crew handling the majority of the labor.
  - Short term staffing - Payments to Kirsten Miller, Amanda Coyle, and Student Ambassador. Spending to date: under \$10,000 – under budget.
  - Scoreboard – Has been purchased and should be put up soon. It will include a CCF logo on the top.
  - Donor Board – Ongoing project.
  - Carkeet Park – Purchased new benches, installed screening and refinished picnic tables. Other improvements under discussion. Ms. Such recommended bringing back an ad hoc Committee for this project.
  - 50<sup>th</sup> Celebration and Plaza Dedication – Events well attended and have come in under budget.
  - 50<sup>th</sup> profiles – Ongoing project. Well received so far.
  - Alumni Basketball Game – Ms. Nilson and Ms. Such attended the game and were able to get names for the 50<sup>th</sup> profiles.
- B. Promise Status Report - Ms. Nilson reported that the college hosted a Fiesta Dinner for Promise students October -- 27 students attended and provided useful input. Ms. Bulkin attended and appreciated students' feedback. Ms. Such and Mr. Segerstrom also attended.
- Of the 184 students that filled out applications, approximately 174 started this fall semester. It appears 25 to 30 will not qualify for a 2<sup>nd</sup> semester due to unit load. The committee is discussing an appeal process.
  - The maximum cost for the first year could be as high as \$80,000, although second semester costs will likely be lower.
  - Calaveras residents have been receptive to the Promise, but the college did not see much increase in enrollment. Ms. Foletti noted that some of the county is in the Delta school district.
3. **New Business (Colette Such)**
- A. CASE Conference Report – Ms. Fox and Ms. Nilson reported on the conference for community college foundations that they attended in Palm Springs in October. Ms. Fox noted that it was very educational and recommended the experience for other board members. She said CCF is very small compared to most of the other organizations represented, but information at many sessions was useful.
- B. CCF Planning Retreat – A half-day workshop/retreat is being planned for early next year.
4. **Finance/Development Reports**

- A. 1<sup>st</sup> Quarter Financials – Ms. Bulkin made a motion to approve the 1<sup>st</sup> quarter financial report. Mr. Warren seconded the motion, motion passed.
- Mr. Stewart reported that we have crossed the \$4 million mark for assets since the September meeting. The Audit Report looks good and should be ready by the January meeting.
- B. Finance Report – Ms. Fox had nothing additional to report.
- C. Development Report – Ms. Myers reported that the committee met on November 14 and has decided to meet the first Thursday every month starting in January 2019.
- The CWT will move from Columbia State Park to the Campus this year.
  - The committee is planning to host a Thank You event for the donors and students of the Columbia College Promise – an opportunity for donors to meet the students they are helping.
  - Scholarship Ceremony in April.
  - The committee would also like to look into having a Harvest Event in the Fall of 2019 to benefit the Promise.
  - The 2018-19 Community Report is in process and will be mailed out before the end of the year.

## 5. **College/District Updates**

### A. Advisory Council Members Reports

- **Dr. Santanu Bandyopadhyay** – Not present.
- **Trevor Stewart** – Mr. Stewart stated that Dr. Bandyopadhyay stayed on campus because of the 2-day faculty strike. He noted that the atmosphere on Columbia College campus was positive. Mr. Stewart also gave an update on the Paradise Fire, particularly its impact on schools.
- **Rosetta Bannwarth** – Ms. Bannwarth reported on ASCC activities:
  - Four students attended the annual California Community College Student Affairs Association Conference in Los Angeles.
  - The ASCC sponsored a forum about the YCCD Negotiations process with Dr. Bandyopadhyay.
  - ASCC co-hosted a free viewing of the “RBG” film in early November.
  - The ASCC also has approved \$17,000 for the purchase of an outdoor Hydration Station to be located at the Student Center.
  - They are preparing for the Holiday Giving Tree and Children’s Christmas party.
  - To end the semester the ASCC is hosting Cram Night on Thursday November 29<sup>th</sup> at 6pm.

- **Doralyn Foletti** – Ms. Foletti stated that the Classified Senate has turned in its annual hiring recommendations, and is planning a retreat for the classified staff. The retreat will focus on classified staff's role with SLO's (Student Learning Outcomes).
  - **Absent:** Dr. Martin (YCCD), Dr. Tamara Oxford (Academic Senate).
- B. Development Office Report: -- Ms. Nilson said the CCF office is working on 7 new Scholarships. She also reported that Front Porch has offered to pay for fees and books for the 2nd year of college for 40 Promise students who have completed 30 units in their first year with a GPA of 3.0 or higher.

## 6. **Committee Reports**

- A. Promise Committee – Ms. Bulkin, Chair, would like to find a way to say thank you to Marnie Shively in Financial Aid for all the extra work she has put in on the Promise. She believes that the board needs to check Bylaws to see if she can still serve as a committee chair now that she has been elected to the YCCD Board of Trustees.
- B. Finance Committee – Nothing to report.
- C. Executive Committee – Colette Such, Chair
- Emergency Fund – Mr. Warren reported on the new CCF emergency fund. A student coping with a family illness and other circumstances applied for assistance as a proactive step. Ms. Such, Mr. Warren and Ms. Nilson reviewed the request and awarded \$500. An email will be sent out to staff soon to outline the fund and application process.
  - Transit – Ms. Nilson reported the free bus service has been greatly appreciated. The business Office reports that they give out Calaveras pass at least once a week, with 51 Students being served to date. Tuolumne County Transit reported that there were at least 800 more riders through October, and they had to switch to the big bus. More information will be provided in coming weeks.
- D. Mini –Grants Committee – Jeff Phillips, Chair, reported that 18 Mini-Grant applications were submitted, totaling \$42,000. Four were pulled because other funding was available and three are on hold for further information. Some of the mini-grants that were funded are: Calculators of the Library Loan program, Underwater ROV, Weather Station, Hospitality Management Club Activities, Basketball and Volleyball team travel, and a master class for music students. There will be a meeting in early January to discuss the topic of recurring grants.
- E. Nominating Committee – Ms. Such, Chair, stated that the committee is still actively looking for members in Calaveras County, and has a potential candidate in Oakdale.

- F. Scholarships – Ms. Nilson reported that Music Scholarships have been selected for the Fall Semester, and Osher Scholarships have also been selected with 25 recipients announced.

**Adjournment (Colette Such)** Ms. Such adjourned the November meeting at 1:40pm.

The next meeting will be *January 15, 2019. Location – Manzanita Conference Room.*

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Minutes respectfully submitted by Amanda Coyle, Recording Secretary