



## **NCCCF Board Meeting Agenda**

**Thursday, October 1<sup>st</sup>, 2015 8:30 a.m.-11:30 a.m.**

*Location: Anaheim Marriott 700 West Convention Wav. Anaheim CA 92802 Room: Platinum 10*

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*Coffee and light breakfast served beginning at 8:00 a.m.*

- I.** Call to Order ..... Linda Fogerson
  - i. President's Update
  - ii. Welcome New Board Members
  - iii. Approval of June 2015 Minutes (\* and \*\*)
- II.** New Business
  - i. Financial Report
    - 1. Financial Statements as of June 30, 2015 and FY2016 Budget (\* and \*\*)...George Boodrookas
  - ii. 2015-2016 Membership Report(\*\*).....Nancy Pryor
  - iii. 2015-2016 Committee Updates (\* and \*\*)
    - 1. CASE Conference.....Melinda Silverstein
      - i. California-specific activities
    - 2. Resource Development Committee Update.....Ken Cooper
      - i. Case for Support
    - 3. Best Practices Committee Update.....Don Rickner
      - i. Manual Update
      - ii. New website
    - 4. Bernard Osher Philanthropist of the Year.....Murray Wood
- III.** Strategic Plan Ad Hoc Committee Meetings – 60 minutes of work in committees.....All
  - i. **Governance Committee**  
*Lead: Amy Cardullo*
  - ii. **Finance/Resource Development Committee**  
*Lead: Shannon Hill*
  - iii. **Best Practices Committee**  
*Lead: Don Rickner*

\* Action Item

\*\* Handout



**iv. Professional Development Committee**

*Lead: Christina Romero*

- IV.** Report Out Strategic Plan Ad Hoc Committee Meetings – 30 minutes .....All
- V.** Reports and Updates: What Executive Directors Need to Know
- i. Foundation for California Community Colleges Update ..... Keetha Mills
  - ii. Board Activities and Responsibilities Calendar (\*\*).....Keetha Mills
  - iii. Upcoming Board Meetings.....Linda Fogerson
- VI.** General Board Comments/Questions .....All
- VII.** Meeting Adjournment..... Linda Fogerson

**2015 Board Meeting Schedule & Upcoming Events**

**Upcoming Board Meetings:**

- i. November 19<sup>th</sup>, 2015 10:00 a.m. to 3:00 p.m. at the College of San Mateo College Heights Room 1700 W. Hillsdale Blvd San Mateo, CA 94402 (in conjunction with the CCLC Conference)
- ii. Tuesday, February 16th 10:00 a.m. to 3:00 p.m. at Riverside Community College District (In advance of the Association of California Community College Administrators Conference)
- iii. Thursday, June 23rd 10:00 a.m. to 3:00 p.m. at Sierra College 5000 Rocklin Rd, Rocklin, CA 95677

**Upcoming Conferences:**

- i. CCLC Conference November 19-21, 2015 Hyatt Regency SFO, Burlingame, CA
- ii. ACCCA Conference February 17-19, 2016 at the Riverside Convention Center in Riverside, CA



## **NCCCF Board Meeting Minutes**

**Thursday, June 18th, 2015 10:00 a.m.-3:00 p.m.**

*Location: Mira Costa College*

*Call-in details: 719-785-4469 (cell phone users) or (888) 450-4821 passcode: 569163*

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### **I. Call to Order**

Board President Linda Fogerson called the meeting to order at 10:17 a.m.

Attendees included: Bobbi Abram, Sonbol Aliabadi, Lisa Brooks, Tod Burnett, Selina Chi, Kenneth Cooper, Linda Fogerson, Shannon Hill, Keetha Mills, Don Rickner, Christina Romero, Robert Schwartz, and Murray Wood, and Nancy Pryor (Foundation for California Community Colleges).

Attending via teleconference was Sheri Horn-Bunk, George Boodrookas and Kyle Hyland (Foundation for California Community Colleges Staff).

#### **i. Approval of February 2014 Minutes**

Motion to approve the February 2015 minutes was moved by Shannon Hill, seconded by Sonbol Aliabadi and unanimously approved.

### **II. New Business**

#### **i. 2015-2016 Membership Drive**

Keetha Mills presented a proposal for 2015-2016 membership dues. California Community College Foundations are eligible for dual membership in the NCCCF and CASE membership through a collaborative agreement between the NCCCF, FCCC and CASE. CASE dues are calculated by FTE (full time enrollment) and have seen a steady 3-5% rate increase year-over-year since the inception of the partnership in February 2012. In the fiscal year ending in 2015, NCCCF aligned dues categories with the CASE model to simplify administrative coordination. In the fiscal year ending in 2016, Mills proposed to align NCCCF member dues to closer align with the fees charged by CASE. NCCCF dues are approximately a 20% discount of CASE membership fees.

For foundations serving colleges with less than 5,000 full-time enrolled students (FTEs), membership for the fiscal year July 1, 2015-June 30, 2016 would be \$750. For foundations serving colleges with between 5,000-9,999 FTEs, membership for the fiscal year July 1, 2015-June 30, 2016 would be \$1,050. For foundations serving colleges with between 10,000-19,999 FTEs, membership for the fiscal year July 1, 2015-June 30, 2016 would be \$1,350. For foundations serving colleges with over 20,000 FTEs, membership for the fiscal year July 1, 2015-June 30, 2016 would be \$1,650. \$50 discounts will be offered for colleges that renew prior to July 31, 2015. More districts throughout the state now have advancement and development staff



serving a coordinating role at the district level. Under the proposal, if all foundations within a multi-college district join the Network, the district-level foundation/advancement office is eligible for a complimentary membership.

Mills noted that the proposal would build a reserve of nearly \$18,000, part of which could be used to offer partial scholarships for foundations that find the dues increase difficult to cover in the FY16 budget. The proposed alignment of membership rates will allow the organization to ensure ongoing fiscal stability.

The proposal's model of basing pricing on full-time enrollment student enrollment, rather than foundation endowment size, was discussed. Clarity on the district model was discussed. The rate of the conference was discussed, multiple board members noted the value of the conference is a big component of the communications strategy.

President Fogerson noted that the proposal was reviewed in the Executive Committee and went through significant scrutiny. Fogerson opened the floor to a motion.

Motion to approve the 2015-2016 membership rates minutes was moved by Lisa Brooks, seconded by Tod Burnett, and unanimously approved.

Bobbi Abram volunteered to serve as the chair the membership outreach.

## **ii. Membership Outreach and Recruitment**

The board reviewed a three-month membership outreach and recruitment plan presented by Nancy Pryor, External Affairs Manager of the Foundation for California Community Colleges. Outreach will primarily occur via email; membership can be renewed online or with a printed form, included in the board packet. The Network also partners with CASE to offer a series of membership benefits webinars over the course of the summer. Members will be able to request and invoice as early as June 29<sup>th</sup>, 2015. The annual membership renewal cycle concludes October 31<sup>st</sup>, 2015. Board members will review progress at the October meeting and can make peer outreach for foundations that have not yet responded to membership outreach.

The board reviewed the membership renewal document and offered suggestions to communicate the value of membership. Burnett suggested that a subsequent outreach to CEOs and Presidents, emphasizing the high utilization rate of membership throughout the state, would be a way to engage Foundations that do not have full-time executive directors.



Linda Fogerson noted the importance of communicating with general membership the activities of the board in advocacy and professional development and will compose a newsletter that can be sent to the membership.

### **iii. Financial Report**

Treasurer Sonbol Aliabadi reviewed the financial statement on behalf of the NCCCF.

For the ten months ending 4/30/2015, the NCCCF revenues totaled \$126,186, expenses totaled \$127,008, resulting in a net loss of \$822. The NCCCF net assets as of 4/30/2015 totaled \$3,350.

Aliabadi reported that the new membership model approved by the board will take major steps in addressing the net loss accrued by the NCCCF.

In the FY16 proposed budget, the new membership model is projected to increase membership by \$31,250. The budget assumes no net change in membership levels. Conference attendance is budgeted for a 10% increase. In expenses, the budget allows for board meeting expenses and anticipates a 5% increase in CASE membership dues.

Christina Romero made a motion to approve the NCCCF Income Statement ending April 30, 2015 and the FY16 Budget. The motion was seconded by Selina Chi and passed unanimously.

### **iv. Governance Committee Nominations**

Governance Committee Chair Bobbi Abrams shared that the governance committee nominations period received a large pool of nominations, which showed significant interest, especially from a number of college presidents. The Governance Committee presents recommendations for a slate of officers and director-at-large appointments. Board officers serve one-year terms. Board members serve three-year terms. Members of the Governance committee considered diversity in both personal experiences as well as the type of college or district the member represents and significant fundraising experience. The committee was pleased to see such a wide slate of qualified applicants.

The board discussed a number of the considerations in the nomination criteria, including the value of the length of service with in the California Community College system. Especially among CEOs, the NCCCF would benefit from well-known Presidents who can utilize their existing relations with their peers to elevate the importance of fundraising. The board discussed not losing the momentum generated from the interest from CEOs, and asked Linda Fogerson, Keetha Mills and



Tod Burnet to further vet a CEO Advisory Council to serve as a vehicle to engage CEOs and offer professional development.

The Governance Committee was asked to look at adding a CEO to the committee for the following year and encouraged to include the length of service with the California Community College system as a part of the evaluation process.

According to NCCCF bylaws, the slate of officers should be provided to the board 30 days in advance. The board entertained a motion to waive this 30-day notification in order to take a binding vote on the slate of officers and director appointments. Bobbi Abram motioned, Murray Wood seconded the motion. Keetha Mills and Christina Romero abstained. The motion passed.

The board entertained a motion to nominate Linda Fogerson as President, Robert Schwartz as Vice President. George Boodrookas as Treasurer and Sonbol Aliabadi as Secretary. The nominees for board member positions are: Tim Foster, Director, College of the Sequoias Foundation; Paul Iannaccone, Executive Director, Ohlone College Foundation; Christina Romero, Executive Director, Santa Ana College Foundation; Beverly Sandeen, Vice Chancellor of Resource Development, Los Rios Community College District; Dr. Diane Van Hook, Chancellor, College of the Canyons. Lisa Brooks made the motion, and Burnett seconded the motion. The motion passed.

The board adjourned for lunch at 12:30 p.m.

#### **v. CEO Report**

To board moved to the CEO report from Tod Burnett. Dr. Burnett noted the 5 years ago it was rare to see fundraising in the job description in the community college system.

Burnett shared that the current state budget has improved, but much of the new funding is one-time money. Burnett shared an updated from the Board of Governors Taskforce of Workforce, Job Creation and Strong Economy.

In closing comments, Burnet encouraged the development of benchmarks to allow colleges to compare the performance of their fundraising expectations.

Tod Burnett shared his regrets that a previous calendar appointment required him to leave the meeting and thanked the board for the opportunity to participate.

#### **vi. 2015-2016 Committee Appointments**

The board reviewed 2015-2016 Committee Appointments and solicited volunteers for the Bernard Osher Philanthropist of the Year Committee. New chairs of



committees accepted their nominations and President Fogerson encourages each committee to write a short update of their work for inclusion in a newsletter.

#### **vii. Committee Reports**

President Fogerson asked each committee chair to share updates on their progress and the board identified a number of action items to complete by the next meeting, including:

- Finalize and promote the California-specific sessions to occur in conjunction with the CASE conference
- Update the NCCCF website to include a document-sharing portal for board templates and resources. The Foundation will confer with their tech team to provide a timeline for updates.
- Hold a Case for Support brainstorming session to develop a capacity-building grant outreach strategy.
- Launch the NCCCF Membership Drive
- Distribute notifications to board nominees

#### **III. 2014 Board Meeting Schedule & Upcoming Events**

Nancy Pryor referred board members to the upcoming schedule of events and NCCCF board meetings.

- i. Thursday, October 1, 2015 8:30-11:30 a.m. at the Anaheim Marriott (in conjunction with the CASE Conference)
- ii. November 19th, 2015 8:30-11:30 a.m. at the Hyatt Regency SFO Burlingame (in conjunction with the CCLC Conference)

#### **IV. General Board Comments/Questions**

Sonbol Aliabadi inquired about the activity level of foundation levels throughout the state in bond campaigns.

Ken Cooper noted that he was moved by the events in South Carolina and asked to observe a moment of silence for the victims and their families.

#### **V. Meeting Adjournment**

The board entertained a motion by Ken Cooper to adjourn, which was seconded by Linda Forgerson. The meeting was adjourned at 2:50 p.m.



FOUNDATION *for* CALIFORNIA  
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**NCCCCF Income Statement**

**For the Twelve Months Ended 06/30/15**

Account Description	YTD Actual Through: 06/30/15	FY2015 Budget	Actual vs Budget Variance
<b>Revenues</b>			
NCCCCF Membership Dues	56,648	53,700	2,948
Conference Fees from CASE	13,300	12,300	1,000
Event Fees and Sponsorships	4,640	10,000	(5,360) a)
Subsidy from FCCC	50,000	50,000	-
Miscellaneous & Interest Income	1,598	2,000	(402)
<b>Total Revenues</b>	<b>126,186</b>	<b>128,000</b>	<b>(1,814)</b>
<b>Expenses</b>			
Personnel (Salary & Benefits)	27,037	27,690	(653)
Tax Return Preparation	1,060	1,050	10
Insurance	2,307	2,100	207
Other Expenses	218	1,000	(782)
Conference and Board Meetings	6,100	5,000	1,100 b)
Case Membership Dues	89,600	81,815	7,785 c)
Admin Support Expense - 15%	5,508	5,526	(18)
<b>Total Expenses</b>	<b>131,831</b>	<b>124,181</b>	<b>7,650</b>
<b>Net Income/(Loss)</b>	<b>(5,644)</b>	<b>3,819</b>	<b>(9,463)</b>
<b>Net Assets as of 06/30/14</b>	<b>4,172</b>		
Net Income/(Loss)	(5,644)		
<b>Net Assets as of 06/30/15</b>	<b>(1,472)</b>		

**NCCCCF Balance Sheet**

**As of: 06/30/15**

Assets	Amount
Accounts Receivable - Third Parties	700
Cash held by FCCC	(2,172)
<b>Total Assets</b>	<b>(1,472)</b>
<b>Liabilities</b>	
Deferred Revenue	-
<b>Net Assets</b>	
Net Assets as of 06/30/14	4,172
Increase/(Decrease) in Net Assets	(5,644)
<b>Net Assets as of: 06/30/15</b>	<b>(1,472)</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>(1,472)</b>

**NCCCCF Income Statement Notes**

a) Conference Event Revenues includes Payden & Rygel Sponsorship of \$1,000, Event ticket sales of \$3,045, and NCCCCF Board Meeting of \$315

b) Conference and Board Meeting expenses include catering and AV at board meetings held in conjunction with California Community College conferences

c) Case Member Dues reflects a 4% increase in membership fees, in addition to the costs of CASE fees for new NCCCCF members





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**NCCCCF FY2016 Budget**

Account Description	FY2016 Budget	FY2015 Actual	Over/ (Under)
<b>Revenues</b>			
NCCCCF Membership Dues	87,900	56,648	31,252 (a)
Conference Fees from CASE	14,000	13,300	700 (b)
Event Fees and Sponsorships	5,000	4,640	360
Subsidy from FCCC	50,000	50,000	-
Miscellaneous & Interest Income	2,000	1,598	402
<b>Total Revenues</b>	<b>158,900</b>	<b>126,186</b>	<b>32,714</b>
<b>Expenses</b>			
Personnel (Salary & Benefits)	28,000	27,037	963
Tax Return Preparation	1,050	1,060	(10)
Insurance	2,307	2,307	-
Other Expense	1,000	218	782
Conference Expenses and Board Meetings	7,100	6,100	1,000 (c)
Case Membership Dues	95,600	89,600	6,000 (d)
Admin Support Expense - 15%	5,919	5,508	410
<b>Total Expenses</b>	<b>140,976</b>	<b>131,831</b>	<b>9,145</b>
<b>Net Income/(Loss)</b>	<b>17,924</b>	<b>(5,644)</b>	<b>23,569</b>

**NCCCCF FY2016 Budget**

**Assumption Summary**

- (a) Membership dues are calculated based on newly proposed dues schedule, FY2014 FTE's, and no net change in membership levels
- (b) Assumes an increase of 7 California attendees at \$100 per attendee
- (c) Increase related to increase board meeting costs
- (d) Anticipated 5% annual increase in CASE Membership Dues

**Net Asset Rollforward**

<b>Net Asset Reserves ending balance FY2014</b>	<b>4,172</b>
FY2015 Net Income/(Loss)	(5,644)
<b>Net Asset Reserves ending balance FY2015</b>	<b>(1,472)</b>
FY2016 Net Income/(Loss)	17,924
<b>Net Asset Reserves ending balance FY2016</b>	<b>16,452</b>



## **NCCCCF 2015 Membership Summary**


As of September 23, 2015

### **2015-2016 Membership Results**

**62 Foundations have joined the Network of California Community College Foundations for a total of \$73,300 in membership revenue.**

- Payment has been received for 47 Foundations, 15 Foundations have received an invoice.
- Five new members: Cerritos College Foundation, Cerro Coso Community College Foundation, College of Marin Foundation, Los Angeles Harbor College Foundation, Mt. San Antonio College Foundation.
- Peralta Colleges Foundation, a member in 2013, reactivated membership.
- Three members utilized a \$300 NCCCCF scholarship to defray the dues increase: East Los Angeles College Foundation, Contra Costa College Foundation and Los Medanos College Foundation.

### **2015-2016 Membership Rates**

Full-time Equivalent (FTE) Enrollment	4,999 or below	5,000-9,999	10,000-19,999	20,000 or more
 <b>NCCCCF + CASE Annual Membership</b> Your exclusive California rate	<del>\$ 1,550</del> <b>\$ 750</b> <i>Save \$ 800</i>	<del>\$ 2,065</del> <b>\$ 1,050</b> <i>Save \$ 1,015</i>	<del>\$ 2,585</del> <b>\$ 1,350</b> <i>Save \$ 1,235</i>	<del>\$ 2,925</del> <b>\$ 1,650</b> <i>Save \$ 1,275</i>

### **Next Steps**

- Review California Community College Foundations who have not yet renewed and solicit volunteers to make personalized outreach to Foundation Executive Directors or College Presidents

	<b>Institution Name</b>	<b>New (N) or Renewal (R )</b>
	<b>2015-16 NCCCF Member List as of September 23, 2015</b>	
<b>Paid</b>		
1	Bakersfield College Foundation	R
2	Butte College Foundation	R
3	Cabrillo College Foundation	R
4	Cerritos College Foundation	N
5	Cerro Coso Community College Foundation	N
6	City College of San Francisco Foundation	R
7	Coastline Community College Foundation	R
8	College of Marin Foundation	N
9	College of the Canyons Foundation	R
10	College of the Sequoias Foundation	R
11	College of the Siskiyous	R
12	Columbia College Foundation	R
13	Cuesta College Foundation	R
14	Diablo Valley College Foundation	R
15	East Los Angeles College Foundation	R
16	Foundation for Grossmont and Cuyamaca Community Colleges	R
17	Foundation for Santa Barbara City College	R
18	Friends of Chabot College	R
19	Glendale College Foundation	R
20	Hartnell Community College Foundation	R
21	Las Positas College Foundation	R
22	Long Beach City College Foundation	R
23	Los Angeles City College Foundation	R
24	Los Angeles Harbor College Foundation	N
25-28	Los Rios Community College District Foundation	R
	Folsom Lake College Foundation	R
	Cosumnes River College Foundation	R
	American River College Foundation	R
	Sacramento City College Foundation	R
29	MiraCosta College Foundation	R
30	Monterey Peninsula College Foundation	R
31	Mt. San Antonio College Foundation	N
32	Ohlone College Foundation	R
33	Oxnard College Foundation	R
34	Pasadena City College Foundation	R
35	Peralta Colleges Foundation	N
36	Riverside Community College District Foundation	R
37	San Diego Mesa College Foundation	R
38	San Jose Evergreen Community College District Foundation	R
39	San Mateo Community Colleges Foundation	R
40	Santa Ana College Foundation	R

41	Santiago Canyon College Foundation	R
42	Sierra College Foundation	R
43	State Center Community College Foundation	R
44	Victor Valley College Foundation	R
45	West Hills Community College Foundation	R
46	West Valley-Mission Advancement Foundation	R
47	Yuba Community College District Foundation	R
<b>Invoiced</b>		
48	Antelope Valley College	R
49	Chaffey College Foundation	R
50	Citrus College Foundation	R
51	Contra Costa College Foundation	R
52	Crafton Hills College Foundation	R
53	El Camino College Foundation	R
54	Irvine Valley College Foundation	R
55	Los Angeles Valley College Foundation	R
56	Los Medanos College Foundation	R
57	Modesto Junior College Foundation	R
58	Orange Coast College Foundation	R
59	Saddleback College Foundation	R
60	Southwestern Community College Foundation	R
61	Taft College Foundation	R
62	Ventura College Foundation	R

	<b>Institution Name</b>	<b>14-15 Member Yes (Y) or No (N)</b>
	<b>2015-16 NCCCF Non-Member List as of September 23, 2015</b>	
1	Allan Hancock College Foundation	Y
2	Porterville College Foundation	Y
3	Barstow College Foundation	Y
4	Golden West College Foundation	Y
5	College of the Desert Foundation	Y
6	College of the Redwoods Foundation	Y
7	Copper Mountain College Foundation	Y
8	Cypress College Foundation	Y
9	Fullerton College Foundation	Y
10	Foothill-De Anza Community Colleges Foundation	Y
11	Gavilan College Educational Foundation	N
12	Imperial Valley College Foundation	N
13	Lake Tahoe Community College Foundation	N
14	Lassen College Foundation	N
15	Los Angeles Mission College Foundation	N
16	Los Angeles Trade-Tech College Foundation	Y
17	Los Angeles Southwest College Foundation	Y
18	Foundation for Pierce College	N
19	West Los Angeles College Foundation	N
20	Mendocino-Lake Community College Foundation	N
21	Merced College Foundation	Y
22	Moorpark College Foundation	N
23	Mt. San Jacinto College Foundation	Y
24	Napa Valley College Foundation	Y
25	Palo Verde College Foundation	N
26	Palomar College Foundation	Y
27	Rio Hondo College Foundation	Y
28	San Bernardino Valley College Foundation	N
29	Miramar College Foundation	N
30	San Diego City College Foundation	N
31	San Joaquin Delta College Foundation	Y
32	Santa Rosa Junior College Foundation	N
33	Shasta College Foundation	N
34	Solano College Educational Foundation	Y

	Institution Name	14-15 Member Yes (Y) or No (N)	Board Member Assigned	Primary Contact	Title	Email	Phone
	Membership Outreach Volunteer						
1	Allan Hancock College Foundation	Y		Jeff Cotter	Executive Director	jeffrey.cotter@hancockcollege.edu	805.925.2004
2	Porterville College Foundation	Y		Carol Bodine	Administrative Secretary	cbodine@portervillecollege.edu	559.791.2319
3	Barstow College Foundation	Y		Jeri Justus	Executive Director	bcf@barstow.edu	760.252.2411 x7350
4	Golden West College Foundation	Y		Bruce Berman	Executive Director	bberman@gwc.cccd.edu	714.895.8315
5	College of the Desert Foundation	Y		James Hummer	Executive Director	jhummer@collegeofthedesert.edu	760.636.7957
6	College of the Redwoods Foundation	Y		Johanna Helzer	Administrative Assistant	Johanna-helzer@redwoods.edu	707.476.4197
7	Copper Mountain College Foundation	Y		Sandy Smith	Executive Director	ssmith@cmccd.edu	760.366.3791 x5296
8	Cypress College Foundation	Y		Raul Alvarez	Executive Director	ralvarez@cypresscollege.edu	714.484.7126
9	Fullerton College Foundation	Y		Chuck Allen	Executive Director	cnallen@foundationfc.com	714.525.5651
10	Foothill-De Anza Community Colleges Foundation	Y		Tess Chandler	Executive Director	chandlertess@fhda.edu	650.949.6149
11	Gavilan College Educational Foundation	N		Steven Kinsella	Superintendent/President	skinsella@gavilan.edu	408.710.7483
12	Imperial Valley College Foundation	N		Todd Evangelist	Executive Director	todd.evangelist@imperial.edu	760.355.6113
13	Lake Tahoe Community College Foundation	N		Peter Bostic	Director of College Advancement	bostic@ltcc.edu	530-541-4660 x245
14	Lassen College Foundation	N		Matt Levine	Director of Financial Aid	mlevine@lassencollege.edu	530.251.8890
15	Los Angeles Mission College Foundation	N		Monte Perez	College President	perezme@lamission.edu	818.364.7795
16	Los Angeles Trade-Tech College Foundation	Y		Abby Arnold	Executive Director	ArnoldA@lattc.edu	213.763.7149
17	Los Angeles Southwest College Foundation	Y		Daniel Tabor	Executive Director	tabordk@lasc.edu	323.241.5276
18	Foundation for Pierce College	N				foundation@piercecollege.edu	818.710.4206
19	West Los Angeles College Foundation	N		Robert Sprague	Interim College President	spragurl@wlaac.edu	310.287.4325
20	Mendocino-Lake Community College Foundation	N		Kate Fairbairn	Executive Director	kfairbairn@mendocino.edu	707.467.1018
21	Merced College Foundation	Y		Robin Shepard	Director of Institutional Advancement	shepard.r@mccd.edu	209.381.6470
22	Moorpark College Foundation	N		Darlene Melby	College Business Manager	dmelby@vcccd.edu	805.378.1400
23	Mt. San Jacinto College Foundation	Y		Roger Schultz	Superintendent/President	msjcfoundation@msjc.edu	951.487.3171
24	Napa Valley College Foundation	Y		Lissa Gibbs	Executive Director	lgibbs@napavalley.edu	707.256.7167
25	Palo Verde College Foundation	N		Donald Wallace	Superintendent/President	donald.wallace@paloverde.edu	760.921.5499
26	Palomar College Foundation	Y		Richard Talmo	Executive Director	rtalmo@palomar.edu	760.744.1150 x2733
27	Rio Hondo College Foundation	Y		Howard Kummerman	Executive Director	howard.kummerman@riohondo.edu	562.908.3476
28	San Bernardino Valley College Foundation	N		Donna Hoffman	Director of Resource Development	dhoffman@valleycollege.edu	909.384.8987
29	Miramar College Foundation	N		Steve Quis	Information Officer	squis@sdccd.edu	619.388.77865
30	San Diego City College Foundation	N		Marilyn Harvey	Director, Student Transition Services	mharvey@sdccd.edu	619.235.2300
31	San Joaquin Delta College Foundation	Y		Cheryl De La Cruz	Scholarship Coordinator	cdelacruz@deltacollege.edu	209.954.5151 x 6131
32	Santa Rosa Junior College Foundation	N		Kate McClintock	Executive Director	kmclintock@santarosa.edu	707.527.4348
33	Shasta College Foundation	N		Scott Thompson	Executive Director	sthompson@shastacollege.edu	530.242.7512
34	Solano College Educational Foundation	Y		Curt Johnston	Executive Director	curt.johnston@solano.edu	707.864.7141



## Conference for Community College Advancement

Summary of California-specific activities

### Highlights

- ✓ 140 Conference attendees from California
- ✓ 84 registrations to date for the opening night California Colleagues Reception

### 2015 Conference Planning Committee Representatives

- ✓ Melinda Silverstein, Cabrillo College Foundation
- ✓ Babs Sandeen, Los Rios Community College District Foundation
- ✓ Nancy Pryor, Foundation for California Community Colleges

### 2015 Registration Rates for NCCCCF Members

Registration	Before August 21	After August 21	Included
Non-member price	<del>\$ 1,045</del>	<del>\$ 1,105</del>	A copy of "Opportunity Knocking: How Community College Presidents Can Lead a New Era in Advancement." Register at <a href="http://case.org/ccca15">case.org/ccca15</a> .
Your exclusive California rate	<b>\$ 505</b> <i>Save \$ 540</i>	<b>\$ 605</b> <i>Save \$ 500</i>	

### California Specific Programming

#### California Colleagues Reception

Enjoy Creole-inspired dinner, drinks, and jazz in downtown Disney.

**Time:** 7:30-9:30 p.m.

**Location:** Ralph Brennan's Jazz Kitchen 1590 Disneyland Dr, Anaheim, CA 92802

**Tickets:** \$45 early bird / \$55 regular

**Shuttles:** depart from the Anaheim Marriott lobby beginning at 7:00 p.m. Last shuttle leaves Downtown Disney at 9:45 p.m.

#### Building Best Practices for Foundations within California Community Colleges

Friday, October 2nd | 7:30-9:00 a.m. | Room: Gold Key I-II

Make the most of your annual membership in Network of California Community College Foundations, learn about resources available to assist in benchmarking your advancement office and help vet upcoming projects that will advance collaborative fundraising efforts within California Community Colleges. **Speakers:** **Linda Fogerson**, CFRE, CSPG, President, Network of California Community College Foundations and Executive Director, MiraCosta Community College Foundation and **Donald L. Rickner**, Ph. D., Executive Director, Saddleback College Foundation and Board Member, Network of California Community College Foundations

#### Endowment Management Trends—Ensuring California Community Colleges Can Compete

Saturday, October 3rd | 7:30-9:00 a.m. | Room: Gold Key I-II

Using data from the NACUBO Study of Endowments, this session will cover national trends for two-year colleges for endowment spending and investment policies. Advice for small shops as well as larger foundations will be covered. **Speakers:** **Melinda Silverstein**, Executive Director, Cabrillo College Foundation and **Brian Sharpes**, Managing Director, Investments USB Financial Services



## **NCCCF Bernard Osher Philanthropist of the Year Award**

### **Nomination Form**

The Bernard Osher Philanthropist of the Year Award, named after Mr. Bernard Osher for his history-making commitment in 2008, will be presented at the Community College League of California (CCLC) Annual Conference closing brunch on November 21, 2015. Recipients of the award have traditionally been a benefactor, philanthropist, corporation, or nonprofit organization that has provided significant benefit to California Community Colleges and has helped to advance the mission of community colleges through philanthropy. Please submit your completed nomination form no later than **October 9, 2015** (*see submission details listed below*).

#### **Nomination Criteria**

The award is presented to an individual, corporation, or nonprofit organization who meets all of the following criteria at a high standard:

- Provides direct financial support to the California Community Colleges. The expectation is that the nominee will have contributed, in aggregate, at least \$500,000 or more to the California Community Colleges
- Displays a leadership role, volunteers, and/or provides other benefits in helping to achieve the mission of the California Community Colleges
- Demonstrates commitment to philanthropy as a role model to encourage philanthropy in others in support of the California Community Colleges

#### **Eligibility Guidelines**

- Individuals, corporations or nonprofit organizations that meet the above criteria
- An eligible party who was nominated in a previous year, but did not win, may be re-nominated

#### **Past Recipients**

- 2008 - Mr. Bernard Osher himself, who made history in 2008 with the \$25 million largest-ever gift to a community college system to establish a permanent statewide scholarship endowment
- 2009 - Sutter Health Foundation for its support of Sacramento-area community colleges
- 2010 - Southern California Edison for its support of colleges and initiatives throughout the state
- 2011 - Dr. Norman Levan for bestowing the \$14 million largest individual gift to a community college to Bakersfield College
- 2012 – Genentech for its broad support of the California Community Colleges
- 2013—Ms. Elizabeth Noble for longstanding support of scholarships and business programs at El Camino College, including a \$2 million gift to establish the first endowed chair.
- 2014—Mr. Henry Coil for over twenty years of volunteer leadership at Riverside Community College District Foundation and a \$5 million lead gift to establish the Henry W. and Alice Edna Coil School for the Arts.





**Network of California  
Community College  
Foundations**

1102 Q Street, Third Floor | Sacramento, California 95811  
t.916.498.6709 | f.916.325.0844  
info@ncccfweb.org | www.ncccfweb.org

**Nominee Information** *(will not be contacted with notice provided to the nominator)*

Organization/Individual Name:	
Other Contact Name: (if applicable)	
Address:	
Phone:	
E-Mail:	

**Nominator Information**

Nominator Name:	
Organization: (if applicable)	
Address:	
Phone:	
E-Mail:	

**Please answer the following questions about your nominee:**

<b>1. How much has your nominee contributed, in aggregate, to the California Community Colleges?</b> <i>Response:</i>
<b>2. Describe how your nominee has demonstrated a leadership role in supporting and furthering the mission of the California Community Colleges through their commitment to philanthropy.</b> <i>Response (please attach additional documents as necessary to complete your response):</i>

**Please return this form and your nomination letter via e-mail or post no later than October 9, 2015 to:**

Kyle Hyland  
Network of California Community College Foundations  
1102 Q Street, Suite 3500  
Sacramento, California 95811  
[info@ncccfweb.org](mailto:info@ncccfweb.org)



# NCCCCF BOARD OF DIRECTORS 2015-2016 ANNUAL CALENDAR

## THE FOLLOWING TABLE REFLECTS THE ANNUAL KEY DATES FOR THE OPERATION OF THE NETWORK.

*Note: Advocacy activities (i.e., presentations at community colleges conferences) and work of the strategic plan ad hoc committees including the Professional Development committees (i.e., scheduling regional executive director roundtables) are not included in this document. Specific deliverables identified in the October 1<sup>st</sup> meeting of the Board of Directors will be incorporated in subsequent updates.*

DATE	ACTIVITIES	LEAD	PROGRESS
<b>JULY 2015</b>			
	<b>COMMITTEES</b> Case for Support Brainstorming Session ✓ Working session July 22 <sup>nd</sup> 9 a.m. – 12 p.m. at FCCC Offices	Sonbol Aliabadi, Ken Cooper, Babs Sandeen	Complete
	<b>MARKETING</b> ✓ Website redesign (public site)	FCCC Staff: Nancy Pryor/Marketing Team	Complete
	<b>CONFERENCE</b> Finalize California-specific activities ✓ Reception location & pricing ✓ Breakfast session topics	Melinda Silverstein/Nancy Pryor	Complete
	<b>MEMBERSHIP</b> ✓ Membership Renewal Outreach	FCCC Staff: Nancy Pryor/Kyle Hyland	In progress—ongoing
	<b>FUNDRAISING</b> Corporate Partner Outreach	Resource Development Committee/Nancy Pryor	In progress—ongoing
<b>AUGUST 2015</b>			
	<b>ACCOUNTING/LEGAL</b> ✓ Renew D&O Insurance	FCCC Staff	Complete
	<b>MARKETING</b> ✓ Hold at least 2 joint member benefits webinars in conjunction with CASE	NCCCCF Board Volunteer hosts, coordinated by FCCC Staff	Complete, held 6
	<b>CONFERENCE</b> Promote CASE Conference Registration & California-specific activities ✓ Activate online registration for California Reception	FCCC Staff: Nancy Pryor/Kyle Hyland	Complete

	<ul style="list-style-type: none"> <li>✓ Early bird rate expires August 21, 2015</li> </ul> <p><b>MEMBERSHIP</b> Membership Renewal Outreach (Continued)</p> <p><b>FUNDRAISING</b> Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> <li>✓ Benefit Fulfillment</li> </ul>	<p>FCCC Staff: Nancy Pryor/Kyle Hyland</p> <p>Resource Development Committee/Nancy Pryor</p>	<p>In progress—ongoing</p> <p>In progress--ongoing</p>
<b>SEPTEMBER 2015</b>			
	<p><b>BOARD</b> Executive Committee convenes to review October meeting agenda</p> <p><b>COMMITTEES</b> Bernard Osher Philanthropist of the Year Committee Convenes</p> <ul style="list-style-type: none"> <li>✓ Review application &amp; criteria</li> <li>✓ Nominations accepted September 14-October 9th</li> </ul> <p><b>ACCOUNTING</b> Create financial statements as of 6/30/15</p> <p><b>CONFERENCE</b> CASE Conference Registration &amp; California-specific activities</p> <ul style="list-style-type: none"> <li>✓ Continued email marketing</li> <li>✓ Support California reception logistics (signage, program, etc.)</li> </ul> <p><b>MEMBERSHIP</b> Review initial results of membership renewal efforts</p> <ul style="list-style-type: none"> <li>✓ Evaluate potential scholarship program</li> <li>✓ Continued communication to foundations who had not yet responded</li> <li>✓ Facilitate invoicing and membership tracking</li> </ul> <p><b>FUNDRAISING</b> Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> <li>✓ Benefit Fulfillment</li> </ul> <p>Draft Case for Support</p>	<p>Executive Committee</p> <p>Philanthropist of the Year Committee</p> <p>FCCC Finance Staff</p> <p>Nancy Pryor/Kyle Hyland/Melinda Silverstein</p> <p>FCCC Staff in consultation with Board of Directors</p> <p>Resource Development Committee/Nancy Pryor</p> <p>FCCC Staff/Case for Support Committee</p>	<p>Complete</p> <p>In progress</p> <p>Complete</p> <p>Complete</p> <p>In progress—board outreach slated for October</p> <p>One partner secured, multiple likely for 2016</p> <p>In progress</p>

OCTOBER 2015			
	<b>BOARD</b> Meet Thursday, October 1 8:30-11:30 a.m. in Anaheim, CA <ul style="list-style-type: none"> <li>✓ New Board Member Orientation</li> </ul> Executive Committee convenes to review November meeting agenda	Board of Directors     Executive Committee	
	<b>COMMITTEES</b> Bernard Osher Philanthropist of the Year Committee Convenes <ul style="list-style-type: none"> <li>✓ Select nominee</li> <li>✓ Notify all applicants</li> <li>✓ Order &amp; ship award</li> </ul> Best Practices Committee <ul style="list-style-type: none"> <li>✓ Review Handbook text, finalize updates</li> </ul> <b>ACCOUNTING</b> Create financial statements as of 9/30/15	Philanthropist of the Year Committee/FCCC Staff          Best Practices Committee          FCCC Finance Staff	
	<b>CONFERENCE</b> Conference for Community College Advancement <ul style="list-style-type: none"> <li>✓ California Colleagues Reception Thursday, October 1</li> <li>✓ California-specific breakfast sessions held Oct. 2 &amp; 3</li> <li>✓ Volunteer NCCCCF board members host/facilitate breakout sessions</li> <li>✓ 2016 conference planning committee representatives selected</li> <li>✓ Consider surveying attendees for feedback on California-specific activities</li> </ul>	Board of Directors/FCCC Staff	
	<b>MEMBERSHIP</b> <ul style="list-style-type: none"> <li>✓ Board member outreach to non-renewing members</li> <li>✓ Continued communication with prospective members</li> <li>✓ Reconcile with CASE (Final membership roster provided by</li> </ul>	NCCCCF Board          FCCC Staff	

	<p>October 15, Payment provided by October 31)</p> <p><b>FUNDRAISING</b></p> <p>Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> <li>✓ Benefit Fulfillment (as required)</li> </ul> <p>Finalize Case for Support</p>	<p>Resource Development Committee/Nancy Pryor</p> <p>FCCC Staff</p>	
<b>NOVEMBER 2015</b>			
	<p><b>BOARD</b></p> <p>Board of Directors Meeting November 19 8:30-11:30 a.m. at Hyatt Regency SFO, in conjunction with the CCLC Annual Conference</p> <ul style="list-style-type: none"> <li>✓ Review results of 2015 Membership Outreach</li> <li>✓ Evaluate 2015 CASE Conference</li> <li>✓ Approve FY15 Tax Return</li> <li>✓ Sign FY16 Conflict of Interest Policies</li> </ul> <p><b>COMMITTEES</b></p> <p>Bernard Osher Philanthropist of the Year Award Presented at CCLC Annual Convention Saturday, November 21.</p> <ul style="list-style-type: none"> <li>✓ Release Announcement</li> </ul> <p>Best Practices Committee</p> <ul style="list-style-type: none"> <li>✓ Upload finalized content onto website</li> </ul> <p><b>CONFERENCE</b></p> <ul style="list-style-type: none"> <li>✓ Reconcile California Attendees revenue reimbursement with CASE</li> </ul> <p><b>FUNDRAISING</b></p> <p>Corporate Partnership Program</p> <ul style="list-style-type: none"> <li>✓ Benefit Fulfillment (as required)</li> <li>✓ Review Corporate Partnership Program, make recommendations for FY17</li> </ul> <p>Outreach to funders to support capacity-building</p>	<p>Board of Directors</p> <p>NCCCCF President or Designee</p> <p>FCCC Staff</p> <p>FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p>	

<b>DECEMBER 2015</b>			
	<b>ACCOUNTING</b> <ul style="list-style-type: none"> <li>✓ Draft FY17 Budget and FY17 Membership Model</li> <li>✓ Prepare financial statement ending in 11/30/15</li> </ul> <b>FUNDRAISING</b> <p>Corporate Partnership Program</p> <ul style="list-style-type: none"> <li>✓ Benefit Fulfillment (as required)</li> </ul>	<p>FCCC Finance Staff</p>          <p>Resource Development Committee/FCCC Staff</p>	
<b>JANUARY 2016</b>			
	<b>BOARD</b> <p>Executive Committee convenes to review February meeting agenda, including:</p> <ul style="list-style-type: none"> <li>✓ Proposed FY17 Budget &amp; FY17 Membership Model</li> <li>✓ Provide direction for California-specific content within CASE Conference Planning</li> </ul> <b>CONFERENCE</b> <p>Proposals accepted for presentations at the Annual Conference for Community College Advancement</p> <ul style="list-style-type: none"> <li>✓ Communicate proposal period with general membership</li> </ul>	<p>Executive Committee</p>          <p>FCCC Staff: Kyle Hyland</p>	
<b>FEBRUARY 2016</b>			
	<b>BOARD</b> <p>Quarterly Meeting of the Board of Directors</p> <ul style="list-style-type: none"> <li>✓ Adopt FY17 Budget &amp; FY17 Membership Model</li> <li>✓ Adopt FY17 Corporate Partnership Program</li> </ul> <b>CONFERENCE</b> <p>Conference for Community College Advancement planning committee meets, accepts session nominations</p> <b>FUNDRAISING</b> <p>Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Identify Prospects</li> <li>✓ Submit Proposals</li> </ul>	<p>Board of Directors</p>          <p>CASE Conference Planning Committee</p>          <p>Resource Development Committee/FCCC Staff</p>	

MARCH 2016			
	<p><b>COMMITTEES</b>  Governance Committee</p> <ul style="list-style-type: none"> <li>✓ Review criteria and process for nominations for at-large directors, executive committee positions, and board officer positions</li> <li>✓ Communicate with board members up for re-nomination</li> </ul> <p><b>CONFERENCE</b>  Finalize California-specific activities</p> <ul style="list-style-type: none"> <li>✓ Reception location &amp; pricing</li> <li>✓ Breakfast session topics</li> </ul> <p><b>MEMBERSHIP</b></p> <ul style="list-style-type: none"> <li>✓ Develop membership outreach communication collateral</li> </ul> <p><b>FUNDRAISING</b>  Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> </ul>	<p>Governance Committee</p> <p>Babs Sandeen/Planning Committee TBD</p> <p>Vice President/FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p>	
APRIL 2016			
	<p><b>COMMITTEE</b>  Governance Committee</p> <ul style="list-style-type: none"> <li>✓ Open nomination period</li> <li>✓ Review nominations</li> <li>✓ Develop slate of officers and executive committee positions and at-large member nominations</li> <li>✓ Annual review of MOUs and agreements in place with FCCC and CASE</li> </ul> <p><b>CONFERENCE</b></p> <ul style="list-style-type: none"> <li>✓ Planning for Conference Communication Cycle</li> </ul> <p><b>MEMBERSHIP</b>  2016-2017 Membership Renewal</p> <ul style="list-style-type: none"> <li>✓ Email Communication begins</li> </ul> <p><b>FUNDRAISING</b>  Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> </ul>	<p>Governance Committee</p> <p>FCCC Staff</p> <p>FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p>	

MAY 2016			
	<p><b>BOARD</b>  Executive Committee convenes (late May) to review June meeting agenda, including:</p> <ul style="list-style-type: none"> <li>✓ Recommendations at-large board of directors members</li> <li>✓ Financial Statements</li> <li>✓ Annual review of MOUs and agreements in place with FCCC and CASE</li> </ul> <p><b>COMMITTEE</b>  Governance Committee</p> <ul style="list-style-type: none"> <li>✓ Submit slate of officers to board of directors at least 30 days prior to the June board meeting.</li> </ul> <p><b>ACCOUNTING</b></p> <ul style="list-style-type: none"> <li>✓ Prepare financial statements ending in 4/30/15</li> </ul> <p><b>CONFERENCE</b>  Promote CASE Conference Registration &amp; California-Specific Activities</p> <p><b>MEMBERSHIP</b>  2016-2017 Membership Renewal</p> <ul style="list-style-type: none"> <li>✓ Email Communication</li> <li>✓ Invoicing</li> <li>✓ Hold at least 2 joint member benefits webinars in conjunction with CASE</li> <li>✓ Early bird expiration date <i>TBD</i></li> </ul> <p><b>FUNDRAISING</b>  Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> <li>✓ Benefit Fulfillment</li> </ul>	<p>Executive Committee</p> <p>Governance Committee</p> <p>FCCC Finance Staff</p> <p>FCCC Staff</p> <p>FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p>	



