

Ventura College Foundation | Board of Directors
EXECUTIVE TEAM MEETING

Monday, June 25, 2018, 4:00 p.m. -5:00 p.m.
71 Day Road Center Conference Room, Ventura College

MINUTES

Directors Present: Dr. Ruth Hemming – Vice Chair, Mike Montoya - Secretary, Anne King - Executive Director, Matt LaVere, Ken Collin, Stephen Kipp, Ellyn Dembowski

Staff Present: Jaimee Hanna, Julie Harvey, Susan O’Connell, Gerry Pantoja

CALL TO ORDER

Mr. Montoya called the meeting to order at 4:02 p.m. This meeting was called in place of the June 19, 2018, 4th quarter board meeting as there was not a quorum at that regularly scheduled meeting.

APPROVAL OF ITEMS ON CONSENT AGENDA

- **MOTION: Mr. Collin moved to approve the March 21, 2018 Board of Directors meeting minutes. MSC.**
- **MOTION: Mr. Montoya moved to approve the 2018/19 Slate of officers, Committee Chairs and Directors. MSC.**
- **MOTION: Mrs. King moved to review Action Item C approval of the 2018/19 Budget for further discussion**

EXECUTIVE DIRECTOR REPORT:

Mrs. King stated the findings of costs for a fourth scholarship awards event in the 2018-19 year. She explained that in order to have another event at a hotel, VCF would need to raise \$17,000 in additional funds. If the event were held on campus, it would cost approximately \$7500, in which VCF could create a goal of covering through sponsorships. Mrs. King further explained that adding a fourth event would require more VCF staffing to preserve fundraising efforts and direct services to students. The VCF would benefit from an intern or student worker to assist with additional duties and tasks. Mrs. King shared that next year will be the 20th anniversary of the Paramedics Program, and an opportunity as the fourth event would be an Allied Health student scholarship event featuring paramedic and nursing students. Ms. Harvey shared the cost analysis of hiring a student worker, which would cause an adjustment in the budget to increase by \$3000. Mrs. Walters explained that the bottom-line would remain the same due to fundraising goals to cover these expenses. Mr. Pantoja discussed the increased capacity that the paramedics and nursing programs create for corporate sponsorship/partnership and the key is to begin early is asking for sponsorship.

- **MOTION:** Mr. Kipp moved to approve 2018/19 Budget to include fourth event expenses and costs. Dr. Hemming seconded. Mrs. Dembowski voted no. Vote six to one motion approved. MSC.

DISCUSSION:

Mrs. King explained that she is working with Finance Manager, Cyndie Whitley, to review costs of benefits for staff. Mrs. King clarified that there had not been sufficient time to do a thorough analysis of benefits. VCF is working with HR consultant BBSI and our insurance broker on this matter. Mrs. Dembowski recommended a special committee to report on a review of staff compensation and benefits. Mr. Kipp recommended Mrs. King present a report at the first quarter board meeting of the findings in regards to costs of benefits for staff. Mrs. King shared information from her meeting with Miriam Schwab’s executor of her estate. Mrs. King asked the board if they were interested in exploring the idea of housing, distributing and selling specified assets as the executor had requested that that VCF take on this responsibility.

- **MOTION:** Dr. Hemming moved to explore the details of supporting the housing, distributing and selling of specified assets for Miriam Schwab’s Estate. Mrs. Dembowski seconded. MSC.

MOTION: moved to Adjournment. MSC at 4:44 p.m.



8/14/2018

Mike Montoya
Secretary, Board of Directors

Date

Minutes recorded by Susan O’Connell.