



VENTURA COLLEGE FOUNDATION  
*your dreams. our mission.*

## **BOARD OF DIRECTORS MEETING**

**Wednesday, September 27, 2017**  
**5:00 p.m. – 6:30 p.m.**

**MCW-312 (Conference Room)**  
(3<sup>rd</sup> floor of Multidisciplinary Center West)  
(Please park in either the East Lot or North Lot)  
**Ventura College Campus**



Please remember to bring this board packet with you.



VENTURA COLLEGE FOUNDATION  
your dreams. our mission.

## BOARD OF DIRECTORS - Regular Meeting

Wednesday, September 27, 2017, 5:00 p.m.

MCW-312 | Ventura College Campus

### AGENDA

- |           |  |                    |
|-----------|--|--------------------|
| 5:00 p.m. | <b>A</b> <u>CALL TO ORDER</u>  | VAN NIEUWBURG      |
|           | <b>PUBLIC COMMENTS:</b> This is an opportunity for members of the public to address the Ventura College Foundation Board of Directors. |                    |
| 5:05 p.m. | <b>B</b> WELCOME   | VAN NIEUWBURG      |
| 5:10 p.m. | <b>C</b> <b>CONSENT AGENDA – Single action for approval of items listed below:</b>   | VAN NIEUWBURG      |
|           | 1) Minutes of the June 21, 2017 Board of Directors Meeting   |                    |
|           | 2) Action Item A – Approval of Boomer Butler, CPA, and Keith Barnard as a new members to the VCF Board of Directors                    |                    |
| 5:15 p.m. | <b>D</b> <b>STUDENT SPEAKERS – Jessica Robles, Scholarship recipient</b>   | KING               |
| 5:25 p.m. | <b>E</b> <b>ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION</b>   | VAN NIEUWBURG      |
| 5:30 p.m. | <b>F</b> <b>COMMITTEE, STAFF &amp; ADMINISTRATIVE REPORTS</b>  |                    |
|           | 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 –  | DEMBOWSKI/         |
|           | ➤ Fundraising Report   | KIPP               |
|           | ➤ Task Force report  |                    |
|           | 6) Finance – Q&A on Financials for the YTD period ending 6/30/17   | KREUTZ/<br>WALTERS |
|           | 7) Investment Committee Report   | COLLIN/KING        |
|           | 8) Nominating Committee Report   | LAVERE             |



6:10 p.m. **G GENERAL DISCUSSION & OTHER TOPICS**

All

6:30 p.m. **H ADJOURNMENT**

VAN NIEUWBURG

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### INFORMATIONAL

- 1) Minutes of the June 21, 2017 Full Board meeting (pages 3-7)
- 2) Memo A: Recommendation by Nominating Committee for Approval of New Board Members (page 8)
- 3) Boomer Butler, CPA, resume (page 9)
- 4) Keith Barnard Biography (page 10)
- 5) Minutes of the September 5, 2017 Scholarship & Grants Committee meeting (pages 11-12)
- 6) 2016-17 Year End Program Summary Report (page 13)
- 7) Programs & Events Update (page 14)
- 8) Good News Program Sustainability Report (pages 15 -16)
- 9) Program Sustainability Reports (pages 17-20)
- 10) Minutes of the September 6, 2017 Finance Committee meeting (page 21)
- 11) Financial Report – 2016-17 Year End (pages 22 -31)
- 12) Minutes of August 31, 2017 Nominating Committee Meeting (page 32)
- 13) Marketing & Public Relations update from MMPR (pages 33-34)
- 14) Updated Board of Directors Committee Chart (page 35)
- 15) Updated Board of Directors Confidential Roster 2017-18 (page 36)
- 16) Updated Board of Directors Calendar 2017-18 (page 37)

\*Documents will be made available at the Board meeting.

**Disability Access:** MCW 312 @ Ventura College is wheelchair accessible



Ventura College Foundation  
BOARD OF DIRECTORS MEETING  
Wednesday, June 21, 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, June 21, 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):**

Robert Beilin, Elena Brokaw, Ken Collin, Aurora de la Selva, Ellyn Dembowski, Ruth Hemming, Kim Hoffmans, Tatiana Juarez, David Keebler, Stephen Kipp, Nicole Kreutz, Michael Montoya, Michael Orman, Rene Rodriguez, Donna Santo, Norbert Tan, Eleanor Tillquist, George Tillquist, Rob van Nieuwburg, Patricia Wendt

**Directors Absent (6):**

Amy Cherot, Greg Gillespie, Leslie Herrera, Alex Kolesnik, Matt LaVere, Helen Yunker

**VCF Staff in attendance:**

Anne King, Sean Donnelly, Suzie O'Connell, Cyndie Whitley

**Special Guest(s):**

Paige Treloar-Ballard, Scholarship Recipient

**CALL TO ORDER**

Ventura College Foundation Board Chair Rob van Nieuwburg called the meeting to order at 5:10 p.m.

**WELCOME**

Mr. van Nieuwburg requested introductions around the table. Attendees introduced themselves, years of service on the board, and their occupation. Mr. van Nieuwburg welcomed Educational Assistance Center Director, and ex-officio board member Patricia Wendt. Mr. Tan reminded the board that Ms. Wendt will serve as the faculty representative on the board. Mr. van Nieuwburg welcomed incoming Interim Ventura College President and ex-officio board member, David Keebler.

Mr. Tan reminded the board that Mr. van Nieuwburg was instrumental in setting up the T-10 program. Dr. Hoffmans announced that there is an accreditation meeting for the T-10 program on July 19<sup>th</sup>, 2017, which Mr. van Nieuwburg said he would attend as the VCF Board representative.

**APPROVAL OF ITEMS ON CONSENT AGENDA**

- **MOTION:** Mr. van Nieuwburg moved that the Board of Directors approve the March 22, 2017 Board of Directors minutes. MSC.
- **MOTION:** Mr. van Nieuwburg moved that the Board of Directors approve appointment of Michael Orman to the Ventura College Foundation Board of Directors. MSC.

- **MOTION:** Mr. van Nieuwburg called for names to be added or changed from the proposed roster for the 2017/18 Board of Directors and Officers (pg. 58). Mr. Tan observed that the treasurer position will be vacant, but that nominations could continue by email. Mr. Montoya nominated Ms. Kreutz for Treasurer. Ms. Kreutz requested more information on the position. Mr. van Nieuwburg answered that it consisted of meeting with him and staff quarterly. Ms. Kreutz agreed to have her name put forward for Treasurer. Mr. van Nieuwburg moved that the Board of Directors approve the 2017/18 Board of Directors and Officers roster with this addition. MSC.

### **STUDENT SPEAKER**

Mr. Tan introduced student speaker Tatiana Juarez. Ms. Juarez is the outgoing ASVC President. She thanked the board for the opportunity to serve with them and make the students' voices heard in the Foundation. She expressed excitement for the incoming ASVC President Leslie Herera's ex-officio position on the board. Ms. Juarez shared that student involvement has increased over the past year, citing greater percentages of the student body attending campus events. Ms. Juarez has one year left at VC and will be volunteering at CMH Hospital as well as working as a caregiver over this next year. She stated that the VC Promise enabled her to begin volunteering while pursuing her studies, which has allowed her to position herself where she is today. She thanked the board for their support of the VC Promise and all the resources that the Foundation offers to students.

Mr. Tan next introduced student speaker Paige Treloar-Ballard. Ms. Treloar-Ballard received the Martin Hansen Family Scholarship for \$10,500. Ms. Treloar-Ballard attended Foothill Technology High School. Initially, she had not considered attending a community college. She attended the University of Michigan immediately after high school and competed in water polo. She did not have a good experience and returned home. Ms. Treloar-Ballard decided to attend Ventura College and received the BOG waiver. She felt incredibly supported academically and in athletics. On the VC swim team, she received the Ventura County Intercollegiate Athlete of the Year award. Ms. Treloar-Ballard applied for and received Foundation scholarships. She thanked the board for the scholarships, as they have given her the opportunity to pursue her dreams. In spring, Ms. Treloar-Ballard graduated with four associates degrees and is transferring to University of California, Santa Barbara (UCSB) in the fall. Dr. Hemming asked what Ms. Treloar-Ballard's goals were. Ms. Treloar-Ballard replied that she wanted to pay it forward by coming back to teach at community college. Mr. Tan asked what distances Ms. Treloar-Ballard competes in swimming. Ms. Treloar-Ballard answered that she is a sprinter, including the 100 meter butterfly. Dr. Hoffmans asked Ms. Treloar-Ballard how her VC experience will help her at UCSB. Ms. Treloar-Ballard replied that the smaller campus coupled with the attention of her professors has allowed her to find her voice. She is headed to UCSB more confident than when she attended the University of Michigan.

### **SPECIAL TOPIC – VC EDUCATIONAL MASTER PLAN**

Mr. van Nieuwburg invited Dr. Hoffmans to present the Ventura College Educational Master Plan. Dr. Hoffmans introduced the "Top Five in Six," a plan to make Ventura College a top five college within six years. The Plan has two broad goals; (1) improve student success metrics to level that places VC among the top five California community colleges, and (2) close equity gaps in student outcomes. Dr. Hoffmans highlighted that over the past 20 years, there has been an ethnicity shift in the student population. In 1996, the number of Hispanic students was half of the white student population. In 2016, the number of Hispanic students had increased to double the white student population. Additionally, the average age of VC students has dropped by more than four years over the same period. Dr. Hoffmans emphasized the Foundation's importance by noting that over 62% of VC students are dependent on financial aid.

Dr. Hoffmans indicated that VC is pursuing five main objectives; (1) increase the success of VC students while closing equity gaps, (2) increase our community's access to transfer, workforce preparation, and basic skills education, (3) strengthen local/regional partnerships and community engagement, (4) enhance institutional effectiveness and accountability to improve innovation and student outcomes, and (5) effectively manage campus resources to meet student and community needs.

Currently, VC's completion rate is 53.2%. The #5 community college in the state has 62.3%, and the state average is 48%. To reach the goal of a top five college, VC is pushing to surpass a 62.3% completion rate. Currently, Hispanic students are the largest population at VC, but they have the lowest completion rate. Additionally, there is a slight gap in male success versus female success. Dr. Hoffmans stated that closing these equity gaps is a priority.

Dr. Hoffmans concluded noting that the Foundation plays a critical role in providing students opportunities to complete their studies with the Promise program, Textbook Lending Library, scholarships, and more. The Foundation also helps strengthen local partnerships. Moving forward, VC needs help funding important initiatives on campus, such as a grant application for science lab equipment, which the college unfortunately did not receive. Dr. Hoffmans mentioned that perhaps the Foundation could help support the college in this way.

Mr. Rodriguez asked about the VC Master Plan development process. Dr. Hoffmans noted that a special committee was formed to develop the plan. Mr. Keebler added that the committee was charged with determining a specific plan with clearly defined goals. Originally, the committee proposed 68 goals, which were later refined to five goals with associated action steps to review how to achieve each goal.

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

No items were removed from the consent agenda.

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

**Board Chair:** Mr. van Nieuwburg gave the report. He announced that there will be a Promise fundraising house party on June 28<sup>th</sup> at Doug Halter and Randy Encinas' home. He welcomed the board to attend and bring a guest. Ms. Kreutz asked for a description of the house party. Ms. King gave a brief overview of the fundraising party's program and goals. Ms. Dembowski encouraged new board members to attend. Dr. Hemming asked the time of the event. Mr. Tan confirmed it would be from 5:30-7pm. Mr. Tan explained that the Foundation would not be hosting traditional fundraisers with live/silent auctions which use a significant amount of staff and board resources. Mr. Tan added that the house party Benevon-type model is being used by over 4,000 non-profits nationwide.

**College President:** Mr. Keebler gave the report. He said that he intends to drop the word "interim" from the idea of his new position, and rather that he be considered the President for one year. He stated that he wants to make a difference. His greatest priority is to build capacity for student success. He wants the College to be able to provide resources to all students and sees the Foundation as instrumental in this effort. He envisions this community college becoming a real community. Mr. Keebler closed by saying that many colleges are behind the times, asking students, "Are you ready for us"? He wants VC to be asking students, "Are we ready for you"?

**Executive Director:** Mr. Tan gave the report. Mr. Tan thanked Mr. Keebler for his longtime support and noted that Mr. Keebler came to Ventura College during the recession and provided great support along



with Dr. Robin Calote during that difficult time. Mr. Tan noted highlights on Foundation activity on pages 7-10. Mr. Tan stated that a press release was ready to be distributed following the board's closed session to discuss the transition process with the new interim executive director. Mr. Tan emphasized the need for clear communications to donors about the transition, amid recent turnover in the local nonprofit community.

Mr. Tan mentioned the First Year Experience program, a recent development to help incoming students, noting that it has worked very well. Mr. Tan stated that the program had served several students to date. Dr. Hoffmans confirmed that the program has assisted approximately 500 students. Mr. Tan mentioned that a mentorship program is also available, and Ms. Wendt commented that the success rate of students in the program is much higher than the average student's success rate.

Program Sustainability: Ms. King gave the report. Fundraising highlights are on page 13. Bill Scarpino pledged \$40,000 over the next 5 years to launch a Veteran's Promise program, named in honor of his father and mother and has been active in recruiting more donors to ensure the continued success of the program. Through Michael Spurgeon, the Foundation applied for and received a \$50,000 grant from the Albert and Elaine Borchard Foundation to support the annual Promise program and a Promise endowment. Ms. Dembowski facilitated a \$2,000 grant from the Berkshire Hathaway Foundation. Mr. Montoya aided in securing a fundraising house party at Staci Johnson's home. Ms. Johnson offered her house for the donor appreciation event in the fall. Foundation board members in Rotary facilitated a \$10,000 grant for scholarships and the Textbook Lending Library. Former board member, Elise Kearney, assisted in securing a \$10,000 grant from Bank of America. Ms. de la Selva and her sister are creating a scholarship in honor of their mother. The Ventura College Student Success Committee approved a \$15,000 proposal to supplement funding for the Textbook Lending Library. This money will be sent directly to the VC Library for use toward the Lending Library. Mr. LaVere secured an additional \$3,500 from the Tyrone Heritage Foundation to support the Textbook Lending Library. Currently, the Foundation is processing and stewarding several donations toward memorial scholarships in honor of Tim Suel, Lucia Tebbe, and Wendy McGee. Ms. King thanked the board for creating an environment where the Foundation is a place that people wish to honor their loved ones. The Foundation exceeded their sponsorship goal by 53% in large part due to the efforts of the Board in securing in meal sponsorships for the Gala. Mr. Tan thanked Mr. van Nieuwburg for facilitating an estate gift from scholarship donor, John Lupton. Ms. King reported that Kathy Schrader has committed a gift of \$100,000 from her estate. Ms. King added that we have also received notifications of estate gifts from scholarship donor, Mike Ewens and Abra Flores, Foundation Faculty Ambassador.

Ms. King referred to the Promise House Party report on page 15 noting that many of the donors were new donors to the Foundation. Mr. Tan added that most of the money raised is net gain, as the cost to the Foundation per fundraising event is under \$500. Ms. King pointed to the graph on page 18, illustrating how multi-year pledges from fundraising house parties will benefit us in future years. Ms. King referred to the graph on page 16, noting that we are behind goal for annual Promise fundraising, and that the last fundraising house party on June 28<sup>th</sup> will help to close that gap. Ms. King pointed to the graphs on page 17, noting that while funds raised have increased, the number of donors has decreased. While our current donors are more invested, we have a fewer number of supporters. Therefore, we must focus upcoming fundraising efforts on donor acquisition. Ms. King noted that the national average of charitable giving from individuals is 72%, and that the Foundation's percentage giving from individuals is above that. This is important for sustainability, as it puts us in a position to rely minimally on company and granting foundation support. Ms. King reported that despite the \$31,000 gap between funds raised



and the fiscal year's Promise fundraising goal, if we receive an expected \$375,000 grant from the National Science Foundation, we will have raised \$1.4 million this year.

Mrs. Dembowski mentioned that she has just returned from the National Rotary Convention in Atlanta, which she had attended with Mr. van Nieuwburg. During a Promise breakout session, Mrs. Dembowski learned that the Ventura College Promise program is more sophisticated than many others and that we are nationally recognized as a leader in Promise programs.

Finance: Mr. Tan gave the report. Ms. Benscoter is available for meetings upon return from her vacation should any board members have questions regarding financials. The Finance Report is on pages 19-29.

- **MOTION:** Mr. van Nieuwburg moved that the Board of Directors approve the 2017-2018 Operating Budget and Narrative. MSC.

Investment: Mr. Tan gave the report. The Investment Committee met on June 19<sup>th</sup>. The Investment Report was handed out. Highlights on page B. Foundation investments have outperformed the national average by almost 6%. We have three investment pools. Pool 1 contains most of our endowed funds. Pool 2 contains money from the Martin Hansen Scholarship endowment specifically invested as directed. Pool 3 contains approximately \$250,000. The Foundation has a 40/60 bond/equity split. If interested, more information is available on the investment portfolios. Mr. Tan reminded the board that the Foundation is always open to presentations from other investment companies.

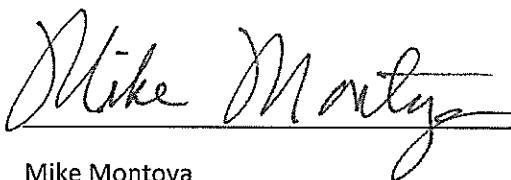
Nominating: Mr. Tan gave the report. The Committee Chart is on page 59. Mr. Tan encouraged board members to request if they are interested in serving on different or additional committees. Ms. King noted that as the college approaches its centennial in 8 years, it is imperative that the Nominating Committee continue to grow the board with a capital campaign in mind.

#### CLOSED SESSION

The board convened a closed session to discuss a transition plan regarding the Interim Executive Director.

#### ADJOURNMENT

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



Mike Montoya  
Secretary, Board of Directors

6/29/2017

Date

*MINUTES TAKEN AND RECORDED BY SEAN DONNELLY.*



# MEMO A - Action Item

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

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

- 1) Boomer Butler, CPA
- 2) 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 September 27, 2017, for a term of two-years.

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Attachments:

Boomer Butler, CPA, resume

Keith Barnard, biographic summary



**J. Boomer Butler, CPA**

986 Colina Vista  
Ventura, CA 93003

(310) 795-2936  
BoomerButler@gmail.com

**EDUCATION**

2002

**Pepperdine University, Malibu, California**  
Bachelor of Science, Accounting  
GPA 3.66- *Cum Laude*

**COMPUTER SKILLS**

Proficient in Microsoft Office, Lacerte, QuickBooks, Paylocity

**EXPERIENCE**

November 2006  
To Present

**M&M Management Co.**

Ventura, CA

**CHIEF FINANCIAL OFFICER / DIRECTOR OF MARKETING**

- Corporate officer for privately held nationwide retail company with 21 store locations and 2,000+ employees.
- Responsible for all banking, financial, taxation, reporting, data analysis and accounting matters.
- Manages all marketing teams and vendors in Social Media marketing, Email marketing, PPC, SEO, direct mail, web development and custom software development.

November 2004  
To July 2006

**Moss Adams LLP**

Los Angeles, CA

**SENIOR ASSOCIATE- TAX**

- Preparation/ review federal and multi-state corporate tax returns for public and private clients in the retail, apparel, and real estate industries. This includes returns for C&S Corporations, partnerships, and individuals.
- Research and planning on various tax issues, including analysis of new tax laws and proposed legislation.
- Supervise group of tax staff and tax interns.
- Involved with both IRS and various state government tax audits and correspondence.

October 2002  
To November 2004

**KPMG LLP**

Los Angeles, CA

**SENIOR ASSOCIATE- AUDIT**

- Perform financial statement audits of public and private clients in the Retail, Entertainment and Technology industries.
- Execute in depth analysis and testing of financial statements, including balance sheets, income statements, statements of stockholder's equity and cash flows.
- Exposure includes consolidations and SEC reporting (10Q's & 10K's).
- Research and investigate emerging accounting and business issues related to GAAP.
- Clients include Nestlé USA, Big 5 Sporting Goods, Anschutz Corp., and Mitsubishi Electric

**LICENSES / AFFILIATIONS**

- CPA – Certified Public Accountant, California Board of Accountancy, 2006
- Former school board member at Ventura Missionary School
- Current board member of the Ventura Chamber of Commerce PAC
- Executive Board member of the Tyrone Heritage Foundation.



**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  
Scholarship and Grants Committee**

Tuesday, September 5, 2017, 5:00 – 6:00 p.m.  
71 Day Road Center Conference Room, Ventura College

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

Staff Attending: Jaimee Hanna

**MINUTES**

Ms. Hemming called the meeting called to order at 5:05 p.m.

**Update on Programs**

Ms. Hanna reviewed the 2016/2017 year-end numbers of students served in each VCF Program: VC Promise, Textbook Support, and Scholarships. Ms. Hanna also gave an update on program and event happenings in the first quarter of 2017/2018. This updated included information about the new Ventura College Foundation Student Ambassador Group that Ms. Hanna has put together. The Student Ambassadors will serve the students of VC by providing feedback on VCF programs, spreading the word in their classrooms/clubs/groups about VCF programs, hosting donors on campus tours, speaking at events, and more.

Ms. De La Selva provided valuable feedback regarding the VC Promise application and making the processes clearer for students as they are so often confused juggling the VC application, FAFSA application, and Promise application. Ms. Hanna will work on these changes.

**Promise Systems Update**

Ms. King updated the committee about a district initiative to create district-wide Promise systems to support Promise programs at each of the three college campuses. Oxnard College started a Promise program this fall. Dr. Greg Gillespie, VCCCD Chancellor, expects to see a Promise program at Moorpark College as soon as possible.

Mrs. King shared that she has recommended to college and district leadership that there be a district-wide Foundations Promise Taskforce to work with district and college staff as these systems are crafted. This would ensure on-going stewardship of donors' contributions, maintain donor trust, and enable proper oversight of the use of Promise funding provided by the boards of directors of each college foundation over time. The committee agreed with Mrs. King's recommendation.

*(continued on other side)*



**BOG Waiver to Change Name to California Promise Program**

Mrs. King attended a Promise Conference last month in Sacramento with Dr. Greg Gillespie, VCCCD Chancellor, and David Keebler, VC President. Mrs. King shared that the Board of Governors (BOG) Waiver has been re-named the "California Promise Program". Dr. Gillespie spoke on a panel and showcased VC Promise funding sources and revenue generation strategies.

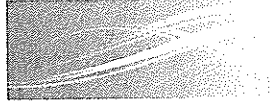
In response to this statewide Promise movement, Mrs. King suggested the foundation could expand the vision of foundation programs to be a cohesive "promise" to VC students that we support greater student completion rates through all of our initiatives. All of our current programs could fit into a comprehensive plan to promote this overarching goal, ideas for new programs could be measured by it, and a closer collaboration with the college could result. The committee agreed that it would explore this and/or other programmatic responses to this name change over the course of the year. Ms. Hemming said that the strategic planning committee would be involved as well.

To minimize confusion with students and donors, the committee agreed to explore changes to our Promise program title in the near future.

As VCF Vice Chair, Ms. Hemming closed with an appeal to committee members to identify a committee chair this year. Ms. Hemming recommended monthly meetings to which the committee agreed.

The meeting was adjourned at 6:11 p.m. Next meeting will be held on Tuesday, October 17, 2017 from 5pm-6pm at the Day Road Center.

*Minutes recorded by Jaimee Hanna*



VENTURA COLLEGE FOUNDATION  
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**2016/2017 Year-End Numbers**

<b>Textbook Lending</b>	<ul style="list-style-type: none"><li>➤ Lending Library<ul style="list-style-type: none"><li>○ 2,205 students served</li></ul></li><li>➤ Reserve Collection<ul style="list-style-type: none"><li>○ 3,556 students served</li></ul></li></ul>
<b>Promise</b>	<ul style="list-style-type: none"><li>➤ 946 students served in the 2016/2017 academic year</li></ul>
<b>Scholarships</b>	<ul style="list-style-type: none"><li>➤ 490 scholarships awarded to 258 students, \$633,414.33 total awarded<ul style="list-style-type: none"><li>○ Phoenix: 26 scholarships awarded to 23 students, \$48,280 total awarded</li><li>○ STEM: 70 scholarships awarded to 63 students, \$94,400 total awarded</li><li>○ Traditional: 394 scholarships awarded to 228 students, \$490,734.33 total awarded</li></ul></li></ul> <p>*Please note that one student may be counted in more than just one scholarship category (Phoenix, STEM, Traditional)</p>



### Programs & Events Update July 2017-September 2017

<b>Textbook Lending</b>	<ul style="list-style-type: none"> <li>➤ Lending Library Event – 8/7/17             <ul style="list-style-type: none"> <li>○ Checkouts: 1,451</li> <li>○ 155% increase compared to Spring 2017 lending library event</li> </ul> </li> </ul>
<b>Promise</b>	<ul style="list-style-type: none"> <li>➤ The 17/18 Promise is currently serving 791 VC students with 189 students on the waitlist who need to complete all Promise requirements</li> </ul>
<b>Scholarships</b>	<ul style="list-style-type: none"> <li>➤ The 17/18 William and Helen Scarpino Veterans Promise Scholarship application will open on Sunday, October 1<sup>st</sup> and will close on Tuesday, October 31<sup>st</sup></li> <li>➤ The 17/18 paramedic scholarship application will open on Sunday, October 1<sup>st</sup> and will close on Tuesday, October 31<sup>st</sup></li> <li>➤ The 18/19 general scholarship application will open on Wednesday, November 1, 2017 and close on Wednesday, January 31, 2018</li> <li>➤ Scholarship Review Committee Kick Off – late September 2017</li> </ul>
<b>Campus Involvement</b>	<ul style="list-style-type: none"> <li>➤ Jaimee &amp; Anne spoke at New Classified Professionals Orientation about the Foundation &amp; what we do</li> <li>➤ Jaimee, Anne, &amp; Julie met with Cindy Jones to discuss VC marketing efforts and how we can work together</li> <li>➤ Jaimee &amp; Anne met with VC staff/faculty responsible for campus tours to determine how we may be able to collaborate</li> <li>➤ Jaimee working to put together a VCF Student Ambassador Group</li> <li>➤ Jaimee &amp; Anne met with Thomas O’Conner, head of Paramedic Department, to discuss feedback from last year’s application process</li> <li>➤ Meetings with VC campus stakeholders regarding William and Helen Scarpino Veterans Promise Grant for the 2018/2019 academic year</li> <li>➤ Jaimee and Anne to attend All Campus Retreat on 9/29/17</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>➤ Private Donor/Recipient Luncheons</li> <li>➤ Veterans House Party – 7/6/17</li> <li>➤ Campus Tour of Nursing Facility – 8/8/17</li> <li>➤ CalPERS and CalSTRS Retirement Workshops for VC Staff/Faculty 8/9/17</li> <li>➤ Flex Day – 8/11/17</li> </ul>

**Ventura College Foundation**  
**Program Sustainability Committee**  
**GOOD NEWS—July 1 through September 19, 2017**

**SCHOLARSHIPS**

VCF has met all requirements to be a sub-recipient of a STEM award to UCSB from the National Science Foundation. VCF will receive \$375,000 over five years to fund 15 \$5,000 STEM transfer scholarships in each year. Due to timing issues, VCF will receive the first two payments, \$150,000, in the 2017-18 academic year.

**Nursing Program Director and VCF Ambassador, Dr. Sandy Melton, and Faculty Member, Karen Kittrell**, in partnership with VCF staff, secured a \$21,000 endowed nursing scholarship from new donors *Mary and Seiji Yoshioka*.

**Donor and widow, Gloria de la Rocha**, initiated an automatic deposit of \$250 every month to build the principal of the Maya de la Rocha Memorial Scholarship Endowment. **Her son, donor, Michael de la Rocha**, inspired multiple gifts to the same fund at his recent 40<sup>th</sup> birthday party; Michael secured a verbal commitment of \$5,000 from the *California Wellness Foundation* for the same purpose.

**Donor and Board Member, Aurora De La Selva**, working with VCF grant writer, Mexican Consulate, and her sister, Lupe Lujan, to apply for matching scholarship funds to honor, community leader and their mother, Aurora Magana-Lopez, to support immigrant students.

**Paramedic Program Director, Tom O'Connor**, in partnership with VCF, secured a verbal commitment from *Swift Memorial Foundation* board members for an additional year of equipment funding with \$5,000.

**Donor, Don Belless**, funded a new Phoenix Nursing Scholarship with \$1,000.

**Donor and Board Chair Rob van Nieuwburg** received support from family member, *Theresa Simpson*, to create a veterans memorial scholarship honoring her husband with \$5,000 5-year pledge.

**Faculty member and donor, Gigi Fiumerodo**, inspired employee giving at the All Campus day in September with her story about creating an endowment. New Dean, Felicia Duenas, and Dean Debbie Newcomb were moved to contribute to and to create scholarships respectively.

**PROMISE**

**Donor, Bill Scarpino**, founded the *William and Helen Scarpino Veterans Promise Program* to support first-year veteran and first-year active duty military students at Ventura College for the next five years. Bill made an initial \$40,000 5-year pledge, then hosted a house party raising an

additional \$39,000 to start the program. **Board member and donor, Kim Hoffmans**, spoke at the house party and made a 5-year pledge at the event.

**Donor and Board Member Stephen Kipp**, volunteered to host a Promise House Party this fall.

**Board Member and donor, Mike Orman**, and *Bank of the Sierra* to announce \$5,000 gift and host a Promise recipient at the grand opening in Ventura this October.

**Board member and donor, Ellyn Dembowski** recruited **donor, Sue Stile**, to be a member of the Promise Task Force.

**Donor, Don Belless**, started support for the Promise with a contribution of \$1,000.

### TOURS

**Donors, Mary Saputo**, and **Board Member, Eleanor Tillquist**, have agreed to be Co-Chairs of the Tour Task Force.

### OTHER FUNDRAISING INITIATIVES

**Donor and Board Chair, Rob van Nieuwburg** hosted an off-site *Rotary* meeting at VC for over 60 *Rotarians*. **VC Director of Tech Services, VCF Ambassador and donor, Grant Jones** hosted a demonstration of the Lester Tong Visualization Room in the Applied Science Center.

**CalPERS/CalSTRS workshops** and informational sessions were hosted by VCF for over 50 faculty and classified staff. Many of VCF's most loyal and largest donors are former faculty and staff.

**Donor and Rotarian, Staci Johnson**, to host annual donor appreciation event with donors and board members, Ellyn Dembowski, Mike Montoya and Rob van Nieuwburg.

*Compiled by Anne King*



VENTURA COLLEGE FOUNDATION GIFT REPORT

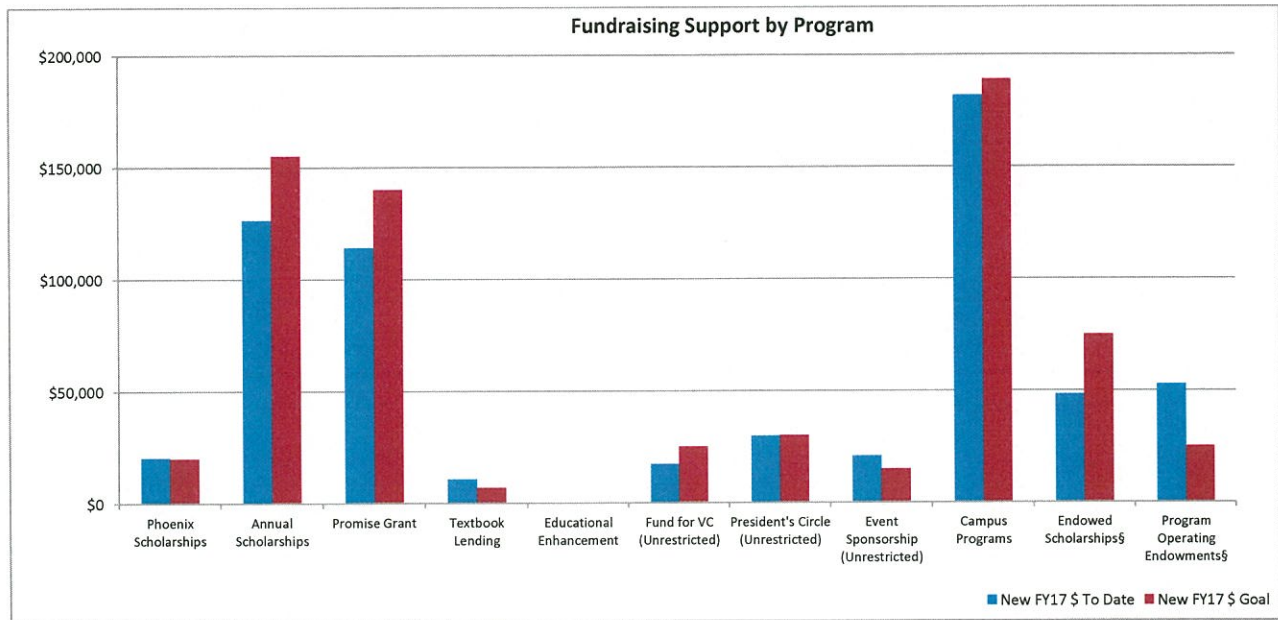
FY 2016/17

**FY 2016/2017 OVERVIEW**

*As of 6/30/2017 - 100% of FY elapsed*

	Total Gifts/Pledges Raised*	# Donors†	# Gifts†	Total New FY17 Dollars Raised‡	New FY17 Dollars Goal	% New FY17 Dollars Raised Toward Goal
Phoenix Scholarships	\$20,450	9	10	\$20,450	\$20,000	102%
Annual Scholarships	\$141,562	162	368	\$126,562	\$155,000	82%
Promise Grant	\$197,652	78	143	\$114,160	\$140,000	82%
Textbook Lending	\$10,750	15	67	\$10,750	\$7,000	154%
Educational Enhancement	\$0	0	0	\$0	\$0	0%
Fund for VC (Unrestricted)	\$17,414	129	301	\$17,414	\$25,000	70%
President's Circle (Unrestricted)	\$29,900	28	29	\$29,900	\$30,000	100%
Event Sponsorship (Unrestricted)	\$20,912	50	56	\$20,912	\$15,000	139%
Campus Programs	\$181,790	259	501	\$181,790	\$189,000	96%
Endowed Scholarships§	\$63,198	59	138	\$48,198	\$75,000	64%
Program Operating Endowments§	\$302,746	68	189	\$52,746	\$25,000	211%
<b>TOTALS</b>	<b>\$986,374</b>		<b>1802</b>	<b>\$622,882</b>	<b>\$681,000</b>	<b>91%</b>

- \*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
<b>TOTALS</b>	\$986,374	630	1,802
<b>By Source</b>			
Individuals	\$703,716	560	1,709
Corporations	\$172,813	62	83
Foundations	\$109,845	8	10
<b>By Purpose</b>			
Restricted	\$918,148	550	1,417
Unrestricted	\$68,226	253	385

Legal/Hard credit only

17

# VENTURA COLLEGE FOUNDATION GIFT REPORT

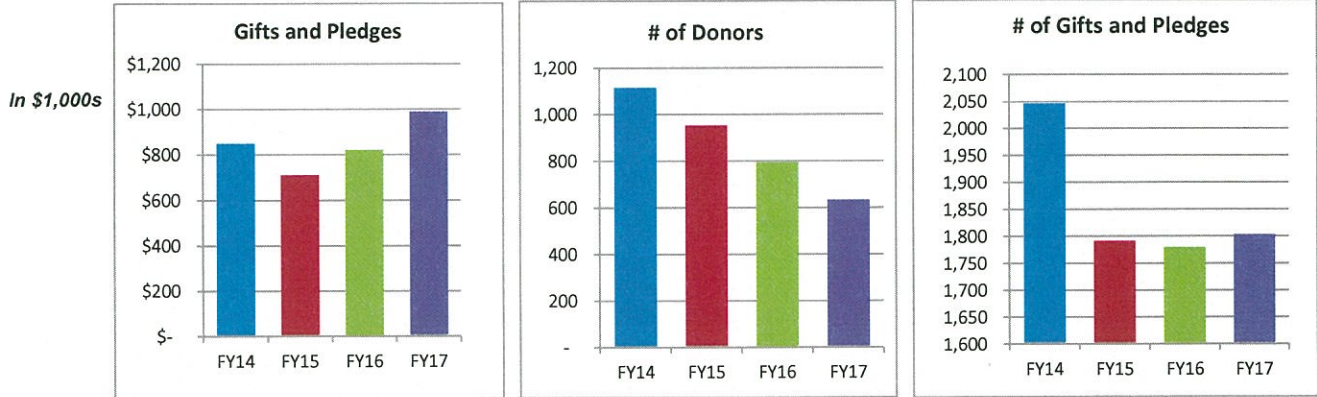
FY 2016/17

## 3-YEAR VIEW

As of 6/30/2017

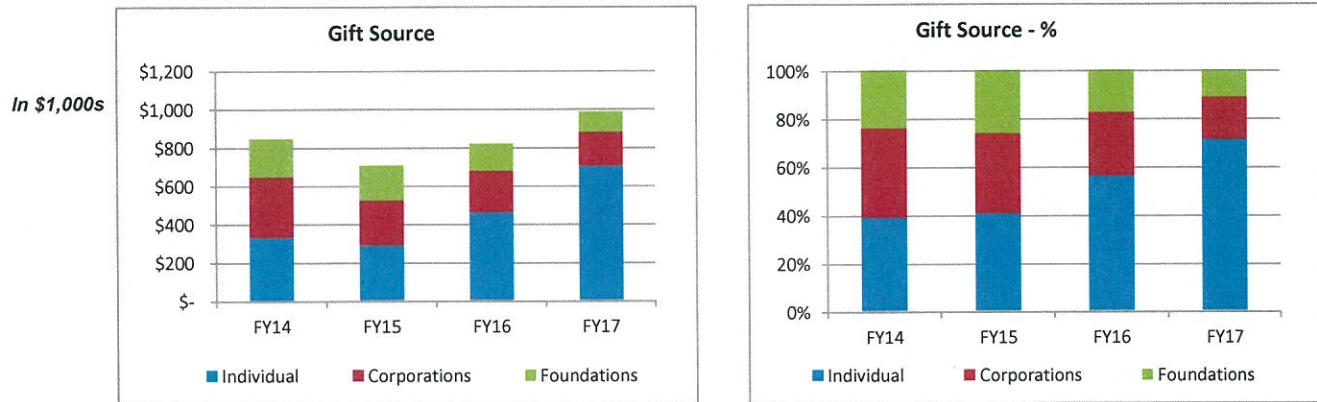
	FY14 Q1 - Q4	FY15 Q1 - Q4	FY16 Q1 - Q4	*FY17 Q1 - Q4
	\$847,616	\$708,560	\$820,050	\$986,374
# of Donors	1114	950	793	630
# of Gifts/Pledges	2046	1790	1779	1802
<i>Year-End Totals</i>	<i>\$847,616</i>	<i>\$708,560</i>	<i>\$820,050</i>	<i>\$986,374</i>

### \*GIFTS AND PLEDGES



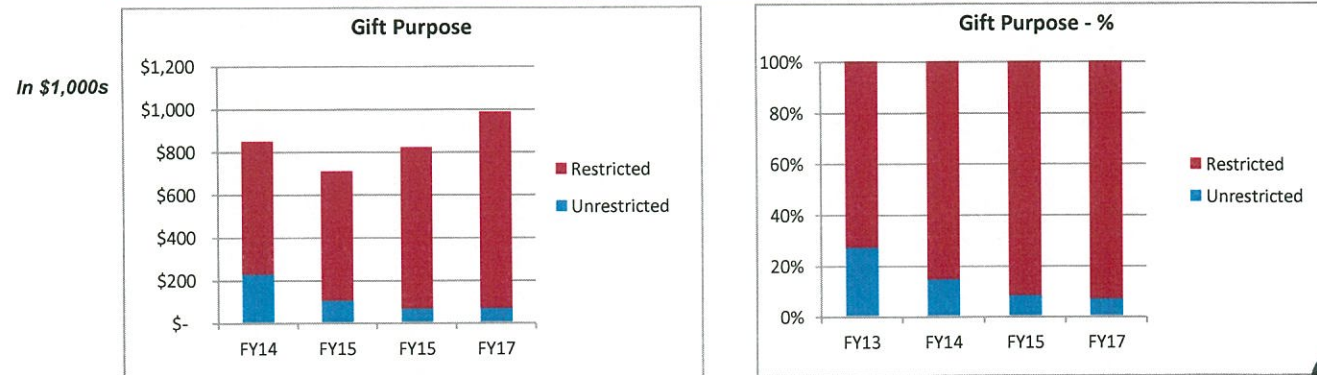
	FY14 Q1 - Q4	FY15 Q1 - Q4	FY16 Q1 - Q4	*FY17 Q1 - Q4
Individual	\$330,570	\$289,330	\$461,462	\$703,716
Corporations	\$313,618	\$233,729	\$215,088	\$172,813
Foundations	\$203,428	\$185,500	\$143,500	\$109,845

### SOURCE



	FY14 Q1 - Q4	FY15 Q1 - Q4	FY16 Q1 - Q4	*FY17 Q1 - Q4
<b>Unrestricted</b>	\$228,856	\$103,530	\$67,711	\$68,226
# of Donors	519	388	271	253
<b>Restricted</b>	\$618,760	\$605,030	\$752,339	\$918,148
# of Donors	637	613	576	550

### PURPOSE



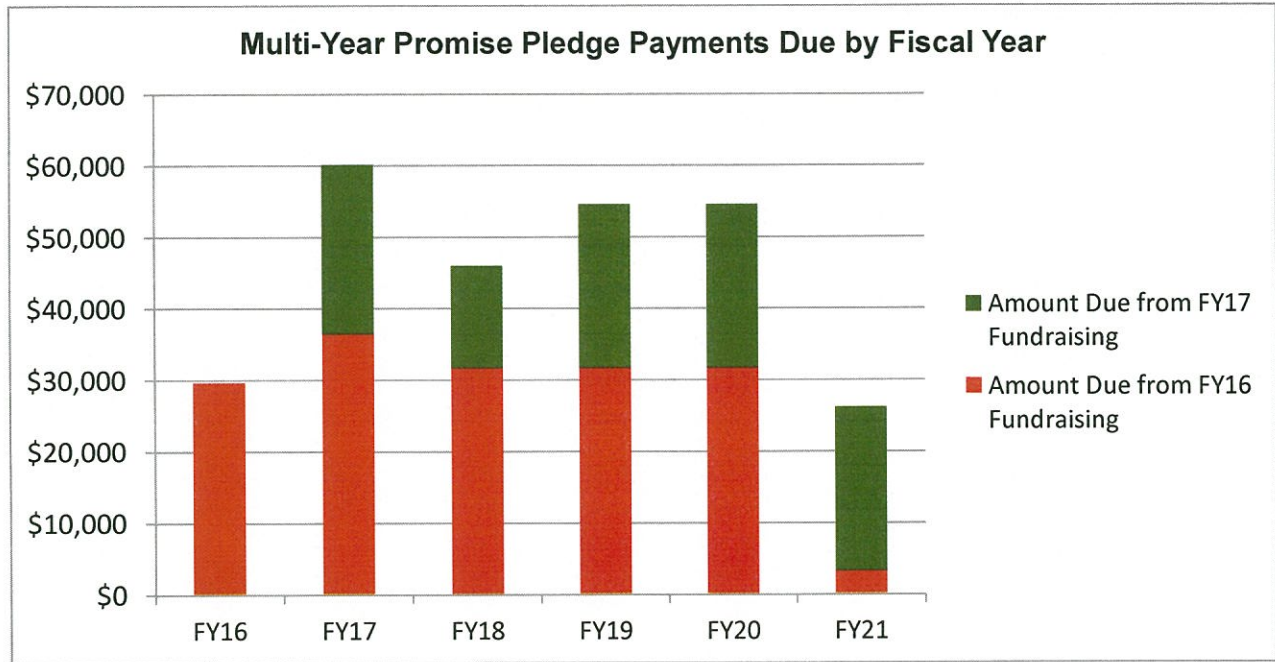
*Includes monthly employee payroll deductions*  
*Includes pledges payable over 5 years*



**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	Total to be Received
FY16	\$29,600	\$0	\$29,600
FY17	\$36,400	\$23,780	\$60,180
FY18	\$31,600	\$14,392	\$45,992
FY19	\$31,600	\$23,000	\$54,600
FY20	\$31,600	\$23,000	\$54,600
FY21	\$3,200	\$23,000	\$26,200



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

## Program Sustainability Committee: ANTICIPATED PLANNED GIFTS

August 28, 2017

### 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	<i>Amy Cherot</i>	<i>Charitable Gift Annuity Promise</i>	
\$152,746	Robert Milton	Charitable Gift Annuity	Unrestricted
<b>\$183,005</b>	<b>SUB-TOTAL</b>		

\*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>
\$ 500,000	John Lupton	Bequest	Endwmnt-75% Schlrshp, 25% Txtbk
\$ 500,000	Barbara Wise	Bequest	TBD
\$ 500,000	Jack Halpert	Bequest	TBD
\$ 300-\$400K	Ed Stile	Bequest	Golf Program
\$ 300,000	D. Townsend & S. Pallas	Bequest/Tertiary	Baseball Program
\$ 250,000	Vella Buchanan	Bequest	<i>Unrestricted</i>
\$ 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
20% Residue	Robert Milton Estate	Bequest	Unrestricted
TBD	Abra Flores	Bequest	<i>TBD</i>
TBD	Miriam Schwab	Bequest	Music Department
TBD	Jeff Ferguson	Bequest	50% Art Dept/50% Music Endwmnt
TBD	Don Belless	Bequest or Annuity	Textbook Library
TBD	Barbara Caulfield	Annuity	VCOMT
TBD	Heizer Family Fndn.	Bequest	Heizer Women's Legal Fund
TBD	Barbara Meister	Bequest	Unrestricted
<i>TBD</i>	<i>Ellyn Dembowski</i>	<i>Bequest</i>	<i>TBD</i>
<i>TBD</i>	<i>Norbert Tan</i>	<i>Bequest</i>	<i>Unrestricted</i>
TBD	John Woolley	Bequest	Unrestricted
<u>TBD</u>	<u><i>Helen Yunker</i></u>	<u>Bequest</u>	<u>Music Dept./VCOMT</u>
<b>\$3,410,000+</b>	<b>SUB-TOTAL</b>		

**TOTAL: \$3,593,005 identified (30 individuals including 5 VCF current or former board members)**

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



Ventura College Foundation  
Board of Directors

**FINANCE COMMITTEE**

Wednesday, September 6, 2017, 4:00 p.m.  
71 Day Road Center | Ventura College

**Minutes**

Board Members Present: Rob Van Nieuwburg – Chair, Ruth Hemming – Vice Chair, Nicole Kreutz-Treasurer, Mike Montoya- Secretary, Anne King- Executive Director, Amy Cherot, Stephen Kipp  
Staff Members Present: Cyndie Whitley, Susan O’Connell, Kathryn Walters

Mrs. Kreutz called the meeting to order at 4:05 p.m.

**INTRODUCTIONS**

Ms. King introduced Kathryn Walters, CPA, who is on retainer as the Acting Director of Finance on behalf of the foundation. Ms. Walters reviewed her background as a former auditor with KPMG and nearly two decades of experience managing her own financial accountancy corporation specializing in not-for-profit, small business and corporate work.

**FINANCIALS**

Ms. Walters reviewed the 2017-18 Year End financial reports, including the Balance Sheet, Marketplace Revenue Summary, Expenditures, Income Statement, and External Endowment Funds Summary. Ms. Walters also provided a variance report.

After soliciting feedback on the current format of the financials, Ms. Walters reported that she will reformat the financials to more closely reflect the format of the audit report going forward. In addition, the committee decided that future variance report will include variances that are plus or minus \$1,000 or more, or that represent a 10% or more difference from budget expectations. Ms. Hemming requested that the variance report specify budget figures alongside the number of the budget lines that are referenced. Ms. Walters will be preparing the VCF annual audit report.

**ADJOURNMENT**

The meeting was adjourned at 5:05 p.m.

*Minutes recorded by Susan O’Connell, Cyndie Whitley and Anne King.*

## **FINANCIAL STATEMENT VARIANCE TO BUDGET SUMMARY FOR PERIOD ENDING 6/30/17**

**(Explanation related to negative variances over 10%)**

### **REVENUE**

**Overall – 8% over budget – positive variance**

- This increase over budget related mostly to sponsorships, 5 year giving and text book lending donations exceeding goals.

### **EXPENSES**

**Overall – 2% under budget – positive variance**

- Overall, operating expenses were lower than budget due to savings in personnel costs and other ordinary operating expenses.

**(E29) Other Program Expense – 158% over budget, \$1,000 budgeted vs. \$2,584 actual**

- This includes the CA-Mex Dreamers Study Abroad Program at \$1,463.

**(E38) CalPERS – 885% over budget, \$8,111 budgeted vs. \$79,865 actual**

- We received the year end liability report from CalPERS which increased our liability by \$71,712 at 6/30/17. Per discussion with CalPERS representative, the liability was adjusted due to a greater number of retiring in the coming year. This liability changes from year to year based on the retirement pool.

**(E41) Bank charges– 185% over budget, \$100 budgeted vs. \$285 actual**

- In January, \$155 was paid for an overdraft fee

**(E45) Employee Appreciation – 93% over budget, \$2,500 budgeted vs. \$4,815 actual**

- Relates to holiday party and employee recognition gift cards.

**(E53) Payroll service fee – 14% over budget, \$2,410 budgeted vs. \$2,757 actual**

- Relates to a service called HR on Demand at \$25 per month. Cyndie will request service to be removed.

**(E59) Small equipment – 34% over budget, \$2,000 budgeted vs. \$2,671 actual**

- Relates to new finance director office chair in September 2016 and new camera and memory card in December 2016.

**(E77) Employee Appreciation – 40% over budget, \$2,600 budgeted vs. \$3,639 actual**

- Relates to holiday party and employee recognition gift cards.



**(E81) Mileage – 23% over budget, \$1,000 budgeted vs. \$1,233 actual**

- Relates to mileage reimbursement for Case Conference and Meeting of the Minds.

**(E82) Office expense – 50% over budget, 1,500 budgeted vs. \$2,245 actual**

- Majority of costs relate to Blackbaud supplies and toner

**(E84) President's special fund – 27% over budget, \$2,000 budgeted vs. \$2,540 actual**

- Includes cost of Case Conference

**(E90) Merchant fees – 31% over budget, \$1,700 budgeted vs. \$2,224 actual**

- Increase of fees relates to increase in credit card payment of donations

**(E91) Donor recognition – 302% over budget, \$1,000 budgeted vs. \$4,016 actual**

- Relates to Lester Tong visualization signage recognition for \$300,000 Promise donation over 5 years. This is offset by part of Lester's gift as the expense for the sign came out of his gift.

**(E104) Credit card processing fees – 11% over budget, \$5,520 budgeted vs. \$6,135 actual**

- Increase of fees relates to increase in credit card payments from vendors.

**(E107) Depreciation – 12% over budget, \$5,585 budgeted vs. \$6,265 actual**

- Amount is an estimate and based on asset values. Will be evaluated at audit.

**(E112) Printing and signage – 11% over budget, \$1,575 budgeted vs. \$1,744 actual**

- Purchase of new signage for marketplace



**VENTURA COLLEGE FOUNDATION  
BALANCE SHEET  
As of June 30, 2017**

	A	B
1	<b>ASSETS</b>	
2		
3		Jun 30, 2017
4	<b>ASSETS</b>	
5	Cash & Checking Accounts	778,128
6	Accounts Receivable	4,884
7	Pledges Receivable	1,263,113
8	Deposits & Prepaid Expense	28,817
9	Equipment	225,774
10	Accum Depreciation	(190,057)
11	Investments - VCF Endowments (Payden & Rygel)	7,869,476
12	Investments - FCCC Osher (Donor & VCF Portion)	1,398,933
13	Charitable Gift Annuities	161,895
15		
16	<b>TOTAL ASSETS</b>	<b>\$ 11,540,962</b>
17		
18	<b>LIABILITIES AND NET ASSETS</b>	
19		Jun 30, 2017
20	<b>CURRENT LIABILITIES</b>	
21	Accounts Payable	228,805
22	Accrued Payroll & Vacation	22,001
23	Scholarships Payable - Endowed	64,338
24	Annual 2017-2018	314,938.33
25	Endowed 2017-2018	311,876.00
26	Scholarships Payable - Annual	32,543
27		
28	<b>LONG TERM LIABILITIES</b>	
29	Unfunded Pension Liability	194,396
30		
31	<b>TOTAL LIABILITIES</b>	<b>1,168,897</b>
32		
33	<b>NET ASSETS</b>	
34	Opening Balance	9,696,554
35	Year-to-Date Net Assets	675,511
36		
37	<b>Total Net Assets</b>	<b>10,372,065</b>
38		
39	<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 11,540,962</b>

**VENTURA COLLEGE FOUNDATION**  
**Comparison of Approved 2015/2016 Budget vs Actual Revenues & Expenditures**  
**July 1, 2016 - June 30, 2017**  
**12 Months Elapsed - 17%**

	A	B	C	D	E	F
		2015 - 2016 Actual	2016 - 2017 Budget Approved	2016-2017 Actual 7/1/16 - 6/30/17	2016 - 2017 Actual % of Approved Budget	2016 - 2017 FYE Projection as of 6/30/17
1						
2						
3	<b>REVENUES</b>					
4	Market Place Revenue	1,482,113	1,535,267	1,497,558	98 %	1,497,558
5	Unrestricted Donations	64,811	91,450	84,829	93 %	84,829
6	Temporarily Restricted Donations	1,572,660	511,000	553,870	108 %	553,870
7	Interest/Other Income	241,420	68,650	137,208	200 %	137,208
8	<b>TOTAL OPERATING REVENUES</b>	<b>3,361,004</b>	<b>2,206,367</b>	<b>2,273,465</b>	<b>103 %</b>	<b>2,273,465</b>
9						
10	<b>EXPENSES</b>					
11	<b>PROGRAMMATIC</b>					
12	<b>SCHOLARSHIPS</b>					
14	Scholarships (Annual)	229,702	232,000	250,542	108 %	250,542
15	<b>TOTAL SCHOLARSHIPS</b>	<b>229,702</b>	<b>232,000</b>	<b>250,542</b>	<b>108 %</b>	<b>250,542</b>
16						
17	<b>GRANTS</b>					
19	Ventura College Promise	316,744	321,745	316,742	98%	316,742
20	Textbook/Lending Library Grant	31,270	40,000	42,677	107%	42,677
22	<b>TOTAL GRANTS</b>	<b>348,014</b>	<b>387,995</b>	<b>359,419</b>	<b>93%</b>	<b>359,419</b>
23						
24	<b>OTHER PROGRAM EXPENSES</b>					
25	<b>BOARD DIRECTED PROGRAM INITIATIVES</b>					
28	Campus Program / Dept. Student Awards	422,631	189,000	163,813	87 %	163,813
29	Other Program Expenses	2,162	1,000	2,584	258 %	2,584
30	<b>TOTAL OTHER PROGRAM EXPENSES</b>	<b>424,793</b>	<b>190,000</b>	<b>166,397</b>	<b>88%</b>	<b>166,397</b>
31						
32	<b>TOTAL SCHOLARSHIPS / GRANTS / OTHER</b>	<b>1,002,509</b>	<b>809,995</b>	<b>776,359</b>	<b>96%</b>	<b>776,359</b>



**VENTURA COLLEGE FOUNDATION**  
**Comparison of Approved 2015/2016 Budget vs Actual Revenues & Expenditures**  
**July 1, 2016 - June 30, 2017**  
**12 Months Elapsed - 17%**

	A	B	C	D	E	F
		2015 - 2016 Actual	2016 - 2017 Budget Approved	2016-2017 Actual 7/1/16 - 6/30/17	2016 - 2017 Actual % of Approved Budget	2016 - 2017 FYE Projection as of 6/30/17
33						
34	<b>ADMINISTRATION</b>					
35	Salaries	124,261	155,677	152,030	98%	152,030
37	Payroll Taxes	12,791	11,329	10,868	96%	10,868
38	CalPERS	8,402	8,111	79,865	985%	79,865
39	Employee Benefits	24,705	36,254	36,446	101%	36,446
40	Workers' Compensation	1,025	928	891	96%	891
41	Bank Charges	253	100	285	285%	285
42	Computer (Hardware & Software)	990	1,000	912	91%	912
43	Depreciation	9,379	9,413	9,409	100%	9,409
44	Dues & Subscriptions	3,322	3,125	2,607	83%	2,607
45	Employee Appreciation	3,862	2,500	4,815	193%	4,815
47	Insurance	3,106	3,300	3,090	94%	3,090
48	Licenses & Fees	7,172	7,190	7,521	105%	7,521
49	Marketing (General)	1,056	1,250	796	64%	796
50	Mileage	360	500	343	69%	343
51	Miscellaneous Meetings	615	1,000	935	94%	935
52	Office Expense	5,380	5,500	4,893	89%	4,893
53	Payroll Service	2,417	2,410	2,757	114%	2,757
55	Professional Services (Audit / Accounting / Legal)	31,007	31,000	29,925	97%	29,925
56	Professional Development	5,016	6,143	4,581	75%	4,581
57	Printing	576	2,000	1,319	66%	1,319
59	Small Equipment	1,795	2,000	2,671	134%	2,671
60	Scholarship Award Events	11,460	11,650	11,102	95%	11,102
61	Telephone	2,117	2,160	1,860	86%	1,860
62	Unemployment Insurance Expense	4,231	7,306	3,750	51%	3,750
63	<b>TOTAL ADMINISTRATION</b>	<b>301,410</b>	<b>311,946</b>	<b>373,672</b>	<b>120%</b>	<b>373,672</b>



**VENTURA COLLEGE FOUNDATION**  
**Comparison of Approved 2015/2016 Budget vs Actual Revenues & Expenditures**  
**July 1, 2016 - June 30, 2017**  
**12 Months Elapsed - 17%**

	A	B	C	D	E	F
		2015 - 2016 Actual	2016 - 2017 Budget Approved	2016-2017 Actual 7/1/16 - 6/30/17	2016 - 2017 Actual % of Approved Budget	2016 - 2017 FYE Projection as of 6/30/17
64						
65	<b>DEVELOPMENT</b>					
67	Salaries	278,377	324,010	319,510	99 %	319,510
68	Payroll Taxes	24,312	23,627	23,384	99 %	23,384
69	CalPERS	16,368	21,661	22,084	102 %	22,084
70	Employee Benefits	38,689	84,476	79,272	94 %	79,272
71	Workers' Compensation	2,050	2,102	1,917	91 %	1,917
73	Board Expense	1,983	2,000	1,197	60 %	1,197
74	Computer Expense (Raisers Edge)	9,358	10,467	10,350	99 %	10,350
75	Dues & Subscriptions	1,325	2,725	2,379	87 %	2,379
76	Direct Mail Vendor	10,446	11,000	10,088	92 %	10,088
77	Employee Appreciation	1,919	2,600	3,639	140 %	3,639
78	Insurance	2,190	2,308	2,174	94 %	2,174
79	Marketing	36,446	30,250	30,550	101 %	30,550
80	Donor Meetings	2,927	4,000	3,809	95 %	3,809
81	Mileage	824	1,000	1,233	123 %	1,233
82	Office Expense	1,598	1,500	2,245	150 %	2,245
83	Postage	2,500	3,000	2,047	68 %	2,047
84	President's Special Fund	1,902	2,000	2,540	127 %	2,540
85	Printing & Graphic Design	13,035	13,500	13,302	99 %	13,302
86	Professional Development	18,438	22,917	19,352	84 %	19,352
88	Professional Services	1,315	9,700	9,370	97 %	9,370
89	Telefunding (Ruffalo CODY)	13,869	15,000	13,947	93 %	13,947
90	Merchant Fees - Online Donation	1,689	1,700	2,224	131 %	2,224
91	Donor Recognition	1,545	1,000	4,016	402%	4,016
92	Scholarship Awards Events	11,460	11,650	11,102	95 %	11,102
93	Special Events	4,200	5,000	3,730	75 %	3,730
95	<b>TOTAL DEVELOPMENT</b>	<b>498,765</b>	<b>609,193</b>	<b>595,463</b>	<b>98%</b>	<b>595,463</b>



**VENTURA COLLEGE FOUNDATION**  
**Comparison of Approved 2015/2016 Budget vs Actual Revenues & Expenditures**  
**July 1, 2016 - June 30, 2017**  
**12 Months Elapsed - 17%**

	A	B	C	D	E	F
		2015 - 2016 Actual	2016 - 2017 Budget Approved	2016-2017 Actual 7/1/16 - 6/30/17	2016 - 2017 Actual % of Approved Budget	2016 - 2017 FYE Projection as of 6/30/17
96						
97	<b>MARKET PLACE</b>					
99	Salaries	226,591	225,511	201,212	89%	201,212
100	Payroll Taxes	21,064	17,058	15,093	88%	15,093
101	CalPERS	7,230	7,627	6,324	83%	6,324
102	Employee Benefits	31,492	32,090	32,000	100%	32,000
103	Workers' Compensation	11,567	12,345	11,846	96%	11,846
104	CC Processing Merchant Fees	5,535	5,520	6,135	111%	6,135
105	Computer Expense	3,930	4,000	3,480	87%	3,480
106	Courier Service	3,925	4,080	4,172	102%	4,172
107	Depreciation	6,262	5,585	6,256	112%	6,256
108	Employee Appreciation	3,302	5,075	3,694	73%	3,694
109	Insurance	2,190	2,308	2,174	94%	2,174
110	Office Expense	786	1,000	852	85%	852
111	Licenses & Fees	865	1,000	863	86%	863
112	Printing & Signage	1,935	1,575	1,744	111%	1,744
115	Professional Development	2,854	3,372	1,132	34%	1,132
116	Repairs & Maintenance	4,337	11,520	11,342	98%	11,342
118	Security (Campus Police)	68,968	66,552	62,890	95%	62,890
119	Small Equipment	684	1,000	662	66%	662
120	Street Sweeping	13,846	16,020	13,292	83%	13,292
121	Supplies	20,649	20,000	13,684	68%	13,684
122	Trash	22,168	22,632	20,822	92%	20,822
123	Vendor Appreciation	5,820	6,400	5,993	94%	5,993
125						
126	<b>TOTAL MARKET PLACE</b>	<b>521,259</b>	<b>473,370</b>	<b>425,661</b>	<b>90%</b>	<b>425,661</b>
127						



**VENTURA COLLEGE FOUNDATION**  
**Comparison of Approved 2015/2016 Budget vs Actual Revenues & Expenditures**  
**July 1, 2016 - June 30, 2017**  
**12 Months Elapsed - 17%**

	A	B	C	D	E	F
		2015 - 2016 Actual	2016 - 2017 Budget Approved	2016-2017 Actual 7/1/16 - 6/30/17	2016 - 2017 Actual % of Approved Budget	2016 - 2017 FYE Projection as of 6/30/17
128	<b>REVENUE SUMMARY</b>					
130	Donations (Unrestricted & Temporarily Restricted)	1,637,471	602,450	638,699	106%	638,699
131	Market Place Revenues	1,482,113	1,535,267	1,497,558	98%	1,497,558
132	Other Revenue	241,420	68,650	137,208	200%	137,208
133	<b>TOTAL OPERATING REVENUE</b>	<b>3,361,004</b>	<b>2,206,367</b>	<b>2,273,465</b>	<b>103%</b>	<b>2,273,465</b>
134						
135	<b>EXPENSE SUMMARY</b>					
136	DIRECT PROGRAM EXPENSES	1,002,509	809,995	776,359	96%	776,359
137	ADMINISTRATION & PROGRAM OPERATING EXPENSES	301,410	311,946	373,672	120%	373,672
139	FUNDRAISING & BOARD DEVELOPMENT EXPENSES	498,765	609,193	595,463	98%	595,463
141	MARKET PLACE EXPENSES	521,259	473,370	425,661	90%	425,661
142						
143	<b>TOTAL OPERATING EXPENSES</b>	<b>2,323,943</b>	<b>2,204,504</b>	<b>2,171,154</b>	<b>98%</b>	<b>2,171,154</b>
144						
145	<b>OPERATING SURPLUS (DEFICIT) SUMMARY</b>	<b>1,037,061</b>	<b>1,863</b>	<b>102,311</b>	<b>5492%</b>	<b>102,311</b>
146						
147						
148						
149	<b>NON-OPERATING REVENUE (Endowments)</b>					
151	Permanently Restricted Donations	80,632	100,000	365,944	366%	365,944
152	Interest & Dividends	218,352	250,000	243,131	97%	243,131
153	Change in Market Value	33,302	150,000	512,075	341%	512,075
154						
155	<b>NON-OPERATING EXPENSES (Endowments)</b>					
157	Scholarships (Endowed & Rollover annual funds)	306,964	246,500	384,022	156%	384,022
158	Program Endowment Disbursements	119,032	120,000	119,261	99%	119,261
159	Manager Fee (CCCSE)	4,430		4,597	100%	4,597
160	Manager Fee (Payden & Rygel)	39,420	40,000	40,071	100%	40,071
161						
162	<b>NON-OPERATING SURPLUS (DEFICIT)</b>	<b>(137,560)</b>	<b>93,500</b>	<b>573,200</b>	<b>613%</b>	<b>573,200</b>
163						
164	<b>CHANGE IN TOTAL NET ASSETS</b>	<b>899,501</b>	<b>95,363</b>	<b>675,511</b>	<b>708%</b>	<b>675,511</b>
165						
166						
167						
168						
169	<b>INVESTMENT PORTFOLIO</b>	<b>03/31/17</b>	<b>06/30/17</b>			
170	Pool 1 - General Endowed / Operating Scholarships	5,017,023	5,161,955			
171	Pool 1 - Guthrie Operating Endowment	259,605	101,302			
172	Pool 1 - Orfalea Child Development Center Operating Endowment	1,418,998	1,418,998			
173	Pool 1 - Phoenix Scholarship Endowment	176,814	176,814			
174	Pool 2 - Endowed Scholarship - Hansen	568,480	539,717			
175	Pool 3 - Operating Cash Reserve	60,709	61,335			
176	Pool 3 - Excess cash sweep from operations account	0.00	0.00			
177	Pool 3 - Annual Scholarship Funds	469,266	409,355			
178	<b>TOTAL</b>	<b>7,970,895</b>	<b>7,869,476</b>			



	A	C	D	E	F	G	H	I
MARKET PLACE SALES								
AS OF JUNE 30, 2017								
		2014 - 2015 (Includes Parking)	2015 - 2016 (Includes Parking)	2016 - 2017 Space Rental Fees	2016 - 2017 Paid Parking & Other Fees	2016 - 2017 TOTALS	\$ VARIANCE TO FY 16/17 APPROVED BUDGET	% OF APPROVED BUDGET
5	JULY	114,186	118,084	137,545	17,974	155,519		
6	AUGUST	137,565	142,664	107,881	14,291	122,172		
7	SEPTEMBER	109,692	111,603	111,461	13,171	124,632		
8	TOTAL QUARTER	<b>361,443</b>	<b>372,351</b>	<b>356,887</b>	<b>45,436</b>	<b>402,323</b>	<b>18,506</b>	<b>110.3%</b>
9	MONTHLY AVERAGE	<b>120,481</b>	<b>124,117</b>	<b>118,962</b>	<b>15,145</b>	<b>134,108</b>		
10								
11								
12								
13	OCTOBER	107,671	155,000	124,300	14,561	138,861		
14	NOVEMBER	135,415	99,990	100,550	11,251	111,801		
15	DECEMBER	102,033	111,829	86,282	11,138	97,420		
16	TOTAL QUARTER	<b>345,119</b>	<b>366,819</b>	<b>311,132</b>	<b>36,950</b>	<b>348,082</b>	<b>(35,735)</b>	<b>95.4%</b>
17	MONTHLY AVERAGE	<b>115,040</b>	<b>122,273</b>	<b>103,711</b>	<b>12,317</b>	<b>116,027</b>		
18								
19								
20	JANUARY	136,146	111,885	102,576	11,314	113,890		
21	FEBRUARY	107,145	127,116	97,384	13,521	110,905		
22	MARCH	105,533	98,665	114,885	13,123	128,008		
23	TOTAL QUARTER	<b>348,824</b>	<b>337,666</b>	<b>314,845</b>	<b>37,958</b>	<b>352,803</b>	<b>(31,014)</b>	<b>96.7%</b>
24	MONTHLY AVERAGE	<b>116,275</b>	<b>112,555</b>	<b>104,948</b>	<b>12,653</b>	<b>117,601</b>		
25								
26								
27	APRIL	107,943	167,370	133,830	16,812	150,642		
28	MAY	135,503	111,035	104,934	12,780	117,714		
29	JUNE	110,277	126,872	110,848	15,146	125,994		
30	TOTAL QUARTER	<b>353,723</b>	<b>405,277</b>	<b>349,612</b>	<b>44,738</b>	<b>394,350</b>	<b>10,533</b>	<b>108.1%</b>
31	MONTHLY AVERAGE	<b>117,908</b>	<b>135,092</b>	<b>116,537</b>	<b>14,913</b>	<b>131,450</b>		
32								
33								
34	YTD TOTAL	<b>1,409,109</b>	<b>1,482,113</b>	<b>1,332,476</b>	<b>165,082</b>	<b>1,497,558</b>	<b>(37,710)</b>	<b>98%</b>
35								
36								

30

# Ventura College Foundation

## External Endowment Funds Summary

These funds (totaling **\$1,814,988** long term assets) do not appear on the VCF Balance Sheet. They are held in accounts external to VCF. However, these funds are implemented by VCF staff for all financial transactions, scholarship disbursements, and donor stewardship. In addition, the earnings disbursed to VCF from these funds are posted to the VCF Profit & Loss statement each year. The financial reporting periods to VCF vary by organization.

### 1) James V. & Idah W. Iliff Scholarship Fund

Held in endowment by the Ventura County Community Foundation, Camarillo

Total Value as 6/30/17 (updated quarterly): **\$1,145,387**

Number of scholarships: Approximately 29 - \$2,000 scholarships per year for transferring students

### 2) VCF/Osher Initiative Endowment Funds (Osher matching portion only\*)

Held in endowment by the Foundation for California Community Colleges, Sacramento

Total Value as of 6/30/17 (updated annually at 6/30) (Osher portion): **\$669,601**

Estimated annual disbursement to VCF of \$108,900 for 17/18 scholarship awards based on endowment balance as of 6/30/17. To be received in two equal payments of 54,450 in August, 2017 and January, 2018.

Number of scholarships: Approximately 99, \$1,100 scholarships for continuing students

(Note: The initial donor gift and the VCF match are both reported on VCF financial documents)

Ventura College Foundation  
Board of Directors

**NOMINATING COMMITTEE**  
Tuesday, August 31, 2017, 5:00 p.m.  
71 Day Road Center | Ventura College

Board Members Present: Matt LaVere-Committee Chair, Ruth Hemming-Board Vice Chair, Leslie Herrera, Anne King

**Minutes**

Mr. LaVere called the meeting to order at 5:07 p.m.

Mr. LaVere reported that two members of the community have agreed to be nominated to the full board of directors.

**MOTION:** Forward to the Executive Committee the recommendation that Boomer Butler, CPA becomes a member of the VCF Board of Directors. MSC

**MOTION:** Forward to the Executive Committee the recommendation that Keith Barnard of Mission Avocados, Inc. becomes a member of the VCF Board of Directors. MSC

**Review of Board Member Candidates for FY 2017/18**

The committee reviewed the confidential list of additional prospective board members for this fiscal year and discussed which candidates should be advanced through the nominating process.

**Review of Open Board Committee Member Chair Position**

Ms. King reported that Board Chair, Rob van Nieuwburg, has successfully recruited Kim Hoffmans to be the first of two co-chairs of the Strategic Planning Committee. Ms. King added that Board Member, Ken Collin, accepted the position of Acting Investment Committee Chair and will host the first meeting of the year in November where the committee will be asked to approve Mr. Collin as the committee chair.

**New Board Member Orientations**

Ms. King agreed to survey the full board via email as to which board members would be interested in an orientation. Staff will coordinate these orientation meetings.

The meeting adjourned at 6:00 p.m. *Minutes recorded by Anne King.*

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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



**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

## Board of Directors Committees (FY 2017-2018)

### STANDING COMMITTEES

- EXECUTIVE\* (4x)**
- 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 (4x)**
- 1) Nicole Kreutz, Chair
  - 2) Amy Cherot
  - 3) Ruth Hemming
  - 4) Mike Montoya
  - 5) Rene Rodriguez
  - 6) \_\_\_\_\_
  - 7) \_\_\_\_\_
  - 8) \_\_\_\_\_

- PERSONNEL (2x)**
- 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 (6x)**
- 1) Eilyn 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) \_\_\_\_\_

- PROMISE CAMPAIGN**  
Task Force (8x)

- TOUR (15x)**  
Task Force Chairs (2x)

- NOMINATING/  
GOVERNANCE (4x)**
- 1) Matt LaVere, Chair
  - 2) Eilyn Dembowski
  - 3) Ruth Hemming
  - 4) Stephen Kipp
  - 5) Mike Montoya
  - 6) Donna Santo
  - 7) Rob Van Nieuwburg
  - 8) \_\_\_\_\_
  - 9) \_\_\_\_\_

- INVESTMENT (4x)**
- 1) Ken Collin, Chair Elect
  - 2) Bob Beilin
  - 3) Amy Cherot
  - 4) Eilyn Dembowski
  - 5) Matt LaVere
  - 6) Rene Rodriguez
  - 7) \_\_\_\_\_
  - 8) \_\_\_\_\_
  - 9) \_\_\_\_\_

- PROGRAMS (2x)**  
(Promise, Scholarships, Textbooks, Veterans, etc.)
- 1) Amy Cherot
  - 2) Aurora De La Selva
  - 3) Eilyn Dembowski
  - 4) Ruth Hemming
  - 5) Kim Hoffmans
  - 6) Matt LaVere
  - 7) Rene Rodriguez
  - 8) Donna Santo
  - 9) Eleanor Tillquist
  - 10) George Tillquist
  - 11) Rob Van Nieuwburg
  - 12) \_\_\_\_\_

### AD-HOC COMMITTEES

- BYLAWS**
- 1) Eilyn D., Chair
  - 2) Bob Beilin
  - 3) Amy Cherot
  - 4) Ruth Hemming
  - 5) Donna Santo
  - 6) \_\_\_\_\_

- STRATEGIC PLANNING/  
CAPITAL CAMPAIGN**
- 1) Elena Brokaw
  - 2) Amy Cherot
  - 3) Matt LaVere
  - 4) Eleanor Tillquist
  - 5) \_\_\_\_\_
  - 6) \_\_\_\_\_
  - 7) \_\_\_\_\_
  - 8) \_\_\_\_\_
  - 9) \_\_\_\_\_

- AUDIT (1x)**
- 1) Stephen Kipp, Chair
  - 2) Amy Cherot
  - 3) Mike Montoya
  - 4) Ruth Hemming
  - 5) \_\_\_\_\_
  - 6) \_\_\_\_\_

Confidential – For Internal Use Only; Updated 8-29-17  
 \* Committee Chairs are also members of 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.		Robert Beilin, Ph.D	Psychology	Donor	2015	Ventura
2.		Elena Brokaw	Non-Profit Consulting	Donor	2016	Sta Paula
3.		Amy Cherot	Science – Retired	Donor	2007	Ventura
4.	a	Ken Collin	Entrepreneur – Retired	Donor	2014	Ventura
5.	b	Aurora De La Selva	Education – Retired	VC Counselor	2016	Oxnard
6.		Ellyn Dembowski	Real Estate	Alumnus	2009	Ventura
7	a	Ruth Hemming, Ed.D, <b>Vice Chair</b>	Education -- Retired	VC/OC/ MC Mgmt	2004	Ojai
8.	b	Kim Hoffmans, Ed.D. Ex-Officio	Education – VC Mgmt Representative	VC VP of Acad. Affairs	2016	Thousand Oaks
9.		Leslie Herrera, Ex-Officio	VC Student representative	President, ASVC	2017	Ventura
10.	ab	Anne Paul King <b>Ex-Officio</b>	Education/ Non-Profit	Interim VCF Exec. Dir.	2007	Oxnard
11.		Stephen J. Kipp, MBA	Finance	Donor/Fmr. Faculty	2016	Ventura
12.		David Keebler, <b>Ex-Officio</b>	Education	Interim College President	2017	Ventura
13.	c	Nicole Kreutz, <b>Treasurer</b>	Finance	Corporate Donor	2017	Ventura
14.	ab	Matt LaVere, Esq.	Legal	Alumnus	2014	Ventura
15.	a	Michael Montoya, <b>Secretary</b>	Energy - Retired	Corporate Donor	2009	Camarillo
16.		Michael Orman	Banking	Corporate Donor	2017	Ventura
17.	a	Rene Rodriguez	Education - Retired	VC Faculty/Mgmt	2014	Camarillo
18.		Donna Santo, Esq.	Legal	Donor	2003	Ventura
19.	a	Eleanor Tillquist	Healthcare – Retired	Donor	2014	Ventura
20.		George Tillquist	Energy – Retired	Donor	2000	Ventura
21.	b	Rob van Nieuwburg <b>Chair</b>	Automotive	Corporate Donor	2004	Ventura
22.		Patricia Wendt, Ex-Officio	Education – VC Faculty Representative	VC EAC Counselor	2017	Oxnard
23.		Helen Yunker	Real Estate – Retired	Donor	2000	Ventura

Notes:

a – Attended 1/29/15 New Board Member Orientation

b – Attended 2/3/17 New Board Member Orientation

Updated 6-30-17

**VENTURA COLLEGE FOUNDATION/BOARD OF DIRECTORS  
2017-18 MEETING SCHEDULE & SPECIAL EVENTS**

<p><b><u>JULY 2017</u></b> (beginning of 2017-18 fiscal year) 4 – Rotary Club Fireworks (Tue. 5:00-9:00 p.m.) Athletic Field</p>	<p><b><u>JANUARY 2018</u></b> 3 – Textbook Lending Library Opening Day TBD – Program Sustainability (5:15pm, DRC)</p>
<p><b><u>AUGUST 2017</u></b> 7 – Textbook Lending Opening Day (Tue., 9am-12pm, LRC) 31 – Nominating Committee (5:00pm, DRC)</p>	<p><b><u>FEBRUARY 2018</u></b> TBD – Program Sustainability Committee (5:15pm, DRC)</p>
<p><b><u>SEPTEMBER 2017</u></b> 5 – Scholarship and Grants Committee (Mon. 5:00p.m.) – DRC 6 – Finance Committee (Wed. 4:00p.m.) – DRC 6 – Executive Committee (Wed. 5:00p.m.) – DRC <b>27 – FULL BOARD (Wed., 5:00pm) – MCW-312</b> <b>28 – Donor Appreciation Party</b> TBD – Program Sustainability (5:15pm, DRC)</p>	<p><b><u>MARCH 2018</u></b> 7 – Finance Committee (Wed., 4:00pm) – DRC 7 – Executive Committee (Wed., 5:00pm) – DRC <b>21 – FULL BOARD (Wed., 5:00pm) – MCW-312</b> TBD – Investment Quarterly (5:00pm, DRC) TBD – Programs Committee (Thurs, 5:00pm, DRC)</p>
<p><b><u>OCTOBER 2017</u></b> TBD – Audit Committee (Wed., 5:00pm) – DRC <b>12-14 – NCCCF/CASE Annual Conference (Thu-Sat, Anaheim)</b></p>	<p><b><u>APRIL 2018</u></b> TBD – Budget Review Committee #1 (Tue 5:00pm) – DRC TBD – Program Sustainability (Wed, 5:15pm, DRC) TBD – Nominating Committee <b>19 – Phoenix Scholarship Reception (Thu., 6-8pm, WEC)</b> <b>20 – STEM/Corporate Scholarship Awards Reception - Campus (Thursday, 2:00-4:00p.m.)</b> TBD – Promise Fundraising House Party – Football Program</p>
<p><b><u>NOVEMBER 2017</u></b> TBD – Investment (4:30 p.m.) TBD – Program Sustainability (Wed., 5:15pm, DRC) 9 – Veterans Resource Center 4-yr Anniversary BBQ Lunch (11am-1pm, Campus) <b>17 – VC Retirees Luncheon and Tour – (11:30am-1:30pm)</b> 29 – Finance Committee (Wed. 4:00 p.m.) – DRC 29 – Executive Committee (Wed. 5:00 p.m.) – DRC</p>	<p><b><u>MAY 2018</u></b> <b>12 – Scholarship Gala Awards Luncheon – Crown Plaza Ventura (Saturday, 11:30 a.m.-2:30 p.m.)</b> 14 – Nursing Pinning Ceremony 18– VC Graduation (Fri., 11:00 a.m., VC Sportsplex) TBD – Budget Review Committee #2 (5:00pm) – DRC TBD – Promise Fundraising House Party TBD – Investment Quarterly (5:00pm, DRC) TBD – Promise Fundraising House Party</p>
<p><b><u>DECEMBER 2017</u></b> 11 – Nursing Pinning Ceremony <b>13 – FULL BOARD (WED., 5:00pm, MCW-312)</b> TBD – Promise Fundraising House Party TBD – BOD Holiday Party</p>	<p><b><u>JUNE 2018 (end of 2017-18 fiscal year)</u></b> 6 – Finance Committee (Wed., 4:00p.m.) – DRC 6 – Executive Committee (Wed., 5:00pm) – DRC <b>16 – Marketplace Vendor Appreciation BBQ (Sat. 3:00pm) – East Parking Lot</b> <b>20 – FULL BOARD (Wed., 5:00pm) – MCW-312</b> 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, 3<sup>rd</sup> floor, park in North Lot.  
 WEC = Wright Event Center, 57 Day Road, Ventura College  
 Events in boldface