

Ventura College Foundation
BOARD OF DIRECTORS MEETING
Wednesday, September 27, 2017, 5:00 p.m.
Ventura College Campus, MCW 312

MINUTES

A regular meeting of the Board of Directors of the above corporation was held on **Wednesday, September 27, 2017 at 5:00 p.m.** at the Ventura College Campus, MCW 312 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 (20):

Bob Beilin, Boomer Butler, Amy Cherot, Ken Collin, Ellyn Dembowski, Ruth Hemming, Kim Hoffmans, David Keebler, Anne King, Stephen Kipp, Nicole Kreutz, Matt LaVere, Michael Montoya, Michael Orman, Rene Rodriguez, Donna Santo, Eleanor Tillquist, George Tillquist, Rob van Nieuwburg, Patricia Wendt

Directors Absent (4): Elena Brokaw, Aurora de la Selva, Helen Yunker, Leslie Herrera

VCF Staff Present (2): Susan O’Connell, Kathryn Walters C.P.A. (contractor)

CALL TO ORDER

Ventura College Foundation Board Chair Rob van Nieuwburg called the meeting to order at 5:03 p.m.

WELCOME

Mr. van Nieuwburg welcomed board members

APPROVAL OF ITEMS ON CONSENT AGENDA

- **MOTION:** Mr. van Nieuwburg moved that the Board of Directors approve the June 21, 2017 Board of Directors minutes. MSC.
- **MOTION:** Mr. LaVere moved that the Board of Directors approve Boomer Butler to the Ventura College Foundation Board of Directors. MSC.

STUDENT SPEAKER

Mrs. King introduced student speaker, Jessica Robles. Ms. Robles had desired to attend college throughout childhood. Her mother was a nurse in Mexico, but did not have the credentials to become a nurse in the United States. Her father is currently in the landscaping business. Her parents had always encouraged her and her younger siblings to get an education. Ms. Robles hoped to attend a four-year university directly out of high school, but didn’t have enough financial resources. She found out about the Ventura College Promise, and applied. Ms. Robles discussed how the VC campus was extremely welcoming, and that she became very involved on campus in events such as: Pirate Pride Days, the First Year Experience program, and the Extended Opportunity Programs and Services programs. Ms. Robles did well academically. Through her participation in the First Year Experience program, she learned of the Ventura College Foundation programs and attended one of the scholarship workshops. Ms. Robles applied for scholarships and was awarded. She was excited and enjoyed her time meeting with her donor at the gala. Ms. Robles stated her donors were kind, caring, and truly interested in knowing her

story. With VCF resources, Ms. Robles has been able to enroll in more credits each semester. She has also been able to keep up with the activities she enjoys such as: volunteering at church, Folklorico dancing, and working at the West Park Community Center. Ms. Robles plans to transfer to a four-year university and earn a bachelor's degree in nursing. She wants to become a pediatric nurse. Ms. Robles believes that scholarships and the VC Promise have helped not only her, but her family as a whole. She thanked the board for their generosity and continued support of the students at Ventura College. Dr. Hoffman's suggested that Ms. Robles encourage her mother to attend nursing classes alongside her at VC.

ITEMS REMOVED FROM CONSENT AGENDA

- **MOTION:** Mr. LaVere moved that the Board of Directors to approve Keith Barnard at the next Full Board Meeting December 13, 2017. MSC

COMMITTEE, STAFF, AND ADMINISTRATIVE REPORTS

Board Chair: Mr. van Nieuwburg requested Eleanor Tillquist share the news regarding the nursing pins that are given at the commencement of the nursing program. Mrs. Tillquist explained that nursing pins usually cost \$47.95 each and are paid for by the nursing students. Dr. Hoffmans stated that because of costs, many nurses use alternate pins such as Disney pins during the pinning ceremony. Mrs. Tillquist was able to get a price quote of \$5 a pin. The Tillquists have offered to donate \$500 to cover the entire cost of this year's nursing cohort pins. Mrs. Tillquist would like the VCF to set up a yearly fund to help cover the nursing pins costs in the future.

College President: Mr. Keebler gave the report. Mr. Keebler emphasized the importance of connecting the community with students at the community college. VC Faculty and staff have been doing an excellent job at meeting the needs of the community and the students. Mr. Keebler met with the Ventura Unified School District Superintendent David Creswell to discuss connecting the community to students in a pragmatic way. Mr. Keebler thanked the board and suggested an expansion into the community through primary resources such as retirement centers.

Executive Director: Anne King gave the report. Mrs. King thanked the board for the opportunity as executive director of the VCF. Mrs. King stated that the communication stream between her and Mr. Keebler has been a great benefit for the VCF mission. Mrs. King explained that the VCF is in a restructuring phase. The turnover in staff has created the opportunity to reorganize in order to elevate expertise and reduce expenses in personnel. Mrs. King reported that previously, Anna Bencoter was overseeing Finance, Operations, and Human Resources. Instead of replacing this position, VCF has hired an outside part-time contractor Kathryn Walters C.P.A. to work on the budget, year-end financials, assist with the audit, and reconciliations as well as work closely with VCF Treasurer Nicole Kreutz. Mrs. King added that Suzie O'Connell will be managing operations in addition to being the executive director's support for all Board of Director provisions. Mrs. King explained that to assist with HR functions, the VCF is considering an outside HR consultant that will also have the ability to support the Spanish speaking employees at the marketplace. Mrs. King continued that Kat Armstrong's position is temporarily filled by Visionality contractor, Julie Harvey. Visionality is a company that assists non-profit entities with contract professional staff. Mrs. King reminded the board that her previous position as lead major gifts officer is still available. Mrs. King announced she has upcoming interviews with prospects. Mr. Montoya requested that the personnel committee be involved with interviewing and hiring processes for this position. Mrs. King emphasized that fundraising depends on high level professionals, and that VCF would need to make a strong offer to the right candidate. Mr. LaVere added that VCF need the "best of the

best” to accomplish its goals in fundraising. Mrs. King added that all board members are invited to attend interviews with prospects.

Mrs. King presented handouts with DACA information on behalf of Damian Pena, VC Vice President, who could not attend the BOD meeting. Mrs. King explained that the handouts had information for students in support of their rights along with dates of workshops with attorneys to answer students’ questions or concerns.

Mrs. King discussed that she has hired an attorney to assist in the signing of the VCF CalPERS contract. The costs for CalPERS have gone up and the executive board asked Mrs. King to look into 401k pricing to possibly reduce costs. Mr. Montoya added that 401k’s are less expensive than CalPERS.

Mrs. King reported that the audit should be completed by end of October. Mrs. King informed the board that the final draft will be sent to VCCCD early in November.

SCHOLARSHIPS AND GRANTS COMMITTEE: Dr. Hemming reported. Dr. Hemming announced that Oxnard College has implemented its Promise program and Moorpark College is soon to follow. This is cause for coordination with the district to set up a task force between all three colleges. Dr. Hemming also informed the board that the State of California has changed the name of its Board of Governors waiver (BOG) to the California Promise Grant. Mrs. King explained that Mr. Keebler and she are working hard to assist in the creation of district-wide Promise systems to support VCF goals and create efficiencies. Dr. Hemming discussed page 13 which highlights year-end numbers for programs.

PROGRAM SUSTAINABILITY COMMITTEE: Anne King gave the report. Mrs. King announced that the VCF has been approved as a sub-recipient of a NSF/UCSB grant that will disburse \$375,000 in scholarships to VC engineering students over four years. Mrs. King reported that the VCF staff plans to do substantial outreach to ensure an adequate number of applicants. Mrs. King reported that Boomer Butler helped secure a \$20,000 grant through his organization. This grant will provide funds to purchase the first Diesel Tech Program cohort’s books, fund Veteran scholarships and support the William and Helen Scarpino Veterans Promise Program. Mrs. King reported that the co-chair positions for the campus tour committee have been filled by board member, Eleanor Tillquist, and donor, Mary Saputo. The tours will begin October 20th with the goal of two per month or 15 this year. Mrs. King asked board members to attend tours and provide names of attendees to invite. Mrs. King declared that VCF scholarship goals have been met for the fiscal year. Mrs. King emphasized that the Promise task force is in need of a chair and VCF is focused on meeting its yearly Promise goal which is currently at 10%. The VCF needs additional board support with tours and house parties. Stephen Kipp will host a house party in November. Mrs. King shared that VC Promise bill is now paid for equally by private donations and Marketplace funds.

FINANCE COMMITTEE: Ms. Walters gave the report. Ms. Walters discussed the FYE 2017 financial reports starting on page 9. Ms. Walters explained that the operations expenses were over budget due to adjustments in the long-term liability provided by CalPERS. Ms. Walters mentioned she will be working with the auditors next week. Ms. Walters explained that overall revenue was up and expenses were down. At the request of the finance committee, VCF financials going forward will model the audit reports. Mr. Rodriguez asked if CalPERS was an unfunded liability. Ms. Walters responded yes, and advised that these costs fluctuate with the market. Mr. Keebler added that the college district has had the same issues with CalPERS rates escalating from 8% to 21% which can put heavy a strain on the budget.

Investment Committee: Anne King gave the report. Mrs. King announced that Ken Collin will need to be voted in as chair of Investment Committee. Mrs. King explained that Mr. Collin is working with current investment company Payden and Rygel as well as another company to compare and contrast services and costs. Both companies will do a presentation at the next investment committee meeting. Board members are invited to attend.

Nominating Committee: Matt LaVere gave the report. Mr. LaVere discussed background of BOD prospect, Keith Barnard. Mrs. King added that Keith Barnard is currently on the Diesel Advisory Committee and also desires to join the Agriculture Science Advisory Committee. Mr. LaVere announced that he will be contacting BOD in the future to set up a board retreat which will consist of one hour orientation and one hour of social gathering.

ADJOURNMENT

There being no further business, the meeting was duly adjourned at 6:27pm.

Mike Montoya
Secretary, Board of Directors

Date

MINUTES TAKEN AND RECORDED BY SUSAN O'CONNELL.