

Ventura College Foundation  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, December 14, 2016, 5:00 p.m.**  
Ventura College Campus, MCW 312

**MINUTES**

A regular meeting of the Board of Directors of the above corporation was held on **Wednesday, December 14, 2016 at 5:00 p.m.** at the Ventura College Campus, MCW 312 in Ventura, CA. The purpose of the meeting was to conduct general business.

A quorum was declared present based on the presence of the following directors:

Directors Present (19):

Tom Anthony, Robert Beilin, Elena Brokaw, Ken Collin, Aurora de la Selva, Ellyn Dembowski, Greg Gillespie, Ruth Hemming, Kim Hoffmans, Tatiana Juarez, Alex Kolesnik, Matt LaVere, Mike Montoya, Rene Rodriguez, Donna Santo, Norbert Tan, Eleanor Tillquist, George Tillquist, Rob van Nieuwburg

Directors Absent (3): Amy Cherot, Stephen Kipp, Helen Yunker

VCF Staff in attendance: Kat Armstrong, Anna Benscoter, Jaimee Hanna, Anne King, Suzie O'Connell

**CALL TO ORDER**

Ventura College Foundation Board Chair Rob van Nieuwburg called the meeting to order at 5:05 p.m.

**WELCOME**

Dr. Hoffmans welcomed board members and thanked them for holding the meeting on the Ventura College campus.

**APPROVAL OF ITEMS ON CONSENT AGENDA**

- **MOTION:** Ms. Dembowski moved that the Board of Directors approve the September 28, 2016 Board of Directors minutes. MSC.
- **MOTION:** It was moved that the Board of Directors approve Elena Brokaw to the Ventura College Foundation Board of Directors. MSC.

**ALUMNI SPEAKER**

Mr. Tan introduced alumni speaker and Ventura College Foundation staff member, Suzie O'Connell. Ms. O'Connell has always been independent. Immediately after high school she moved out and started school at the local community college. Bills began to surmount and it became difficult for her to juggle work and school. She decided to quit school and work full-time. Ms. O'Connell got married and had a son. Her husband worked during the day and Ms. O'Connell worked as a bartender by night so she could stay home with her son during the day. Ms. O'Connell ended up getting divorced. She continued to work in the restaurant business to support her and her son. During this time, she met her current fiancé and moved to California. He encouraged her to go back to school. Ms. O'Connell was nervous to go back to school and started with one class at Ventura College. After receiving an A+, she decided to keep moving forward. Ms. O'Connell joined the Honor Society, Peer Mentoring program and started a Be the Match Club while continuing to work part-time as a bartender. A professor encouraged her to apply for scholarships. When Ms. O'Connell was notified that she received scholarships, she felt amazing. She was shocked that a total stranger was proud of her accomplishments and believed in her. Her scholarships allowed her to graduate with her bachelor's degree in psychology debt-free. Ms. O'Connell now works at the Foundation helping others like her achieve their dreams. She hopes to one day

pursue a master's degree in business to continue to grow and be a role model for her son. Ms. O'Connell thanked the board of directors for helping change her life.

#### **COLLEGE STAFF SPEAKER**

Ventura College Foster Youth Specialist, Rhonda Carlson was unable to attend the meeting. Dr. Gillespie gave an update on foster youth services at Ventura College. The college is in the process of opening a Foster Youth Advocacy Center located in the Student Union building. The center will be staffed with a social worker to help students with additional needs by connecting them with community resources. The center is scheduled to be completed in January. Rhonda Carlson's position connects with foster youth on campus to inform them of community and campus resources. Dr. Gillespie thanked the Foundation for their support of foster youth through scholarships. Ms. de la Selva asked how the social worker will be funded. Dr. Gillespie confirmed the position would be funded through categorical funding and available student equity funds.

#### **ITEMS REMOVED FROM CONSENT AGENDA**

No items were removed from the consent agenda.

#### **COMMITTEE, STAFF, AND ADMINISTRATIVE REPORTS**

**Board Chair:** Mr. van Nieuwburg gave the report. Mr. van Nieuwburg thanked the Tillquist's for hosting the annual Board of Directors Holiday Party. Mr. van Nieuwburg congratulated Matt LaVere for being elected to City Council.

**College President:** Dr. Gillespie gave the report. Dr. Gillespie announced that the Diesel Mechanic faculty position will be advanced to a tenured position. The college is currently searching for a full-time Agriculture Instructor. There will be two Agriculture transfer programs at Ventura College; one focused on agricultural science and another focused on agricultural business. The programs will have a relationship with California State University, Channel Islands and help fill job shortages in Ventura County. The college is also hiring manufacturing faculty to help move students toward a wide range of career and technical education and maintenance technology programs. These faculty hires will offer an opportunity to connect with industry employers in the community, which will hopefully lead to financial support from these companies. Dr. Gillespie thanked the board of directors for their service and helping the college achieve their mission of student success. Dr. Gillespie announced that the Oxnard College Foundation is launching a Promise program for Oxnard Union High School District graduates. Ventura College and the Foundation will continue to work together to improve and grow the Promise program and build additional resources. Mr. van Nieuwburg announced that the Foundation is exploring options to offer a Veteran Promise program. Dr. Gillespie noted that this is an opportunity to build corporate support for specific special population groups benefiting from the Promise program.

**Executive Director:** Mr. Tan gave the report. Mr. Tan, Anna Benscoter, Anne King and Jaimee Hanna met with the Financial Aid department to explore offering a Veterans Promise. Financial Aid is gathering data in January to identify the specific needs of veteran students. The Foundation for California Community Colleges announced a California's Promise Grant opportunity. Individual colleges are eligible to apply for up to \$750 thousand in grant funding to support or implement a Promise program. College Districts can apply for up to \$1.5 million in grant funding. Dr. Gillespie reported that the District intends to apply and the Ventura College Foundation's support is critical. Dr. Hoffmans gave an update on the Pirate's Cove, a space located in the cafeteria to help students struggling in their coursework. Faculty will be available at the Pirate's Cove to guide and support students. The Pirate's Cove has been open for one month and more students are utilizing the space each day. Ms. Juarez added that ASVC partnered with FOOD Share to offer the Feed A Pirate program every other Tuesday. Students can come pick up a bag of groceries free of charge. Mr. Tan indicated the programs highlights are on pages 8-9. The scholarship application is currently open. Foundation staff is meeting with Mr. Rodriguez tomorrow regarding the Textbook Lending Library progress and status and will report back to the full board. Mr. Anthony asked about the excess funds used to fund the inaugural Diesel

Mechanics cohort's textbooks. Mr. Tan confirmed that Lending Library funds are released in two disbursements; fall and spring. The spring disbursement was reallocated to cover the cost of textbooks for the Diesel Mechanics cohort.

Program Sustainability: Ms. Dembowski gave the report. Mr. Collins solicited another friend to support the Promise. Faculty/Staff Foundation Ambassadors are currently soliciting their colleagues to sign up for employee payroll deductions. Ms. Dembowski and Ms. King met with scholarship donors Stan Weisel and Don Greenberg. Mr. Weisel and Mr. Greenberg are interested in further discussions of a match opportunity to raise funds for the Promise program. The Kipp's house party raised over \$10,000 to support the Promise program. Two individuals were identified to host a future house party. To date, the Foundation has raised approximately half of its fiscal year Promise goal. Lester and Mae Tong and Robin Calote will co-host a Promise fundraising house party at the Tong residence on February 23, 2017. The Board of Trustees is in the process of approving naming of the Visualization Center in the Applied Science Center in honor of Lester Tong's gift of \$300,000. The Foundation will host a Promise Recognition Ceremony on March 23, 2017 to honor sustaining Promise donors. Mr. Kipp will host a Ventura College faculty/staff retirement planning session in February.

Finance: Mr. Kolesnik gave the report. The balance sheet is reported on page 19. Budget variances are reported on page 20. Mr. Anthony asked how we budget for interest and other income. Ms. Bencoter confirmed that it is a prediction based on history and amount invested. An investment summary is reported on page 21. Ms. Bencoter noted that Educational Enhancement Grant funding was used to pay Promise liability and the college agreed to award \$26,500 per year in the Foundation's name. Unfunded pension liability is reported on page 19 and is being paid down.

Investment: Mr. Tan gave the report. Payden & Rygel give a quarterly report on the Foundation's investments. The election has not affected the broader equity market. We are performing better than the NACUBO benchmark. The Foundation's current investment policy statement is on page 35. Additional highlights on pages 30-34.

Nominating: Mr. LaVere gave the report. Berta Steele will host a full board retreat pro-bono. Ms. Steele attended the Beilin's fundraising house party. The retreat date is to be determined. Dr. Hoffmans requested an orientation for new board members. Mr. LaVere welcomed Ms. Brokaw to the board of directors. The committee is working on a list of 5-6 potential board members. There are currently eight positions available. Mr. LaVere welcomed suggestions to the committee from the full board.

#### **GENERAL DISCUSSION AND OTHER TOPICS**

Ms. Dembowski requested support from the board for the Program Sustainability Committee to work towards sustainable fundraising to cover the cost of the annual Scholarship Gala. The board was supportive. Mr. van Nieuwburg wished everyone happy holidays and a Merry Christmas.

#### **ADJOURNMENT**

There being no further business, the meeting was duly adjourned at 6:28 p.m.

  
Mike Montoya  
Secretary, Board of Directors

**January 26, 2017**

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Date

*MINUTES TAKEN AND RECORDED BY KAT ARMSTRONG.*