

Ventura College Foundation
BOARD OF DIRECTORS MEETING
Wednesday, September 26, 2018, 5:15 p.m.
Ventura College Campus, Guthrie Hall

MINUTES

A regular meeting of the Board of Directors of the above corporation was held on **Wednesday, September 26, 2018 at 5:15 p.m.** at Ventura College at Guthrie Hall in Ventura, CA. The purpose of this meeting was to conduct general business.

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

Directors Present (18):

Keith Barnard, Bob Beilin, Damon Bell, Boomer Butler, Amy Cherot, Ken Collin, Aurora de le Selva, Ruth Hemming, Kim Hoffmans, Anne King, Nicole Kreutz, Matt LaVere, Vanessa Luis, Michael Montoya, Donna Santo, Eleanor Tillquist, Rob van Nieuwburg, Patricia Wendt

Directors Absent (2): Ellyn Dembowski, Michael Orman

VCF Staff Present (5): Jaimee Hanna, Julie Harvey, Susan O’Connell, Gerry Pantoja, Cyndie Whitley

CALL TO ORDER

Board Chair Rob van Nieuwburg called the meeting to order at 5:22pm.

WELCOME

Mr. van Nieuwburg welcomed board members and thanked Keith Barnard for attending. Mr. van Nieuwburg presented a certificate in acknowledgement of appreciation and achievement to Esme Juarez, Marketplace Supervisor, for her exceptional service in FY 2017/18.

APPROVAL OF ITEMS ON CONSENT AGENDA

- **MOTION:** Approval of Keith Barnard as a Board Member. MSC
- **MOTION:** Approval of Full Board support continuing education for staff to enhance staff’s ability to do their jobs and that Suzie O’Connell will be the last recipient of an educational reimbursement program MSC
- **MOTION:** Approval by the full board of the amended Investment policy MSC.
- **MOTION:** Approval of a second year Promise MSC.
- **MOTION:** Approval of the Allied Health fourth event on campus MSC.

ITEMS REMOVED FROM CONSENT AGENDA

- 1) **Action Item B** – Approval of Lester Tong as a Board Member
- 2) **Action Item C** – Approval of Kristin Ockert-Gillespie as a Board Member
- 3) **Action item D** – Approval of Bill Scarpino as a board member

The above mentioned were not in attendance, but are still in consideration to join the board at a future date in time.

PRESENTATION OF SUCCESS FILES COMMERCIAL

The board viewed the short documentary created for the TV series *The Success Files*. Mrs. King stated that the VCF is able to use the footage for web and marketing purposes.

COMMITTEE, STAFF, AND ADMINISTRATIVE REPORTS

Board Chair: Mr. van Nieuwburg began by welcoming Dr. Bell the new VC President. Mr. van Nieuwburg reminded the board of the upcoming board retreat scheduled for October 10, 2018. He also encouraged the board to attend the Memorial Concert in honor of Miriam Schwab on October 13, and the Veterans Day BBQ scheduled on November 8. Mr. van Nieuwburg added that the VCF needs a volunteer to host the December 2018 Board Holiday party as well as a thank-a-thon in November.

College President:

Dr. Bell introduced himself to the board and gave the college update. Dr. Bell thanked the board for approving the second year VC Promise. He continued by celebrating news that VC enrollment is up by 2.1%. He explained that there is a strong focus currently on the East Campus location in Santa Paula. The campus now has two full Associate's degree programs. Mr. LaVere inquired as to which AA majors are being offered. Dr. Bell identified Arts/Humanities and Social Sciences. The college is working with city transit in regards to bus services for evening classes in Santa Paula. VC is focused on increasing dual high school enrollment in the Santa Clara Valley. Dr. Bell mentioned the all college staff day and the Guided Pathways retreat went very well. He celebrated that he was excited about new programs to assist students achieving educational goals with narrower and quicker paths for classes. The college is also kicking off Latin Heritage month with several activities on campus throughout.

Executive Director:

Anne King gave the report. Mrs. King shared excitement to drop the press release of the second year Promise next week. Mrs. King extended gratitude for the assistance from attorney Mark Lester in regards to Miriam Schwab gift. Public relations reached nationally as fourth largest gift in the country over the last week and largest given to a community college in Southern California history. Mrs. King encouraged the board to attend the VIP reception and memorial concert in honor of Miriam Schwab on October 13. Mrs. King announced that the VCF is looking to hire a CPA. Kathryn Walters will assist in the transition of new CPA. Finance and Audit committees will have a joint meeting to recommend the audit to be approved by the executive board. Mrs. King thanked Boomer Butler and Nicole Kreutz for their support with those

committees. Mrs. King announced the importance of the marketplace and shared that even with high turnover last year; VCF served all students intended including 104 additional students through the Thomas Fire Relief fund. Mrs. King explained that she is working with Dr. Bell and Mr. van Nieuwburg on the renewal of the MOU. Ms. Harvey presented a marketing moment with the board with promoting social media for the VCF.

SCHOLARSHIPS AND GRANTS COMMITTEE:

Dr. Hemming stated the primary focus of the committee has been on the second year Promise.

PROGRAM SUSTAINABILITY COMMITTEE:

Mr. Pantoja claimed the VCF year-end had strong close at 92% of goal in spite of the challenging past year. Mr. Pantoja thanked Mr. Butler for his assistance with facilitating a gift with the Tyrone Heritage Foundation. This first quarter fundraising has started well. Mr. Pantoja thanked the board members for their President Circle and Promise pledge payments.

FINANCE COMMITTEE:

Mrs. Kreuzt gave a review of the unaudited financial reports. She noted that the board would receive the full audited report once completed.

AUDIT COMMITTEE:

No report. Awaiting the completed audit report.

INVESTMENT COMMITTEE:

No report.

STRATEGIC PLANNING COMMITTEE:

Dr. Hoffmans reported the VCF plans to align its mission along with the college. The Strategic plan will be designed as a six year plan broken down into two separate three year plans. The second three-year plan will assist into launching the capital campaign for the college's 100-year anniversary. Dr. Hoffmans thanked the board in advance for filling out surveys in regards to the mission statement and will these present results at the upcoming board retreat. The Strategic Planning committee plans to hold forums with key stakeholders over the next few months, and the board was encouraged to attend.

NOMINATING COMMITTEE:

Mr. LaVere shared his excitement to have Mr. Barnard join the board. He also encouraged the board to think about prospects to join the board in filling open positions. Mr. Montoya reported from the task force in regards to looking into employee's total compensation packages. The task force is using data from six other nonprofits to compare and contrast. Mr. Montoya praised the VCF staff for their professionalism and hard work. He stated that the task force report would be completed in the next few weeks.

PERSONNEL COMMITTEE:

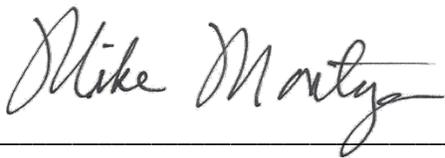
Mr. LaVere reported that Mrs. King’s review is completed. The board will discuss in closed session the approval of the executive director contract through 2020 as presented by Dr. Bell.

Board moved to closed Session to discuss the contract for Executive Director Anne King.

- **MOTION:** Approval of Mrs. King’s Executive Director Contract to extend through June 2020. MSC.

ADJOURNMENT

There being no further business, the meeting was duly adjourned at 6:45 pm.



Mike Montoya
Secretary, Board of Directors

November 30, 2018

Date

MINUTES TAKEN AND RECORDED BY SUSAN O’CONNELL.