

Ventura College Foundation

Full Board Annual Retreat

Wednesday, February 9, 2022, 4:30 – 7:30pm

Hi-Flex Meeting Ventura College Guthrie Hall & Zoom

<https://vcccd-edu.zoom.us/j/92108690137>

Questions about public comment: Please contact Anne King, aking@vcccd.edu or 805-289-6160

AGENDA

4:30 PM	A	<u>CALL TO ORDER</u>	DEMBOWSKI
	B	<u>BROWN ACT COMPLIANCE: Approval Virtual Meetings for 30 Days</u> <u>Recommended Motion A:</u> Pursuant to CA-AB 361, approval of 30-day authorization of virtual meetings for Executive Committee and Full-Board Meetings of the Ventura College Foundation.	DEMBOWSKI
	C	<u>PUBLIC COMMENT</u>	DEMBOWSKI
	D	<u>ANNUAL RETREAT</u>	LaVERE
4:35PM	E	<u>VCF FOCUS ON DIVERSITY, EQUITY, AND INCLUSION (DEI)</u> <ul style="list-style-type: none">➤ Presentation and discussion on DEI.➤ Review of scholarship awarding data, two-year comparison➤ <u>Recommended Motion B:</u> Create Ad Hoc Diversity, Equity and Inclusion Advisory Committee chaired by members of the board and comprised of student and community leaders with DEI experience and/or demonstrated commitment to DEI who are non-board members.➤ <u>Proposed Change to Board Agreement & Board Member Annual Financial Commitment</u>➤ <u>Recommended Motion C:</u> Approve amended <i>VCF Board of Directors Agreement & Expectations</i> as presented for a one-year trial period, effective July 1, 2022. In Q3 of FY2022-23, the board will review the impact of the change in the required annual financial contribution for all board members, to give a “significant unrestricted gift” to the Ventura College Foundation and the elimination of any reference to a specified dollar amount.	CHEROT/ BEILIN LaVERE/ KING
5:25 PM		<u>BIO and FOOD BREAK</u>	ALL
5:30 PM	F	<u>COMPREHENSIVE CAMPAIGN INFORMATION AND DISCUSSION</u> <ul style="list-style-type: none">➤ Netzel Grigsby Associates, Becca Merrell, Exec. VP & Steve Willmont, Senior VP<ul style="list-style-type: none">○ Campaign readiness○ Feasibility study, campaign planning, professional support	DEMBOWSKI/ KING/PANTOJA

- **Bill Kearney**
 - Board expectations and roles
- **Lauren Trujillo, Foundation Director, Santa Barbara Public Library Foundation**
 - Local \$5M Campaign Case Study
- **Dr. Kim Hoffmans, President of Ventura College & Cathy Bojorquez, VP Business Services of Ventura College**
 - Ventura College Facilities Master Plan

6:30 PM **BIO and FOOD BREAK** ALL

6:40 PM G **BREAK OUT SESSIONS** ALL

- **Question:** What would you be excited to support with a significant gift?

7:00 PM H **EXCITING IDEAS: REPORT OUT ON BREAK OUT SESSIONS** KING/
PANTOJA

7:10 PM I **2022-23 BUDGET PRIORITIES RELATED TO CAMPAIGN ACTIVITIES** KING/
PANTOJA

- **Preview of 2022-23 Campaign expense ideas and campaign funding expectations**
 - Campaign expenses and budget
 - Meeting Annual & Campaign Fundraising Goals
- **Next steps and opportunities for further discussion:**
 - Q3 Standing Committee Meetings
 - Q3 Budget Committee Meeting, March
 - Q4 Standing Committee Meetings
 - Q4 Optional, Budget Committee Meeting
 - Q4 Budget Committee Meeting, May/June

7:30 PM J **ADJOURN** DEMBOWSKI

INFORMATIONAL ITEMS

1. February 9, 2022, Full-Board Agenda (p. 1-2)
2. Handout For individual board member use and reflection: *Identifying Your Power and Privilege* (p.3)
3. Proposed Amended VCF Board of Directors Agreement & Expectations, changes highlighted (p. 4-7)

Identifying your power and privilege

Power and privilege can be used to fight oppression. A privilege is an unearned advantage granted by society to some people but not all. Power is the ability to control circumstances or resources. **Filling out this worksheet will help you become more aware of your power and privilege**, which will help you take action when you can have the most effect.

It can be hard to recognize when we have privilege. One guideline is that if you haven't experienced systemic oppression for **not** having that privilege, you probably have that privilege. You can also have part of a privilege - privilege is rarely all or nothing. Some privileges may be partly earned, such as education, which requires privilege to access and work to complete.

Filling out this worksheet is voluntary and you do not have to show it to anyone. In particular, if other people assume that you have some privilege that you do not actually have (they think you are white, cis, a certain age, etc. but you are not), then you can decide whether to mark it down here or not. You do not need to reveal yourself as a member of a marginalized group ("out yourself") in this exercise.

Check the box if you have some or all of the following sources of power and/or privilege:

Sources of privilege	Sources of power and/or privilege
<input type="checkbox"/> Part of the dominant ethnic and/or racial group <input type="checkbox"/> Male <input type="checkbox"/> Masculine <input type="checkbox"/> Cisgender (your gender is the same as that assigned to you at birth) <input type="checkbox"/> Straight <input type="checkbox"/> Not disabled <input type="checkbox"/> A legal resident or citizen <input type="checkbox"/> Speak the dominant language, especially with high-status accent <input type="checkbox"/> Neither "too young" nor "too old" <input type="checkbox"/> Certain height/size/shape <input type="checkbox"/> Not a mother <input type="checkbox"/> Not a caregiver <input type="checkbox"/> From an upper or middle class family <input type="checkbox"/> High caste <input type="checkbox"/> _____	<input type="checkbox"/> Educated <input type="checkbox"/> Technically experienced <input type="checkbox"/> Wealthy (compared to peers) <input type="checkbox"/> Management position <input type="checkbox"/> Professor, teacher, supervisor, teaching assistant, etc. <input type="checkbox"/> Head of family/household <input type="checkbox"/> Any position in a hierarchy that is not the bottom of the hierarchy <input type="checkbox"/> Widely recognized as an expert <input type="checkbox"/> Large audience (social media following, fans, etc.) <input type="checkbox"/> Access to media figures (reporters, TV shows, editors, etc.) <input type="checkbox"/> Connected to powerful people <input type="checkbox"/> Access to opportunities/networks <input type="checkbox"/> _____ <input type="checkbox"/> _____



VENTURA COLLEGE FOUNDATION
your dreams. our mission.

(Made evergreen, reference to a specific year removed.)

Board of Directors

Agreement & Expectations

Thank you for agreeing to join the Ventura College Foundation Board of Directors. The Board was established in 1983 to support the students and programs of Ventura College. Board members are actively involved in the process of governing, resource development, and serving as ambassadors in the community. Each year, the Foundation awards nearly \$1,000,000 in scholarships, grants, and program support to Ventura College and its students. Ventura College Foundation's annual operating budget is supported by earned income (Weekend Marketplace revenues and investment income), and contributions (individual donations, corporate sponsorships, and foundation grants), facilitated by the Board of Directors.

(Updated to include current mission statement)

MISSION STATEMENT

The Ventura College Foundation transforms students' lives through education by providing innovative and vital resources and financial support. The Foundation collaborates with Ventura College to enhance human potential, civic engagement, careers, and academic success of students enabling their effective impact and legacy on the college, local workforce, and our community.

CORE VALUES STATEMENT

The Ventura College Foundation believes that the lives of students and our community are improved through the power of education.

DIRECTIONAL STATEMENT

During each fiscal year, the Ventura College Foundation will respond to the needs of Ventura College and its students by:

- Effectively developing resources to successfully implement its flagship programs: the Ventura College Promise, student scholarships, and the Textbook Lending Library, and also working collectively with Ventura College and donors to determine new high-priority initiatives as opportunities arise;
- Increasing its visibility, both within the Ventura College campus and externally in the greater community by fully engaging its board of directors and implementing a comprehensive marketing and communications strategy; and
- Sustaining the organization through strong Marketplace revenue performance and through increased donations from donors both inside and external to Ventura College

Through these efforts, the Ventura College Foundation will impact the lives of a greater number of students and further maximize its philanthropic mission.

GOALS, OBJECTIVES & FUNCTIONS

The Board of Directors is the active governing body of the Ventura College Foundation and is responsible for:

- Initiating, approving and implementing the mission of Ventura College Foundation.
- Making an annual, personal financial contribution to VCF
- Assisting in fundraising for VCF and VC programs
- Setting VCF policies, practices, and procedures
- Reviewing and approving the annual budget, and providing financial oversight
- Representing Ventura College Foundation to the community as ambassadors and advocates
- Understanding the roles of the Foundation staff and the scope of the Foundation's programs

The majority of the work of the board takes place at the committee level. Each board member is expected to serve on two committees. **(Updated to be consistent with standard in Organizational Participation section, top of pg. 4)** Annually, each Board Member is expected to acknowledge his or her commitment of time and financial resources for the benefit of the Foundation.

Board members serve a two-year term and may succeed themselves upon board approval for additional two-year terms. The VCF fiscal year is July 1st through June 30th.

VCF STAFF SUPPORT and LIABILITY

We understand that Board members are generous volunteer leaders, and we will make every effort to be respectful of your time commitment. The Executive Director or a senior member of the Foundation's staff will always be available for consultation, and will coordinate all of the major solicitation meetings and prepare materials throughout your term.

All Ventura College Foundation Board members are covered under Ventura College Foundation's *Directors' & Officers'* limited liability policy, administered by TWIW Insurance of Ventura.

FUNDRAISING/DEVELOPMENT EXPECTATIONS

The Board of Directors annually accepts the challenge to contribute to a percentage of Ventura College Foundation's annual operating funds. Board members assist the Foundation through a variety of contributions including direct donations, facilitating the establishment of scholarships, facilitating a planned gift, securing corporate underwriting or a foundation grant, sponsoring Ventura College Foundation participation at a community event, etc. **Each Board member is expected to donate a significant unrestricted gift annually (removed "\$2,000" required donation language).** This gift is crucial for Board members' credibility as they will be soliciting donations for the Ventura College Foundation. When seeking corporate and foundation grants, it is vital to be able to demonstrate 100% individual Board participation.

As a member of the Ventura College Foundation Board, I understand that I have a commitment to its fundraising mission. I plan to meet that commitment this year through the following:

• **Personal Financial Gifts**

- An annual significant unrestricted gift to the Ventura College Foundation. *(removed "\$2,000" required donation language).*

And optional gifts (please check off):

- Restricted gifts to all programs/projects the Board and College prioritize for the year.
- Scholarship
 - Scholarship Event(s) Sponsorship *(made evergreen, removed references to specific scholarship events).*
 - Textbook Lending Library
 - Other _____

• **Participation in the Development Cycle** (please check-off your commitment)

- Identification** – Participate in one or more study sessions by the Program Sustainability Committee which will include identifying your relationship with potential donors — individuals, corporations/businesses, foundations or other giving entities — capable of making a major gift (at least \$5,000 over 5-year pledge period) **and/or** new President's Circle members.
- Cultivation** – Please check off at least three activities:
- Scholarship Awards Event(s) *(made evergreen, removed references to specific scholarship events).* (you'll be assigned to say hello to specific donors)
 - One-on-one meetings with a potential donor (helping to make the case for the College via a coffee/lunch/dinner)
 - Host a fundraising House Party for 15-20 guests
 - Campus Tour with a potential donor (to help make the case for support)
 - Ambassador at a Non-VCF community event (to introduce yourself as a VCF BOD member)
- Solicitation** – assist with at least two solicitations by either (a) being part of the solicitation team or (b) assisting with strategy development.
- Stewardship** – help thank and recognize donors of any size gift by:
- Making thank-you calls (to first-time donors)
 - Handwriting thank-you notes to donors

▪ **Organizational Participation**

The delegation of specific tasks to committees allows the board to concentrate on overall strategic direction of the Foundation. Every board member serves on at least two committees, depending on his/her interests and abilities and/or the needs of the organization. When appropriate, individuals in the community who are not members of the board are recruited to serve on committees. This also creates a getting-to-know-you and screening process for prospective board members.

- Quarterly Full Board Meetings** – required to attend at least 3 of 4
- Board Committees** – Please check off at least two:
 - Finance (strongly recommended for new board members)
 - Program Sustainability Committee (Fundraising/ Development)
 - Nominating (Board Development & Governance)
 - Personnel
 - Scholarship & Grants
 - Investment
 - Audit
 - Bylaws
 - Strategic Planning
 - Budget Review Sub-Committee
 - ~~Textbook Lending Sub-Committee~~ **(Scholarship and Grants Committee now oversees Textbook Lending programs).**

Optional Activities (please check-off if interested)

- Board Nominating** – Nominate at least one prospect annually
- Scholarship Review Committee** – serve on either General or Paramedic committee
- Board Mentoring** – agree to mentor one new board member for one year

AGREEMENT

I have read and reviewed this agreement on this _____ day of _____, _____ **(made evergreen, removed text with a specific year)**. I agree to assess my fulfillment of this agreement and renew my commitment to the Foundation on an annual basis.

Name

Signature

Please keep one copy of this agreement for your records and return one copy to: Anne King, Executive Director
Ventura College Foundation, 4667 Telegraph Road, Ventura, CA 93003
aking@vcccd.edu | 805-289-6160