

Ventura College Foundation  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, February 24, 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, February 24, 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 (19):

Robert Beilin, Amy Cherot, Ken Collin, Ellyn Dembowski, Ruth Hemming, Daniel Jahng, Elise Kearney, Stephen Kipp, Alex Kolesnik, Matt LaVere, Michael Montoya, Rene Rodriguez, Donna Santo, Norbert Tan, Richard Taylor, Eleanor Tillquist, Rob van Nieuwburg, Sharon Watts Woolley, John Woolley

Directors Absent (6):

Tom Anthony, Greg Gillespie, Vicki Murphy, Erin Prewitt, George Tillquist, Helen Yunker

VCF Staff in attendance: Kat Armstrong, Anne King

Special Guest(s): Dr. Luis Sanchez, Moorpark College President, David Mirisch, Moorpark College Foundation Executive Director, Terry Kelman, consultant to Moorpark College Foundation, Jeannette Rennie, Phoenix Scholarship Recipient, Julia Toscano, Textbook Lending Library recipient

**CALL TO ORDER**

Ventura College Foundation Chair John Woolley called the meeting to order at 5:01 p.m.

**WELCOME**

Dr. Woolley welcomed special guests Moorpark College President, Dr. Luis Sanchez and Moorpark College Foundation Executive Director, David Mirisch.

**APPROVAL OF ITEMS ON CONSENT AGENDA**

- **MOTION: It was moved and seconded that the Board of Directors approve the November 16, 2015 Board of Directors minutes. MSC.**
- **MOTION: It was moved that the Board of Directors approve Stephen J. Kipp to the Ventura College Foundation Board. MSC.**
- **MOTION: Dr. Woolley moved to pull MEMO A from the consent agenda. MSC.**

**STUDENT SPEAKERS**

*Julia Toscano*

Ms. King introduced student guest speaker Julia Toscano. Ms. Toscano began her college education as an engineering major in San Jose. Her family moved to Ventura County after her father was offered a job opportunity. Ms. Toscano registered for the Administrative Assistant class at Ventura College so she could quickly find a job. When Ms. Toscano discovered that the books she needed would cost around \$200, she knew that she would have to drop out of the course if she could not get assistance with the cost. Ms. Toscano's professor took the entire class to the Lending Library on the first day of class and she was able to check out half of the books she needed. Ms. Toscano completed the course and is now working as an administrative assistant at a recruiting company. Her completion of the Administrative Assistant course helped her to secure a letter of

recommendation, interview skills and the training she needed to get a job. Ms. Toscano aspires to earn a degree in computer science and transfer to a 4-year school. Ms. Toscano thanked the Board for changing her life.

### *Jeannette Rennie*

Ms. King introduced student guest speaker Jeannette Rennie. Ms. Rennie decided to return to school after a 20 year hiatus. She was on her own at age 18 and always wanted a college degree, but lacked the confidence. From a young age, Ms. Rennie knew she wanted to be a nurse like her mother and sister. After she quit her job and returned to school, she found that she didn't qualify for financial aid. Ms. Rennie's counselor told her about the Foundation and encouraged her to apply for scholarships. Ms. Rennie received the Thomas and Mary Anthony Phoenix Scholarship and felt proud that they believed in her. Ms. Rennie graduated last semester with a nursing degree and hopes to eventually transfer to CSU, Channel Islands to get her Bachelor's degree in Nursing Science. Ms. Rennie's ultimate goal is to open an elder care facility. She expressed her gratitude to the Foundation and that she is now dedicated to giving back to the community.

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

Dr. Woolley noted an error on page 6 – to correct the Action Item “A” to be effective as of 2/24/2016. The ex-officio board position discussed would be held for the current Associated Students of Ventura College (ASVC) President, or designee MSC.

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

**Board Chair:** Dr. Woolley gave the report. David Bianco's memorial service is to be held on campus at Guthrie Hall on April 16, 2016. Mr. Tan and Foundation staff will assist with the organization and planning. Dr. Woolley thanked everyone during their support during this time and wants to do something to memorialize David's years of service and many contributions to Ventura College. Dr. Woolley announced that Michael Klausler has resigned from the board and expressed well wishes.

**College President:** Mr. Kolesnik gave the report. Dr. Gillespie is in Atlanta for the Achieving the Dream conference. The college is in their second year of the Achieving the Dream program which helps to identify and reduce equity gaps on college campus. Mr. Kolesnik explained that the first year of the program entails gathering data and exploration. The second year focuses on data analysis and goal development. The college is also preparing for an accreditation review with a major goal of moving students that are classified as “not college ready” to “college ready”.

**Executive Director:** Mr. Tan gave the report. Mr. Tan thanked John and Sharon Woolley for attending the recent District Board of Trustees meeting with him where Gibbs Truck Centers was honored for their partnership with Ventura College. The Foundation is hosting the third annual Retiree Luncheon on March 11<sup>th</sup>, followed by a tour of the Applied Science Center. On April 21<sup>st</sup>, the college will host the official grand opening of the Applied Science Center.

**Program Sustainability:** Ms. Watts Woolley gave the report. To date, \$188,000 has been raised for the Promise program. We are 66% toward our Promise program fundraising goal for this fiscal year. \$29,000 in Promise support has been pledged over the next four years. Ms. Watts Woolley thanked the board for their fundraising support. Mr. van Nieuwburg, Ms. Dembowski and Mr. Montoya introduced a friend and potential major donor to the Foundation. Mr. Collin is working with three friends to build support for the Promise program. Mr. Anthony introduced a friend interested in building a scholarship mentor program at Ventura College. Ms. Cherot introduced a friend interested in supporting the Promise program. Mr. LaVere connected Gibbs Truck Centers with the college to build a Diesel Truck Program on campus, as well as introduced a friend's family foundation to discuss potential support for the veteran population at Ventura College. Ms. Dembowski has submitted a request for Textbook Lending Library support to the Rotary Club of Ventura. Ms. Dembowski also plans to submit a grant request to Berkshire Hathaway for Textbook Lending Library Support. Ms. Watts Woolley announced that she will be making a \$4,000 pledge to support the Promise program over the next 4 years in memory of David Bianco and

to fulfill his Chairman's Circle pledge. Mr. van Nieuwburg, Mr. Montoya, and Ms. Dembowski plan to host a fundraising house party on March 17<sup>th</sup>. Mr. van Nieuwburg will host a second fundraising house party on May 18<sup>th</sup> for scholarship donors whose recipients also received the Promise. Dr. Beilin is hosting a fundraising house party in the summer.

Nominating: Mr. van Nieuwburg gave the report. The committee's goal is to continue growing the Board of Directors to 30 members by summer. Names will be brought forth to the full board in the near future. Dr. Woolley invited the entire board to bring nominations to the committee. There are currently five board positions open. The committee is currently meeting with a few prospects over lunch to discuss further involvement. Mr. van Nieuwburg welcomed Stephen Kipp on to the board.

#### Scholarships and Grants:

- Promise: Mr. Tan gave the report. We are still gathering final data from the college Registrar. So far, just under 1,000 students have been funded on the Promise this academic year. There are a handful of students that dropped off the Promise in the Spring semester. The 2016/17 Promise application will open on March 12<sup>th</sup> during the college's Financial Aid Extravaganza event. We are continuing outreach to Ventura County high schools and presenting the Promise program at the high school counselor exchange. The current demand for the Promise program is between 900 and 1,000. We are continuing to work to increase this demand.
- Scholarship: Dr. Woolley gave the report. Dr. Woolley thanked all who are volunteering on the Scholarship Review Committee this year. Mr. Taylor expressed the importance of this committee and encouraged all Board members to participate in the process. Ms. Watts Woolley echoed Mr. Taylor's sentiment and pointed out that several scholarship recipients have also received the Promise. Dr. Woolley indicated that staff and the Scholarship and Grants Committee are continuously reviewing and refining the application and selection process.
- Textbook Support: Mr. LaVere gave the report. The committee met with campus library staff on February 23 to discuss Lending Library logistics moving forward. During this meeting, the library staff communicated their passion for the program and ongoing internal efforts to refine and support it. The committee requested statistics from the program. The library staff brainstormed about how to provide the data without violating student privacy policies. The library staff offered that the students can be asked to self-report. Mr. Rodriguez expressed that he was surprised and pleased to hear of the staff's strong support for the program. The library staff also reported that the program is working well, but is labor intensive and extra help is required. The reserve library continues to be a success with thousands of checkouts each semester. Mr. Tan offered there may have been a communication issue between the new leadership and library staff which led to concerns this past fiscal year. Ms. Kearney asked if the library staff would be able to clearly communicate to the Foundation what they need to avoid unspent funding. Mr. Tan explained that this issue the past fiscal year had to do with a change in administration and permissions regarding who could spend the money. Ultimately, all of the funds were used. Ms. Tillquist expressed that after the meeting with library staff, she felt confident about the program again. Ms. Cherot articulated that the library staff are careful stewards of the Foundation's funding.
- Foster Youth: Ms. Watts Woolley gave the report. Foster Youth Specialist, Rhonda Carlson, is currently out on medical leave. She will return in one week and at that time will reconvene regarding foster youth student services and needs.
- Veterans: Dr. Woolley reported that he will invite Perry Martin, Veterans Resource Center Program Supervisor, to attend a meeting and update the board on veterans services and the resource center.

Finance: Mr. Montoya gave the report. Highlights on page 22. Mr. Montoya thanked the board for their participation in fundraising and commended staff for coming in under budget on several line items. Mr. Tan is developing a staffing plan to present to the Personnel Committee. Dr. Woolley communicated that the last full board meeting is in June and if needed, the Executive Committee will meet prior to adopting a budget.

Investment: Mr. Taylor gave the report. Highlights begin on page 31. The Foundation's funds are conservatively invested and grew slightly in the last quarter. Mr. Taylor expected a loss, so a slight increase was good news. The committee will continually review investment performance and evaluate alternatives. Mr. Taylor invited the entire board to attend meetings.

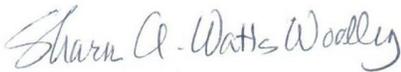
Strategic Planning: Ms. Watts Woolley gave the report. The committee is currently working on a bridge plan for the next year going forward. Erin Prewitt is the committee co-chair. This committee is comprised of all committee chairs. Ms. Watts Woolley explained that the existing plan has a strong framework and priorities have not shifted. The Foundation will consider growing staff to increase fundraising efforts. Ms. Watts Woolley invited all board members to participate with the process. Dr. Woolley announced the first budget review committee meeting will be held on April 20, 2016.

**GENERAL DISCUSSION AND OTHER TOPICS**

Dr. Woolley thanked Dr. Luis Sanchez and Mr. David Mirisch for attending and opened for questions. Dr. Sanchez commended the Foundation for a fully participating Board of Directors and thanked them for the opportunity to observe. Mr. Mirisch thanked Mr. Tan for mentoring him and sharing best practices. The Moorpark College Foundation currently has six board members and aspires to reach similar capacity as the Ventura College Foundation. Ms. King announced that Southern California Edison, Montecito Bank & Trust, Payden and Rygel and Union Bank would sponsor the Scholarship Gala this year.

**ADJOURNMENT**

There being no further business, the meeting was duly adjourned at 6:08 p.m.



Sharon Watts Woolley  
Secretary, Board of Directors

**June 17, 2016**

Date

*MINUTES TAKEN AND RECORDED BY KAT ARMSTRONG.*