



NCCCF Board Meeting Agenda

Thursday, June 23rd, 2016 10:00 a.m.-3:00 p.m.

Location: Fireside Room, Sierra College, 500 Rocklin Road, Rocklin, CA 95677

Dial in: 1-719-785-4469 Passcode: 883390

[GoToMeeting Link](#) | Meeting Passcode: **461447**

Coffee served beginning at 10:00 a.m.

- I.** Call to Order Linda Fogerson
- II.** Board Member Updates: Celebrating Success All
- III.** Recurring Business
 - i. Approval of February 2016 Minutes (* and **) Linda Fogerson
 - ii. Financial Report (* and **). George Boodrookas
 - 1. Financial Statements and FY16 Forecast as of April 30, 2016
 - 2. Fiscal Year 2017 Budget
 - iii. Governance Committee Nominations (* and **). Amy Cardullo
 - 1. 2016/2017 Slate of Officer Nominations
 - 2. 2016/2017 – 2019/2020 Slate of Director Nominations
 - iv. 2016-2017 Membership Report Nancy Pryor
- IV.** Reports and Updates
 - i. CEO Update..... Dianne Van Hook
 - ii. Foundation for California Community Colleges Update..... Keetha Mills
 - 1. CollegeBuys Partnership Opportunities..... Jorge “JC” Sales
 - 2. CCC Foundation Benchmarking Survey Results..... Nancy Pryor
 - iii. Conference for Community College Advancement (**)
 - 1. California-specific breakout sessions..... Lisa Brooks
 - 2. California Reception..... Sheri Horn-Bunk
 - iv. Board Activities and Responsibilities Calendar (**). Nancy Pryor
 - v. Board Planning Linda Fogerson
 - 1. 2016-2017 Board Meeting Calendar (**)
 - 2. 2016-2017 Committee Appointments (* and **)
 - 3. 2016-2017 Advocacy Opportunities (**)

* Action Item

** Handout



Lunch is served

V. Strategic Plan Ad Hoc Committee Reports – Fiscal Year 16 Accomplishments

- i. Finance/Resource Development.....Shannon Hill
- ii. GovernanceAmy Cardullo
- iii. Professional DevelopmentChristina Romero
- iv. Best PracticesDon Rickner

VI. Strategic Plan Implementation

- i. Review progress, make recommendations for FY17 implementation format.....All

VII. General Board Comments/QuestionsAll

VIII. Meeting Adjournment..... Linda Fogerson

2016 Board Meeting Schedule & Upcoming Events

Upcoming Board Meetings:

- i. Tuesday, October 4th 10:00 a.m. to 3:00 p.m. at the Westin, San Diego – Gaslamp District in San Diego
- ii. Wednesday, November 16th 9:00 a.m. to 2:00 p.m. at the Riverside Convention Center, Meeting Room 7 in Riverside

Upcoming Conferences:

- iii. CASE Conference for Community College Advancement October 5-7, 2016 at the Westin, San Diego – Gaslamp District in San Diego, CA
- iv. CCLC (Community College League of California) Convention November 17-19, 2016 at the Riverside Convention Center in Riverside, CA



NCCCF Board Meeting Minutes

Tuesday, February 16th, 2016 10:00 a.m.-3:00 p.m.

*Location: Riverside Community College District, Room 409 in the Digital Library/Learning Resource Center
4800 Magnolia Ave, Riverside, CA 92506*

Dial in: 1-913-312-3202 Passcode: 330662

I. Call to Order

Vice Chair Robert Schwartz called the meeting to order at 10:08 a.m.

In attendance was George Boodrookas, Lisa Brooks, Amy Cardullo, Tim Foster, Sheri Horn-Bunk, Paul Iannaccone, Keetha Mills, Robert Schwartz, Dianne Van Hook, Murray Wood. Nancy Pryor attended as a staff representative. Attending telephonically was Sonbol Aliabadi, Bobbi Abram, and Melinda Silverstein.

Ken Cooper, Linda Fogerson, Shannon Hill and Don Rickner were absent.

Vice Chair Robert Schwartz thanked Amy Cardullo for hosting the meeting, and many of the board members complimented her staff for the clear signage and parking directions provided. The board also welcomed Chancellor Dianne Van Hook to her second meeting and thanked her for attending in person. To accommodate potential afternoon scheduling conflicts, the CEO Report and CASE partnership were moved to the beginning of the agenda.

CEO Report

Dr. Van Hook provided a report on California Community Colleges activities on the CEO level, sharing the results of a survey conducted via the CEO list serv and offering her perspective on the broader community college landscape. The latest retention studies by the Community College League of California reported 38 new CEO appointments in the last year alone. There are eight new state-level initiatives and funding streams increasingly requires collaboration with multiple public and private entities across regions. Colleges also face increased pension obligations through STERS and PERS.

The CEO survey identified a number of challenges and areas where CEOs would like additional fundraising training and templates. Dr. Van Hook encouraged the NCCCF to respond quickly to the needs identified in the survey. The final handout distributed with the CEO report included an example of a two-day CEO fundraising academy which was operated by ACCCA in the late 90s/early 2000s.

The board discussed current challenges collaborating with existing professional development entities to include fundraising in CEO training. The NCCCF believes effective strategies include utilizing a peer-to-peer training approach and working through existing channels CEOs use to access professional development to avoid reinventing the proverbial wheel. Mills shared has been difficult to influence the CEO training planning committees, which are led by CCC CEOs, to prioritize fundraising as a learning outcome.



II. Recurring Business

i. Approval of November 2016 Minutes

A motion to approve the minutes from the November 19, 2015 meeting as made by Keetha Mills and seconded by Christina Romero. The motion passed unanimously.

ii. CASE Membership Update

Paul Heaton, former director of the Center for Community College Advancement within the Council for Advancement and Support of Education (CASE), shared upcoming membership benefits changes that will apply to the 2016-2017 fiscal year. As of July 1, CASE will restructure some of the membership benefits that had previously been available for an extra fee as a part of the standard set of benefits. Each member of the college staff will receive what was previously included in the CASE Premier Member benefits. *Currents* Magazine will become a digital publication available to all members. And, CASE will not charge for webinars.

CASE will also be moving away from FTEs (full-time enrollment) as the only measure by which it calculates dues. The new structure is a response to requests from members to take in account other measures of foundation size, including asset size. The transition to a new membership model will be made incrementally over the course of three years.

CASE membership rates for California will increase by less than 7% this year. CASE members from other parts of the country may see increases higher than those published rates.

The NCCCF board commented that complimentary access to webinars is a highly-valued benefit, many board members had purchased access to webinars as low-cost professional development tools for their staff.

Paul Heaton has also accepted a role as director of the Office of the President. He will continue to be the NCCCF point of contact at CASE until a new director is selected. Staff will work with CASE to develop marketing materials to communicate the new membership benefits. A microsite, www.case.org/imagine, is available with additional resources. Paul Heaton left the call.

The board discussed the financial implications of the new structure of CASE membership benefits. This year, the board made great progress by aligning membership dues rates as an approximate 20% discount of CASE membership. Keetha Mills advocated utilizing an approach that would raise NCCCF dues in



proportion with CASE member increases each year, preserving a slight discount to members and ensuring the NCCCF budget maintain a reserve.

The board calculated an approximate 7% increase, rounding to the nearest increment of \$25.

FTEs	0-4,999	5,000-9,999	10,000-19,999	20,000+
2015-2016 Dues	750	1050	1350	1650
2016-2017 Proposed Dues	800	1125	1450	1750

A motion to approve 2016-2017 dues as outlined above was made by Paul Iannaccone. Christina Romero seconded the motion. The motion passed unanimously.

iii. Financial Report

Treasurer Boodrookas reported on the financial statements for the six months ending December 31, 2015. The Network ended the calendar year with net income of \$8,459 assets of \$6,987. The 2016 fiscal year is projected to end with \$15,936 in net income and \$14,464 in projected net assets. The fiscal year 2016 budget reflects the significant steps taken by the board to address the budget shortfall and build a reserve. Increased membership fees that more closely align with CASE have stabilized the organization's finances and positioned the organization for growth. However, the organization requires significantly more staffing than is currently budgeted.

The board review the accounts receivable reflected in the budget, which includes two membership fees that were not received as of 12/31/15. Staff has followed up with both foundations and expects payment for both membership will be reflected in the next fiscal statement.

iv. 2015-2016 Membership Report

Nancy Pryor reported on the 2015-2016 membership drive. To date, 74 foundations have joined the Network of California Community College Foundations and taken advantage of the dual membership in CASE for a total of \$86,050. The corresponding membership fees paid to CASE for these members total \$93,595. Six membership benefits webinars were held over the summer and significant outreach occurred to communicate membership benefits in advance of the conference. The Network saw eight new members join the organization, including many colleges with small staff sizes. Members of the board reviewed the list of non-members.



III. Board Member Updates: Celebrating Success

Over lunch, board members in attendance shared brief organizational updates from their respective organizations.

Guest Dr. Wolde-Ab Isaac, President of Riverside City College, joined the board for lunch.

IV. Reports and Updates

i. Foundation for California Community Colleges Update

Keetha Mills provided an update on the search for a state Chancellor. She noted that fundraising and resource development in partnership with the Foundation for California Community Colleges was included as a part of the job description.

ii. Board Activities and Responsibilities Calendar

Pryor reported on the Board Activities and Responsibilities calendar, which now extends through December 2016, drawing attention to the work that was completed since the beginning of the fiscal year and noting deliverables to occur in the spring of 2016 in advance of the next board meeting.

iii. Conference for Community College Advancement

Sheri Horn-Bunk reported that she is leading volunteer efforts to develop programming for a California reception to occur in conjunction with the conference. She hopes the location in the Gaslamp district of San Diego will allow for the entire reception attendance to be in one room, rather than adjoining spaces, and an elevated program might be a draw for a slightly higher ticket price. Zaneta Encarnacion, executive director at Southwest College Foundation, and Elaine Dodge, development director at MiraCosta Foundation, are assisting in planning.

The general planning for the Conference for Community College Advancement will occur February 29 and March 1st. Nancy Pryor, Kristen McPeak, Director of Operations at Pasadena City College Foundation, and John Valencia, Associate Vice Chancellor of Advancement and Communications of Grossmont-Cuyamaca Community College District, are members of the planning committee.

The board is looking for volunteers to plan the California-specific sessions occurring in the morning breakfast sessions each day of the conference. Lisa Brooks volunteers to serve on that committee in addition to the California member of the general planning committee listed above.

iv. Bernard Osher Philanthropist of the Year Award

The board reviewed the goals of the Philanthropist of the Year Award, including the current placement in the final closing lunch session of the Community College League



of California annual convention, which suffers from attendee attrition due to the placement on a weekend day at the close of the conference.

The NCCCF receives submissions of outstanding stories of philanthropy through the award process, but staffing constraints have limited the ability to leverage the opportunity to highlight the impact of a remarkable donor through activities like issuing press releases or publishing stories on the NCCCF website or in community college journals. Nancy Pryor asked the job description of the award chair be expanded to include presenting the award at the annual convention, negotiating a higher-profile placement opportunity at the CCLC convention and overseeing the communication activities.

Murray Wood volunteered to chair the Philanthropist of the Year committee in 2016 and take on the additional responsibilities.

v. 2016-2017 Board Meetings

The final meeting the 2016 fiscal year will be Thursday, June 23rd 10:00 a.m. to 3:00 p.m. at Sierra College 5000 Rocklin Rd, Rocklin, CA 95677.

The board reviewed the upcoming conference schedule and agreed to meet from 11:00-4:00 p.m. Tuesday, October 4th, the day prior to the commencement of the Conference for Community College Advancement.

V. New Business

i. Gift Acceptance Policies

Recent discussions on the NCCCF list serv have identified a sample governing board gift acceptance policy that does specify that gifts should be accepted by foundations, not districts. Robert Schwartz asked the Best Practices Committee to make proposed changes to the language after reviewing the additional samples included in the board packet. Keetha Mills can work with the League to amend the sample if the NCCCF develops revised language.

Vice Chair Schwartz invited dial-in participants to leave the call and dial individual cell phones if they would like to participate in ad hoc committee work.

**VI. Strategic Plan Ad Hoc Committee MeetingsAll
30 minutes of work in committees**

VII. Report Out Strategic Plan Ad Hoc Committee Meetings

i. Governance Committee

* Action Item

** Handout



Lead: Amy Cardullo

Participants: Keetha Mills

Amy Cardullo reported the governance committee reviewed the nomination criteria and process for the upcoming board recruitment cycle. The committee will be entertaining nominations for up to four positions and four possible renewals, George Boodrookas, Lisa Brooks, Melinda Silverstein and Murray Wood. One question was added to the nomination form to gather additional insight into the nominee's experience within California Community Colleges.

The Governance Committee will also be developing a slate of officers for consideration at the next board meeting.

ii. Finance/Resource Development Committee

Lead: George Boodrookas

Participants: Lisa Brooks, Robert Schwartz, Nancy Pryor

George Boodrookas reported the committee progress reviewing the case for support for the NCCCF and the current outreach progress to potential funders for capacity-building dollars. Long term, the committee would like to advocate within the community college system for a sustainable funding source for advancement staff, who can raise many times over in their salaries for college programs.

The committee will follow up with Shannon Hill, who was creating a survey to identify a common vendor list used by CCC foundations, which can serve as a prospect list for sponsorship fundraising.

iii. Professional Development Committee

Lead: Christina Romero

Participants: Dianne Van Hook, Murray Wood, Sheri Horn-Bunk, Tim Foster.

Dianne Van Hook will begin recruiting CEO Advisory Council members at the next CEO Academy. The council will target at least one representative from each of the ten geographic regions in California. The committee would meet no more than two times per year, one in conjunction with the CCLC Annual Convention and one in conjunction with CCCT, the annual trustee conference. Christina Romero volunteered to sponsor the food costs associated with the first gathering. Van Hook and Wood will be developing a high-level summary of the purpose of the committee and would like to develop an action plan. The goal is to offer CEO training.



Murray Wood of College of the Canyons and David Mirsch of Moorpark College would like to host the next professional development roundtables.

The best practices committee did not hold a working session in this meeting as a majority of the members of the committee were participating via phone or were unable to attend. .

VIII. Meeting Adjournment..... Robert Schwartz

A motion to adjourn the meeting was made by Amy Cardullo. Keetha Mills seconded the motion. The motion passed unanimously, and the meeting was adjourned at 3:02 p.m.



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

NCCCF Income Statement

For the Ten Months Ended 04/30/16

Account Description	YTD Actual Through: 04/30/16	FY2016 Forecast	FY2016 Budget	Forecast vs Budget Variance
Revenues				
NCCCF Membership Dues	89,575	89,575	87,900	1,675
Conference Fees from CASE	13,300	13,300	14,000	(700)
Event Fees and Sponsorships	5,967	5,967	5,000	967
Subsidy from FCCC	41,667	50,000	50,000	-
Miscellaneous & Interest Income	20	3,167	2,000	1,167
Total Revenues	150,528	162,009	158,900	3,109
Expenses				
Personnel (Salary & Benefits)	21,832	28,000	28,000	-
Tax Return Preparation	1,050	1,050	1,050	-
Insurance	2,341	2,341	2,307	34
Other Expenses	620	1,000	1,000	-
Conference and Board Meetings	7,344	7,344	7,100	244
Case Membership Dues	93,595	93,595	95,600	(2,005)
Admin Support Expense - 15%	4,978	5,960	5,919	42
Total Expenses	131,761	139,290	140,976	(1,685)
Net Income/(Loss)	18,767	22,718	17,924	4,794
Net Assets as of 06/30/15	(1,472)	(1,472)		
Net Income/(Loss)	18,767	22,718		
Net Assets as of 04/30/16	17,295			
Projected Net Assets as of 06/30/16		21,246		

NCCCF Balance Sheet

As of: 04/30/16

Assets	Amount
Accounts Receivable - Third Parties	-
Cash held by FCCC	17,295
Total Assets	17,295
Liabilities	
Deferred Revenue	(0)
Net Assets	
Net Assets as of 06/30/15	(1,472)
Increase/(Decrease) in Net Assets	18,767
Net Assets as of: 04/30/16	17,295
Total Liabilities & Net Assets	17,295

NCCCF Income Statement Notes

Variance Analysis

(a) Admin fee is calculated based on 15% on all expenses incurred with the exception the CASE membership dues.



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

NCCCCF FY2017 Budget - DRAFT

Account Description	FY2017 Budget	FY2016 Forecast	Over/ (Under)
Revenues			
NCCCCF Membership Dues	95,450	89,575	5,875 (a)
Conference Fees from CASE	14,000	13,300	700 (b)
Event Fees and Sponsorships	8,500	5,967	2,533 (f)
Subsidy from FCCC	50,000	50,000	-
Miscellaneous & Interest Income	3,000	3,167	(167)
Total Revenues	170,950	162,009	8,941
Expenses			
Personnel (Salary & Benefits)	30,000	28,000	2,000 (e)
Tax Return Preparation	1,050	1,050	-
Insurance	2,450	2,341	109
Other Expense	1,000	1,000	-
Conference Expenses and Board Meetings	12,500	7,344	5,156 (c)
Case Membership Dues	104,332	93,595	10,737 (d)
Admin Support Expense - 15%	7,050	5,960	1,090
Total Expenses	158,382	139,290	19,092
Net Income/(Loss)	12,568	22,718	(10,150)

NCCCCF FY2017 Budget - DRAFT

Assumption Summary

- (a) Membership dues are calculated based on FY17 dues schedule and increasing membership by three institutions.
- (b) Assumes an increase of 7 California attendees at \$100 per attendee
- (c) Increase related to increase costs at conference site
- (d) Anticipated 7% annual increase in CASE Membership Dues
- (e) Increase related to increased personnel costs in membership coordination and finance
- (f) Anticipated increase in ticket sales for NCCCCF reception and September professional development ev

Net Asset Rollforward

Net Asset Reserves ending balance FY2014	4,172
FY2015 Net Income/(Loss)	(5,644)
Net Asset Reserves ending balance FY2015	(1,472)
FY2016 Net Income/(Loss)	22,718
Net Asset Reserves ending balance FY2016 (projected)	21,246
FY2017 Net Income/(Loss)	12,568

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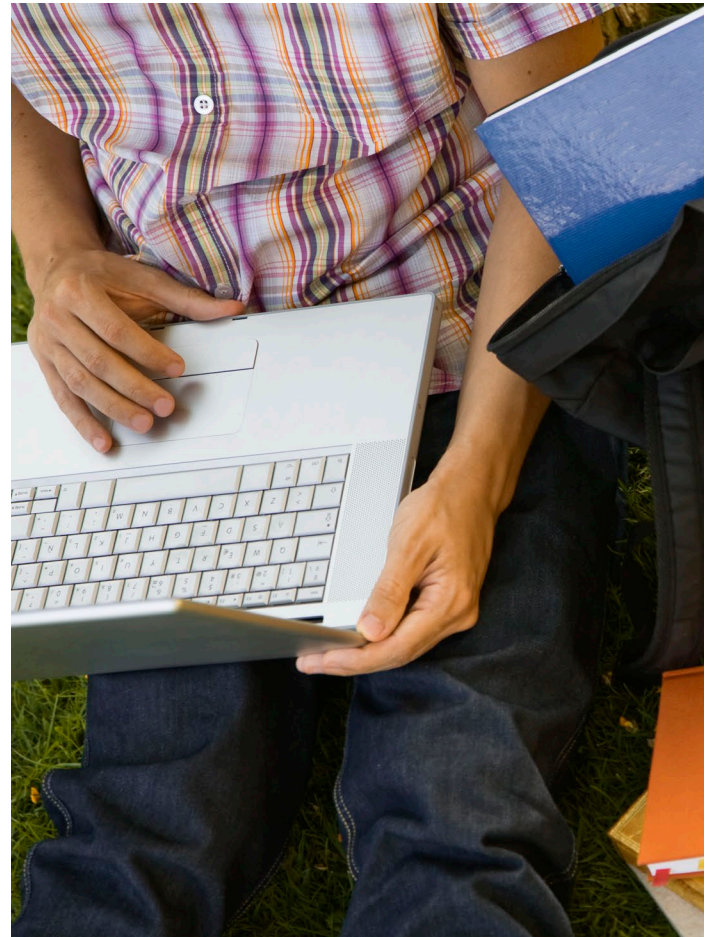
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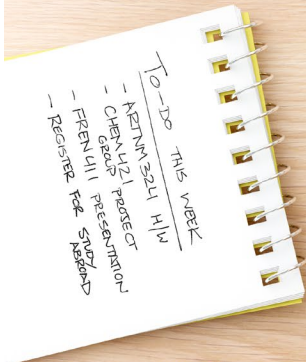
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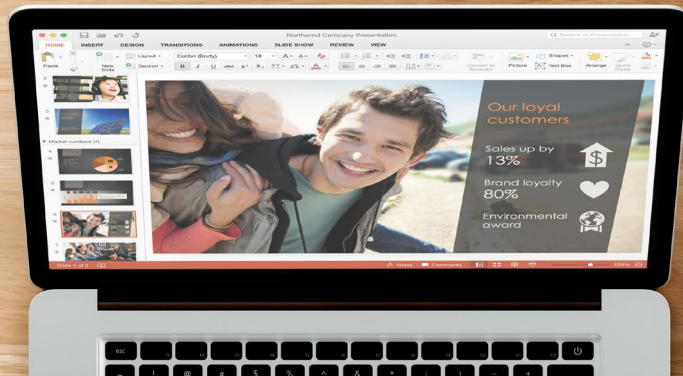


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California-specific sessions
Conference for Community College Advancement 2016

Meeting space request:

Tuesday, October 4th from 10:00 a.m.-4:00 p.m.

Network of California Community College Foundations Board of Directors Meeting

- Need space for 25 attendees and will order light lunch, billable directly to the NCCCCF. May need projector and wi-fi access, will determine AV needs as agenda is finalized before the event.
- Willing to partner to co-host a possible joint reception with the CASE advisory board after the event.

For program promotion:

Wednesday, October 5th from 7:30-10:00 p.m.

An Evening of Rhythm and Blues with the Network of California Community College Foundations

Florent Restaurant, 672 Fifth Ave, San Diego, CA 92101 (5 minute walk from the Hotel)

Join California colleagues for a jazz-club inspired evening in the heart of San Diego's Gaslamp District.

Tickets include dinner and must be purchased in advance at www.ncccfweb.org.

Thursday, October 6th from 7:30-8:45 a.m.

Outsourcing for Impact

Increasing your staff may be a tough sell to your board or college administration, but a strategic use of outsourcing can help expand a small office's capacity, outreach, and impact. Join the Network of California Community College Foundations for an exploration of effective outsourcing. With the right kind of outside support you can accomplish the work of several staff in a cost effective and highly targeted manner. They can help you "mine your data" for maximum results. They can work with you to help make your board retreats more exciting. They can inspire key board members to do the "ask". By outsourcing the event logistics, for example, you can focus on raising more money. They can also play key roles in feasibility studies, capital campaigns and maximizing your anniversary milestones. Learn how two California foundations built capacity through outsourcing and share your own challenges and solutions.

Presenters:

Lisa Brooks, Executive Director, Glendale College Foundation

Linda Eisenhart, President, Eisenhart & Associates

Bobbi Abram, Executive Director, Pasadena City College Foundation

Elaine Cartas, Development Consultant, Pasadena City College Foundation

Friday, October 7th from 7:30-8:45 a.m.

Bond Campaigns: Legal Considerations and Lessons From the Trenches

How does a Foundation support a bond campaign? What roles are Foundations increasingly being asked to play in community outreach? Join the Network of California Community College Foundations and a panel of experts for an exploration of the dos, don'ts, and best practices of participating in election-related activities. Avoid potential landmines with an understanding of the legal considerations of participating in bond campaigns in California. Then, bring your questions to a panel of Foundation Executive Directors who will share lessons learned over the course six bond campaigns. You'll learn innovative ways to use bond campaigns to build your networks, extend your reach, and help support your college's goals.

Presenters:

Lisa Allred, Partner, Atkinson, Andelson, Loya, Ruud, & Romo

Cindy Strom Arellano, Partner, Atkinson, Andelson, Loya, Ruud, & Romo

Shannon Hill, Executive Director, Foundation/Advancement, Cuesta College

Melinda Silverstein, Executive Director, Cabrillo College Foundation



NCCCCF Board of Directors 2016-2017 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 are not included in this document.

DATE	Activities	Lead	PROGRESS
January 2016			
	Conference Proposals accepted for presentations at the Annual Conference for Community College Advancement ✓ Communicate proposal period with general membership	FCCC Staff	Complete
February 2016			
	Board Quarterly Meeting of the Board of Directors	Board of Directors	Complete
	Conference Conference for Community College Advancement planning committee meets, accepts session nominations	CASE Conference Planning Committee	Complete
	Fundraising Corporate Partner Outreach ✓ Identify Prospects ✓ Submit Proposals	Resource Development Committee/FCCC Staff	Ongoing
March 2016			
	Governance Committee ✓ Review criteria and process for nominations for at-large directors, executive committee positions, and board officer positions ✓ Communicate with board members up for re-nomination	Governance Committee	Complete
	Accounting ✓ Prepare FY17 Budget	George Boodrookas/ FCCC Finance Staff	Complete
	Conference Finalize California-specific activities ✓ Reception location & pricing ✓ Breakfast session topics	Planning Committee	Complete

	Membership <ul style="list-style-type: none"> ✓ Develop membership outreach communication collateral 	Vice President/FCCC Staff	In progress
	Fundraising Corporate Partner Outreach <ul style="list-style-type: none"> ✓ Invoicing 	Resource Development Committee/FCCC Staff	Ongoing
April 2016			
	Committee Governance Committee <ul style="list-style-type: none"> ✓ Open nomination period ✓ Review nominations ✓ Develop slate of officers and executive committee positions and at-large member nominations ✓ Annual review of MOUs and agreements in place with FCCC and CASE 	Governance Committee	Complete
	Conference <ul style="list-style-type: none"> ✓ Planning for Conference Communication Cycle & NCCCF Reception 	Sheri Horn-Bunk/FCCC Staff	Complete
	Fundraising Corporate Partner Outreach <ul style="list-style-type: none"> ✓ Invoicing 	Resource Development Committee/FCCC Staff	Ongoing
May 2016			
	Board Executive Committee convenes (late May) to review June meeting agenda, including: <ul style="list-style-type: none"> ✓ Recommendations at-large board of directors members ✓ Financial Statements ✓ Proposed FY17 Budget 	Executive Committee	Complete
	Committee Governance Committee <ul style="list-style-type: none"> ✓ Submit slate of officers to Board of Directors 	Governance Committee	Complete
	Accounting <ul style="list-style-type: none"> ✓ Prepare financial statements ending in 4/30/16 	FCCC Finance Staff	Complete
	Conference Promote CASE Conference Registration & California-Specific Activities	FCCC Staff	Pending CASE Conference Communication

	Fundraising Corporate Partner Outreach	Resource Development Committee	
August 2016			
	Accounting/Legal <ul style="list-style-type: none"> ✓ Renew D&O Insurance 	FCCC Staff	
	Marketing <ul style="list-style-type: none"> ✓ Hold at least 2 joint member benefits webinars in conjunction with CASE 	NCCCCF Board Volunteer hosts, coordinated by FCCC Staff	
	Committees Bernard Osher Philanthropist of the Year Committee <ul style="list-style-type: none"> ✓ Review and select recipient(s) ✓ Notify honoree 	Bernard Osher Philanthropist of the Year Selection Committee	
	Professional Development <ul style="list-style-type: none"> ✓ Central California Regional Roundtable Thursday, July 14th at Cuesta College 	FCCC Staff: Nancy Pryor/Kyle Hyland	
	Conference Promote CASE Conference Registration & California-specific activities <ul style="list-style-type: none"> ✓ Activate online registration for California Reception ✓ Early bird registration rate expires Aug. 26 	FCCC Staff: Nancy Pryor/Kyle Hyland	
	Membership Review initial results of membership renewal efforts <ul style="list-style-type: none"> ✓ Board member outreach to non-renewing members ✓ Continued communication to foundations who had not yet responded ✓ Facilitate invoicing and membership tracking 	Vice President/Board of Directors/FCCC Staff	
	Fundraising Corporate Partner Outreach <ul style="list-style-type: none"> ✓ Invoicing ✓ Benefit Fulfillment 	Resource Development Committee/Nancy Pryor	
September 2016			

	<p>Board Executive Committee convenes to review October meeting agenda</p> <p>Committees Bernard Osher Philanthropist of the Year Committee Convenes</p> <ul style="list-style-type: none"> ✓ Coordinate luncheon appearance and prepare announcement <p>Professional Development</p> <ul style="list-style-type: none"> ✓ Northern California Financial and Investment Management Seminar Thursday, September 15th at Diablo Valley College <p>Accounting Create financial statements as of 6/30/16</p> <p>Conference CASE Conference Registration & California-specific activities</p> <ul style="list-style-type: none"> ✓ Continued email marketing ✓ Support California reception logistics (signage, program, etc.) <p>Membership Review initial results of membership renewal efforts</p> <ul style="list-style-type: none"> ✓ Continued communication to foundations who had not yet responded ✓ Facilitate invoicing and membership tracking <p>Fundraising Corporate Partner Outreach</p> <ul style="list-style-type: none"> ✓ Invoicing ✓ Benefit Fulfillment 	<p>Executive Committee</p> <p>Philanthropist of the Year Committee/Nancy Pryor</p> <p>Cindy Goga/Professional Development Committee/FCCC Staff</p> <p>FCCC Finance Team/Treasurer</p> <p>Nancy Pryor/Kyle Hyland/Sheri Horn-Bunk</p> <p>FCCC Staff in consultation with Board of Directors</p> <p>Resource Development Committee/Nancy Pryor</p>	
October 2016			
	<p>Board Quarterly Board Meeting</p> <ul style="list-style-type: none"> ✓ New Board Member Orientation <p>Executive Committee convenes to review November meeting agenda</p> <p>Committees</p>	<p>Board of Directors</p> <p>Executive Committee</p>	

	<p>Bernard Osher Philanthropist of the Year Committee</p> <ul style="list-style-type: none"> ✓ Order & ship award <p>ACCOUNTING</p> <p>Create financial statements as of 9/30/15</p> <p>Conference</p> <p>Conference for Community College Advancement</p> <ul style="list-style-type: none"> ✓ California Colleagues Reception October 5 ✓ California-specific breakfast sessions held Oct. 6 & 7 ✓ Volunteer NCCCF board members host/facilitate breakout sessions ✓ 2017 conference planning committee representatives selected ✓ Consider surveying attendees for feedback on California-specific activities <p>Membership</p> <ul style="list-style-type: none"> ✓ Board member outreach to non-renewing members ✓ Continued communication with prospective members ✓ Reconcile with CASE (Final membership roster provided by October 15, Payment provided by October 31) <p>Fundraising</p> <p>Corporate Partner Outreach</p> <ul style="list-style-type: none"> ✓ Invoicing ✓ Benefit Fulfillment (as required) 	<p>Philanthropist of the Year Committee/FCCC Staff</p> <p>FCCC Finance Staff</p> <p>Board of Directors/FCCC Staff</p> <p>NCCCF Board</p> <p>FCCC Staff</p> <p>Resource Development Committee/Nancy Pryor</p>	
November 2016			
	<p>Board</p> <p>Board of Directors Meeting, in conjunction with the CCLC Annual Conference</p> <ul style="list-style-type: none"> ✓ Review results of 2016-2017 Membership Outreach ✓ Evaluate 2016 CASE Conference ✓ Approve FY16 Tax Return 	<p>Board of Directors</p>	

	<ul style="list-style-type: none"> ✓ Sign FY17 Conflict of Interest Policies <p>Committees Bernard Osher Philanthropist of the Year Award Presented at CCLC Annual Convention. <ul style="list-style-type: none"> ✓ Release Announcement </p> <p>Conference <ul style="list-style-type: none"> ✓ Reconcile California Attendees revenue reimbursement with CASE </p> <p>Fundraising Corporate Partnership Program <ul style="list-style-type: none"> ✓ Benefit Fulfillment (as required) ✓ Review Corporate Partnership Program, make recommendations for FY17 </p> <p>Outreach to funders to support capacity-building</p>	<p>Committee Chair or Designee</p> <p>FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p>	
December 2016			
	<p>ACCOUNTING <ul style="list-style-type: none"> ✓ Draft FY18 Budget and FY18 Membership Model ✓ Prepare financial statement ending in 11/30/16 </p> <p>Fundraising Corporate Partnership Program <ul style="list-style-type: none"> ✓ Benefit Fulfillment (as required) ✓ Create list of 2018 prospects </p> <p>Approach prospective capacity-building funders for grant support</p>	<p>FCCC Finance Staff</p> <p>Resource Development Committee/FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p>	



2015-2016 Strategic Plan Ad Hoc Committee Accomplishments

i. Finance/Resource Development Committee

The committee creates outreach strategy for potential sponsors of the Network, identifies differences between an affiliate member and a sponsor of the Network, and identifies professional development and capacity building grants to support the work of the Professional Development and Best Practices Committees.

2015-2016 Members: Shannon Hill, Chair, George Boodrookas, Sonbol Aliabadi, Lisa Brooks, Robert Schwartz

Key Accomplishments

- Created and finalized a case for support, began sharing with potential funders
- Enlisted the help of a committee to assist with planning for the NCCCF reception and help reach out for sponsorships.
- Kept membership dues in alignment with CASE expenses to maintain stability of the organization while delivering quality professional development services
- Working with the Treasurer and the Foundation to build a reserve. Anticipate carrying over \$21,246 from FY16 and an additional \$12,568 in FY17.

Ongoing tasks: Identify current vendors used by the California Community College Foundations for potential aggregate services agreements or sponsorships, differentiate membership benefits between affiliate members and sponsors, continue to identify and pursue opportunities to diversify revenue.

ii. Best Practices Committee

This committee will identify website needs to implement professional development and best practices activities create recommendations for an updated NCCCFweb.org and review next steps for updating the NCCCF Manual.

2015-2016 Members: Don Rickner, Chair, Melinda Silverstein, Murray Wood, Linda Fogerson, Paul Iannaccone

Key Accomplishments

"A year ago we announced a goal of integrating the Community College Foundations Manual into an attractive, user friendly NCCCF website hosted by the FCCC. Thanks to the staff at the FCCC, and most especially to Nancy Pryor, that goal has been achieved. The NCCCF Best Practices Committee member and others have contributed fresh documents to supplement the Manual. I encourage you to go to the "Document Exchange" and explore it for two purposes. First, I believe you will find, even in many of the old documents, resources you will want to use. Second, you will see gaps in the Exchange which you can fill by sharing your documents. Just send them, electronically, to Nancy. Here is the link to the Document Exchange: <http://ncccfweb.org/Resources/DocumentExchange.aspx>"



Ongoing tasks: Looking ahead, we need to again assess where we stand and what we can accomplish before the conference this year. As I look at the Document Exchange I think we now have a very usable format. Now we need to spend our time in reviewing what is and is not in the Exchange and set goals for the coming months to add more resources to the existing format. To that end, I or my successor, can call a teleconference meeting of the 2016-2017 membership of the Committee to identify key gaps and a strategy to secure the needed documents to fill the identified gaps.

iii. **Professional Development Committee**

This committee will review professional development/advocacy plan for the NCCCF, encourage NCCCF members to organize regional roundtables and evaluation additional professional development opportunities as they arise.

2015-2016 Members: Christina Romero, Chair, Sheri Horn Bunk, George Boodrookas, Ken Cooper, Dianne Van Hook, Tim Foster

Key Accomplishments

- Meet goals of hosting at least two NCCCF professional development roundtables.
- Planning an NCCCF membership call to share best practices around scholarship promise programs
- Coordinating with regional college hosts to plan and execute a financial and investment management seminar.

Ongoing tasks: Vett effective strategies to engage CEOs, solicit hosts for at least two additional professional development roundtables, coordinate and submit session proposals addressing fundraising best practices to system-wide conferences.



Network of California Community Colleges Committees of the Board of Directors

Action Requested:

1. Affirm 2016-2017 Committee structure and appoint members to serve on active committees.

Standing Committees

i. Executive Committee

According to the NCCCF Bylaws, “the Executive Committee of the Network shall be composed of the President, Immediate Past President, Vice President, Secretary, Treasurer, and FCCC President/ CEO (if designated as a Network Director). Up to three (3) at-large members of the Board may also be elected to serve as voting members of the Executive Committee. At-large members of the Executive Committee are nominated by the Governance Committee and voted upon by the Board of Directors.” In practice, this committee helps set the agenda for NCCCF board meetings and vets potential challenges facing the organization.

2015-2016 Members: Linda Fogerson, Robert Schwartz, George Boodrookas, Sonbol Aliabadi, Keetha Mills, Bobbi Abram, Sheri Horn Bunk

2016-2017 Members (pending board approval): Robert Schwartz, George Boodrookas, Sonbol Aliabadi, Melinda Silverstein, Keetha Mills

**Up to three additional members can be nominated by the Governance Committee and voted upon by the Board of Directors.*

ii. Governance Committee

According to the NCCCF Bylaws, “the Governance Committee’s purpose is to increase the functionality of the board through recruitment, nominations, and orientation. The Governance Committee shall be responsible for preparing a slate of officers and new Directors, and submitting it to the Board of Directors at least thirty (30) days prior to the June Board meeting. The Governance Committee shall consist of a Chair, who shall be a Network Director and appointed by the Network President, and no less than two (2) members, none of whom shall be eligible for nomination during their year of service on the committee. Members of the Governance Committee must be Regular Institutional Members of the Network.”

2015-2016 Members: Amy Cardullo, Chair, Bobbi Abram, Keetha Mills

2016-2017 Members: _____, Chair, _____, Keetha Mills

Soliciting volunteers for a minimum of two at-large board members. *Members with expiring three years terms—Sonbol Aliabadi and Kenneth Cooper—should not serve if they plan to re-nominate for a subsequent term.*



Strategic Plan Ad Hoc Committees

iii. Finance/Resource Development Committee

The committee will create outreach strategy for potential sponsors of the Network, identify differences between an affiliate member and a sponsor of the Network identify opportunities for professional development and capacity building grants to support the work of the Professional Development and Best Practices Committees.

2015-2016 Members: Shannon Hill, Chair, George Boodrookas, Sonbol Aliabadi, Lisa Brooks, Robert Schwartz

2016-2017 Members: _____

iv. Best Practices Committee

This committee will identify website needs to implement professional development and best practices activities create recommendations for an updated NCCCFweb.org and review next steps for updating the NCCCF Manual.

2015-2016 Members: Don Rickner, Chair, Melinda Silverstein, Murray Wood, Linda Fogerson, Paul Iannaccone

2016-2017 Members: _____

v. Professional Development Committee

This committee will review professional development/advocacy plan for the NCCCF, encourage NCCCF members to organize regional roundtables and evaluation additional professional development opportunities as they arise.

2015-2016 Members: Christina Romero, Chair, Sheri Horn Bunk, George Boodrookas, Ken Cooper, Dianne Van Hook, Tim Foster

2016-2017 Members: _____



Other Committees

vi. **Bernard Osher Philanthropist of the Year Selection Committee**

This committee will review selection criteria, solicit nominations and select an honoree for the Bernard Osher Philanthropist of the Year Award, presented annually at the closing brunch of the Community College League of California Annual Convention. Committee members must be in good standing with the NCCCF and will not intend submit a nominee for the 2016-2017 year.

2015-2016 Members: Murray Wood, Chair, Babs Sandeen, Los Rios, Lisa Nashua, Chaffey College

2016-2017 Members: Murray Wood, Chair, _____,

Soliciting volunteers for a minimum of two at-large board members. *Members should not serve if they plan to submit a nomination.*

vii. **CEO Advisory Council Development Committee**

This committee will develop the objectives of a Network of California Community College Foundations CEO Advisory Council, extend invitations to founding members, develop strategies to engage CEOs, and evaluate the efficacy of the program.

To date, the Professional Development Committee has taken on the work of this committee with support from the Executive Committee.

viii. **Membership Outreach Chair**

The board member will coordinate board outreach to current and prospective Network members during the membership renewal campaign. Historically filled by the Vice-President.

2013-2014: Linda Fogerson

2014-2015: Ted Kaye

2015-2016: Bobbi Abram

2016-2017: _____

Soliciting one at-large board member volunteer.



Bernard Osher Philanthropist of the Year Award Nomination Form

The Network of California Community College Foundations is now accepting nominations for the Bernard Osher Philanthropist of the Year Award. Named after Mr. Bernard Osher for his history-making commitment in 2008, 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 by **August 5, 2016** (*see submission details listed below*). Award recipients will be invited to accept the Bernard Osher Philanthropist of the Year Award at the Community College League of California (CCLC) Annual Conference luncheon on Friday, November 18, 2016 at the Riverside Convention Center.

Nomination Criteria

The award is presented to individuals, corporations, or nonprofit organizations who meet 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.

Due to a high number of outstanding applications, the committee has the ability to select award recipients in two categories: **individuals** and **organizations** (a foundation, corporation or non-profit entity). 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.

2015—Arthur Rupe for supporting home health aid programs at 22 California Community Colleges, cumulatively providing over \$3 million to support the growing need for compassionate caregivers.



**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 *(the nominee will be contacted only with the permission of the nominator)*

Name:	
Other Contact Name: (if applicable)	
Address:	
Phone:	
E-Mail:	
Category	<input type="checkbox"/> Individual <input type="checkbox"/> Organization

Nominator Information

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

Please answer the following questions about your nominee:

1. How much has your nominee contributed, in aggregate, to the California Community Colleges? <i>Response:</i>
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. <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 August 5, 2016 to:

Kyle Hyland
Network of California Community College Foundations
1102 Q Street, Suite 4800
Sacramento, California 95811
info@ncccfweb.org