

Ventura College Foundation
BOARD OF DIRECTORS MEETING
Wednesday, September 28, 2016, 5:00 p.m.
Union Bank Community Partners Center

MINUTES

A regular meeting of the Board of Directors of the above corporation was held on **Wednesday, September 28, 2016 at 5:00 p.m.** at the Union Bank Community Partners Center 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 (18):

Robert Beilin, Amy Cherot, Aurora de la Selva, Ellyn Dembowski, Greg Gillespie, Ruth Hemming, Kim Hoffmans, Tatiana Juarez, Elise Kearney, Stephen Kipp, Alex Kolesnik, Matt LaVere, Rene Rodriguez, Donna Santo, Norbert Tan, Eleanor Tillquist, George Tillquist, Rob van Nieuwburg

Directors Absent (4): Tom Anthony, Ken Collin, Mike Montoya, Helen Yunker

VCF Staff in attendance: Kat Armstrong, Anna Benscoter, Anne King

CALL TO ORDER

Ventura College Foundation Board Chair Rob van Nieuwburg called the meeting to order at 5:00 p.m.

APPROVAL OF ITEMS ON CONSENT AGENDA

- **MOTION:** Mr. van Nieuwburg moved that the Board of Directors approve the July 12, 2016 Board of Directors minutes. MSC.

STUDENT SPEAKER

Mr. Tan introduced student speaker and ex-officio board member Tatiana Juarez. Ms. Juarez knew from a young age that she wanted to attend Ventura College and become a nurse. Both of her parents attended Ventura College and she was excited for the opportunity to follow in their footsteps. Ms. Juarez knew her dad was struggling and that her parents were uncomfortable with the idea of paying for four years of higher education. Ms. Juarez learned about the Ventura College Promise program from her aunt, Esmerelda Juarez, Ventura College Foundation Market Place Supervisor. This was a huge relief for her family. Both Ms. Juarez and her older sister were able to attend Ventura College on the Promise. Her younger brother plans to apply to receive the Promise grant when he graduates high school in a couple years. With the Promise, Ms. Juarez will be able to make her education a priority. She currently works at In-N-Out part-time to save for her future. Because of the Promise, Ms. Juarez's dad can be the father he wants to be and does not have to work multiple jobs. Without the Promise, Ms. Juarez feels it would have taken her much longer to pursue her dream of becoming a nurse. She will graduate from Ventura College debt-free with an Associate's degree in Natural Sciences and Math and plans to transfer to California State University, Channel Islands. Ms. Juarez hopes to one day earn her Master's degree and work in the field of pediatric nursing. Ms. Juarez thanked the board for helping families like hers who may not be eligible for financial aid, but cannot afford to pay for college.

ITEMS REMOVED FROM CONSENT AGENDA

No items were removed from the consent agenda.

COMMITTEE, STAFF, AND ADMINISTRATIVE REPORTS

College President: Dr. Gillespie gave the report. The accreditation team is currently visiting Ventura College. The college submitted a self-evaluation. On September 29, 2016 at 11:00 a.m. the accreditation team will give a report on their initial findings. Ventura College will receive an official report with recommendations in January 2017. Dr. Gillespie thanked Dr. Hoffmans for her leadership in preparation for accreditation. The Diesel Mechanics program grand opening on September 22, 2016 was a success and great example of the college and Foundation partnering with local business. Dr. Gillespie thanked Mr. LaVere for his leadership in the effort to build the program. In August, Dr. Gillespie and Mr. Tan attended the California Promise conference. 72 colleges were represented and discussions were held on topics including how to begin and expand Promise programs. Dr. Gillespie and Mr. Tan presented at the conference on the topic of data collection, analysis and use. California legislators approved \$200 million in grant funding to expand and start Promise programs. A requirement to receive funding is partnership with K-12 tied to career pathways initiatives. Ms. Kearney inquired about how the grant is funded. Heads Up America is the movement leading the national Promise Campaign. Dr. Gillespie will give Mr. Tan information to share with the board as it becomes available.

Executive Director: Mr. Tan gave the report. Mr. Tan thanked all who were involved in the launch of the Diesel Mechanics program in under two years. Gibbs Truck Centers is extremely happy. Mr. LaVere reported that Diesel Mechanics students were having trouble getting financial aid. The cost of textbooks was causing many of the students to consider dropping out. It was decided that the board would sponsor the textbooks for the inaugural Diesel Mechanics class. Ms. Dembowski commended the team for taking action to prevent students from dropping out. Mr. Tan reported that we would use the \$8,800 left over for the Textbook Lending Library. Fundraising will be done to raise the additional \$3,200 needed to fund the textbooks. Mr. LaVere passed around thank you notes from the Diesel Mechanics students. Ms. de la Selva asked if any students ended up dropping. It was confirmed that no students have dropped so far. The board asked if financial aid would be an issue for these students in the future. Dr. Hoffmans reported that due to the quick approval of the program, it depends on the timing of the review and approval of second year program curriculum; however, she hopes to have full approval by next fall. Dr. Gillespie confirmed that once the state approves the second year courses and degree, financial aid can be applied for. Mr. Tan pointed out Promise highlights on page 34-35 and Textbook Lending Library highlights on page 36. Mr. Tan acknowledged that Ventura College supporter and prominent Ventura County philanthropist, Sandra Laby, passed away. The board calendar has been updated on the back page of the board packet. Mr. Tan noted that we will determine a date for the board holiday party soon and will need a board member to host the event.

Program Sustainability: Ms. Dembowski gave the report. Ms. Dembowski updated the board on the Promise Task Force. The goal of the task force is to have 12 members each contributing \$5,000 this fiscal year. There are currently eight prospective Task Force members. The Task Force members will host fundraising house parties and tours. Ms. King thanked Ms. Kearney for hosting a successful donor appreciation event and reported that donor activity has been generated as a result. Ms. Kearney thanked Ms. Juarez for sharing her testimony at the donor appreciation event. Ms. King reported that the position for Development Database Coordinator has been filled by Sean Donnelly. Mr. Donnelly recently graduated from Thomas Aquinas College and has experience working in donor databases. This position will allow development staff to build capacity and better strategize fundraising efforts. K&M Enterprises was hired as a grant consultant. The Veterans Resource Center Veterans Day BBQ will be held on Thursday, November 10, 2016. California Resources Corporation will sponsor the event.

Finance: Mr. Kolesnik gave the report. Budget variances are reported on page 17. Market Place revenue is up. The variances are due to positions previously not filled that are now filled. Mr. Tan communicated that the report on page 25 would be produced once per year. Ms. Benscoter explained that this report will be presented at the first board meeting of the fiscal year to present a two month snapshot of activity within the first quarter. Mr. Tan confirmed that the Audit Committee meeting will be held on October 25, 2016 and

invited all to attend. The audit will be submitted to the Ventura County Community College District on October 31, 2016. Mr. Tan will e-mail the audit to the board three days in advance of the Audit Committee meeting on October 25, 2016.

Investment: Mr. Tan gave the report. The next meeting will be held on November 1, 2016 to review the investment policy statement. Mr. Tan will request the Ventura County Community Foundation's investment policy statement to compare and report on. Page 28 highlights the three year rolling average of investment returns. Mr. Tan invited all board members to attend the next meeting and can provide the full investment report to all interested in receiving it.

Personnel: Dr. Hemming gave the report. The first committee meeting focused on the new staffing plan which is now in the approved budget for 2016/17. The second committee meeting included Mr. Tan's year-end review by Dr. Woolley and Dr. Gillespie, as well as a self-evaluation from Mr. Tan.

Nominating: Mr. LaVere gave the report. Ms. Murphy resigned from the board last month due to health issues. Elena Brokaw will join the board beginning January 2017. Mr. LaVere, Mr. van Nieuwburg, Mr. Montoya, Mr. Tan and Ms. King met with consultant Berta Steele regarding facilitating a board retreat. The first hour will be an introduction for new board members, then all board members will join for a social. Ms. Steele will facilitate the retreat pro bono. The date for the retreat is to be determined.

GENERAL DISCUSSION AND OTHER TOPICS

Mr. Rodriguez noted that two numbers on page 36 Textbook Lending Library highlights were switched. Mr. Tan confirmed that staff will make the correction. Ms. Kearney requested an update on foster youth efforts. Dr. Gillespie reported that the college is working to create a student advocacy center for special populations to gather, including foster youth. Mr. Tan reported that 10-12 scholarships were created to benefit foster youth students. Ms. Kearney requested an update from the campus foster youth liaison. Dr. Gillespie confirmed that this is Foster Care Project Specialist, Rhonda Carlson or Vice President for Student Affairs, Damien Peña. Ms. de la Selva requested information about other special populations on campus. Dr. Gillespie reported that the college is working to improve programs and offer support needed in the Santa Clara River Valley through Ventura College Santa Paula campus. Mr. Tan noted that there has been discussion about student housing and any comments or questions about this should be filtered through Mr. Tan or Dr. Gillespie. Dr. Gillespie acknowledged that student housing is most helpful for international students and would only be considered based on its impact on student access and success. Mr. Tan noted that the college has an ongoing relationship with Cabrillo Economic Development and Ms. King and Student Outreach Specialist, Richard Torres have been invited to speak to their board of directors. Ms. Kearney requested an update on Haas Automation's support. Dr. Gillespie confirmed that Mr. Tan and Ms. King are facilitating their annual gift to scholarships and the Promise program. The college has submitted a government apprenticeship grant for a regional advocacy center and Haas Automation wrote a letter of support. Haas Automation is interested in making significant contributions to change manufacturing education across the county. Mr. Tan may request board members to attend future meetings with Haas Automation. Ms. Kearney requested information about Amgen's support. Ms. King noted that Amgen has been involved with meetings with Haas Automation regarding manufacturing education in the county. Ms. King confirmed that Amgen tends to give equipment donations. The company also has a robust matching gift program in which they match donations their employees make to nonprofits. Mr. Tan noted that Amgen has an employee-run Foundation and that they have donated equipment to Ventura College's Math and Science department.

ADJOURNMENT

There being no further business, the meeting was duly adjourned at 6:12 p.m.


Mike Montoya
Secretary, Board of Directors

December 1, 2016

Date

MINUTES TAKEN AND RECORDED BY KAT ARMSTRONG.