

Ventura College Foundation
BOARD OF DIRECTORS MEETING
Tuesday, July 12, 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 **Tuesday, July 12, 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):

Tom Anthony, Ken Collin, Aurora de la Selva, Ellyn Dembowski, Greg Gillespie, Ruth Hemming, Kim Hoffmans, Tatiana Juarez, Elise Kearney, Stephen Kipp, Alex Kolesnik, Matt LaVere, Michael Montoya, Vicki Murphy, Erin Prewitt, Rene Rodriguez, Donna Santo, Norbert Tan, Eleanor Tillquist, George Tillquist, Rob van Nieuwburg

Directors Absent (3): Amy Cherot, Robert Beilin, Helen Yunker

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

Special Guest(s): Eliza Viera, scholarship recipient

CALL TO ORDER

Ventura College Foundation Vice-Chair Ruth Hemming called the meeting to order at 5:03 p.m.

WELCOME

Mr. Tan welcomed Ventura College retiree and new board member Aurora de la Selva, Associated Students of Ventura College President and ex-officio board member Tatiana Juarez, and Ventura College Vice President of Academic Affairs and ex-officio board member Kim Hoffmans.

APPROVAL OF ITEMS ON CONSENT AGENDA

- **MOTION: It was moved to pull MEMO A from the consent agenda. MSC.**
- **MOTION: It was moved that the Board of Directors approve Aurora de la Selva to the Ventura College Foundation Board. MSC.**
- **MOTION: Mr. van Nieuwburg moved that the Board of Directors approve the February 24, 2016 Board of Directors minutes. MSC.**

STUDENT SPEAKER

Ms. King introduced student guest speaker Eliza Viera. Ms. Viera was born in Kyrgyzstan and was always interested in the medical field; however, the expense of becoming a doctor in her home country was too expensive and in post-Soviet countries, nurses do not serve much value. Ms. Viera knew if she stayed in Kyrgyzstan she would likely get married and become a housewife. She felt like she was called to do something different. At age 18 Ms. Viera came to the United States to study at Kent State University in Ohio. She began her nursing career, but could not afford to go to school full-time while working. Years later, Ms. Viera moved to California and got married. Through the help of a friend she was inspired to work toward her nursing degree again. She decided to enroll at Ventura College. Ms. Viera used all the resources available to her including financial aid, and the Textbook Lending Library. She applied for scholarships and was delighted to receive two, including a Phoenix Re-Entry Scholarship. Ms. Viera felt inspired and uplifted to finish accomplishing her goals.

The scholarship allowed her to focus on school and worry less about finances. Ms. Viera is now in the nursing program at Ventura College with plans to graduate in 2017. She thanked the board and all the donors for helping her achieve her dreams.

ITEMS REMOVED FROM CONSENT AGENDA

Dr. Hemming noted that there were revisions, compromise and consensus building during the 2016/17 budget process and opened the topic for discussion. Mr. Montoya echoed that the committees' suggestions were taken into consideration and several revisions were made to the budget before approval from the Executive Committee. Mr. Rodriguez inquired about the budget approval process. Mr. Montoya confirmed the committees meet and make recommendations to the full board. Mr. Tan explained that all board members were invited to the Budget Committee meeting to review and ask questions. Mr. Tan suggested that minutes from the Budget Committee are sent to the full board after each meeting. Mr. Rodriguez asked about a recommendation made by the Textbook Lending Library Committee. Mr. Tan confirmed that the recommendations were considered and included in the final budget draft. Mr. Anthony noted that he appreciated the vetting process for this year's budget and noted that his calculations resulted in a deficit. Ms. Benscoter confirmed that the final budget draft is balanced. Ms. Dembowski moved that the Board of Directors approve the 2016/17 Operating Budget. MSC. Mr. Anthony opposed.

COMMITTEE, STAFF, AND ADMINISTRATIVE REPORTS

Board Vice-Chair: Dr. Hemming gave the report. Daniel Jahng, Richard Taylor, John Woolley and Sharon Woolley resigned from the board effective 6/30/2016. Mr. Tan confirmed that Foundation staff sent a thank you package including a certificate for years of service, thank you letter from the college President and thank you card from staff. Ms. Santo offered to put together a custom appreciation card for board members to sign.

College President: Dr. Gillespie gave the report. Ventura College graduation was on May 19th. The new Diesel Mechanics program will begin in the fall. Dr. Gillespie thanked the board for their introduction to Gibbs Truck Centers and support of this new program. Dr. Gillespie announced that Dr. Damian Peña, previously at California State University, Channel Islands, was hired as the new Vice President for Student Affairs. The college is continuing their work with the Achieving the Dream organization on two initiatives: increasing first year student enrollment in college level English and math courses, as well as implementing six factors for success to create a climate for students to be successful. Dr. Gillespie will attend a California community college Promise conference with Mr. Tan in August. Ventura College is a leader in Promise programs and they will continue to work the Foundation to look for growth opportunities. Mr. Anthony inquired about the college's application to offer a four-year degree at Ventura College. Dr. Gillespie confirmed that Ventura College was not selected as one of the community colleges to offer a four-year degree, but hopes the opportunity will open up to all community colleges in the near future, as current university programs are becoming more impacted.

Executive Director: Mr. Tan gave the report. Mr. Tan thanked Bill and Elise Kearney for hosting an upcoming donor appreciation party on September 14th. Mr. Tan announced that the Phoenix Scholarship Ceremony will be moved to April. Mr. Tan asked if the board had feedback on the date that they are receiving their board packets in the mail so the staff can make adjustments as needed. There were no comments. Mr. Tan announced that the CASE conference for California community colleges would be in San Diego in October and invited any board members who are interested in attending. Mr. Tan, Ms. Benscoter and Ms. King met with Vanessa Bechtel and Jim Rivera from the Ventura County Community Foundation (VCCF) to discuss implications of their financial situation on our funds administered by VCCF, as well as address issues with reporting. Our funds were not affected. The balances are reported on page 33. In response to their financial situation, Ms. Bechtel laid off staff and sold their building. VCCF has \$14 million in new revenue that has come in this year. They switched auditors and are meeting with their board of directors every morning. Ms. Santo

asked how the Iliff fund is protected at VCCF. Mr. Tan will check and report back. Mr. Anthony asked why we were unhappy with VCCF's reporting. Ms. Benscoter explained that the timing of the reports is delayed.

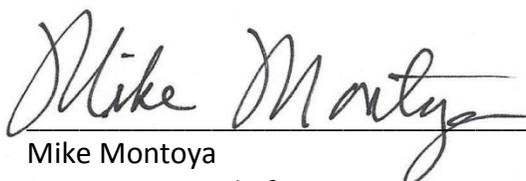
Program Sustainability: Ms. Dembowski gave the report. Ms. Dembowski commended the board and staff for having reached 95% of our Promise fundraising goal and securing sustainable funding through multi-year pledges. Highlights on page 7.

Scholarships and Grants:

- Promise: Mr. Tan gave the report. 971 Promise applications have been submitted to date. Funding details are available on page 48.
- Scholarship: Mr. Tan gave the report. Mr. Tan invited all board members to serve on the Scholarship Selection Committee for the upcoming scholarship cycle.
- Textbook Support: Mr. LaVere gave the report. The committee met three times since the last full board meeting to recommend funding for the 2016/17 budget. The library staff is engaged and committed to the Lending Library program. The committee agreed to fund the replenishment of the reserve collection with a focus on funding multi-term books. The committee requested library staff provide statistics on the fall semester Lending Library usage in order to provide the additional \$15,000 in funding for the spring semester.
- Finance: Mr. Montoya gave the report. Mr. Montoya welcomed questions and comments on financials for the period ending March 31, 2016. Mr. Anthony asked if the cash accounts were high due to future disbursements. Ms. Benscoter confirmed this is correct. Ms. Benscoter pointed out the variance report is on page 25. Mr. Anthony asked about the Foundation's unfunded pension liability. Ms. Benscoter confirmed we are paying this down monthly at a rate of \$895 per month. Mr. Tan indicated this item is located on page 24, line 27.
- Investment: Mr. Tan gave the report. Highlights on page 60. Mr. Tan welcomed the entire board to the next committee meeting on August 3rd.
- 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: Ms. Armstrong passed out ballots for 2016/17 board officers. Dr. Hemming asked for nominations from the floor. There were none. Mr. Kipp removed himself from the Vice-Chair candidacy on the ballot. It was moved that Rob van Nieuwburg be elected Board Chair. MSC. It was moved that Ruth Hemming be elected Vice-Chair. MSC. It was moved that Alex Kolesnik be elected Treasurer. MSC. It was moved that Mike Montoya be elected Secretary. MSC. It was moved that the proposed directors for the 2016/17 fiscal year be approved. MSC.

ADJOURNMENT

There being no further business, the meeting was duly adjourned at 6:24 p.m.


Mike Montoya
Secretary, Board of Directors

9/6/2016

Date

MINUTES TAKEN AND RECORDED BY KAT ARMSTRONG.