



**COLUMBIA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING**

November 18, 2014 • 12:00 – 1:30 pm

Location: Peppery Gar & Brill, Sonora, California

Board Members Present: Rosetta Bannwarth; Margie Bulkin; Bill Dunlavy; Lee Ann Fox; Louise Goicoechea, Ed.D.; Kenan McDonald; Judy Myers; Colette Such; Stephanie Suess

Staff Present: Kasey Fulkerson; Gary Whitfield; Amy Nilson

Advisory Council Present: Matthew Christman; Elissa Creighton; Dr. Angela Fairchild; Wendy Griffiths-Bender

Absent (Excused): Mike Chimente; Mike Heuton; Judy Myers

Guest: Rob Hoyt, Men's Basketball Head Coach

1. Call to Order (12:06 pm by CCF President, Stephanie Suess)

- A. Review & Acceptance of September 16, 2014 Meeting Minutes – Ms. Suess presented the September 16, 2014 board meeting minutes for review. Margie Bulkin moved to accept the minutes as presented. Colette Such seconded the motion and the vote was carried unanimously in favor of approval.
- B. Guest Speaker: Rob Hoyt, CC Men's Basketball Head Coach – Mr. Hoyt shared his experience with coaching both men's basketball and women's volleyball this year for the first time. He also discussed his coaching philosophy, recruiting opportunities, the dynamics of both teams and the differences between coaching men and women. Mr. Hoyt thanked the board for all of their support through mini grants and their attendance at games.

2. Old Business (Stephanie Suess)

- A. Carkeet Park – Director of Development, Amy Nilson provided a re-cap of the Carkeet Park project for the new board members:

A fundraising campaign for Carkeet Park was launched in 2000 for a set of improvements. Many projects were accomplished during that time; leaving a few items still to be finished, including the seating (benches). Those involved at the time looked in to having the prison inmate work program design and build the benches; however, that wasn't possible for various reasons and since the prison's carpentry program has been dissolved. In 2006 a bit more progress was made; then in 2011, the foundation board began working closely with Assistant Director of Facilities, Judy Lanchester to purchase park benches. As of 2011, there was \$24,000 remaining in the Carkeet Park fund, allowing the foundation to purchase and install 55 benches. To date, all of the benches that were purchased are installed. Bill Dunlavy also provided a brief history of the project, since he was a large part of the fundraiser's success. Recently, H. Randolph Holder asked Mr. Dunlavy to let him know if he can help with lighting and sound needs in the park, suggesting he may possibly provide funding for part or all of it. The board agreed to look closely at what is needed at this point. There is approximately \$7,000 left in the fund and the donor plaques must still be purchased and installed. Ms. Suess asked Mr. Dunlavy to work with Amy Nilson and Kasey Fulkerson in order to move forward with finalizing the plaques.

- B. Board Fundraising Priorities Discussion – The board development session with Mike Gaudette was a success. During the latter part of the session, consultant Mike Gaudette asked board members to vote on what projects they feel are a priority. Ms. Nilson provided directors a handout that depicted the overall votes for each project. Kenan McDonald inquired whether or not the foundation is committed to the topics that were voted on. Margie Bulkin explained that it would be very difficult for those that were not present to understand the thought process behind the board's choices. It was critical to be present for the facilitator to take you down the path of understanding why they chose the projects they did. While the board does not want to get ahead of the college's strategic plan, they are hoping to have a decision made sometime in January as to what projects it will focus on. Lee Ann Fox asked Dr. Fairchilds what the college's strategic plan timeline is. Dr. Fairchilds indicated that she hopes to have the first draft of priorities completed by the beginning of May, 2015.

3. New Business (Stephanie Suess)

- A. 2015 Board Calendar – Ms. Suess reviewed the draft 2015 board of directors meeting calendar. Kenan McDonald moved to accept the calendar as presented. Louise Goicoechea seconded the motion and the vote carried unanimously in favor of approval.

- B. Board Meeting Hospitality Discussion – A discussion was held regarding how to coordinate hospitality for board meetings now that the Title III grant has sunset. After a lengthy discussion, Kenan McDonald moved that board members bring their own lunches to meetings. Louise Goicoechea seconded the motion and the vote carried unanimously in favor of approval. *However*, Colette Such and Rosetta Bannwarth volunteered to provide lunches for the January, May and September, 2015 board meetings. *Thank you!*

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

- A. Review & Acceptance of 2014-2015 1st Quarter Financial Report –Mr. Whitfield reviewed the 2014-2015 1st Quarter Financial Report. A lengthy discussion ensued regarding page four of the report, titled CCF Unrestricted Fund – Budget to Actual. The board was very happy with this newly designed report from Mr. Whitfield. It is much easier for everyone to understand and follow operating activity. The board thanked Mr. Whitfield for re-working his report. Margie Bulkin moved to accept the report as presented. Louise Goicoechea seconded the motion and the vote carried unanimously in favor of approval.

5. Committee Reports

- A. Finance Committee – There being no new business, this item was deferred.

- B. Nominating Committee – Chair, Rosetta Bannwarth reported that she has scheduled a nominating committee meeting and also spoke with Charles Segerstrom about possibly joining the board. More information to come.

- C. Executive Committee – There being no new business, this item was deferred.

- D. Development Committee – Chair, Rosetta Bannwarth reported that the development committee will meet on December 2nd to discuss the Rim Fire Recovery lecture and whether or not to hold a spring lecture. More information to come.

- E. Mini Grants Committee – In Chair Mike Heuton’s absence, Ms. Nilson reported on fall 2014 projects funded during her Development Report (below).

- F. Scholarship Committee – Chair, Colette Such thanked everyone who worked on scholarships. It is a lot of work and the foundation office is very grateful. Osher scholarships will payout \$22,000 this year (\$11,000 in fall and \$11,000 in spring). New this fall are six \$750 Science Discovery Scholarships, a Rhodes Math and Science Scholarship (named in memory of Dr. Harvey Rhodes) and the Juliann Riggs Memorial Scholarship (named after former College President Dr. Jim Riggs' wife). It is exciting to see the scholarship program rapidly growing.

6. College/District Updates

- A. Development Office Report (Amy Nilson) – Ms. Nilson reported on the following items:
- Ms. Nilson thanked Colette Such and committee for all of their hard work on scholarships. In an effort to get more students to apply, the foundation ramped up the promotion this year and it's working. Classrooms were visited, workshops were held, tutors got involved, email blasts were sent to faculty and students, a large banner hung at the entrance to the college and much more. The deadline for scholarships is December 5th.
 - A grant request has been submitted to the Black Hat Foundation. More information to come.
 - Since Ms. Nilson's recent talk with the Sonora Sunrise Rotary group, she was asked to submit a request for funding. Ms. Nilson submitted the request and the board will be updated as more information is available.
 - Ms. Nilson recently had a great conversation about the foundation and programs at the college, which included possible needs for funding with long time donor and forestry alum, Ken Lee. Mr. Lee was excited to hear about possible fuel reduction work on campus and invited Ms. Nilson to submit a request for funding (specifically \$5,000) to the Lee Family Foundation. The board will be updated as more information is available.
 - Music scholarship auditions will be held this Thursday at 2:30 pm in the Aspen building.
 - Save the date—April 19, 2015 is the 39th Annual Columbia Wine Tasting.
 - The mini grant committee has wrapped up the fall review of applications. The group recommends funding the science supply requests through the Scientific Equipment and Supplies fund. Since mini grant funds are running low, it is a good time to look at alternative funding sources. Specifically, there is an \$850 mineral samples request and a \$1,500 request for astronomy cameras and software. After careful discussion, Rosetta Bannwarth moved to

fund both requests from the science fund. Lee Ann Fox seconded the motion and the vote carried unanimously in favor of approval. The mini grant committee also recommends changing the application to indicate that professional development is a much lower priority for funding. Kenan McDonald moved to change the application as such. Louise Goicoechea seconded the motion and the vote carried unanimously in favor of approval.

B. Advisory Council Member Reports

1. **College Report** – Dr. Fairchilds informed the board that key college staff will be holding a planning retreat on November 7th in an effort to continue with the strategic planning process. The college will pilot a survey to Chamber of Commerce members in December. If there is adequate response, it will be sent to a larger group of community members/businesses after the first of the year.

Over the past year, discussion has been held regarding the fingerprinting requirement for students and the cost associated with it. District is looking at the possibility of defraying the cost to students; however, Dr. Fairchilds is hoping to work out a payment plan for students at Columbia, as the cost prevents some students from gaining employment. Dr. Fairchilds wanted the board to be aware that students may approach the board with a proposal for the foundation to assist with funding. The annual cost is approximately \$7,500-\$8,000 per year.

2. **District Report** – Due to Dr. Martin's absence, this item was deferred.
3. **Classified Senate** – Elissa Creighton reported that the classified staff is very active in the college's strategic planning process. Everyone is looking forward to hearing which mini-grant projects were funded. Ms. Creighton also thanked Ms. Nilson for the work that she put in to the scholarship application process.
4. **Faculty Senate** – No new business to report.
5. **Student Senate** – Associated Student Body President, Matt Christman reported that the students at Columbia College have set up a Christmas giving tree in the Library. There are tags on the tree for children in the Child Development center. Everyone is welcome to pull a tag and give a child a gift! ASCC will throw a party for the children at the center as well, where Mr. Christmas will don a Santa Suit!

Cram night is hosted by ASCC and will be held in the library.

7. Adjournment

There being no further business, CCF President, Stephanie Sues adjourned the meeting at 1:30 p.m.

Minutes respectfully submitted by Kasey Fulkerson, Recording Secretary