



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

May 15, 2018 • Noon – 1:30 pm

Location: Columbia College

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

Staff Present: Amy Nilson; Kimberly DeFont

Advisory Council Present: Amy McKinney

Absent (Excused): Doreen Bass; Errin Bass; Dr. Angela Fairchilds, Dr. Lynn Martin; Dr. Tamara Oxford; Trevor Stewart; Kenan McDonald; Jeff Warren

Guests/Past Board Members: Raelene Juarez – Dean of Arts and Sciences, Brandon Price- Dean of Student Equity & Success and Tyler Summersett- Tuolumne County Transit.

Absent (Unexcused): None.

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

- A. Introductions– Ms. Such introduced Raelene Juarez, Dean of Arts & Sciences. Ms. Juarez discussed her new role as full time Dean of A&S. She has served 17 years at Columbia College as a coach, instructor, faculty leader and interim dean.
- B. Guest Speakers: Brandon Price- Dean of Student Equity & Success and Tyler Summersett- Tuolumne County Transit. Mr. Price and Mr. Summersett provided a presentation to the Board about student use of Tuolumne County Transit as transportation to the college. Currently TC Transit provides a discounted fare of \$1 for students (one way), and provides an estimated 10,000 rides per year to campus. Mr. Price and Mr. Summersett asked the Board to consider collaborating with TC

APPROVED 7.17.18

transit on a pilot project to provide free transportation to college students for an estimated cost of \$15,000 per year. MJC has had a similar arrangement for student transit for the last year, which prompted the discussion for Columbia. Board members expressed interested in learning more and assigned the finance committee to research and report back at the July Board meeting.

ACTION: Continue discussion with the Finance Committee.

RESPONSIBILITY: Lee Ann Fox, Finance Committee, CCF staff. DEADLINE: July

- C. Review and Acceptance of March 20, 2018 Meeting Minutes – Ms. Verhage made the motion to approve the March 20, 2018 Minutes; Ms. Myers seconded the motion. The motion passed with one abstention from Mr. Phillips, because of his absence at the March meeting.

2. **Old Business (Colette Such)**

- A. 50TH Anniversary update – Ms. Such provided an update on upcoming Foundation projects related to the college's 50th Anniversary Celebration.
- Ms. DeFont is leading design of a 50th photo exhibition in the Manzanita Rotunda.
 - Ms. Such and Ms. Nilson are working with local artist Don Hukari to develop a donor board for the Rotunda.
 - Plans for the Brady Wise Family Plaza improvements and Sept. 28 dedication celebration are moving forward.
 - Foundation staff is working with local writer Patty Fuller to complete 50 profiles about Columbia College Alumni to use in various formats.

ACTION: Choose photos for art exhibition – get photography printed through local business.

RESPONSIBILITY: Ms. DeFont and CCF staff. DEADLINE: Early June

- B. Carkeet Park - Mr. Hodges reported that the new benches for Carkeet Park have been ordered and the installation goal is mid-July. He asked the Board whether they would support the old benches (metal stands) being used at Baker Station and around campus -- the Board was in complete agreement. Mr. Hodges asked for volunteers to assist with refinishing Carkeet Park picnic tables with work days scheduled over the next month. Interested Board members should contact Mr. Hodges or the Foundation office to confirm.

ACTION: Notify Foundation office about interest in refinishing picnic tables in Carkeet Park.

RESPONSIBILITY: CCF Board, CCF Staff. DEADLINE: May

- C. Scholarships – Ms. Such reported that 171 scholarships were awarded in fall/spring 2017-18, equaling \$120k. The Foundation added funding to 9 scholarship awards to allow all recipients to receive a minimum of \$500. This additional amount equaled just under \$2,000.
- D. Student Emergency Fund – Ms. Such noted reported that the Foundation’s Student Emergency Fund needs further discussion and a Policy developed. The finance committee is addressing the topic, and recommends that the board include \$10,000 in the 2018-19 draft budget as a placeholder.
- E. CCF 2018-19 Officers – Ms. Such stated that, as discussed at our last board meeting, the executive committee would like to add a fifth position to its membership to allow for broader representation and leadership opportunity. Currently, board officers choose who serves on Executive Committee. Ms. Such proposes the Executive Committee selection process be broadened to give interested board members an opportunity to serve at the executive level. She’ll send an email inviting those interested to express their wish to serve. The executive committee will review responses, contact interested members, and have a recommendation for the election of officers at the July board meeting.

ACTION: Contact Colette Such with interest in becoming a Foundation Board Officer.

RESPONSIBILITY: CCF Board. DEADLINE: May/June

3. New Business (Colette Such)

- A. CCF Donations to YCCD – Ms. Such reported that the auditor has recommended that any Foundation purchases of equipment over \$5k will need to be formally donated to the college, and documented in minutes. Recent items impacted include the art bench purchased for the library plaza and an ice cream machine purchased for the Hospitality Management program. Ms. Nelson made the motion to donate these item to the college. Ms. Verhage seconded the motion and it was passed unanimously.

ACTION: Complete donation paperwork. RESPONSIBILITY: CCF staff. DEADLINE: May/June

4. Financial Reports

- A. 3rd Quarter Report –Ms. Fox reported that the Foundation is in the process of moving funds from cash holdings to the investment fund. As discussed by the finance committee, a total of \$300,000 will be transferred, reflecting the receipt of three significant cash contributions intended for long-term investment: the Title III endowment match, and two new scholarship funds launched by donors Ernest Pozzi and Elise Bruno. Ms. Fox made a motion to accept the 3rd Quarter Report. Mr. Phillips seconded the motion and it passed unanimously.
- B. Budget revisions – The Finance committee reviewed and recommended approval of 2017-18 budget revisions reflecting the close-out gift from the Wise Family Foundation and planned spending on related projects. Ms. Verhage recommended a correction to revise revenue to match actual year-to-date contributions. Ms. Fox made the motion to accept Budget revisions as corrected. Ms. Myers seconded the

motion and it passed unanimously. Ms. McKinney noted the budget revisions will be included in the CCF 4th Quarter Report.

- C. Proposed 2018-19 Budget – Ms. Fox noted the proposed budget included in the board packet was reviewed and recommended by the finance committee. Mr. Phillips made the motion to accept the 2018-19 Proposed Budget. Ms. Fox seconded the motion and it passed unanimously.

Ms. Nilson noted that the Foundation’s 990 tax forms have been filed and are available for review.

5. College/District Updates

- A. Advisory Council Members Reports- No Advisory Council reports due to summer breaks for most members. Ms. Nilson reported the Foundation will have a new student representative this fall and that Dr. Santanu Bandyopadhyay will begin his position as President of Columbia College on Monday, July 16.

Absent: Dr. Fairchilds, Dr. Martin, Dr. Oxford, Trevor Stewart, Classified Senate representative and Associated Student representative.

- B. Development Office Report: Ms. Nilson reported that the Foundation office is staying busy with upcoming events and Ms. DeFont shared that she is excited to announce that she and Anthony are expecting a baby this November.

6. Committee Reports

- A. Finance Committee – Lee Ann Fox, Chair – Ms. Fox reported that the finance committee held an April 18 training event with Gerard Tamparong from Payden & Rygel to talk about endowments, investments and guidance on the Foundation’s growing investment balance. The group also discussed the topic of “socially responsible investments” with Mr. Tamparong. Board discussion followed, and Mr. Freer offered to provide the board with additional information on the topic.

RESPONSIBILITY: Schedule a June committee meeting. RESPONSIBILITY: Ms. Fox, CCF Staff. DEADLINE: May

- B. Nominating Committee – Colette Such, Chair – Ms. Such said the committee is still concerned with increasing Calaveras County involvement.
- C. Executive Committee – Colette Such, Chair – no additional report.
- D. Development Committee – Judy Myers, Chair – Ms. Myers thanked board members for their support and attendance at the Scholarships & Awards Celebration and 42nd Annual

Columbia Wine Tasting. The June meeting will be announced soon. The committee's focus will be on the Plaza dedication and 50th Celebration.

- E. Mini Grants Committee – Jeff Phillips, Chair – Mr. Phillips reported the committee funded 12 applications, totaling just under \$21,000. The committee has received two informative thank you letters from awardees.
- F. Scholarship Committee – Colette Such, Chair – no additional report.
- G. Ad Hoc Promise Committee – Margie Bulkin, Chair – Ms. Bulkin shared that the committee had a productive meeting before the board meeting, and that both enrollments and fundraising are going very well. She said to watch for progress reports this summer.

Adjournment (Colette Such) Ms. Such adjourned the meeting at 1:40pm and advised the next meeting will be *July 17, 2018. Location – County Schools Office.*

Minutes respectfully submitted by Kimberly DeFont, Recording Secretary