



VENTURA COLLEGE FOUNDATION
your dreams. our mission.

BOARD OF DIRECTORS MEETING

Wednesday, March 21, 2018

5:15 p.m. – 6:45 p.m.

MCW-312 (Conference Room)

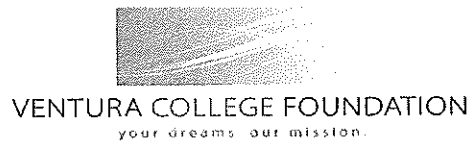
(3rd floor of Multidisciplinary Center West)

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Ventura College Campus



Please remember to bring this board packet with you.



BOARD OF DIRECTORS - Regular Meeting

Wednesday, March 21, 2018, 5:15 p.m.

MCW-312 | Ventura College Campus

AGENDA

- 5:15 p.m. **A** **CALL TO ORDER** VAN NIEUWBURG
- PUBLIC COMMENTS:** This is an opportunity for members of the public to address the Ventura College Foundation Board of Directors.
- 5:17 p.m. **B** **WELCOME** VAN NIEUWBURG
- 5:20 p.m. **C** **CONSENT AGENDA – Single action for approval of items listed below:** VAN NIEUWBURG
- 1) **Minutes** of the January 31, 2018 Board of Directors Meeting
 - 2) **Action Item A** – Approval Helen Yunker as BOD Emeritus.
 - 3) **Action Item B** – Approval of Keith Barnard as a member of the VCF BOD
- 5:30 p.m. **D** **STUDENT SPEAKERS – Leslie Herrera – ASVC President** KING
- 5:40 p.m. **E** **ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION** VAN NIEUWBURG
- 5:45 p.m. **F** **COMMITTEE, STAFF & ADMINISTRATIVE REPORTS**
- 1) Board Chair – General Update VAN NIEUWBURG
 - 2) College President – General Update KEEBLER
 - 3) Executive Director – General Update KING
 - 4) Scholarship and Grants Committee Report HEMMING
 - 5) Program Sustainability Committee Report KIPP
 - 6) Finance Committee Report KREUTZ
 - 7) Investment Committee Report COLLIN
 - 8) Nominating Committee Report LAVERE



INFORMATIONAL

- 1) Agenda for the March 21, 2018 Full BOD Meeting (pages 1-2)
- 2) Minutes of the January 31, 2018 Full Board meeting (pages 3-6)
- 3) Memo A Action Item: (page 7)
- 4) Helen Yunker Biography (page 8)
- 5) Memo B Action Item (page 9)
- 6) Keith Barnard Biography (page 10)
- 7) Minutes of the Executive Committee Meeting November 29, 2017 (page 11-12)
- 8) Minutes of the Emergency Executive Team Meeting December 11, 2017 (pages 13-14)
- 9) Minutes of the February 13, 2018 Scholarship & Grants Committee meeting (pages 15-17)
- 10) Programs & Events Update (page 18)
- 11) Minutes of the February 5, 2018 Program Sustainability Committee meeting (pages 19-20)
- 12) Program Sustainability Good News (pages 12-22)
- 13) Foundation Gift Reports (pages 23-25)
- 14) Anticipated Planned Giving Report (pages 26-27)
- 15) Statement of financial position –Summary (page 28)
- 16) Financials Budget vs. Actual – Summary (page 29)
- 17) Statement of Financial Position 1st & 2nd Quarters (pages 30-31)
- 18) Financial Statement of Activity (pages 32-33)
- 19) Financial Variance Report (pages 34-35)
- 20) Financials Budget vs. Actual (pages 36-38)
- 21) MMPR Reports (pages 39-42)
- 22) Updated Board of Directors Committee Chart & Roster (page 43)
- 23) Updated Board of Directors Public Roster 2017-18 (page 44)
- 24) Updated Board of Directors Calendar 2017-18 (page 45)

Disability Access: MCW 312 @ Ventura College is wheelchair accessible



Ventura College Foundation
BOARD OF DIRECTORS MEETING
Wednesday, January 31, 2018, 5:15 p.m.
Ventura College Campus, MCW 312

MINUTES

A regular meeting of the Board of Directors of the above corporation was held on **Wednesday, January 31, 2018 at 5:15 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 (18):

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

Directors Absent (6): Elena Brokaw, Aurora de la Selva, Helen Yunker, Amy Cherot, Patricia Wendt, Stephen Kipp

VCF Staff Present (4): Susan O'Connell, Kathryn Walters CPA (contractor), Julie Harvey, Gerry Pantoja

CALL TO ORDER

Board Chair Rob van Nieuwburg called the meeting to order at 5:17 p.m.

WELCOME

Mr. van Nieuwburg welcomed board members. Mr. van Nieuwburg introduced Student Board member and ASVC President, Leslie Herrera. Ms. Herrera shared information regarding a Black History Month event happening on campus February 22, 2018 and invited all to attend.

APPROVAL OF ITEMS ON CONSENT AGENDA

- **MOTION:** Mr. van Nieuwburg moved that the Board of Directors approve the September 27, 2017 Board of Directors minutes. Mr. Montoya approved. Mrs. Dembowski seconded. MSC
- **MOTION:** Ms. Santo moved that the Board of Directors approve the CalPERS contract amendment. MSC-Unanimous.
- **MOTION:** Mrs. Dembowski moved that the Board of Directors approve additional liability insurance to cover all VCF volunteers. Mrs. Tillquist seconded. MSC-unanimous.
- **MOTION:** Dr. Hemming moved that the Board of Directors approve the selection of HR consultant BBSI of Camarillo. Mr. LaVere seconded. MSC

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- **STUDENT SPEAKER**

Mrs. King introduced student speaker, Ivan Vega. Mr. Vega was born in Mexico and moved to Oxnard illegally with his family at two years old. His parents started out working in the fields, but eventually created a home cleaning business, and currently have a food truck that serves farm workers. Mr. Vega always desired to attend college, but did not know how he would afford tuition and expenses. As a senior in High School, he found it extremely difficult to apply to universities without a social security number. Assistance was unavailable to him, and he missed application deadlines. Mr. Vega faced challenges in getting assistance at VC and Oxnard campuses. He learned of the VCF Promise program and did research on the AB540 and Dream Act. The Promise was a big relief. Mr. Vega was able to work just one job as a part time janitor instead of two jobs. The Promise allowed him to enroll in more units than he would have been able to without it. Originally, Mr. Vega was an engineering major. He obtained work as a youth organizer for CLUE-VC (Clergy and Laity United for Economic Justice of Ventura County). He was in charge of the Dreamers Without Borders program where he assisted undocumented students navigate resources and network with other student groups at local colleges and universities. He was able to teach parents about the American educational system and about deportation defense. Mr. Vega felt emotionally conflicted because he knew engineering would provide greater job security, but had no passion for it. Helping people was his passion. He changed his major to sociology. A friend informed Mr. Vega of a trip to Mexico with a group of other Dreamers and DACA students to study Mexican history, visit families in Mexico, and seek therapy to help deal with identity issues. The Foundation assisted Mr. Vega with the costs of this trip. The trip was extremely risky. There was no guarantee he would be able to re-enter the United States. It was a once in a lifetime experience, and left him feeling more comfortable with his American/Mexican identity. Mr. Vega currently works for the VC Financial Aid where he is able to help others navigate the resources available. He will graduate VC in May 2018. He plans to transfer to four-year University (preferably UCLA) to earn his bachelors to become a lawyer, or work for the United Nations. Mr. Vega has applied for scholarships through the VC Foundation. He thanked the board for their support and acknowledged that without the Promise Program he would not have been able to attend college.

ITEMS REMOVED FROM CONSENT AGENDA

Dr. Hemming asked to remove the vote to fund the purchase of the freezer and locks for the food pantry as the pantry is moving out of Guthrie Hall and the funding would have come from the Guthrie Operating Endowment.

COMMITTEE, STAFF, AND ADMINISTRATIVE REPORTS

Board Chair: Mr. van Nieuwburg gave the report. Mr. van Nieuwburg shared his excitement in attending the January 19, 2018 VCF campus tour. He encouraged other BOD members to join a tour in the near future as well as invite friends and colleagues. Mr. van Nieuwburg asked for a motion that previous VCF BOD members Richard Taylor and John Woolley be granted Board Emeritus status. Mr. van Nieuwburg suggested Mr. Taylor and Mr. Woolley be acknowledged for their service at next BOD meeting in March 2018.

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- **MOTION:** In recognition of their significant contributions and years of service to the Ventura College Foundation, Richard Taylor, Esq. and John Woolley, Ed.D are granted Board Emeritus status. Dr. Hemming moved and Mr. Montoya seconded. MSC.

College President: Mr. Keebler gave the report. Mr. Keebler thanked the BOD for the support to VC students and staff with the VCF Emergency Fire Relief Fund. Mr. Keebler expressed gratitude that the community stepped up to assist in the aftermath of such a devastating event. The Thomas Fire brought out the best in the Ventura community. Mr. LaVere explained that the VCF may receive additional funds from the upcoming benefit concert for the Thomas Fire fund. Mr. Keebler described the growth of the Pirates Chest from community donations and support. Mr. Keebler noted that things are just getting back to normal at VC. Dr. Hoffmans discussed how the mudslides affected travel for employees and students. Dr. Hoffmans mentioned that the nursing graduation ceremony was rescheduled due to fire. Dr. Hoffmans graciously thanked Eleanor & George Tillquist for the generous gift of the ceremonial nursing pins.

Executive Director: Anne King gave the report. Mrs. King reported further how the Thomas Fire fostered goodwill in the community. Immediately after the fires began, the VCF executive committee held an emergency meeting to approve the VCF Emergency Fire Relief Fund grant program. To date, VCF has received 111 applications, and 63 grants have been awarded. The remaining are waiting for reader verification and approval. The VCF has received enough funding to award 86 total thus far.

Mrs. King proudly introduced new employees Gerry Pantoja and Julie Harvey. Mr. Pantoja is the new Director of Major and Planned Giving and Ms. Harvey is the new Development Manager. Mrs. King announced that the position for the Database Coordinator position has been posted through online media.

Campus Tours have been successful. Mrs. Dembowski invited Mark Ouchi who is now interested in hosting a House Party. Mrs. King encouraged the board to sign up and attend a tour as well as provide contacts to volunteers and staff to invite.

Mrs. King instructed the board to reach out to VCF staff contact Suzie O'Connell if they need assistance with campus parking permits or name badges. Mrs. King announced the VC Promise program will be featured on a TV show called Success Files hosted by actor Rob Lowe. The filming of the eight-minute segment will be on campus on March 19th.

Mrs. King notified the board that VCF has hired an attorney in regards to the Miriam Schwab estate.

SCHOLARSHIPS AND GRANTS COMMITTEE: Dr. Hemming gave the report. Dr. Hemming discussed highlights of the minutes of the districtwide systems meeting for the Promise with Dave Fuhrman from the VCCCD District offices. The next Scholarship and Grants committee is set for Tuesday, February 13.

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PROGRAM SUSTAINABILITY COMMITTEE: Mrs. Dembowski gave the report. Mrs. Dembowski explained that more House Parties need to be scheduled to raise money for the Promise. She encouraged the board to host and commit to inviting guests. Mr. van Nieuwburg added that every member of the board should host a party.

FINANCE COMMITTEE: Mrs. Kreutz gave the report. Mrs. Kreutz discussed the 1st quarter financials and the new formatting of the financials to correspond with the audit. Mrs. Kreutz explained the statement of activity. The BOD expressed that they would prefer both the abbreviated version and a detailed version going forward when presented with the statement of activity.

Audit Committee: Mrs. King reported that the 2016/2017 Audit was approved by a quorum via email.

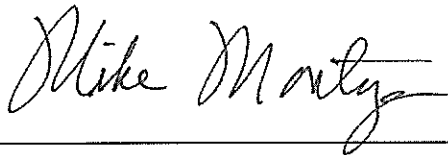
Investment Committee: Mr. Collin gave the report. Mr. Collin informed the board that investment meetings will occur twice a year. Mr. Collin highlighted that VCF will continue to utilize Payden & Rygel for management of investments.

Nominating Committee: No report

Personnel Committee: No report

ADJOURNMENT

There being no further business, the meeting was duly adjourned at 6:41pm.



Mike Montoya
Secretary, Board of Directors

March 7, 2018

Date

MINUTES TAKEN AND RECORDED BY SUSAN O'CONNELL.



MEMO A - Action Item

To: Board of Directors
From: Executive Committee
Date: March 7, 2018
Re: Vote of the VCF Board of Directors to approval of Emeritus status for Miss Helen Yunker.

FACT: On March 7, 2018, the Executive Committee recommended the nomination of the following board members for consideration as an Emeritus member of the Board of Directors.

1) Helen Yunker

RECOMMENDATION: That the Ventura College Foundation Board of Directors approve the above board member to Emeritus status, beginning March 21, 2018.



Helen Yunker Biography

Helen Yunker has generated an incredible life of achievement and service to the Ventura community. Her philosophy is simple – “In helping and sharing with others, you multiply your own blessings many times.” Helen arrived in 1948 in California, from Chicago, where she was born in 1921. After 10-years in direct sales, Helen fulfilled her dream of living at the seashore when she moved to Ventura’s Pierpont Bay area in 1958. As a retired realtor in 1971, she founded Helen Yunker Realty. Her 60 years in Ventura has been of ongoing community engagement. She has been recognized over the years for her many contributions, by numerous service organizations in the areas of educational, medical, civic, youth, theater, and arts. Helen’s recognition and contributions over the years are too many to list. Helen has given over \$900,000 to the Ventura College Foundation to support student success. We are all grateful for her contributions to our art, heritage and culture at the college and in the community.



MEMO B - Action Item

To: Board of Directors
From: Nominating Committee
Date: August 31, 2017
Re: Election of new member to the VCF Board of Directors

FACT: On August 31, 2017, the Nominating Committee recommended the nomination of the following community member for consideration as a member of the Board of Directors.

1) Keith Barnard

RECOMMENDATION: That the Ventura College Foundation Board of Directors elect the above community members to the Ventura College Foundation Board of Directors, beginning March 21, 2018, for a term of two-years.

Attachments:

Keith Barnard, biographic summary



Keith Barnard
Director of Global Grower Relations
Mission Produce, Inc.

Biography

Keith is the current Director of Global Sourcing for Mission Produce, the world's leader in producing, distributing and marketing fresh Hass avocados. Mission Produce, based in Ventura County, operates packing facilities in five countries and owns eight regional ripening centers throughout North America. Under Keith's watch, Mission Produce recently completed new ripening centers in Europe, China, Canada and California.

Keith was born and raised locally, attended high school at St. Bonaventure, and received his Agricultural Business degree from Cal Poly, San Luis Obispo. Keith currently resides in Ventura, and looks forward to working with Ventura College and the VC Foundation to expand agriculture program offerings and scholarships at VC.

Ventura College Foundation | Board of Directors

EXECUTIVE COMMITTEE MEETING

Wednesday, November 29, 2017, 5:00 p.m.

71 Day Road Center Conference Room, Ventura College

MINUTES

Directors Present: Rob Van Nieuwburg – Chair, Ruth Hemming – Vice Chair, Mike Montoya - Secretary, David Keebler- College President, Anne King - Executive Director, Ellyn Dembowski – Program Sustainability Co-Chair, Matt LaVere – Nominating Committee Chair

Staff Present: Susan O’Connell, Kathryn Walters, CPA (contractor)

CALL TO ORDER

Mr. van Nieuwburg, called the meeting to order at 5:02 p.m.

APPROVAL OF MINUTES & AGENDA

MOTION: Approval of September 6, 2017 Executive Committee Meeting Minutes. MSC

MOTION: Approval of September 27, 2017 Full Board Meeting Minutes. MSC

MOTION: Approval of Board Meeting Agenda for December 13, 2017. MSC

COMMITTEE REPORTS:

SCHOLARSHIP & GRANTS

Dr. Hemming discussed the minutes of the November 21, Scholarship and Grants committee meeting. Dr. Hemming reported on the meeting with Dave Furhmann and the discussion of a districtwide system in regards to the AB19 and Promise programs. Dr. Hemming recommended that the Foundation assist in the purchase of a freezer and locks for the food pantry that is to be located in Guthrie Hall. Mrs. King added that the food pantry is looking for volunteers and that Eleanor and George Tillquist have offered to assist.

MOTION: Approval of authorization of funds from Guthrie Operating account for purchase of food pantry freezer and locks in Guthrie Hall for ASVC Food Pantry not to exceed \$1000 in total cost. Unanimous MSC.

PROGRAM SUSTAINABILITY

Mrs. King announced the good news that Gerry Pantoja and Julie Harvey will be starting fulltime positions December 1, 2017. Mr. Pantoja will be the Director of Major and Planned Giving, and Ms. Harvey will be the Development Manager at the VCF. Mrs. King further mentioned the campus tours have had light attendance. She urged the BOD to support the tours by bringing in contacts and inviting guests. VC Promise fundraising has been low due to staff turnover and, possibly, due to AB19. Mrs. King mentioned the meeting with Dave Furhmann and Lester Tong was productive.



FINANCE

Mrs. Walters reviewed the first quarter financials in regards to the newer format and asked for feedback. Mrs. Walters reported that the 2016 990 tax return will be completed by the end of year as the Foundation had successfully filed for an extension.

AUDIT

The Audit was approved by quorum through email vote.

INVESTMENT

Mrs. King announced that Ken Collin was voted in as chair of the Audit committee. As part of the board's due diligence, Mr. Collin asked our current investment company, Payden & Rygel, and an alternative investment company to compete for the Foundations business at the last meeting. The committee voted to keep Payden & Rygel.

NOMINATING

Mr. LaVere reported that Mr. Keith Barnard will be unable to attend the December 13, 2017 Full Board meeting. He requested the board to vote to approve Mr. Barnard as a member at the third Quarter Full BOD meeting in March 2018.

MOTION –Recommend approval by the Full Board of Directors that Keith Barnard of Mission Avocados become VC Foundation Board Member. MSC

PERSONNEL Mrs. King is excited to introduce Julie Harvey and Gerry Pantoja at the upcoming December 13, 2017 Full Board meeting. Mr. LaVere announced that the committee approved to hire BBSI of Camarillo, a human resource consulting firm. Mrs. King discussed the CalPERS contract and amendment. She explained that any employees affected will be notified. Mrs. King presented the estimate for purchase of volunteer insurance and recommended approval.

MOTION Approval of CalPERS contract amendment. Mrs. Dembowski motioned, seconded by Dr. Hemming. MSC

MOTION Approval of the purchase of volunteer insurance. Mrs. Dembowski motioned, seconded Dr. Hemming. MSC

PRESIDENT'S REPORT

Mr. Keebler discussed the available space for event rentals on campus. Mr. Keebler suggested that VCF assist.

EXECUTIVE DIRECTOR'S REPORT

Mrs. King reported a claim of injury from the Marketplace. Mrs. King announced the website giving page has been updated using the Mobile Cause interface and that it is compatible with our Mobile Cause text-to-give program on campus. Jaimee Hanna has been working to keep VCF presence up to date on social media.

MOTION: Adjournment. MSC at 6:05 p.m.

Minutes recorded by Susan O'Connell.

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Ventura College Foundation | Board of Directors
EMERGENCY EXECUTIVE TEAM MEETING
Monday, December 11, 2017, 1:00-2:00 p.m.
71 Day Road Center Conference Room, Ventura College

MINUTES

Directors Present: Rob Van Nieuwburg – Chair, Ruth Hemming – Vice Chair, Nicole Kreutz – Treasurer, Mike Montoya – Secretary, Anne King – Executive Director

Staff Present: Susan O’Connell

CALL TO ORDER

Mr. van Nieuwburg, called the meeting to order at 1:02 p.m.

EXECUTIVE DIRECTOR REPORT: Mrs. King stated that the VC Campus and air quality are in good condition given the recent Thomas Fire devastation nearby. Mrs. King explained that community members were asking how they can support students affected by the fire and she suggested that VCF set up a grant program to disburse donations received for fire victims. The VCF Development team is able to set up a link on social media to donate, as well as create an all users email to market the grant to those in need. Mrs. King explained that she has reached out to Santa Rosa Jr. College Foundation Executive Director to gather information about crisis relief funding for fires. Mrs. King suggested it is VCF mission to help support students now more than ever.

DISCUSSION: Mr. Montoya reported that the Rotary Club has set up fire relief through Facebook donations, and that Mission Church in Ventura is also accepting donations.

The executive team discussed in detail what criteria should go into fund. Mrs. King explained that the criteria needs to be verifiable, such as property or income loss. Dr. Hemming suggested that students be priority over staff and faculty. The committee agreed that victims would be given funding on a first come first served basis after submitting an application that will be read, verified, and approved. A selection committee from the scholarship reading committee will be recruited and supported by staff. The grant amount would be \$250 per person when awarded. Student must provide proof of enrollment at VC during this 2017 fall semester.

CRITERIA: The committee agreed that the relief fund would support student and VC employee victims who are renters of lost home/apartment and/or suffered a verifiable loss of income due to the Thomas Fire. Priority will be given in this order: (1) students, (2) classified staff, (3) part-time faculty, (4) full-time faculty, (5) administrators. The \$250 awards would be given out on a first-come first-served basis.

Mr. Montoya suggested reaching out to businesses to see if they would be interested in matching donations. Mrs. King explained that due to the fire, the Full Board meeting and holiday gathering will be postponed.

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APPROVAL OF EMERGENCY FIRE RELIEF FUND

MOTION: Mr. van Nieuwburg moved to approve the Emergency Fire Relief Fund Grant program. Mr. Montoya seconded. MSC

MOTION: Mrs. Kreutz moved to Adjournment. MSC at 2:05 p.m.

Minutes recorded by Susan O'Connell.

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**Ventura College Foundation
Scholarship and Grants Committee**

Tuesday, February 13, 2018, 5:00 – 6:00 p.m.
71 Day Road Center Conference Room, Ventura College

Committee Members Present: Aurora De La Selva, Ruth Hemming - VCF Vice Chair, Anne King, Eleanor Tillquist, Rob van Nieuwburg – VCF Chair

Guest: Michael Montoya

Staff Attending: Jaimee Hanna

MINUTES

Ms. Hemming called the meeting to order at 5:03 p.m.

Good News

Thomas Fire Relief Fund: Ms. Hanna shared good news regarding programs. To date, \$25,000 was raised, 141 applications were submitted, 78 applicants were served with \$250 grants each, and there is still enough to serve eight more applicants. Ms. Hanna reported that eligible applicants must have experienced a loss of their rented home/property and/or a loss of employment income as a result of the Thomas Fire and/or mudslides. Ms. King noted that through the recent Thomas Fire Benefit Concert, we expect to receive significant additional funding. Ms. King noted decisions will need to be made regarding how to distribute this additional funding.

Textbook Lending: Ms. Hanna also reported on the spring 2018 Textbook Lending Library Priority Day that took place on Wednesday, January 3, 2018. While a dip from fall 2017 did take place, 405 students attended and 639 textbooks were checked out, an average of 1.6 textbooks per student.

Scholarships: Ms. Hanna also reported the impact of increased outreach on the goal of receiving 500 scholarship applications. In fact, 504 applications were received. Ms. King shared that this was an 67% increase over the applications received at the 1/31 deadline last year and staff had to extend the deadline for another month which brought us to 372 total applications. Overall, there was a 35% increase in total submitted applications. Ms. King also shared that by not extending the scholarship deadline and we are aligned with, college VP of Student Services, Dr. Damien Pena's request that we not foster bad habits in students.

Promise: Ms. Hanna shared that for the 18/19 Promise, to date we have received 312 applications and the priority deadline is 3/2/18.

Campus Coordination: Ms. Hanna also shared that there had been great and important teamwork with the VC Financial Aid Office that helps us to support students more effectively.

(15)

Proposed Uses of Available Funds Due to Assembly Bill 19

Ms. Hanna shared the data pulled from the VC Institutional Equity & Effectiveness department. The most conservative estimate of potential available funds as a result of AB19 for both fall and spring at Ventura College amounts to \$207,000. As per the Ventura College Executive Team's request to align with Ventura College's strategic plan, we decided to look into potential costs of summer semester coverage and textbook funding for students who enroll full-time and take recommended math and/or English courses in their first year at Ventura College.

Ms. Hanna shared that the most conservative estimate of the cost to cover the summer prior to the Promise student's first year at Ventura College would be \$4,554. The most conservative estimate of the cost of the summer following their first fall and spring at Ventura College is \$27,747.20. Additionally, Ms. Hanna reported that the most conservative estimate to cover both the summer prior and following their first year would be \$32,781. These figures do not include the cost of fees that, conservatively, are estimated to be \$20.50 per student per summer semester.

Ms. Hanna then shared potential costs of textbook funding. The data was split among full-time VC Promise students who completed transfer-level English in their first year, transfer-level math in their first year, and transfer-level English and math in their first year. The following data is based on having \$175,000 available after covering the cost of the summer prior and following their first semester at VC. The amount available per student to cover full-time students who complete transfer-level English only is \$478 per student. The amount available per student to cover full-time students who complete transfer-level math only is \$743 per student. The most conservative estimate of the amount available per student to cover full-time students who complete transfer-level English and math is \$806 per student. Ms. Hemming noted that this would provide an incentive to students that is not currently there. Ms. De La Selva expressed concerns for students who are not fully prepared to take transfer-level courses in their first year. Ms. Hemming requested more information on procedures around math and English placement at the college. Ms. Hemming also expressed the awkwardness of providing reimbursement after the student completes the course.

Ms. Hemming brought to the Committee's attention the fact that in order for the College to receive AB19 funding in the first place, the College must adopt Guided Pathways. Ms. King reported that Guided Pathways is a program to streamline grants/resources available to colleges and better support students to complete in two years. Ms. King also noted that with *shared governance* at Ventura College, the Classified Senate, Faculty Senate, and administrators must each approve Guided Pathways participation. The Faculty Senate, however, voted against Guided. An extension has been granted for Ventura College to allow the Faculty Senate to re-vote, which will take place in a few weeks. Without Guided Pathways there is no AB19 funding for VC, and with no AB19, there is no available funding for the proposed options for extra support as mentioned above. Ms. Hemming requested that we have more information on Guided Pathways. Ms. Hanna was asked to request that Kim Hoffmans and Lynn Wright attend the next meeting to share what they know.

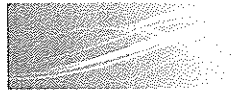
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Ms. Hemming led the conversation surrounding spending donor funds as they were originally intended. If we venture too far from the original intent, we risk spending funds in ways that donors funds were not intended. Ms. King noted that a summer Promise would make the most sense to our donors but a conversation would have to be had with all Promise donors regardless, especially if we were to extend the program to include textbook funding. Mr. Montoya noted that a second-year Promise program would be easier to raise funds for. Ms. Hemming concluded that we have to know if Guided Pathways will be adopted before we can further this conversation and make decisions.

The meeting was adjourned at 6:10 p.m. Next meeting will be held on Tuesday, March 20, 2018 from 5pm-6pm at the Day Road Center.

Minutes recorded by Jaimee Hanna





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Programs Update January 2018-March 2018

Textbook Support	<ul style="list-style-type: none">➤ Checkouts fall 2017 semester<ul style="list-style-type: none">○ Reserve Collection: 7,225○ Lending Library: 2,359➤ Spring 2018 Textbook Lending Priority Day (1/3/18)<ul style="list-style-type: none">○ 405 students participated, 639 textbooks checked out, 1.6 textbooks per student average➤ Checkouts spring 2018 semester to date<ul style="list-style-type: none">○ Reserve Collection: 2,712○ Lending Library: 2,101➤ Funded books for VC East Campus with Textbook Lending money
Promise	<ul style="list-style-type: none">➤ The 17/18 Promise is currently serving 918 students➤ Application for the 18/19 Promise opened on VCF systems on 10/1. To date we have received 312 applications. The priority deadline is 3/2/18.
Scholarships	<ul style="list-style-type: none">➤ The 18/19 general scholarship application opened on 11/1 and closed on 1/31/2018. Goal of 500 applicants was met as we received 504 applications.➤ Application deadline not extended for first time in many years!➤ 35% increase in applicants compared to last year
VC Emergency Fire Fund	<ul style="list-style-type: none">➤ Application opened 12/13/17➤ 145 applications received, 96 awards made to date<ul style="list-style-type: none">○ 92 students, 4 staff/faculty➤ Raised \$30,000, have spent \$24,000 (\$250/recipient)➤ Thomas Fire Benefit Concert proceeds coming soon to continue support
Campus Involvement	<ul style="list-style-type: none">➤ Jaimee attended Textbook Lending Library Priority Day (1/3) to provide info about scholarship program➤ Jaimee participated in Welcome Back Days (1/8-1/9) to market scholarships➤ Jaimee visited 20 classrooms in January to market scholarships➤ Jaimee, Anne, Gerry, and Julie hosted VCF Student Ambassador Meetings (1/10 and 1/11) to strategize for month of January➤ Jaimee hosted "Scholarship Application Drop In" workshops (1/24 & 1/25)➤ Jaimee, Gerry, and Anne provided programs training to VC Financial Aid staff➤ Jaimee attended Dreamers Set Your Course Events to share about the Promise (1/31 & 2/1) at VC and VC East Campus➤ Jaimee attended Foster Youth FAFSA Workshop to share about the Promise (2/3)➤ Jaimee attended Cash For College event at VC and VC East Campus to market the Promise (2/10 and 2/24)➤ Jaimee attended Improving Dreams Equality Access & Success (IDEAS) club informational meeting on campus (2/15)➤ VCF Student Ambassador Pizza Party (3/1)

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PROGRAM SUSTAINABILITY COMMITTEE

Monday, February 5th, 5:15 p.m.
71 Day Road Center Conference Room, Ventura College

MINUTES

Directors Present: Ellyn Dembowski, Co-Chair; Stephen Kipp, Co-Chair; Ken Collin; Kim Hoffmans;
Anne King; Rob van Nieuwburg

VCF Staff Present: Gerry Pantoja, Jaimee Hanna

CALL TO ORDER

Ellyn Dembowski called the meeting to order at 5:15 p.m.

GOOD NEWS

Mr. Pantoja shared that the Foundation has a full fundraising team in place with his position as director of major and planned giving, Julie Harvey's position as development manager, and Jaimee Hanna joining the Major Gifts Team. Mr. Pantoja announced that the job posting for the database coordinator is posted online and applications have begun to come in. Mrs. Hoffmans recommended reaching out to VC's department of Institutional Equity and Effectiveness for help with the search and interview process. Mr. Pantoja shared our decision to upgrade our donor database, Raiser's Edge, to Raiser's Edge NXT that is more user friendly and will help with fundraising efforts. Mr. Pantoja reported back on the campus tours held on Friday, January 19th. Because of the tours, Mark Ouchi, guest of Ellyn Dembowski, is now interested in hosting a "cocktail party" on campus and offering the same tour to his network. Other tour guest, Gerry Olsen, has become involved on the Scholarship Reading Committee. Mr. Pantoja shared that these tours are key to bringing new potential donors into the donor pipeline. Mr. Pantoja also updated the committee with the VC Emergency Fire Relief Fund stats. Ms. Hanna shared that 137 applications have been submitted to date and 77 applicants have been awarded with \$250 grants each. Ms. Hanna noted that we currently have enough funding to serve nine more applicants. Ms. King highlighted contributions to the Emergency Fire Fund from the Foundation for Santa Barbara Community College (\$5,000), the Ventura County Community Foundation (\$5,000), and what's coming from the benefit concert held on Saturday, February 3rd. Mr. Pantoja reported that new scholarships are coming in as a result of phone calls made to follow up the Scholarship Stewardship Report mailing. Altrusa International, for example, has created a new annual scholarship for nursing students. New donors are also finding their way to us to establish scholarships. Ventura County Medical Center – Emergency Department, for example, established two new annual scholarships in memory of a colleague's brother who passed away.

UPDATE ON FUNDRAISING ACTIVITY

Mr. Pantoja gave the report on progress toward fundraising goals set by the board. To date we have raised \$11,877 (7%) toward our \$164,000 goal for the VC Promise. Due to efforts from Julie Harvey, unrestricted funding is over the goal by 308%. This extra funding can go toward the Promise if needed.

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MEETING FUNDRAISING GOALS

Mr. Pantoja provided a report of what actions/events will need to happen each month to meet our Promise goal. The report included conservative estimates of unrestricted funds and grants that may offset the balance. With four full fundraising months left in this fiscal year, Mr. Pantoja reported that \$30,427.09 must be raised each month. Mr. Pantoja recommended that, to reach this goal, we have to have three house parties, two tours, and 12 one-on-one meetings each month. Mr. Pantoja reviewed the members of the board who have signed the BOD agreement and expectations form. He will send out a copy of the form to those who have not signed it asking that they do so. As part of the expectations, board members agree to host a fundraising House Party. The committee reviewed the list of board members who have and have not hosted house parties. Ellyn Dembowski and Rob van Nieuwburg will follow up with those who have not. Mr. Pantoja also shared a list of donors from house parties with five-year pledges on the books as he feels they may be interested in hosting house parties themselves. Mr. Pantoja invited the committee to identify donors on this list who they will reach out to with an invitation to host a house party. Mrs. Dembowski committed to reaching out to Jim Newton, Susan Stile, and Donna Santo. Mr. Collin has a neighbor he will ask. Mr. Kipp will ask Gladys and Don Degner to host. Mr. Kipp also committed to hosting another of his own. He'd like Mr. Orman, Ms. Saputo, and Mr. Newton to co-host. Mr. van Nieuwburg also committed to hosting a house party before the end of this fiscal year. Mr. Pantoja shared another avenue for identifying house party hosts is through campus tours. Ms. Hanna reminded the committee of the tour schedule for the rest of the fiscal year and asked that they sign up for those they are available for and provide names of individuals who may be interested in attending if they have not done so already.

SPONSORSHIP REQUEST NOTES

Mr. Pantoja asked the members present to take a few minutes to write personal sponsorship request notes to be included in invitations going out to scholarship donors to cover the cost of the lunch. Ms. King reminded them of the great success these notes proved to be last year as the events were completely underwritten.

ADJOURNMENT

There being no further business, the meeting was duly adjourned at 6:25 p.m. The next meeting will be held Monday, March 12, 2018 from 5:15pm-6:15pm.

MINUTES TAKEN AND RECORDED BY JAIMEE HANNA.



**Ventura College Foundation
Program Sustainability—Good News
Second Quarter 2017-18**

VC Fire Relief Fund

- In response to the Thomas Fire that devastated and disrupted the Ventura College Community in December 2017, a fire relief fund was established to help those in need.
- To date \$24,918 have been raised allowing us to award 86 \$250 grants.

Ventura College Medical Center - Emergency Department

- The Ventura College Medical Center - Emergency Department established two new annual scholarships toward the nursing program

Altrusa International

- Altrusa International (current donor) has established a new scholarship towards the nursing program

Campus Tours

- January 19th Tour
 - Guests in attendance: President Dave Keebler, Rob van Nieuwburg, Aurora de la Selva, Ellyn Dembowski, and Mark Ouchi
 - During our follow up, Mark Ouchi agreed to host a house party/tour on campus and will invite a number of his clients to attend
- Next tour is Friday, March 9th
- *Board support to invite guests important and needed now.*

House Parties

- Stephen Kipp will be hosting a house party on Tuesday, March 27th
- *Board support to invite guests important and needed now.*

Award Gala Sponsorship

- To date, we have 5 corporate sponsors
 - Barnes & Noble College Bookstore, Bellevue University, Richo, Walters Accountancy Corp., and Payden & Ragel.

Database Coordinator

- The Development team is in search of a part-time data-base coordinator to help maintain current database and provide analytical report support.

Annual Fund/Communications Good News

- The Foundation is now registered to accept donations and/or for Facebook users to fundraise on behalf of the Foundation.
- Donors have started to give through Mobile Cause, the Foundation's NEW Text-to-Give platform. This giving platform was used heavily for Thomas Fire Donations and Calendar Year End Donations. To date, \$9,635.00 has been received through Mobile Cause.

- Close to 250 customized Scholarship Stewardship Reports were created in-house and mailed to donors of Endowed Scholarships, Annual Scholarships and Osher Endowed Scholarship in January.
- In January, all Calendar Year End Acknowledgements were created and mailed to donors who either give on a monthly basis through a recurring auto donation or through employee payroll deductions. In 2017, VC Employee Payroll Deduction donations reached \$17,215 with 82 payroll participants giving to 23 different VC Foundation and/or VC Campus programs.
- A Valentine's Thank You/Fund Update Email went out to donors who contributed to the VC Fire Fund.
- A Valentine's Day email was also sent to current donors and alumni thanking them for their support, while making a soft ask to honor someone on Valentine's Day with a donation.
- Currently the finishing touches are being made on a Stewardship Impact Postcard for CY 2017 for donors who gave to: VC Promise, Fund for VC, Textbook Support, Scholarships, Campus Programs, and Employee Giving. Over 1,000 postcards will go out to donors of these funds.



VENTURA COLLEGE FOUNDATION GIFT REPORT

FY 2017/18

FY 2017/2018 OVERVIEW

As of 12/31/2017 - 50% of FY elapsed

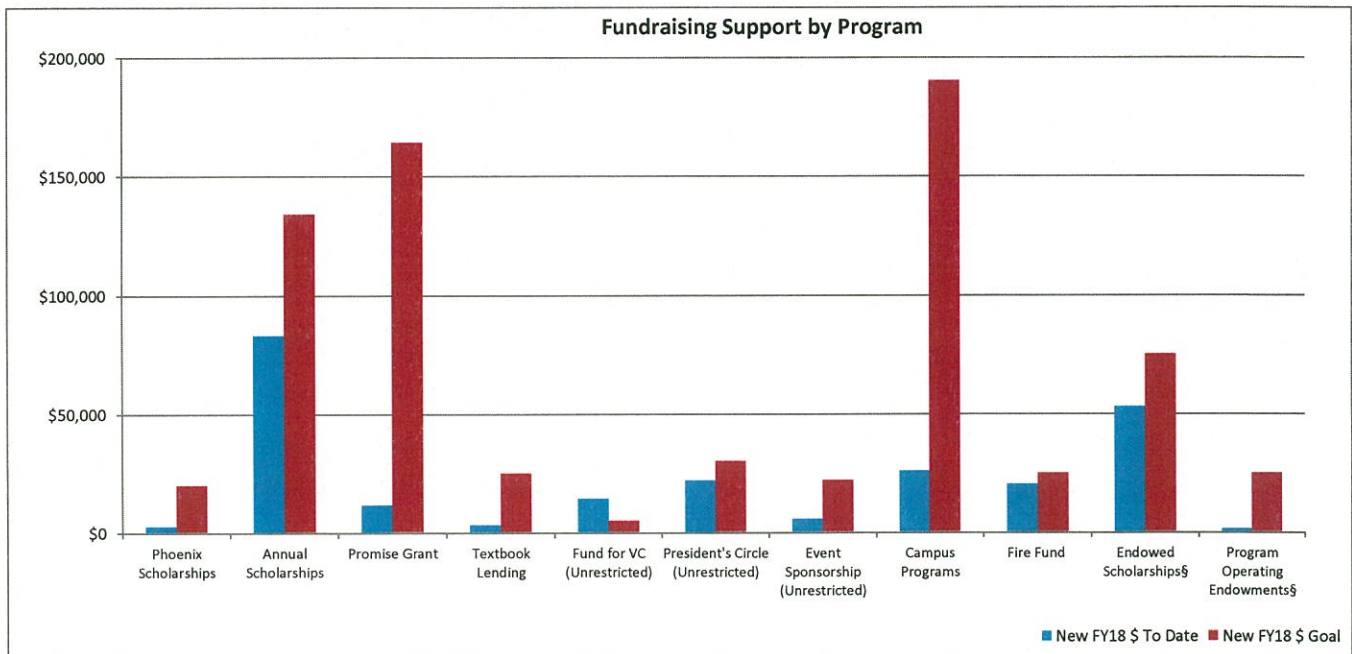
	Total Gifts/Pledges Raised*	# Donors [†]	# Gifts [†]	Total New FY18 Dollars Raised [‡]	New FY18 Dollars Goal	% New FY18 Dollars Raised Toward Goal
Phoenix Scholarships	\$2,825	4	5	\$2,825	\$20,000	14%
Annual Scholarships	\$84,083	57	160	\$83,083	\$134,000	62%
Promise Grant	\$42,942	36	82	\$11,742	\$164,000	7%
Textbook Lending	\$3,382	17	44	\$3,382	\$25,000	14%
Fund for VC (Unrestricted)	\$14,470	87	173	\$14,470	\$5,000	289%
President's Circle (Unrestricted)	\$22,000	22	22	\$22,000	\$30,000	73%
Event Sponsorship (Unrestricted)	\$5,745	14	14	\$5,745	\$22,000	26%
Campus Programs	\$25,985	51	162	\$25,985	\$190,000	14%
Fire Fund	\$22,348	53	54	\$20,348	\$25,000	81%
Endowed Scholarships [§]	\$53,090	28	63	\$53,090	\$75,000	71%
Program Operating Endowments [§]	\$1,496	11	60	\$1,496	\$25,000	6%
TOTALS	\$278,366	380	839	\$244,166	\$715,000	34%

*Includes new FY 17 pledges payable over 5 years

†Includes monthly employee payroll deductions

‡Does not include pledge payments due in future FY

§Funds raised towards endowment principal, not earnings



	Gifts/Pledges	# Donors	# Gifts
TOTALS	\$278,366	380	839
By Source			
Individuals	\$181,229	359	813
Corporations	\$38,731	10	13
Foundations	\$58,407	11	13
By Purpose			
Restricted	\$241,896	271	644
Unrestricted	\$36,470	109	195

Legal/Hard credit only

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VENTURA COLLEGE FOUNDATION GIFT REPORT

FY 2017/18

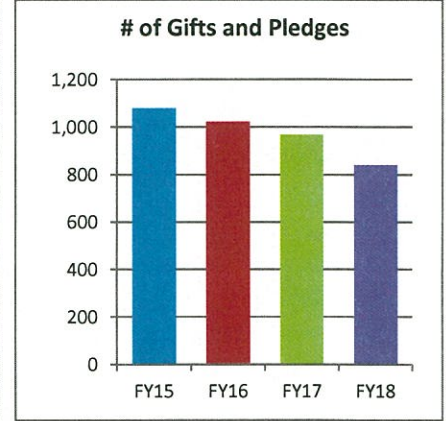
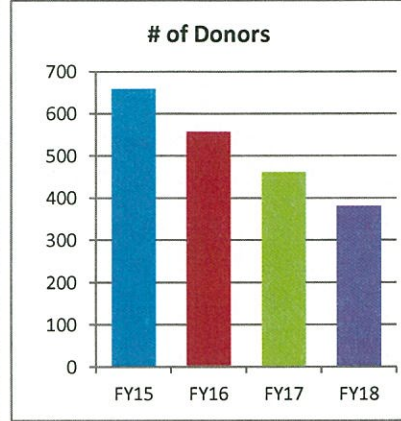
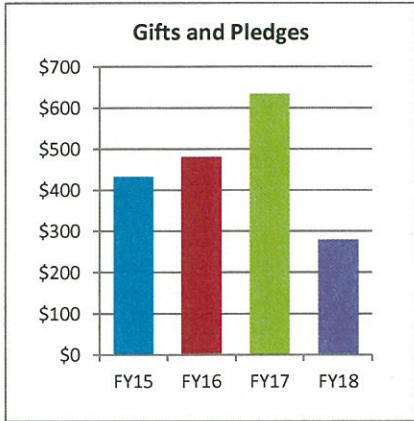
3-YEAR VIEW

As of 9/30/2017

	FY15 Q1 - Q2	FY16 Q1 - Q2	FY17 Q1 - Q2	*FY18 Q1 - Q2
	\$432,730	\$480,183	\$634,665	\$278,366
# of Donors	659	557	462	380
# of Gifts/Pledges	1080	1022	968	839
Year-End Totals	\$708,560	\$820,050	\$986,374	

*GIFTS AND PLEDGES

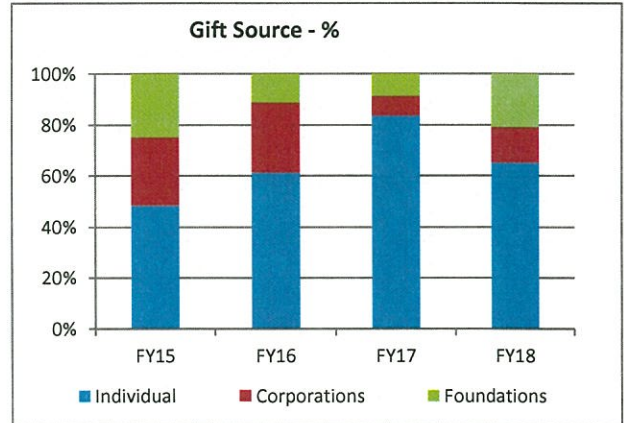
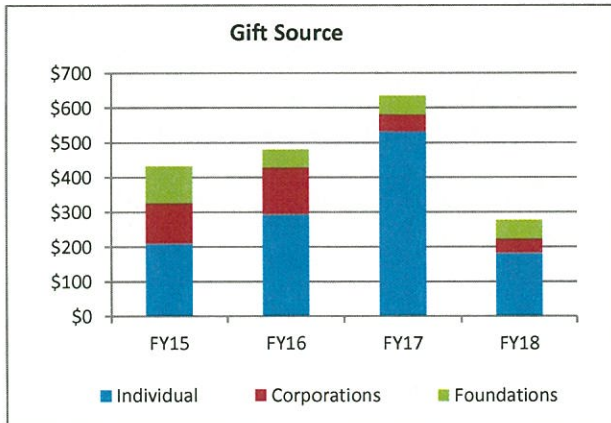
In \$1,000s



In \$1,000s

	FY15 Q1 - Q2	FY16 Q1 - Q2	FY17 Q1 - Q2	*FY18 Q1 - Q2
Individual	\$209,747	\$294,260	\$531,163	\$181,229
Corporations	\$114,483	\$131,924	\$48,002	\$38,731
Foundations	\$108,500	\$54,000	\$55,500	\$58,407

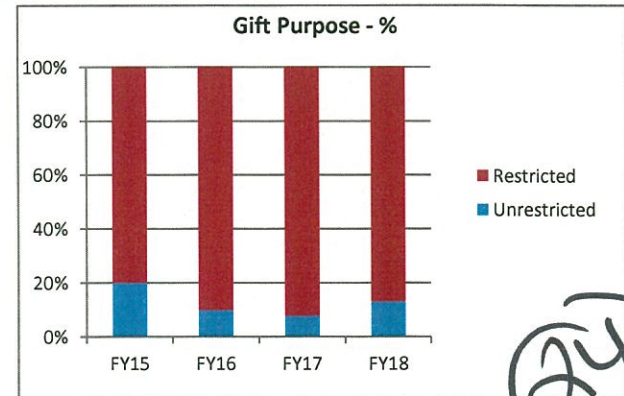
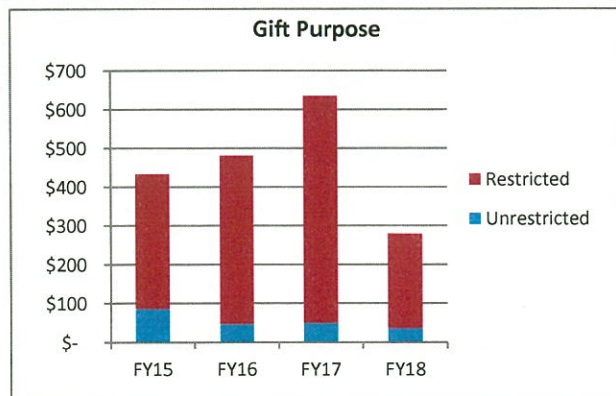
SOURCE



In \$1,000s

	FY15 Q1 - Q2	FY16 Q1 - Q2	FY17 Q1 - Q2	*FY18 Q1 - Q2
Unrestricted	\$86,414	\$47,438	\$49,241	\$36,470
# of Donors	309	198	172	109
Restricted	\$346,316	\$432,745	\$585,424	\$241,896
# of Donors	371	383	208	271

PURPOSE



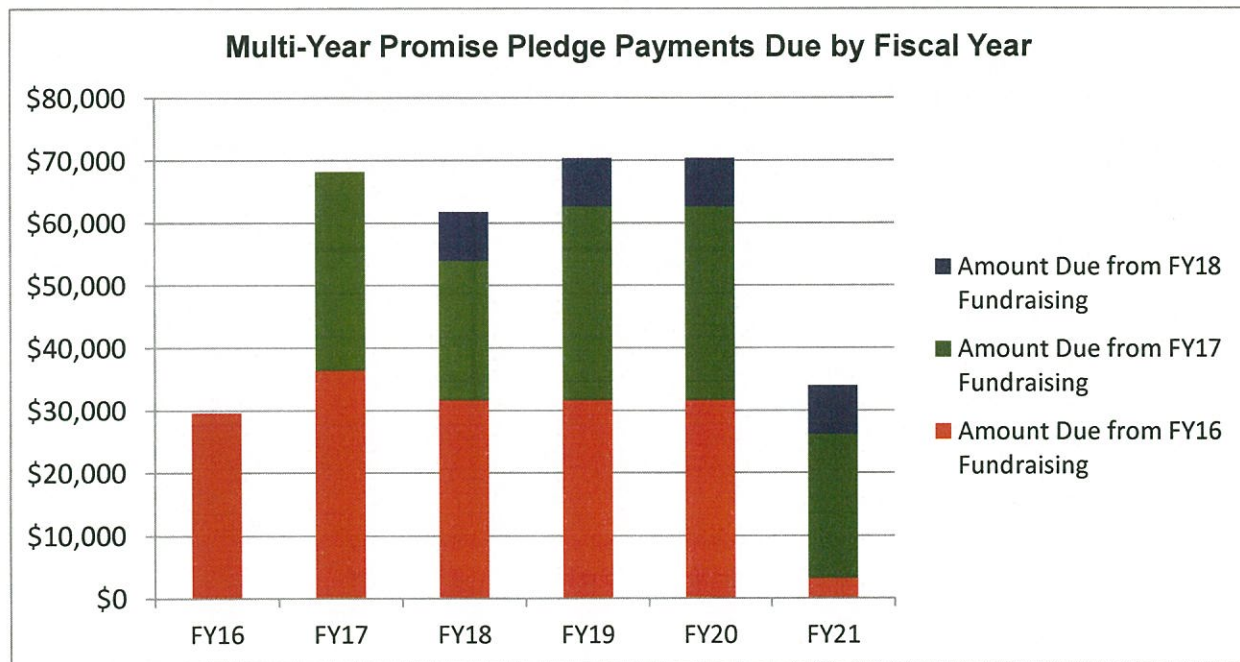
Includes monthly employee payroll deductions

Includes pledges payable over 5 years

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MULTI-YEAR PROMISE FUNDRAISING REPORT**Multi-Year Pledge Payments Due by Fiscal Year**

Pledge Payment Due Date	Amount Due from FY16 Fundraising	Amount Due from FY17 Fundraising	Amount Due from FY18 Fundraising	Total to be Received
FY16	\$29,600	\$0	\$0	\$29,600
FY17	\$36,400	\$31,780	\$0	\$68,180
FY18	\$31,600	\$22,392	\$7,800	\$61,792
FY19	\$31,600	\$31,000	\$7,800	\$70,400
FY20	\$31,600	\$31,000	\$7,800	\$70,400
FY21	\$3,200	\$23,000	\$7,800	\$34,000

Notes:

- 1) Chart and graph only include gifts towards annual Promise operating funds
- 2) Gifts towards Promise endowments total \$296,000, with payments due through FY2023/24
- 3) Anticipated yearly endowment earnings approximately \$14,500 by FY2024/25
- 4) Variance in yearly payments due to irregular payment plans set by donors
- 5) Includes gifts to the William and Helen Scarpino Veterans Promise Program

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Program Sustainability Committee: ANTICIPATED PLANNED GIFTS

February 20, 2018

CONFIRMED ANTICIPATED PLANNED GIFTS (Irrevocable)

<u>Amount</u>	<u>Donor</u>	<u>Type of Planned Gift</u>	<u>Designation</u>
\$ 12,500*	Mark L. Goldenson	Deferred CGA	Nursing Program
\$ 17,759	Amy Cherot	Charitable Gift Annuity	Promise
\$152,746	Robert Milton	Charitable Gift Annuity	Unrestricted
\$183,005	SUB-TOTAL		

*Fund is managed by Ventura County Community Foundation, with residual estimated from current value of \$30,038 as of September 30, 2014. No further information is available.

PENDING PROBABLE PLANNED GIFTS (Revocable)

<u>Amount</u>	<u>Donor</u>	<u>Type of Planned Gift</u>	<u>Designation</u>
Approx. \$3,000,000	Miriam Schwab	Bequest	Music and Aquatics Dept's
\$ 500,000	John Lupton	Bequest	Endwmnt-75% Schlrsip, 25% Txtbk
\$ 500,000	Barbara Wise	Bequest	Promise/Textbook/Scholships
\$ 500,000	Jack Halpert	Bequest	TBD
\$ 300-\$400	Ed Stile	Bequest	Golf Program
\$ 300,000	D. Townsend & S. Pallas	Bequest/Tertiary	Baseball Program
\$ 250,000	Vella Buchanan	Bequest	Unrestricted
\$ 250,000	Virginia Stout	Bequest	Promise Program
\$ 200,000	Aurora Loss	Bequest	Scholarships/Nursing Equipment
\$100,000	Kathleen Schrader	Bequest	Nursing/Paramedic Programs
\$100,000	Carl Boggs	Bequest	Scholarships
\$ 50,000	<i>Ruth Hemming</i>	<i>Life Insurance Policy</i>	<i>TBD</i>
\$ 50,000	Irene Henry	Life Insurance Policy	Endowed Scholarship
\$ 25,000	Alan Mannason	Bequest	Nursing Program
\$ 20,000	Mike Ewens	Bequest	Endowed Scholarship
35% Residue	Don Hatala	Bequest (est. \$250K)	Scholarships - STEM
<i>TBD</i>	<i>Helen Yunker</i>	<i>Bequest</i>	<i>Music Dept./VCOMT</i>
TBD	Abra Flores	Bequest	Theatre/Costume Design Scholarship
TBD	John Woolley	Bequest	Unrestricted
TBD	Barbara Meister	Bequest	Unrestricted
<i>TBD</i>	<i>Ellyn Dembowski</i>	<i>Bequest</i>	<i>TBD</i>

Notes: *Italics:* Indicates VCF Board member. **Bold:** Indicates new information.

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Program Sustainability Committee: ANTICIPATED PLANNED GIFTS
February 20, 2018

TBD	Jeff Ferguson	Bequest	50% Art Dept/50% Music Endwmnt
TBD	Don Belless	Bequest or Annuity	Textbook Library
20% Residue	Robert Milton Estate	Bequest	Unrestricted
TBD	Barbara Caulfield	Annuity	VCOMT
TBD	Norbert Tan	Bequest	Unrestricted
\$6,410,000 +	SUB-TOTAL		

TOTAL: \$6,593,005 identified (29 individuals including 5 VCF current or former board members)

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Notes: *Italics:* Indicates VCF Board member. **Bold:** Indicates new information.

VENTURA COLLEGE FOUNDATION CONSOLIDATED
Statement of Financial Position
As of December 31, 2017

	As of Dec 31, 2017	As of Sep 30, 2017	\$ Change
ASSETS			
Current Assets			
Total Bank Accounts	\$ 429,784.23	\$ 456,208.17	-\$ 26,423.94
Total Accounts Receivable	\$ 1,108,867.72	\$ 1,181,511.71	-\$ 72,643.99
Total Other Current Assets	\$ 23,268.81	\$ 30,543.81	-\$ 7,275.00
Total Fixed Assets	\$ 29,452.54	\$ 33,117.19	-\$ 3,664.65
Total Other Assets and investments	\$ 10,096,095.81	\$ 9,638,637.25	\$ 457,458.56
TOTAL ASSETS	\$ 11,687,469.11	\$ 11,340,018.13	\$ 347,450.98
LIABILITIES AND EQUITY			
Liabilities			
Total Current Liabilities	\$ 343,867.93	\$ 468,273.02	-\$ 124,405.09
Total Long-Term Liabilities	\$ 187,549.88	\$ 190,972.94	-\$ 3,423.06
Total Liabilities	\$ 531,417.81	\$ 659,245.96	-\$ 127,828.15
Total Equity	\$ 11,156,051.30	\$ 10,680,772.17	\$ 475,279.13
TOTAL LIABILITIES AND EQUITY	\$ 11,687,469.11	\$ 11,340,018.13	\$ 347,450.98

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VENTURA COLLEGE FOUNDATION CONSOLIDATED

Budget vs. Actuals: FY 2018

July - December, 2017

	Actual	Budget	Amount over(under) Budget	Variance as a %age of Budget
Total Revenue	\$ 1,119,741.92	\$ 1,143,309.56	-\$ 23,567.64	97.94%
Expenditures				
Total 6000 PROGRAMMATIC	\$ 118,759.44	\$ 422,556.52	-\$ 303,797.08	28.10%
Total 7000 ADMINISTRATION	\$ 117,570.74	\$ 165,222.75	-\$ 47,652.01	71.16%
Total 7500 DEVELOPMENT	\$ 246,405.25	\$ 310,878.42	-\$ 64,473.17	79.26%
Total 8000 MARKET PLACE	\$ 213,715.87	\$ 232,881.36	-\$ 19,165.49	91.77%
Total Expenditures	\$ 696,451.30	\$ 1,131,539.05	-\$ 435,087.75	61.55%
Net Operating Revenue	\$ 423,290.62	\$ 11,770.51	\$ 411,520.11	3596.20%
Investment income				
Total 5500 Investment Income	\$ 508,778.70	\$ 200,000.02	\$ 308,778.68	254.39%
Total 8500 Investment Fees	\$ 20,697.00	\$ 20,000.02	\$ 696.98	103.48%
Net Investment income	\$ 488,081.70	\$ 180,000.00	\$ 308,081.70	271.16%
Net Income	\$ 911,372.32	\$ 191,770.51	\$ 719,601.81	475.24%

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VENTURA COLLEGE FOUNDATION CONSOLIDATED
Statement of Financial Position
As of December 31, 2017

	As of Dec 31, 2017	As of Sep 30, 2017	\$ Change
ASSETS			
Current Assets			
Bank Accounts			
Total 1000 CCB - Campus - 0687	\$ 73,441.74	\$ 66,645.78	\$ 6,795.96
1310 CCB - Scholarships - 8029	34,852.35	197,905.72	-163,053.37
1315 Due to investment account	-35,805.00	-33,498.77	-2,306.23
1320 CCB - Money Market - 5773	302,710.82	222,963.93	79,746.89
1330 CCB - VCF Operating - 8003	53,634.03	738.74	52,895.29
1340 Union Bank - FSA - 6321	472.29	974.77	-502.48
Total 1350 Petty Cash	\$ 478.00	\$ 478.00	\$ 0.00
Total Bank Accounts	\$ 429,784.23	\$ 456,208.17	-\$ 26,423.94
 Total Accounts Receivable	 \$ 1,108,867.72	 \$ 1,181,511.71	 -\$ 72,643.99
 Other Current Assets			
Total 1500 Prepaid Expense	\$ 5,749.75	\$ 14,228.58	-\$ 8,478.83
1530 Unemployment Tax Deposit	17,519.06	16,315.23	1,203.83
Total Other Current Assets	\$ 23,268.81	\$ 30,543.81	-\$ 7,275.00
 Total Current Assets	 \$ 1,561,920.76	 \$ 1,668,263.69	 -\$ 106,342.93
 Fixed Assets			
1600 Marketplace Booth	47,846.08	47,846.08	0.00
1610 Equipment - Market Place	59,091.64	59,091.64	0.00
1620 Equipment - Administration	70,051.17	70,051.17	0.00
1630 Tenant Improvements	48,784.65	48,784.65	0.00
1640 Accum Depr.-MP Booth	-43,439.36	-42,244.61	-1,194.75
1650 Accum Depr-MP Equipment	-57,757.72	-57,419.11	-338.61
1660 Accumulated Depreciation	-68,373.13	-67,460.41	-912.72
1670 Accum Depr - Tenant Imp	-26,750.79	-25,532.22	-1,218.57
Total Fixed Assets	\$ 29,452.54	\$ 33,117.19	-\$ 3,664.65
 Other Assets			
1700 Charitable Gift Annuities	179,558.61	179,558.61	0.00
1850 Deposits	1,938.00	1,938.00	0.00
1900 Investments			0.00
1910 FCCC - Osher Endowment	1,344,963.48	1,344,483.48	480.00
1930 Investment Pools 1	0.00	0.00	0.00
1936 Gen Endowed & Ops	5,698,908.75	5,453,411.80	245,496.95
1938 Orfalea Child Dev. Ctr	1,520,404.18	1,462,738.09	57,666.09
1940 Phoenix Endowment	189,521.40	182,392.45	7,128.95
Total 1930 Investment Pools 1	\$ 7,408,834.33	\$ 7,098,542.34	\$ 310,291.99
1934 Endow. Sch. - Hansen Pool 2	542,484.43	541,750.98	733.45
1950 Investment - Pool 3	618,316.96	472,363.84	145,953.12
Total 1900 Investments	\$ 9,914,599.20	\$ 9,457,140.64	\$ 457,458.56
 Total Other Assets	 \$ 10,096,095.81	 \$ 9,638,637.25	 \$ 457,458.56
 TOTAL ASSETS	 \$ 11,687,469.11	 \$ 11,340,018.13	 \$ 347,450.98

	As of Dec 31, 2017	As of Sep 30, 2017	\$ Change
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Total 2000 ENDOWED SCHOLARSHIP LIAB	\$ 159,729.89	\$ 229,902.05	-\$ 70,172.16
Total 2200 ANNUAL SCHOLARSHIP LIABILITY	\$ 129,300.25	\$ 191,076.17	-\$ 61,775.92
2300 Accounts Payable - VCF	30,083.19	34,369.04	-4,285.85
2400 Accounts Payable - Campus	16,519.05	3,694.62	12,824.43
Total Accounts Payable	\$ 335,632.38	\$ 459,041.88	-\$ 123,409.50
Total Other Current Liabilities	\$ 8,235.55	\$ 9,231.14	-\$ 995.59
Total Current Liabilities	\$ 343,867.93	\$ 468,273.02	-\$ 124,405.09
Long-Term Liabilities			
2735 Unfunded Pension Liability	187,549.88	190,972.94	-3,423.06
Total Long-Term Liabilities	\$ 187,549.88	\$ 190,972.94	-\$ 3,423.06
Total Liabilities	\$ 531,417.81	\$ 659,245.96	-\$ 127,828.15
Equity			
3000 Net Assets	283,293.98	283,293.98	0.00
3010 Net Assets Perm Restricted	7,378,429.00	7,378,429.00	0.00
3020 Net Assets Temp Restricted	2,582,956.00	2,582,956.00	0.00
Net Revenue	911,372.32	436,093.19	475,279.13
Total Equity	\$ 11,156,051.30	\$ 10,680,772.17	\$ 475,279.13
TOTAL LIABILITIES AND EQUITY	\$ 11,687,469.11	\$ 11,340,018.13	\$ 347,450.98

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**VENTURA COLLEGE FOUNDATION
STATEMENT OF ACTIVITY
JULY 1, 2017 TO DECEMBER 31, 2017**

	ADMINISTRATION	DEVELOPMENT	MARKET PLACE	PROGRAMS	SCHOLARSHIPS	TOTAL
Revenue						
4200 Donations - Unrestricted	2,972	17,768	0	24,447	0	45,187
4300 Donations - Perm Restricted	0	0	0	1,496	53,090	54,586
4400 Donations - Temp Restricted						
4410 Phoenix	0	0	0	0	1,325	1,325
4430 Annual	0	0	0	67,519	83,590	151,109
4440 Campus	0	0	0	25,983	0	25,983
Total 4400 Donations - Temp Restricted	0	0	0	93,503	84,915	178,418
5000 Market Place Revenue	0	0	713,554	0	0	713,554
5020 VIP MP Parking	0	0	90,881	0	0	90,881
Total 5000 Market Place Revenue	0	0	804,435	0	0	804,435
5100 Interest Income	241	0	0	0	0	241
5300 In-Kind Income	0	0	0	34,066	0	34,066
5400 Other Income	646	0	0	2,163	0	2,809
Total Revenue	3,859	17,768	804,435	155,675	138,005	1,119,742
Expenditures						
6000 PROGRAMMATIC	0	0	0	0	0	0
6100 SCHOLARSHIPS	0	0	0	0	0	0
6150 Scholarships (Donor Funded)	0	0	0	0	0	0
6152 Annual	0	0	0	0	11,600	11,600
Total 6150 Scholarships (Donor Funded)	0	0	0	0	11,600	11,600
8300 Endowed Scholarships	0	0	0	0	3,000	3,000
Total 6100 SCHOLARSHIPS	0	0	0	0	14,600	14,600
6200 GRANTS	0	0	0	10,235	0	10,235
6220 Textbook/Lending Library Grant	0	0	0	25,059	0	25,059
Total 6200 GRANTS	0	0	0	35,294	0	35,294
6300 OTHER PROGRAM EXPENSES						
6370 Campus Expense	0	0	0	34,800	0	34,800
6375 Campus In-Kind Expense	0	0	0	34,066	0	34,066
Total 6300 OTHER PROGRAM EXPENSES	0	0	0	68,866	0	68,866
Total 6000 PROGRAMMATIC	0	0	0	104,159	14,600	118,759
7555 President's Special Fund		1,002				1,002
7506 Board Expense		556				556
7002 Bank Charges	30	0	-35	0	0	-5
7004 CalPERS	2,070	5,674	3,694	0	0	11,438
7008 Computer Expense	577	10,841	1,740	0	0	13,158
8008 Courier Service			2,236			2,236
7509 Direct Mail Vendor		22,663				22,663
7010 Professional Development	74	2,277	53	0	0	2,404
7511 Donor Meetings		615				615
7512 Donor Recognition		676				676
7012 Depreciation	4,410	0	3,087	0	0	7,497
7014 Dues & Subscriptions	275	2,216	0	0	0	2,491
7016 Employee Appreciation	3,447	1,476	4,654	0	0	9,577
7018 Employee Benefits	14,106	21,737	14,404	0	0	50,247
7022 Insurance	1,384	1,155	1,155	0	0	3,694
7024 Licenses & Fees	721	0	918	0	0	1,639
7042 Marketing		20,236				20,236
7522 Merchant Fees		1,032	3,107			4,139
7026 Office Expense	2,076	1,507	413	0	0	3,996
7028 Mileage	186	76	0	0	0	262
7030 Miscellaneous Meetings	76	0	0	0	0	76
7032 Printing	219	11,451	617	0	0	12,287
7034 Payroll Service	1,161	0	0	0	0	1,161
7035 Salaries	44,923	85,297	97,661	0	0	227,881
7036 Payroll Taxes	3,956	7,330	7,615	0	0	18,901

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**VENTURA COLLEGE FOUNDATION
STATEMENT OF ACTIVITY
JULY 1, 2017 TO DECEMBER 31, 2017**

	ADMINISTRATION	DEVELOPMENT	MARKET PLACE	PROGRAMS	SCHOLARSHIPS	TOTAL
7042 Marketing	302	0	0	0	0	302
7044 Professional Services	33,783	45,810	0	0	0	79,593
8030 Repairs & Maintenance			7,224			7,224
7541 Special Events		880				880
7050 Scholarship Award Events	63	63	0	0	0	126
8034 Security			34,353			34,353
8038 Street Sweeping			7,200			7,200
8040 Supplies			7,456			7,456
8042 Trash			11,242			11,242
8046 Telephone			392			392
7052 Small Equipment	802	0	0	0	0	802
8044 Vendor Appreciation			311			311
7056 Workers' Compensation	2,931	1,835	4,219	0	0	8,985
Total Expenditures	117,571	246,405	213,716	104,159	14,600	696,451
Net Operating Revenue	-113,712	-228,637	590,719	51,515	123,405	423,291
Other Revenue						
5500 Investment Income	0	0	0	0	0	0
5520 Change in Market Value	-1,176	0	0	0	394,467	393,291
5540 Interest & Dividends	4,417	0	0	0	111,070	115,488
Total 5500 Investment Income	3,241	0	0	0	505,538	508,779
Total Other Revenue	3,241	0	0	0	505,538	508,779
Other Expenditures						
8500 Investment Fees	0	0	0	0	0	0
8510 Manager Fee (Payden & Rygel)	614	0	0	0	20,083	20,697
Total 8500 Investment Fees	614	0	0	0	20,083	20,697
Total Other Expenditures	614	0	0	0	20,083	20,697
Net Other Revenue	2,627	0	0	0	485,455	488,082
Net Revenue	-111,085	-228,637	590,719	51,515	608,860	911,372

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FINANCIAL STATEMENT VARIANCE REPORT FOR PERIOD ENDING 12/31/17

INCOME

4300 Donations - Perm Restricted Under Budget \$15,414 and 78% of budget

- Due to staff turn over the fundraiser efforts this year have been hindered by the absence of the major gifts fundraising position. Efforts are now being made to make up this difference before fiscal year end.

4400 Donations - Temp Restricted Under Budget \$97,156 and 64% of budget

- As discussed above, due to staff turn over the fundraiser efforts this year have been hindered by the absence of the major gifts fundraising position. \$22,348 of the \$137,153 in account 4430-Annual is the contributions to the Emergency Fire Fund through 12/31/17.

EXPENSES

6100 Scholarships - Over budget \$10,880 and 392% of budget

- The budget reflects most of the scholarships to be paid out in May. The amount paid YTD of \$14,600 relates mostly to the Veteran's Promise scholarships.

6200 GRANTS – Over budget \$10,235 and not budgeted

- This includes payments out for the Emergency Fire Fund, which were originally not budgeted.

6210 Ventura College Promise– Under budget \$164,587 and 0% of budget

- The first half of the Promise Grant will be paid in February at about \$153,000. The second half is estimated to be about \$143,000.

6220 Textbook/Lending Library Grant– Under budget \$12,941 and 66% of budget

- The library staff will make additional purchases to refresh the collection in the spring semester.

6370 Campus Expense – Under budget \$61,450 or 36% of budget

- This is a pass thru expense and directly relates to direct donations to campus programs which are also down at only 27% of budget.

Total 7000 ADMINISTRATION Expenses under budget \$47,652 or 71% of budget

- The savings is due primarily from savings in personnel costs. With the elimination of a full-time Finance Director to part-time contractor, the Foundation has saved approximately \$31,400. Employee appreciation is over budget as most of that annual budget was used during the holiday season. Worker's compensation is over

budget 12/31/17 as rates increased as of December 2017. This expense will be reduced by the hiring of BSSI human resources services for 2018.

Total 7500 DEVELOPMENT Expenses under budget \$64,473 or 79% of budget

- The savings is due primarily from savings in personnel costs. With the absence of the major gifts fundraiser and the database maintenance position, there was a net savings of \$65,441 in payroll costs. The computer expense in account #7508 of \$10,841 was over budget \$3,497 due to the hiring of contract labor to assist in preparing the annual reports as staffing was short. Direct Mail Vendor, Marketing, and Printing & Graphic Design are over budget because most of this cost occurs in November and December, but the budget is spread throughout the year.

Total 8000 MARKET PLACE Expenses under budget \$19,165 or 92% of budget

- The positive variance is due primarily from savings in personnel costs. Due to the fires, vendors were reimbursed for only 50% of the loss of their rental space due to campus and marketplace closure.

OTHER INCOME/EXPENSE

Net Other Revenue Income over budget \$308,082 or 271% of budget

- This income is a function of the market. Earnings through December were excellent before the market correction in January 2018. This decrease in market will be reflected in the next financial report.



VENTURA COLLEGE FOUNDATION CONSOLIDATED

Budget vs. Actuals: FY 2018

July - December, 2017

	Actual	Budget	Amount over(under) Budget	Variance as a %age of Budget
Revenue				
4200 Donations - Unrestricted	45,187.14	45,765.00	-577.86	98.74%
4300 Donations - Perm Restricted	54,586.27	70,000.00	-15,413.73	77.98%
4400 Donations - Temp Restricted			0.00	
4410 Phoenix	1,325.00	8,000.00	-6,675.00	16.56%
4430 Annual	137,153.04	88,074.00	49,079.04	155.72%
4435 Promise	10,574.80	79,500.00	-68,925.20	13.30%
4437 Textbook lending	3,381.64	5,000.00	-1,618.36	67.63%
4440 Campus	25,983.30	95,000.02	-69,016.72	27.35%
Total 4400 Donations - Temp Restricted	\$ 178,417.78	\$ 275,574.02	-\$ 97,156.24	64.74%
5000 Market Place Revenue	713,554.00	668,600.52	44,953.48	106.72%
5020 VIP MP Parking	90,881.00	82,636.02	8,244.98	109.98%
Total 5000 Market Place Revenue	\$ 804,435.00	\$ 751,236.54	\$ 53,198.46	107.08%
5100 Interest Income	241.08	734.00	-492.92	32.84%
5300 In-Kind Income	34,065.90		34,065.90	
5400 Other Income	2,808.75	0.00	2,808.75	
Total Revenue	\$ 1,119,741.92	\$ 1,143,309.56	-\$ 23,567.64	97.94%
Expenditures				
6000 PROGRAMMATIC				
6100 SCHOLARSHIPS				
6152 Annual	11,600.00	3,720.00	7,880.00	311.83%
Total 6150 Scholarships	\$ 11,600.00	\$ 3,720.00	\$ 7,880.00	311.83%
8300 Endowed Scholarships	3,000.00	0.00	3,000.00	
Total 6100 SCHOLARSHIPS	\$ 14,600.00	\$ 3,720.00	\$ 10,880.00	392.47%
6200 GRANTS	10,234.80		10,234.80	
6210 Ventura College Promise		164,586.50	-164,586.50	0.00%
6220 Textbook/Lending Library Grant	25,058.97	38,000.00	-12,941.03	65.94%
Total 6200 GRANTS	\$ 35,293.77	\$ 202,586.50	-\$ 167,292.73	17.42%
6300 OTHER PROGRAM EXPENSES	0.00		0.00	
6370 Campus Expense	34,799.77	96,250.02	-61,450.25	36.16%
6375 Campus In-Kind Expense	34,065.90		34,065.90	
8400 Program Endowment Disbursement		120,000.00	-120,000.00	0.00%
Total 6300 OTHER PROGRAM EXPENSES	\$ 68,865.67	\$ 216,250.02	-\$ 147,384.35	31.85%
Total 6000 PROGRAMMATIC	\$ 118,759.44	\$ 422,556.52	-\$ 303,797.08	28.10%
7000 ADMINISTRATION			0.00	
7002 Bank Charges	30.00	49.98	-19.98	60.02%
7004 CalPERS	2,069.90	5,865.00	-3,795.10	35.29%
7008 Computer Expense	577.15	1,750.02	-1,172.87	32.98%
7010 Professional Development	74.04	2,749.98	-2,675.94	2.69%
7012 Depreciation	4,409.94	4,704.00	-294.06	93.75%
7014 Dues & Subscriptions	275.14	1,500.00	-1,224.86	18.34%
7016 Employee Appreciation	3,446.73	1,675.02	1,771.71	205.77%
7018 Employee Benefits	14,105.89	18,135.00	-4,029.11	77.78%
7022 Insurance	1,383.93	1,699.98	-316.05	81.41%
7024 Licenses & Fees	721.00	3,799.98	-3,078.98	18.97%
7026 Office Expense	2,076.13	3,000.00	-923.87	69.20%
7028 Mileage	186.05	187.98	-1.93	98.97%

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VENTURA COLLEGE FOUNDATION CONSOLIDATED

Budget vs. Actuals: FY 2018

July - December, 2017

	Actual	Budget	Amount over(under) Budget	Variance as a %age of Budget
7030 Miscellaneous Meetings	75.72	499.98	-424.26	15.14%
7032 Printing	219.38	625.02	-405.64	35.10%
7034 Payroll Service	1,160.57	1,258.98	-98.41	92.18%
7035 Salaries	44,922.96	80,255.52	-35,332.56	55.97%
7036 Payroll Taxes	3,955.65	5,830.98	-1,875.33	67.84%
7038 Postage		49.98	-49.98	0.00%
7042 Marketing	302.25	499.98	-197.73	60.45%
7044 Professional Services	33,783.00	28,000.02	5,782.98	120.65%
7048 Unemployment Insurance Expense		799.98	-799.98	0.00%
7050 Scholarship Award Events	62.62	0.00	62.62	
7052 Small Equipment	801.79	996.35	-194.56	80.47%
7054 Telephone		810.00	-810.00	0.00%
7056 Workers' Compensation	2,930.90	479.02	2,451.88	611.85%
Total 7000 ADMINISTRATION	\$ 117,570.74	\$ 165,222.75	-\$ 47,652.01	71.16%
7500 DEVELOPMENT				
7504 CalPERS	5,674.12	12,313.50	-6,639.38	46.08%
7506 Board Expense	555.58	750.00	-194.42	74.08%
7508 Computer Expense	10,840.95	7,344.00	3,496.95	147.62%
7509 Direct Mail Vendor	22,662.91	15,543.00	7,119.91	145.81%
7510 Professional Development	2,277.24	8,557.02	-6,279.78	26.61%
7511 Donor Meetings	614.78	1,999.98	-1,385.20	30.74%
7512 Donor Recognition	676.89	1,249.98	-573.09	54.15%
7514 Dues & Subscriptions	2,216.20	2,137.50	78.70	103.68%
7516 Employee Appreciation	1,475.52	1,675.02	-199.50	88.09%
7518 Employee Benefits	21,737.50	40,461.00	-18,723.50	53.72%
7520 Insurance	1,154.78	1,189.98	-35.20	97.04%
7522 Merchant Fees	1,031.87	1,102.50	-70.63	93.59%
7524 Mileage	76.42	750.00	-673.58	10.19%
7526 Office Expense	1,506.57	1,000.02	506.55	150.65%
7528 Professional Services	45,810.18	4,999.98	40,810.20	916.21%
7530 Marketing	20,235.94	17,602.50	2,633.44	114.96%
7532 Printing & Graphic Design	11,451.18	6,499.98	4,951.20	176.17%
7535 Salaries	85,296.90	167,925.48	-82,628.58	50.79%
7536 Payroll Taxes	7,329.61	12,229.98	-4,900.37	59.93%
7541 Special Events	880.46	4,000.02	-3,119.56	22.01%
7552 Scholarship Awards Events	62.62	0.00	62.62	
7555 President's Special Fund	1,002.00	499.98	502.02	200.41%
7556 Workers' Compensation	1,835.03	1,047.00	788.03	175.27%
Total 7500 DEVELOPMENT	\$ 246,405.25	\$ 310,878.42	-\$ 64,473.17	79.26%
8000 MARKET PLACE				
8004 CalPERS	3,694.35	4,723.98	-1,029.63	78.20%
8006 Computer Expense	1,740.00	2,299.98	-559.98	75.65%
8008 Courier Service	2,236.02	2,130.00	106.02	104.98%
8010 Professional Development	53.22	1,227.00	-1,173.78	4.34%
8012 CC Processing Merchant Fees	3,072.13	2,820.00	252.13	108.94%
8014 Depreciation	3,087.14	3,120.00	-32.86	98.95%
8016 Employee Appreciation	4,654.20	1,737.48	2,916.72	267.87%
8018 Employee Benefits	14,404.12	15,333.00	-928.88	93.94%
8020 Insurance	1,154.78	1,188.48	-33.70	97.16%

VENTURA COLLEGE FOUNDATION CONSOLIDATED

Budget vs. Actuals: FY 2018

July - December, 2017

	Actual	Budget	Amount over(under) Budget	Variance as a %age of Budget
8024 Licenses & Fees	918.00	450.00	468.00	204.00%
8025 Mileage		49.98	-49.98	0.00%
8026 Office Expense	413.37	499.98	-86.61	82.68%
8030 Repairs & Maintenance	7,224.38	6,922.50	301.88	104.36%
8032 Printing & Signage	616.67	775.02	-158.35	79.57%
8034 Security	34,353.05	31,890.00	2,463.05	107.72%
8035 Salaries	97,661.21	112,050.00	-14,388.79	87.16%
8036 Payroll Taxes	7,614.74	8,469.00	-854.26	89.91%
8037 Small Equipment		424.98	-424.98	0.00%
8038 Street Sweeping	7,200.00	8,100.00	-900.00	88.89%
8039 Professional Services		499.98	-499.98	0.00%
8040 Supplies	7,456.39	6,750.00	706.39	110.47%
8042 Trash	11,241.99	12,210.00	-968.01	92.07%
8044 Vendor Appreciation	308.89	3,000.00	-2,691.11	10.30%
8046 Telephone	392.15		392.15	
8056 Workers' Compensation	4,219.07	6,210.00	-1,990.93	67.94%
Total 8000 MARKET PLACE	\$ 213,715.87	\$ 232,881.36	-\$ 19,165.49	91.77%
Total Expenditures	\$ 696,451.30	\$ 1,131,539.05	-\$ 435,087.75	61.55%
Net Operating Revenue	\$ 423,290.62	\$ 11,770.51	\$ 411,520.11	3596.20%
Other Revenue				
5500 Investment Income				
5520 Change in Market Value	393,290.94	75,000.00	318,290.94	524.39%
5540 Interest & Dividends	115,487.76	125,000.02	-9,512.26	92.39%
Total 5500 Investment Income	\$ 508,778.70	\$ 200,000.02	\$ 308,778.68	254.39%
Total Other Revenue	\$ 508,778.70	\$ 200,000.02	\$ 308,778.68	254.39%
Other Expenditures				
8500 Investment Fees				
8510 Manager Fee (Payden & Rygel)	20,697.00	20,000.02	696.98	103.48%
Total 8500 Investment Fees	\$ 20,697.00	\$ 20,000.02	\$ 696.98	103.48%
Total Other Expenditures	\$ 20,697.00	\$ 20,000.02	\$ 696.98	103.48%
Net Other Revenue	\$ 488,081.70	\$ 180,000.00	\$ 308,081.70	271.16%
Net Revenue	\$ 911,372.32	\$ 191,770.51	\$ 719,601.81	475.24%

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Ventura College Foundation
Mayerson Marketing Project Status Report
July – September 2017

COMPLETED:

- Priority Day for Textbook Lending Library Media Alert – sent 7/31/17

NEWS RELEASE

- New Interim named

6/23/17

VCStar: [Norbert Tan leaves Ventura College Foundation for Antioch University job](#)

6/29/17

PrLog.com - [Ventura College Foundation appoints Anne King Interim Executive Director](#)

6/30/

Amigos805.com: [Ventura College Foundation appoints Anne King Interim Executive Director](#)

7/1/17

24-7PressRelease.com: [Ventura College Foundation Appoints Anne King Interim Executive Director](#)

7/5/17

VCReporter: [Biz Buzz-Moving On](#)

7/6/17

Thousand Oaks Acorn: [Local to head college foundation](#)

- New Board Members

8/9/17

Citizens Journal: [Ventura College Foundation Board Expands](#)

Amigos805.com: [Ventura College Foundation Board Expands](#)

Ventura Chamber: [Ventura College Foundation Board Expands](#)

PrLog.com: [Ventura College Foundation Board Expands](#)

8/30/17

MMPR blog: [Ventura College Foundation Board Expands — New members bring campus and business experience](#)

8/31/17

OnlinePR.com: [Ventura College Foundation Board Expands](#)

9/1/17

24-7PressRelease.com: [Ventura College Foundation Board Expands](#)

9/5/17

Fillmore Gazette: [Ventura College Foundation Board Expands](#)

MEDIA ADVISORY

- Textbook Lending

8/10/17

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PROJECTS IN PROCESS:

- News release on Veteran's Promise program
- Gratitude Report project management, story writing/editing
- Feature on scholarship readers

NOTE

All news releases and calendar listings are posted on various websites and social media including:

- 24-7 Press Release
- OpenPR
- PR Log
- PR.com
- Online PR News
- Ventura College Foundation's Facebook page (via Kat Armstrong)
- Vcgiving.org (via Kat Armstrong)
- Twitter
- MMPR website blog





**Ventura College Foundation
Mayerson Marketing Project Status Report
September -- December 2017**

COMPLETED:

NEWS RELEASE

- New Board Members

VC Star: <http://www.vcstar.com/story/money/business/2017/09/08/3-named-ventura-college-foundation-board/636482001/>

- Vet Promise

10/5/17

Amigos825.com: [Ventura College Foundation Launches Veterans Promise Program](#)

PRLog.com: [Ventura College Foundation Launches Veterans Promise Program](#)

MMPR blog: [Ventura College Foundation Launches Veterans Promise Program](#)

10/6/17

Ventura Chamber of Commerce: [Ventura College Foundation Launches Veterans Promise Program](#)

US.Localxxl.com: [Ventura College Foundation Launches Veterans Promise Program](#)

10/7/17

Citizens Journal: [Ventura College Foundation Launches Veterans Promise Program](#)

24-7PressRelease.com: [Ventura College Foundation Launches Veterans Promise Program](#)

10/25/17

Ventura Breeze: [Ventura College helping our veterans](#)

10/26/17

VCReporter: [Veterans Promise Program launches at Ventura College](#)

10/28/17

VCStar: [Ventura College program helps veterans go to school](#)

- New Staff Members

12/17/17

USLocalxxl.com: [Ventura College Foundation Announces Two New Staff Members](#)

12/28/17

PRLog.com: [Ventura College Foundation Announces Two New Staff Members](#)

1/3/18

VCStar: [Ventura College Foundation adds 2 to staff](#)

VCReporter: [Biz Buzz - Moving up](#)

1/17/18

Ventura Breeze: [Ventura College Foundation announces two new staff members](#)

- Ventura College Launches Thomas Fire Victim Relief Collection Drive

12/9/17

MMPR blog: [Ventura College Launches Thomas Fire Victim Relief Collection Drive](#)

12/11/17



Calendar listing

- Ventura College Foundation's Weekend Marketplace is Closed Dec. 9 and Dec. 10
Posted to online sites

-VC Star Letter to the Editor

12/28/17

Fire Emergency Fund: <http://www.vcstar.com/story/opinion/readers/2018/01/02/joy-and-gratitude/998458001/>

PROJECTS IN PROCESS:

- Update news release on Thomas Fire grants (for approval)
- Calendar listings: special events at VC Marketplace (in progress)
- News release on Promise grants (in progress)
- Feature Pitch: Scholarship readers (in progress)
- Success Files: Script edits and production assistance (in process)
- Media advisory: ESTEEM grant with Haas and Edison (in process)

NOTE

All news releases and calendar listings are posted on various websites and social media including:

- 24-7 Press Release
- OpenPR
- PR Log
- PR.com
- Online PR News
- Ventura College Foundation's Facebook page
- Vcgiving.org
- Twitter
- MMPR website blog

Ventura College Foundation

Board of Directors Committees (FY 2017-2018)

STANDING COMMITTEES

EXECUTIVE*

- 1) Rob Van Nieuwburg, Chair
- 2) Ruth Hemming, Vice-Chair
- 3) Nicole Kreutz, Treasurer
- 4) Mike Montoya, Secretary
- 5) Dave Keebler, VC President
- 6) Anne Paul King, Exec. Dir.

FINANCE

- 1) Nicole Kreutz, Chair
- 2) Amy Cherot
- 3) Ruth Hemming
- 4) Mike Montoya
- 5) Rene Rodriguez
- 6) _____
- 7) _____
- 8) _____

PERSONNEL

- 1) Matt LaVere, Chair
- 2) Amy Cherot
- 3) Interim VC President
- 4) Ruth Hemming
- 5) Mike Montoya
- 6) Donna Santo
- 7) Rob Van Nieuwburg

PROGRAM SUSTAINABILITY

- 1) Elyn Dembowski, Co-Chair
- 2) Stephen Kipp, Co-Chair
- 3) Bob Beilin
- 4) Amy Cherot
- 5) Ken Collin
- 6) Kim Hoffmans
- 7) Mike Montoya
- 8) Rob Van Nieuwburg
- 9) _____
- 10) _____

TOURS

- 1) *Mary Saputo, Co Chair*
- 2) Eleanor Tillquist, Co Chair

INVESTMENT

- 1) Ken Collin, Chair
- 2) Bob Beilin
- 3) Amy Cherot
- 4) Elyn Dembowski
- 5) Matt LaVere
- 6) Rene Rodriguez
- 7) _____
- 8) _____
- 9) _____

Scholarship & Grants (Promise, Scholarships, Textbooks, Veterans, etc.)

- 1) Ruth Hemming, Chair
- 2) Amy Cherot
- 3) Aurora De La Selva
- 4) Elyn Dembowski
- 5) Kim Hoffmans
- 6) Matt LaVere
- 7) Rene Rodriguez
- 8) Donna Santo
- 9) Eleanor Tillquist
- 10) George Tillquist
- 11) Rob Van Nieuwburg
- 12) _____

NOMINATING/ GOVERNANCE

- 1) Matt LaVere, Chair
- 2) Elyn Dembowski
- 3) Ruth Hemming
- 4) Stephen Kipp
- 5) Mike Montoya
- 6) Donna Santo
- 7) Rob Van Nieuwburg
- 8) _____
- 9) _____

AD-HOC COMMITTEES

BYLAWS

- 1) Elyn D., Chair
- 2) Bob Beilin
- 3) Amy Cherot
- 4) Ruth Hemming
- 5) Donna Santo
- 6) _____

STRATEGIC PLANNING

- 1) Kim Hoffmans, Co Chair
- 2) TBD, Co Chair
- 3) Elena Brokaw
- 4) Amy Cherot
- 5) Matt LaVere
- 6) Eleanor Tillquist
- 7) _____
- 8) _____
- 9) _____

AUDIT

- 1) Stephen Kipp, Chair
- 2) Amy Cherot
- 3) Mike Montoya
- 4) Ruth Hemming
- 5) _____
- 6) _____

Confidential – For Internal Use Only; Updated 2/23/18
 * Committee Chairs are also attend the Exec. Committee
Italics: non-BOD members
 (2x): meets approx. two times annually.
 VCF Staff will attend committee meetings as appropriate.

Ventura College Foundation
Board of Directors | 2017-18

	<u>Member</u>	<u>Profession/Industry</u>	<u>VC Affiliation</u>	<u>Member Since</u>	<u>Residence</u>
1.	Keith Barnard	Agricultural	Campus Diesel Advisor	2018	Ventura
2.	Robert Beilin, Ph.D	Psychology	Donor	2015	Ventura
3.	Elena Brokaw	Non-Profit	Donor	2016	Santa Paula
4.	Boomer Butler, C.P.A.	Finance	Donor	2017	Ventura
5.	Amy Cherot	Science – Retired	Donor	2007	Ventura
6.	Ken Collin	Entrepreneur – Retired	Donor	2014	Ventura
7.	Aurora De La Selva	Education – Retired	VC Counselor	2016	Oxnard
8.	Ellyn Dembowski	Real Estate	Alumnus	2009	Ventura
9.	Ruth Hemming, Ed.D, Vice Chair	Education -- Retired	VC/OC/ MC Mgmt.	2004	Ojai
10.	Leslie Herrera Ex-Officio	Student representative	President, ASVC	2017	Ventura
11.	Kim Hoffmans, Ed.D. Ex-Officio	Education – Management Representative	VC VP of Acad. Affairs	2016	Thousand Oaks
12.	David Keebler Ex-Officio	Education	Interim VC President	2017	Ventura
13.	Anne Paul King	Education/ Non-Profit	Interim VCF Executive Director	2017	Thousand Oaks
14.	Stephen J. Kipp, MBA	Finance	Donor/Fmr. Faculty	2016	Ventura
15.	Nicole Kreutz, MBA Treasurer	Banking	Alumnus	2017	Ventura
16.	Matt LaVere, Esq.	Legal	Alumnus	2014	Ventura
17.	Michael Montoya, Secretary	Energy - Retired	Corporate Donor	2009	Camarillo
18.	Michael Orman	Banking	Corporate Donor	2017	Ventura
19.	Rene Rodriguez	Education - Retired	VC Faculty/Mgmt	2014	Camarillo
20.	Donna Santo, Esq.	Legal	Donor	2003	Ventura
21.	Eleanor Tillquist	Healthcare – Retired	Donor	2014	Ventura
22.	George Tillquist	Energy – Retired	Donor	2000	Ventura
23.	Rob van Nieuwburg Chair	Automotive	Corporate Donor	2004	Ventura
24.	Patricia Wendt Ex-Officio	Education	Faculty Rep.	2017	Ventura

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VENTURA COLLEGE FOUNDATION/BOARD OF DIRECTORS

2017-18 MEETING SCHEDULE & SPECIAL EVENTS

<p><u>JULY 2017</u> (beginning of 2017-18 fiscal year)</p> <p>4 – Rotary Club Fireworks (Tue. 5:00-9:00 p.m.) Athletic Field</p>	<p><u>JANUARY 2018</u></p> <p>3 – Textbook Lending Library Opening Day</p> <p>19- Campus tour</p> <p>TBD – Program Sustainability (5:15pm, DRC)</p> <p>22 – Nursing Pinning Ceremony (5-7pm)</p> <p>31 – FULL BOARD (Wed., 5:00pm, MCW-312)</p> <p>31- BOD Gathering (7pm-9pm, Kim Hoffmans home)</p>
<p><u>AUGUST 2017</u></p> <p>7 – Textbook Lending Opening Day (Tue., 9am-12pm, LRC)</p> <p>8- Campus tour</p> <p>31 – Nominating Committee (5:00pm, DRC)</p>	<p><u>FEBRUARY 2018</u></p> <p>5 – Program Sustainability Committee (5:15pm, DRC)</p> <p>13 – Scholarship and Grants Committee (Tue., 5:00p.m.) – DRC</p>
<p><u>SEPTEMBER 2017</u></p> <p>5 – Scholarship and Grants Committee (Mon. 5:00p.m.) – DRC</p> <p>6 – Finance Committee (Wed. 4:00p.m.) – DRC</p> <p>6 – Executive Committee (Wed. 5:00p.m.) – DRC</p> <p>27 – FULL BOARD (Wed., 5:00pm) – MCW-312</p> <p>28 – Donor Appreciation Party</p> <p>TBD – Program Sustainability (5:15pm, DRC)</p>	<p><u>MARCH 2018</u></p> <p>7 – Finance Committee (Wed., 4:00pm) – DRC</p> <p>7 – Executive Committee (Wed., 5:00pm) – DRC</p> <p>9 – Campus tour (Fri., 8am)</p> <p>12- Programs Sustainability Committee (Mon, 5:15pm, DRC)</p> <p>21 – FULL BOARD (Wed., 5:00pm) – MCW-312</p> <p>26- Campus tour (Mon., 12:00pm)</p> <p>27- House Party Lester Tong's home (Tues., 5:30pm)</p> <p>TBD – Scholarship and Grants Committee (Tue., 5:00p.m.) DRC</p>
<p><u>OCTOBER 2017</u></p> <p>6 – Scholarship Reader Committee Kickoff (Tue. 5:00p.m.) – MCW 312</p> <p>9- Campus Tour</p> <p>10 – Scholarship and Grants Committee (Tue., 5:00p.m.) – DRC</p> <p>11 – Audit Committee (Wed., 5:00pm) – DRC</p> <p>12-14 – NCCCF/CASE Annual Conference (Thu-Sat, Anaheim)</p> <p>20- Campus Tour</p>	<p><u>APRIL 2018</u></p> <p>1 – Budget Review Committee #1 (Tue 5:00pm) – DRC</p> <p>13 – Campus tour (Fri., 8am)</p> <p>17 – Scholarship and Grants Committee (Tue., 5:00p.m.) – DRC</p> <p>19 – Phoenix Scholarship Reception (Thu., 6-8pm, WEC)</p> <p>20 – STEM/Corporate Scholarship Awards Reception - Campus (Thursday, 2:00-4:00p.m.)</p> <p>30- Campus tour (Mon., 12pm)</p> <p>30 – Program Sustainability (Wed, 5:15pm, DRC)</p> <p>TBD – Nominating Committee</p> <p>TBD – Promise Fundraising House Party</p>
<p><u>NOVEMBER 2017</u></p> <p>TBD – Program Sustainability (Wed., 5:15pm, DRC)</p> <p>6 – Investment Committee (Mon., 4:30 p.m., DRC)</p> <p>9 – Veterans Resource Center 4-yr Anniversary (11am-1pm)</p> <p>17 – VC Retirees Luncheon and Tour – (11:30am-1:30pm)</p> <p>21 – Scholarship and Grants Committee (Tue., 5:00p.m.) – DRC</p> <p>27- Personnel Committee Meeting (Mon., 5pm) – DRC</p> <p>27 – Campus Tour</p> <p>29 – Finance Committee (Wed. 4:00 p.m.) – DRC</p> <p>29 – Executive Committee (Wed. 5:00 p.m.) – DRC</p>	<p><u>MAY 2018</u></p> <p>1 – Budget Review Committee #2 (5:00pm) – DRC</p> <p>12 – Scholarship Gala Awards Luncheon – Crown Plaza Ventura (Saturday, 11:30 a.m.-2:30 p.m.)</p> <p>14 – Nursing Pinning Ceremony</p> <p>15 – Scholarship and Grants Committee (Tue., 5:00p.m.) – DRC</p> <p>18- VC Graduation (Fri., 11:00 a.m., VC Sportsplex)</p> <p>TBD – Promise Fundraising House Party</p> <p>TBD – Investment Bi-yearly (5:00pm, DRC)</p> <p>TBD – Promise Fundraising House Party</p>
<p><u>DECEMBER 2017</u></p> <p>8- Campus Tour</p> <p>19 – Scholarship and Grants Committee (Tue., 5:00p.m.) – DRC</p> <p>TBD – Promise Fundraising House Party</p>	<p><u>JUNE 2018 (end of 2017-18 fiscal year)</u></p> <p>6 – Finance Committee (Wed., 4:00pm) – DRC</p> <p>6 – Executive Committee (Wed., 5:00pm) – DRC</p> <p>8- Campus tour (Fri., 8am)</p> <p>16 – Marketplace Vendor Appreciation BBQ (Sat. 3:00pm)</p> <p>19 – Scholarship and Grants Committee (Tue., 5:00pm) – DRC</p> <p>20 – FULL BOARD (Wed., 5:00pm) – MCW-312</p> <p>25 – Campus tour (Mon., 12pm)</p> <p>TBD – Program Sustainability (Wed, 5:15pm, DRC)</p>

DRC = 71 Day Road Center Conference Room, VC Foundation Office on campus

MCW-312 = Multidisciplinary Classroom West, on the north side of campus, 3rd floor, park in North Lot.

WEC = Wright Event Center, 57 Day Road, Ventura College

Events in boldface