



## NCCCF Board Meeting Agenda

**Tuesday, February 16<sup>th</sup>, 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*

*After the meeting, board members are encouraged to attend the [Association of California Community College Administrators Conference](#) at the Riverside Convention Center. The opening general session begins at noon on February 17<sup>th</sup>.*

*Coffee served beginning at 10:00 a.m.*

- I. Call to Order ..... Robert Schwartz
- II. Board Member Updates: Celebrating Success ..... All
- III. Recurring Business
  - i. Approval of November 2016 Minutes (\* and \*\*) ..... Robert Schwartz
  - ii. Financial Report (\* and \*\*). ..... George Boodrookas
    - 1. Financial Statements and FY16 Forecast as of December 31, 2015
  - iii. 2015-2016 Membership Report(\*\*). ..... Nancy Pryor
  - iv. CASE Membership Update ..... Paul Heaton

*Lunch is served*

- IV. Strategic Plan Ad Hoc Committee Meetings ..... All  
*60 minutes of work in committees*
  - i. **Governance Committee**  
*Lead: Amy Cardullo*
  - ii. **Finance/Resource Development Committee**  
*Lead: Shannon Hill*
  - iii. **Best Practices Committee**  
*Lead: Don Rickner*
  - iv. **Professional Development Committee**  
*Lead: Christina Romero*
- V. Report Out Strategic Plan Ad Hoc Committee Meetings – 30 minutes ..... All
- VI. Reports and Updates
  - i. CEO Update ..... Dianne Van Hook
  - ii. Foundation for California Community Colleges Update ..... Keetha Mills

\* Action Item

\*\* Handout



- iii. Board Activities and Responsibilities Calendar (\*\*) .....Nancy Pryor
- iv. Conference for Community College Advancement.....Sheri Horn-Bunk
- v. Bernard Osher Philanthropist of the Year Award (\*\*) ..... Nancy Pryor
- vi. 2016-2017 Board Meetings .....Robert Schwartz
  
- VII. New Business**
  - i. Gift Acceptance Policies (\*\*)..... Robert Schwartz
  
- VIII. General Board Comments/Questions .....All**
  
- IX. Meeting Adjournment..... Robert Schwartz**

### **2016 Board Meeting Schedule & Upcoming Events**

#### **Upcoming Board Meetings:**

- i. Thursday, June 23rd 10:00 a.m. to 3:00 p.m. at Sierra College 5000 Rocklin Rd, Rocklin, CA 95677

#### **Upcoming Conferences:**

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



## NCCCF Board Meeting Minutes

Thursday, November 19<sup>th</sup>, 2015 10:30 a.m.-3:30 p.m.

Location: College of San Mateo (College Heights Room) 1700 W. Hillsdale Blvd., San Mateo, CA 94402

Dial in: 1-719-785-4469 Passcode: 472891

After the meeting, board members are encouraged to attend the **Community College League of California Convention**. The opening general session begins at **4:30 p.m.** at the **Hyatt Regency SFO** 1333 Bayshore Highway, Burlingame, CA 94010.

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*Coffee served beginning at 10:00 a.m.*

### I. Call to Order

President Linda Fogerson called the meeting to order at 10:43 a.m.

In attendance: Sonbol Aliabadi, Bobbi Abram, George Boodrookas, Lisa Brooks, Amy Cardullo, Kenneth Cooper, Linda Fogerson, Tim Foster, Shannon Hill, Sheri Horn Bunk, Paul Iannaccone, Christina Romero, Melinda Silverstein, Keetha Mills.

Attending telephonically: Lisa Brooks, Don Rickner, Beverly Sandeen, Melinda Silverstein and Dianne Van Hook.

Absent: Robert Schwartz and Murray Wood.

### II. Member Spotlight ..... Stephani Scott

- i. San Mateo County Community College District Foundation Executive Director Stephani Scott and Business Manager Jeff Peterson gave a guest presentation on the story of a recent major gift and scholarship program. One in four of our lowest-income students do not persist after one semester. To help address student retention and student success, Ted Kruttschnitt, a successful business person and prominent community member, committed to fund \$6,000 annual scholarship for 30 high need and academically promising scholars. The scholarship amount was determined by analyzing the average annual amount of unmet financial need per student in the South Bay and Peninsula region.

Ms. Scott shared information about the Foundation's organizational structure. Eight years ago the Foundation invested in expanding staff. At the time of Stephani's hire, the Foundation was funding \$250,000 in scholarships and is now funding close to \$900,000. The District funds the Executive Director, Business Manager, Alumni Relations Manager and a few other positions. The Foundation funds a program services coordinator, communications coordinator, and planned giving coordinator. Costs about \$400,000 to operate, including \$120,000 that the foundation reimburses the district per a management agreement. District contributed \$430,000 in salaries. The Foundation's endowments exceed \$13 million.

Ms. Scott answered questions from the board. Alumni outreach has not resulted in large gifts. The alumni relations manager has focused on building relationships with current students. The foundation receives about 113 annual unrestricted gifts and maintains relationships with about 1,500 active donors per year. The SMCCD



Foundation is currently benchmarking, strategic planning, planning for a comprehensive campaign. The SMCCCD Foundation will celebrate its the 50<sup>th</sup> anniversary next year.

The NCCF board requested the SMCCCD share the Foundation's organization chart and the two handouts distributed in the meeting.

### III. Recurring Business

i. Approval of October 2015 Minutes (\* and \*\*) ..... Linda Fogerson

President Linda Fogerson opened the floor for discussion of the minutes from the NCCCF board meeting held October 1, 2015. Christina Romero motioned to accept the minutes and Tim Foster seconded. The motion passed.

ii. Financial Report (\* and \*\*). ..... George Boodrookas

1. Financial Statements as of September 30, 2015 and FY16 Forecast

Boodrookas reported for the three months ending 9/30/2015, the NCCCF revenues totaled \$71,020, expenses totaled \$10,682 and resulted in a net income of \$60,338. The NCCCF net assets as of 9/30/2015 totaled \$58,865. Major expenditures are anticipated to accrue in October when the NCCCF pays membership dues to CASE on behalf of its members.

The FY16 Forecast projects a total of \$18,754 in net income and \$17,282 in net assets. The Conference fees the NCCCF will receive from CASE is projected to be slightly under budget, due to the fact that the conference attendance number remained the same as the previous year. The budget set a goal of a 10% increase. NCCCF membership dues are slightly under budget, aligning with a corresponding reduction in CASE membership dues.

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

Sonbol Aliabadi moved to accept the financials, and the motion was seconded by Shannon Hill. The motion passed unanimously.

2. 2015 State and Federal Tax Returns

The NCCCF Board of Directors reviewed the 2015 State and Federal Tax Returns. Board members asked questions about the way the administrative fee is calculated. The motion to accept the returns was moved by Shannon Hill and seconded by Dianne Van Hook. The motion passed unanimously.

iii. 2015-2016 Membership Report(\*\*). ..... Nancy Pryor

Nancy Pryor reviewed the current list of 73 members. Sonbol Aliabadi volunteered to follow up with Napa Valley College. Melinda Silverstein reported that she had spoken



with the Executive Director at Moorpark College Foundation and encouraged the Foundation to join the Network. Dianne Van Hook volunteered to speak with College Presidents whose Foundation Executive Directors have not responded to membership inquiries over the course of the next three days at the Community College League of California Annual Convention.

Linda Fogerson asked the Professional Development Committee to identify ways to reach out to newly hired Executive Directors to share information about NCCCF membership and identify professional development needs.

iv. 2016 CASE Conference Rates ..... Linda Fogerson

Linda Fogerson reviewed the 2016 CASE Conference rates for NCCCF members. California early bird rates will be \$515 and \$620 for a regular rate, a \$10 and \$15 increase, respectively.

Initial proposals were higher and were negotiated down by Keetha Mills, Nancy Pryor and Linda Fogerson. The board discussed the terms of the agreement between CASE, NCCCF and FCCC and reminded the board of the importance of maintaining the “substantially” discounted registration rate, the most valuable concession in partnership agreement.

*Lunch is served*

IV. Strategic Plan Ad Hoc Committee Meetings ..... All  
*60 minutes of work in committees*

Reconvened at 2:37 p.m.

V. Strategic Plan Ad Hoc Committee Meetings Reports.....All

On behalf of the Governance Committee, Amy Cardullo presented a recommendation for updated bylaws for the organization. The revised bylaws removes the affiliate membership category designed for industry vendors or consultants, which is not currently an offering of the organization. References to a meeting of the board in June was replaced with “fourth fiscal quarter” to allow for greater flexibility in scheduling. The committee will confer with FCCC counsel to determine if the code of ethics included at the end of the bylaws document is considered an addendum to the bylaws.

The motion to approve the bylaws was made by Shannon Hill and seconded by George Boodrookas. The motion passed unanimously.

The Governance Committee will be reviewing the board nomination process and timeline at the next meeting.



Christina Romero provided an update from the Professional Development Committee. Two regional roundtables have been scheduled for early 2015, one in the South hosted by Robert Schwartz and one in Central California hosted by Shannon Hill. Romero will work with staff at the FCCC to update the NCCCF website and send out a series of invitation to members about the events.

Shannon Hill reported on the activities of the Resource Development Committee. The FCCC is pursuing a phone meeting with the Charles Stewart Mott Foundation, an organization that funds capacity building for education and civil society organizations. The largest need in the development of corporate sponsorship is to develop a comprehensive list of the vendors most frequently used by our members. Shannon Hill will develop a survey to develop those lists and will report on progress at the next meeting.

Most members of the Best Practices Committee participated in the NCCCF meeting telephonically and therefore did not participated in the working group time.

## **VI. Reports and Updates**

### **i. Foundation for California Community Colleges Update ..... Keetha Mills**

Keetha Mills reported on the most recent Board of Governors meeting held in Walnut, CA, including actions taken to approve the 25 recommendations offered by the Taskforce on Workforce, Job Creation and a Strong Economy and recommendation to develop a new model for accrediting the system's colleges. Chancellor Brice Harris has also announced that he will retire in April 2016.

The board of directors for the Foundation for California Community Colleges is currently seeking new nominations, especially candidates with legal expertise.

### **ii. Bernard Osher Philanthropist of the Year Award ..... Nancy Pryor**

Nancy Pryor reported on the award process and selection of Art Rupe as the 2015 Philanthropist of the Year. Nine nominations were received, each with outstanding narratives and credentials. The selection committee, chaired by Murray Wood, recommended adding multiple categories in future years to be better able to recognize outstanding individuals, corporations, and foundations who contribute to California Community Colleges. Due to conflicts in Murray Wood's schedule, this year's award will be presented by Nancy Pryor at the closing lunch ceremony of the CCLC Convention.

### **iii. Upcoming Board Meetings .....Linda Fogerson**

The board reviewed the upcoming meeting calendar. Not alterations to the meeting calendars were made.

### **iv. FY2016 Conflict of Interest Policies .....Nancy Pryor**



Nancy Pryor asked that each member read, sign and return the FY16 Conflict of Interest Policies.

v. Foundation Surveys & Benchmarking .....Linda Fogerson

President Fogerson encouraged each board member to participate and utilize the survey tools offered by CASE. An alumni relations and compensation survey is currently underway.

**VII.** General Board Comments/Questions .....All

Bobbi Abram shared that she had recently attended a Blackbaud Conference and was interested in purchasing the NXT service. She asked if a volume purchasing agreement could be pursued. Sonbol Aliabadi was interested in participating.

**VIII.** Meeting Adjournment..... Linda Fogerson

A motion to adjourn the meeting was made by Keetha Mills, Paul Iannaccone seconded the motion. The meeting was adjourned at 3:22 p.m.



**NCCCF Income Statement**  
**For the Six Months Ended 12/31/15**

| Account Description                        | YTD Actual Through: 12/31/15 | FY2016 Forecast | FY2016 Budget  | Forecast vs Budget Variance |
|--|------------------------------|-----------------|----------------|-----------------------------|
| <b>Revenues</b>                            |                              |                 |                |                             |
| NCCCF Membership Dues                      | 86,050                       | 86,050          | 87,900         | (1,850)                     |
| Conference Fees from CASE                  | 13,300                       | 13,300          | 14,000         | (700)                       |
| Event Fees and Sponsorships                | 5,857                        | 5,857           | 5,000          | 857                         |
| Subsidy from FCCC                          | 25,000                       | 50,000          | 50,000         | -                           |
| Miscellaneous & Interest Income            | 20                           | 20              | 2,000          | (1,980)                     |
| <b>Total Revenues</b>                      | <b>130,226</b>               | <b>155,226</b>  | <b>158,900</b> | <b>(3,674)</b>              |
| <b>Expenses</b>                            |                              |                 |                |                             |
| Personnel (Salary & Benefits)              | 13,313                       | 28,000          | 28,000         | -                           |
| Tax Return Preparation                     | 1,050                        | 1,050           | 1,050          | -                           |
| Insurance                                  | 2,341                        | 2,341           | 2,307          | 34                          |
| Other Expenses                             | 449                          | 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%                | 3,675                        | 5,960           | 5,919          | 42 (a)                      |
| <b>Total Expenses</b>                      | <b>121,767</b>               | <b>139,290</b>  | <b>140,976</b> | <b>(1,685)</b>              |
| <b>Net Income/(Loss)</b>                   | <b>8,459</b>                 | <b>15,936</b>   | <b>17,924</b>  | <b>(1,988)</b>              |
| <b>Net Assets as of 06/30/15</b>           | <b>(1,472)</b>               | <b>(1,472)</b>  |                |                             |
| Net Income/(Loss)                          | 8,459                        | 15,936          |                |                             |
| <b>Net Assets as of 12/31/15</b>           | <b>6,987</b>                 |                 |                |                             |
| <b>Projected Net Assets as of 06/30/16</b> |                              | <b>14,464</b>   |                |                             |

**NCCCF Balance Sheet**  
**As of: 12/31/15**

| Assets                                    | Amount       |
|---|--------------|
| Accounts Receivable - Third Parties       | 2,135        |
| Cash held by FCCC                         | 6,987        |
| <b>Total Assets</b>                       | <b>9,122</b> |
| <b>Liabilities</b>                        |              |
| Deferred Revenue                          | 2,135        |
| <b>Net Assets</b>                         |              |
| Net Assets as of 06/30/15                 | (1,472)      |
| Increase/(Decrease) in Net Assets         | 8,459        |
| <b>Net Assets as of: 12/31/15</b>         | <b>6,987</b> |
| <b>Total Liabilities &amp; Net Assets</b> | <b>9,122</b> |

**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.





## **NCCCCF 2015-2016 Membership Summary**


As of February 1, 2016

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

**75 Foundations have joined the Network of California Community College Foundations for a total of \$86,050.00 in membership revenue.**

- Payment has been received for 73 Foundations, 2 Foundations (Mt. San Jacinto College Foundation and Moorpark College Foundation) have outstanding invoices.
- Eight new members: Cerritos College Foundation, Cerro Coso Community College Foundation, College of Marin Foundation, Feather River College Foundation, Lake Tahoe Community College Foundation, Los Angeles Harbor College Foundation, Moorpark College, 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.
- Case membership dues for the corresponding member institutions total \$93,595.

### **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<br/>Annual Membership</b> | <del>\$ 1,550</del>                 | <del>\$ 2,065</del>                     | <del>\$ 2,585</del>                     | <del>\$ 2,925</del>                     |
| <b>Your exclusive<br/>California rate</b>  | <b>\$ 750</b><br><i>Save \$ 800</i> | <b>\$ 1,050</b><br><i>Save \$ 1,015</i> | <b>\$ 1,350</b><br><i>Save \$ 1,235</i> | <b>\$ 1,650</b><br><i>Save \$ 1,275</i> |



**2015-2016 Members**

| 2015-16 NCCCF Member List as of February 1, 2016 |  |
|--|--|
| 1  | Antelope Valley College Foundation                       |
| 2  | Bakersfield College Foundation                           |
| 3  | Butte College Foundation                                 |
| 4  | Cabrillo College Foundation                              |
| 5  | Cerritos College Foundation                              |
| 6  | Cerro Coso Community College Foundation                  |
| 7  | Chaffey College Foundation                               |
| 8  | Citrus College Foundation                                |
| 9  | City College of San Francisco Foundation                 |
| 10   | Coastline Community College Foundation                   |
| 11   | College of Marin Foundation                              |
| 12   | College of the Canyons Foundation                        |
| 13   | College of the Desert Foundation                         |
| 14   | College of the Sequoias Foundation                       |
| 15   | College of the Siskiyous                                 |
| 16   | Columbia College Foundation                              |
| 17   | Contra Costa College Foundation                          |
| 18   | Copper Mountain College Foundation                       |
| 19   | Crafton Hills College Foundation                         |
| 20   | Cuesta College Foundation                                |
| 21   | Diablo Valley College Foundation                         |
| 22   | East Los Angeles College Foundation                      |
| 23   | El Camino College Foundation                             |
| 24   | Feather River College Foundation                         |
| 25   | Foothill-De Anza Foundation                              |
| 26   | Foundation for Grossmont and Cuyamaca Community Colleges |
| 27   | Foundation for Santa Barbara City College                |
| 28   | Friends of Chabot College                                |
| 29   | Glendale College Foundation                              |
| 30   | Hartnell Community College Foundation                    |
| 31   | Irvine Valley College Foundation                         |
| 32   | Lake Tahoe Community College Foundation                  |
| 33   | Las Positas College Foundation                           |
| 34   | Long Beach City College Foundation                       |
| 35   | Los Angeles City College Foundation                      |
| 36   | Los Angeles Harbor College Foundation                    |
| 37   | Los Angeles Southwest College Foundation                 |
| 38   | Los Angeles Valley College Foundation                    |



|    |  |
|----|--|
| 39 | Los Medanos College Foundation                           |
| 40 | Los Rios Community College District Foundation           |
| 41 | Folsom Lake College Foundation                           |
| 42 | Cosumnes River College Foundation                        |
| 43 | American River College Foundation                        |
| 44 | Sacramento City College Foundation                       |
| 45 | MiraCosta College Foundation                             |
| 46 | Merced College Foundation                                |
| 47 | Modesto Junior College Foundation                        |
| 48 | Monterey Peninsula College Foundation                    |
| 49 | Moorpark College Foundation                              |
| 50 | Mt. San Jacinto College Foundation                       |
| 51 | Mt. San Antonio College Foundation                       |
| 52 | Ohlone College Foundation                                |
| 53 | Orange Coast College Foundation                          |
| 54 | Oxnard College Foundation                                |
| 55 | Palomar College Foundation                               |
| 56 | Pasadena City College Foundation                         |
| 57 | Peralta Colleges Foundation*                             |
| 58 | Rio Hondo College Foundation                             |
| 59 | Riverside Community College District Foundation          |
| 60 | Saddleback College Foundation                            |
| 61 | San Bernardino Valley College Foundation                 |
| 62 | San Diego Mesa College Foundation                        |
| 63 | San Jose Evergreen Community College District Foundation |
| 64 | San Mateo Community Colleges Foundation                  |
| 65 | Santa Ana College Foundation                             |
| 66 | Santa Monica College Foundation*                         |
| 67 | Santiago Canyon College Foundation                       |
| 68 | Sierra College Foundation                                |
| 69 | Southwestern College Foundation                          |
| 70 | State Center Community College Foundation                |
| 71 | Taft College Foundation                                  |
| 72 | Ventura College Foundation                               |
| 73 | Victor Valley College Foundation                         |
| 74 | West Hills Community College Foundation                  |
| 75 | West Valley-Mission Advancement Foundation               |
| 76 | Yuba Community College District Foundation               |



**2015-2016 Non-Members**

|    | <b>Institution Name</b>                                     | <b>14-15 Member<br/>Yes (Y) or No (N)</b> |
|----|---|---|
|    | <b>2015-16 NCCCF Non-Member List as of February 1, 2015</b> |   |
| 1  | Allan Hancock College Foundation                            | Y   |
| 2  | Porterville College Foundation                              | N   |
| 3  | Barstow College Foundation                                  | Y   |
| 4  | Golden West College Foundation                              | Y   |
| 5  | College of the Redwoods Foundation                          | Y   |
| 6  | Cypress College Foundation                                  | Y   |
| 7  | Fullerton College Foundation                                | Y   |
| 8  | Gavilan College Educational Foundation                      | N   |
| 9  | Imperial Valley College Foundation                          | N   |
| 10 | Lassen College Foundation                                   | N   |
| 11 | Los Angeles Mission College Foundation                      | N   |
| 12 | Los Angeles Trade-Tech College Foundation                   | Y   |
| 14 | Foundation for Pierce College                               | N   |
| 15 | West Los Angeles College Foundation                         | N   |
| 16 | Mendocino-Lake Community College Foundation                 | N   |
| 17 | Napa Valley College Foundation                              | Y   |
| 18 | Palo Verde College Foundation                               | N   |
| 19 | Miramar College Foundation                                  | N   |
| 20 | San Diego City College Foundation                           | N   |
| 21 | San Joaquin Delta College Foundation                        | Y   |
| 22 | Santa Rosa Junior College Foundation                        | N   |
| 23 | Shasta College Foundation                                   | N   |
| 24 | Solano College Educational Foundation                       | Y   |



Los Rios  
FOUNDATION

SUPPORTING AMERICAN RIVER, COSUMNES RIVER, FOLSOM LAKE, AND SACRAMENTO CITY COLLEGES

January 6, 2016

Ms. Nancy Pryor  
Foundation for California Community Colleges  
1102 Q Street, Suite 3500  
Sacramento, California 95811

Dear Nancy,

It is with a heavy heart that I am writing to tender to my resignation from the NCCCF board. I have admired the work of the board and the network over the years, and I was so honored to be selected to serve as a member of the board. While my tenure was short, I thoroughly enjoyed the subcommittee and board work immensely.

I wish you and the board members all the best. Please convey my gratitude to Keetha, Linda, the FCCC staff, and my fellow board members. Thank you. I hope that our paths will continue to cross in the Sacramento region. I look forward to reading about the successes of FCCC and NCCCF!

Kind regards,  
Babs

Beverly "Babs" Sandeen, PhD  
Vice Chancellor, Resource Development  
President, Los Rios Foundation

Thank  
you for  
the opportunity  
to serve!



# 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 |
|--------------------------|--|---|----------|
| <b>JANUARY<br/>2016</b>  |  |   |          |
|                          | <b>CONFERENCE</b><br>Proposals accepted for presentations at the Annual Conference for Community College Advancement<br>✓ Communicate proposal period with general membership  | FCCC Staff  | COMPLETE |
| <b>FEBRUARY<br/>2016</b> |  |   |          |
|                          | <b>BOARD</b><br>Quarterly Meeting of the Board of Directors<br><br><b>CONFERENCE</b><br>Conference for Community College Advancement planning committee meets, accepts session nominations<br><br><b>FUNDRAISING</b><br>Corporate Partner Outreach<br>✓ Identify Prospects<br>✓ Submit Proposals | Board of Directors<br><br>CASE Conference Planning Committee<br><br>Resource Development Committee/FCCC Staff |          |
| <b>MARCH<br/>2016</b>    |  |   |          |
|                          | <b>COMMITTEES</b><br>Executive Committee convenes to review February meeting agenda, including:<br>✓ Proposed FY17 Budget & FY17 Membership Model<br><br>Governance Committee  | Executive Committee<br><br>Governance Committee   |          |

|                   |   |  |  |
|-------------------|---|--|--|
|                   | <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>ACCOUNTING</b></p> <ul style="list-style-type: none"> <li>✓ Prepare FY17 Budget</li> </ul> <p><b>CONFERENCE</b></p> <p>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></p> <p>Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> </ul> | <p>George Boodrookas/ FCCC Finance Staff</p> <p>Planning Committee</p> <p>Vice President/FCCC Staff</p> <p>Resource Development Committee/FCCC Staff</p> |  |
| <b>APRIL 2016</b> |   |  |  |
|                   | <p><b>BOARD</b></p> <p>Telephonic Meeting of the Board of Directors</p> <ul style="list-style-type: none"> <li>✓ Adopt FY17 Budget &amp; FY17 Membership</li> <li>✓ Adopt FY17 Corporate Partnership Program</li> </ul> <p><b>COMMITTEE</b></p> <p>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 &amp; NCCCF Reception</li> </ul> <p><b>MEMBERSHIP</b></p>   | <p>Board of Directors</p> <p>Governance Committee</p> <p>Sheri Horn-Bunk/FCCC Staff</p>  |  |

|                 |  |  |  |
|-----------------|--|--|--|
|                 | 2016-2017 Membership Renewal<br>✓ Email Communication begins<br><br><b>FUNDRAISING</b><br>Corporate Partner Outreach<br>✓ Invoicing  | FCCC Staff<br><br>Resource Development Committee/FCCC Staff  |  |
| <b>MAY 2016</b> |  |  |  |
|                 | <b>BOARD</b><br>Executive Committee convenes (late May) to review June meeting agenda, including:<br>✓ Recommendations at-large board of directors members<br>✓ Financial Statements<br>✓ Annual review of MOUs and agreements in place with FCCC and CASE<br><br><b>COMMITTEE</b><br>Governance Committee<br>✓ Submit slate of officers to board of directors at least 30 days prior to the June board meeting.<br><br><b>ACCOUNTING</b><br>✓ Prepare financial statements ending in 4/30/16<br><br><b>CONFERENCE</b><br>Promote CASE Conference Registration & California-Specific Activities<br><br><b>MEMBERSHIP</b><br>2016-2017 Membership Renewal<br>✓ Email Communication<br>✓ Invoicing<br>✓ Hold at least 2 joint member benefits webinars in conjunction with CASE<br>✓ Early bird expiration date <i>TBD</i><br><br><b>FUNDRAISING</b><br>Corporate Partner Outreach<br>✓ Invoicing<br>✓ Benefit Fulfillment | Executive Committee<br><br><br><br><br><br><br><br>Governance Committee<br><br><br><br><br><br><br><br>FCCC Finance Staff<br><br><br><br><br><br><br><br>FCCC Staff<br><br><br><br><br><br><br><br>FCCC Staff<br><br><br><br><br><br><br><br>Resource Development Committee/FCCC Staff |  |



|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
| <b>JUNE 2016</b>   |  |  |  |
| <b>BOARD</b><br>Quarterly Meeting of the Board of Directors <ul style="list-style-type: none"> <li>✓ Vote on slate of officers, executive committee appointments and at-large board of directors</li> <li>✓ FY17 Committee appointments</li> <li>✓ Annual review of MOUs and agreements in place with FCCC and CASE</li> </ul> | Board of Directors                           |  |  |
| <b>CONFERENCE</b><br>Promote CASE Conference Registration & California-Specific Activities <ul style="list-style-type: none"> <li>✓ Note early bird registration rate TBD</li> </ul>   | FCCC Staff                                   |  |  |
| <b>MEMBERSHIP</b><br>Review initial results of membership renewal efforts <ul style="list-style-type: none"> <li>✓ Board member outreach to non-renewing members</li> <li>✓ Continued communication to foundations who had not yet responded</li> <li>✓ Facilitate invoicing and membership tracking</li> </ul>                | Vice President/Board of Directors/FCCC Staff |  |  |
| <b>FUNDRAISING</b><br>Corporate Partner Outreach <ul style="list-style-type: none"> <li>✓ Invoicing</li> <li>✓ Benefit Fulfillment</li> </ul>  | Resource Development Committee/FCCC Staff    |  |  |
| <b>JULY 2016</b>   |  |  |  |
| <b>CONFERENCE</b> <ul style="list-style-type: none"> <li>✓ Market conference to NCCCCF members</li> </ul>  | Conference Planning Committee/FCCC Staff     |  |  |
| <b>MEMBERSHIP</b> <ul style="list-style-type: none"> <li>✓ Membership Renewal Outreach</li> </ul>  | FCCC Staff: Nancy Pryor/Marketing Team       |  |  |
| <b>FUNDRAISING</b><br>Corporate Partner Outreach   | Resource Development Committee               |  |  |

|                           |   |   |  |
|---------------------------|---|---|--|
| <b>AUGUST<br/>2016</b>    |   |   |  |
|                           | <b>ACCOUNTING/LEGAL</b><br><ul style="list-style-type: none"> <li>✓ Renew D&amp;O Insurance</li> </ul>  | FCCC Staff  |  |
|                           | <b>MARKETING</b><br><ul style="list-style-type: none"> <li>✓ Hold at least 2 joint member benefits webinars in conjunction with CASE</li> </ul>   | NCCCCF Board Volunteer hosts, coordinated by FCCC Staff |  |
|                           | <b>PROFESSIONAL DEVELOPMENT</b><br><ul style="list-style-type: none"> <li>✓ Central California Regional Roundtable Thursday, July 14<sup>th</sup> at Cuesta College</li> </ul>  | Shannon Hill  |  |
|                           | <b>CONFERENCE</b><br>Promote CASE Conference Registration & California-specific activities <ul style="list-style-type: none"> <li>✓ Activate online registration for California Reception</li> <li>✓ Early bird rate expires August 2016</li> </ul> | FCCC Staff: Nancy Pryor/Kyle Hyland                     |  |
|                           | <b>MEMBERSHIP</b><br>Membership Renewal Outreach (Continued)  | FCCC Staff: Nancy Pryor/Kyle Hyland                     |  |
|                           | <b>FUNDRAISING</b><br>Corporate Partner Outreach <ul style="list-style-type: none"> <li>✓ Invoicing</li> <li>✓ Benefit Fulfillment</li> </ul>   | Resource Development Committee/Nancy Pryor              |  |
| <b>SEPTEMBER<br/>2016</b> |   |   |  |
|                           | <b>BOARD</b><br>Executive Committee convenes to review October meeting agenda   | Executive Committee                                     |  |
|                           | <b>COMMITTEES</b><br>Bernard Osher Philanthropist of the Year Committee Convenes <ul style="list-style-type: none"> <li>✓ Review application &amp; criteria</li> <li>✓ Nominations accepted</li> </ul>  | Philanthropist of the Year Committee                    |  |
|                           | <b>ACCOUNTING</b><br>Create financial statements as of 6/30/16  | FCCC Finance Staff                                      |  |
|                           | <b>CONFERENCE</b><br>CASE Conference Registration & California-specific activities <ul style="list-style-type: none"> <li>✓ Continued email marketing</li> </ul>  | Nancy Pryor/Kyle Hyland/Sheri Horn-Bunk                 |  |

|                     |  |  |  |
|---------------------|--|--|--|
|                     | <ul style="list-style-type: none"> <li>✓ Support California reception logistics (signage, program, etc.)</li> </ul> <p><b>MEMBERSHIP</b><br/>Review initial results of membership renewal efforts</p> <ul style="list-style-type: none"> <li>✓ Continued communication to foundations who had not yet responded</li> <li>✓ Facilitate invoicing and membership tracking</li> </ul> <p><b>FUNDRAISING</b><br/>Corporate Partner Outreach</p> <ul style="list-style-type: none"> <li>✓ Invoicing</li> <li>✓ Benefit Fulfillment</li> </ul>   | <p>FCCC Staff in consultation with Board of Directors</p> <p>Resource Development Committee/Nancy Pryor</p>  |  |
| <b>OCTOBER 2016</b> |  |  |  |
|                     | <p><b>BOARD</b><br/>Quarterly Board Meeting</p> <ul style="list-style-type: none"> <li>✓ New Board Member Orientation</li> </ul> <p>Executive Committee convenes to review November meeting agenda</p> <p><b>COMMITTEES</b><br/>Bernard Osher Philanthropist of the Year Committee Convenes</p> <ul style="list-style-type: none"> <li>✓ Select nominee</li> <li>✓ Notify all applicants</li> <li>✓ Order &amp; ship award</li> </ul> <p><b>ACCOUNTING</b><br/>Create financial statements as of 9/30/15</p> <p><b>CONFERENCE</b><br/>Conference for Community College Advancement</p> <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 NCCCF board members host/facilitate breakout sessions</li> <li>✓ 2016 conference planning committee representatives selected</li> </ul> | <p>Board of Directors</p> <p>Executive Committee</p> <p>Philanthropist of the Year Committee/FCCC Staff</p> <p>FCCC Finance Staff</p> <p>Board of Directors/FCCC Staff</p> |  |

|                      |   |   |  |
|----------------------|---|---|--|
|                      | <ul style="list-style-type: none"> <li>✓ Consider surveying attendees for feedback on California-specific activities</li> </ul> <p><b>MEMBERSHIP</b></p> <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 October 15, Payment provided by October 31)</li> </ul> <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>NCCCCF Board</p> <p>FCCC Staff</p> <p>Resource Development Committee/Nancy Pryor</p> |  |
| <b>NOVEMBER 2016</b> |   |   |  |
|                      | <p><b>BOARD</b></p> <p>Board of Directors Meeting, in conjunction with the CCLC Annual Conference</p> <ul style="list-style-type: none"> <li>✓ Review results of 2016-2017 Membership Outreach</li> <li>✓ Evaluate 2016 CASE Conference</li> <li>✓ Approve FY16 Tax Return</li> <li>✓ Sign FY17 Conflict of Interest Policies</li> </ul> <p><b>COMMITTEES</b></p> <p>Bernard Osher Philanthropist of the Year Award Presented at CCLC Annual Convention.</p> <ul style="list-style-type: none"> <li>✓ Release Announcement</li> </ul> <p><b>CONFERENCE</b></p> <ul style="list-style-type: none"> <li>✓ Reconcile California Attendees revenue reimbursement with CASE</li> </ul> | <p>Board of Directors</p> <p>Committee Chair or Designee</p> <p>FCCC Staff</p>          |  |

|                      |   |  |  |
|----------------------|---|--|--|
|                      | <b>FUNDRAISING</b><br>Corporate Partnership Program <ul style="list-style-type: none"> <li>✓ Benefit Fulfillment (as required)</li> <li>✓ Review Corporate Partnership Program, make recommendations for FY17</li> </ul><br>Outreach to funders to support capacity-building  | Resource Development Committee/FCCC Staff<br><br><br>Resource Development Committee/FCCC Staff                               |  |
| <b>DECEMBER 2016</b> |   |  |  |
|                      | <b>ACCOUNTING</b> <ul style="list-style-type: none"> <li>✓ Draft FY18 Budget and FY18 Membership Model</li> <li>✓ Prepare financial statement ending in 11/30/16</li> </ul><br><b>FUNDRAISING</b><br>Corporate Partnership Program <ul style="list-style-type: none"> <li>✓ Benefit Fulfillment (as required)</li> <li>✓ Create list of 2018 prospects</li> </ul><br>Approach prospective capacity-building funders for grant support | FCCC Finance Staff<br><br><br>Resource Development Committee/FCCC Staff<br><br><br>Resource Development Committee/FCCC Staff |  |

## BP 3820 Gifts

### Reference:

Education Code Section 72122

**NOTE:** *This policy is **legally advised**.*

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

**NOTE:** *The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.*

**Revised 3/12, 4/15, 10/15**

The Board of Trustees delegates the authority to the superintendent/president to accept any gifts, donations, bequests, and devices offered to the district, student organizations, or any other affiliate organization of the district that are determined to be of educational value to the district, and to reject any gifts that are not of educational value.

Once a determination has been made to accept a gift, the receipt of such a gift shall be processed through the Development Office of the district, and when legally permitted, will be routed through the MiraCosta College Foundation. Should the foundation cease to exist for any reason, all of the assets of the foundation will inure to the district.

Depositing gifts with the MiraCosta College Foundation shall afford the donor the ability to take an approved charitable deduction to an authorized IRS 501(c)3 organization. Gifts donated directly to the district may also qualify for tax deductions as outlined by the Internal Revenue Service. Only in extremely unusual circumstances, with the approval of the superintendent/president, will gifts be deposited in a district trust account.

The Board of Trustees reserves the right to refuse to accept any gift in accordance with its policies and procedures that does not contribute toward the goals of the district and/or foundation, or the ownership of which would have the potential to deplete resources of the district or the foundation.

Neither the foundation nor the district shall assume any responsibility for appraising the value of gifts made to the district or the foundation.

Acceptance of a gift shall not be considered endorsement by the foundation or district of a product, enterprise, or entity.

In no event shall the district or the foundation accept a donation from any donor who engages in practices or policies that discriminate against any person on the basis of race, sex (i.e. gender), color, religion, national origin, age, disability, or sexual preference, or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.



## Gift Acceptance Policy

Acceptance of any contribution, gift or grant is at the discretion of the Los Angeles City College Foundation (LACCF). Los Angeles City College Foundation will not accept any gift unless it can be used or expended consistently with the purpose and mission of the LACCF.

No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor's financial security.

The Los Angeles City College Foundation will refrain from providing advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the process of making their.

The LACCF will accept donations of cash or publicly traded securities. Gifts of in-kind services will be accepted at the discretion of the Los Angeles City College Foundation.

Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the LACCF.

The Los Angeles City College Foundation will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift. However, except for gifts of cash and publicly traded securities, no value shall be attributed to any receipt or other form of substantiation of a gift received by the LACCF.

The LACCF will respect the intent of the donor relating to gifts for restricted purposes and those relating to the desire to remain anonymous. With respect to anonymous gifts, the LACCF will restrict information about the donor to only those staff members with a need to know.

The Los Angeles City College Foundation will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to the LACCF.

### ***Revision History***

*On May 22, 2014 the Board of Directors of the Los Angeles City College Foundation adopted this Gift Acceptance Policy.*

1. The LACC Foundation solicits and accepts gifts that are consistent with its mission.



2. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.
3. In the course of its regular fundraising activities, The LACC Foundation will accept donations of money, real property, personal property, stock, and in-kind services.
4. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for the LACC Foundation. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, gifts of securities and in-kind donations.

# The CEO Perspective

## Taking a Look at the BIG PICTURE



### Context

- CEOs are turning over at an exponential rate. Thirty-eight will have changed since October 2015.
- There are 8 new initiatives at the state level with mandates and triangulated funding streams.
- Partnerships and collaborators are essential to get funding.
- "Regional" is the new "local" and requires a sharing of resources, contacts, employers, and initiatives.
- STRS/PERS increases are here, (mandates with no extra funding: Please see attached chart.
- Minimum wage law changes are reducing the expendable income of businesses to support philanthropic endeavors.
- Competition is up.
- Colleges, generally, are not growing.
- New revenues are one time which does not enhance sustainability
- Legislation passed last year requires community colleges to cover statewide pension shortfalls.

### Opportunities For College Foundations

- Doing What Matters Initiative mandates collaboration with and responsiveness to businesses
- More grants are available than ever before
- Opportunities for private funding are evolving
- College Promise is on the move; free college education for the first year of fulltime/recent high school graduates
- Community college are an affordable quality option in an era of ever-growing student debt!

### CEO Feedback

- Information
- Service
- Training
- Collaboration

### What Can The Network Of California Community College Foundations Do?

- Provide Templates
- Develop FAQs, "how-to" sheets
- Form a CEO Advisory Council
- Sponsor a CEO Fundraising Academy
- Share Information
- Facilitate/Broker corporate support for community college initiatives
- Conduct drive-in/fly-in regional workshops for CEOs and Foundation staff
  - ✓ Planned Giving
  - ✓ Annual Campaign
  - ✓ Board development
  - ✓ How to Collaborate
- And More!
  - ✓ Move Quickly!
  - ✓ Think Big!
  - ✓ Just Do It!





# 2015-2016 COMMUNITY COLLEGE SYSTEM BUDGET

## College of the Canyons STRS/PERS Pension Liability

### STRS/PERS Pension Rate Increases District Contribution Increase Projections

| Fiscal Year | STRS  | STRS Annual<br>Contribution<br>Increase | CalPERS | PERS Annual<br>Contribution<br>Increase | Total STRS/<br>PERS<br>Increase | STRS/PERS<br>Expense<br>Included in<br>Budget |
|-------------|-------|---|---------|---|---------------------------------|---|
| 2013-14     | 8.25% |   | 11.44%  |   |                                 |   |
| 2014-15     | 8.88  | \$176,010                               | 11.77%  | \$77,205                                | \$253,215                       | \$253,215                                     |
| 2015-16     | 10.73 | \$540,710                               | 11.85%  | \$28,593                                | \$569,302                       | \$569,302                                     |
| 2016-17     | 12.58 | \$589,704                               | 13.05%  | \$324,530                               | \$914,235                       | \$900,000                                     |
| 2017-18     | 14.43 | \$639,855                               | 16.60%  | \$998,208                               | \$1,638,063                     | TBD   |
| 2018-19     | 16.28 | \$692,947                               | 18.20%  | \$509,859                               | \$1,202,806                     | TBD   |
| 2019-20     | 18.13 | \$749,125                               | 19.90%  | \$574,109                               | \$1,323,234                     | TBD   |
| 2020-21     | 19.10 | \$493,684                               | 20.40%  | \$243,450                               | \$737,134                       | TBD   |
| TOTAL       |       | \$3,882,035                             |         | \$2,755,954                             | \$6,637,989                     |   |



# Community College CEO Feedback

## 1. What support does your foundation need to move forward?

- a. Stronger connections with potential donors and ongoing donors.
- b. Developing an unrestricted source of revenue.
- c. Developing a guide on how to get more staffing and provide training
- d. Providing space at each college to have a staff presence.
- e. Focusing on each college in the district and their unique constituents with a centralized, but fair distribution of funds to students and programs.
- f. Accessing online tools that have a pay wall (e.g. Guidestar).
- g. Sharing information on “best practices” from other college’s foundations.
- h. Information-sharing between the California Community College Foundations.
- i. Training new members from a “board member’s” perspective not a director’s perspective.
- j. Building a budget prior to the year of implementation and a budget for unexpected things.
- k. Reviewing master agreements between college and foundations—suggest language to help out instead of colleges seeking legal counsel.
- l. Understanding the requirements for audits & Brown Act requirements for independent foundation boards.
- m. Stronger communication with the president.
- n. Clearer strategic plans that align with college strategic plans.
- o. Developing assistance for storytelling and demonstrating the need for students to obtain a college degree.

## 2. What barriers could be removed to help make local college foundations more successful?

- a. Getting new board members up to speed on issues and complexity of Continuing Education.
- b. Eliminating the perception that foundations are well funded by the state and therefore, do not need private donations.
- c. Providing full access to alumni records
- d. Understanding changing legislation that affects foundations.
- e. Working collectively through NCCCF to support building grants at the system level that community colleges could apply for individually.
- f. Providing more time the CEO can actually spend with the foundation.
- g. Consolidating the costs of each college running its own independent foundation.



- h. Stronger and better definition of laws and regulations surrounding what's legal in terms of remuneration and payment.

**3. Are there concerns being expressed about Community College foundations of which we need to be aware?**

- a. Providing the understanding of a non-profit Continuing Education component of a community colleges to the community and non-profit organizations.
- b. Developing a regional or local JPA agreement for marketing and promotional services.
- c. Understanding the relationship to the college (independent v. auxiliary).
- d. Competing with upcoming k-12 foundations and other foundations from the communities that target the same donors.
- e. Separating college events and foundation events (ex: serving of alcohol).
- f. Better understanding of the Brown Act and audits.
- g. Accessing more capacity-building support and access to college presidents for donor meetings.
- h. Working on human resources policies and regulations that get in the way of conducting business when donations are involved.

**4. What opportunities do you see available to other non-profits in your community that college foundations could/should explore?**

- a. Cultivating donors in a sustainable manner
- b. Having a very focused and understandable mission
- c. Capital campaigning, planned giving, and large events/galas.
- d. Partnering with other foundations (ex: college foundations and school foundations for an easier student transition)
- e. Being listed in the federal government list of possible non-profits to get funding through their employer giving program
- f. Exploring organizations throughout the state and nationally that support auxiliary organizations

**5. What could the Network of California Community College Foundations' Board do to help your foundation be more successful in leading these efforts on your campus?**

- a. Exploring the creation of an Alumni Association and its benefits to the foundation.
- b. Accessing models from other college foundations processes for building business partnerships in the community.



2000

## **CEO Academy Program**

(Revised to Include Presentation Times – August 16, 2000)

**Breakfast: 7:30 am to 8:30 am (CEOs only)**

**Roundtable Discussions – Expectations for the day. What do you want to learn?**

**1) The CEO Role in Conducting a Capital Campaign**  
**(8:45 am to 10:00 am)**

Session Coordinator: Grace Mitchell, Retired CEO (San Luis Obispo County Community College District)

Capital campaigns are being pursued by more and more community college districts as a way to access construction dollars which are new dependent on the passage of state and local bonds. This session will:

- Define the CEO's role in a capital campaign;
- Identify critical steps inherent in completing a successful campaign;
- Delineate roles and responsibilities of all the players; and
- Highlight the positive impacts of a campaign on the institution's advancement.

**2) Deferred and Major Gifts: What Does It Take to Get Them, and Are They Worth the Effort?**  
**(10:00 am to 11:15 am)**

Session Coordinator: Joe Johnson, Chancellor, San Mateo Community College District

Concentrating on major gifts yields a greater return over the long haul. This session will help you to move forward to cultivate major gifts by identifying how you:

- Identify the donors;
- Bring donors to the Institution;
- Cultivate the donors through a long-term process;
- Include special events as a portion of the cultivation process;
- Clarify the role of CEOs and foundation directors in the process;
- Develop your competency in managing large estates and gifts; and
- Determine your role of money managers and attorneys in insuring a successful process.

**3) What Do the Donors Say? How Do They Want to Be Approached, Cultivated, and Treated?**  
**(11:15 am to 12:15 pm)**

Session Coordinator: John Davitt, Superintendent-President, Glendale Community College

As we pursue securing major and deferred gifts, we need to know the following:

- When are we ready to do so? What precedes a major/deferred gifts effort?
- How much and what do we need to know about the donor?
- What do they think about what we're doing, and what do they want from us?

This session will present case examples and feedback on what you need to consider as you add major and deferred gifts to your foundation's work priorities.



**Luncheon Presentation: 12:15 pm to 1:45 pm (with NCCCCF Symposium participants)**

**4) The CEOs Role in Fundraising and Successful Bond Campaigns  
(1:45 pm to 2:45 pm)**

Session Coordinator: Melinda Silverstein, Executive Director, Cabrillo Community College Foundation

Successful fundraising efforts don't happen by chance; they happen by choice and purposeful intent. This session will familiarize CEOs with how to:

- Identify major corporate CEO supporters and secure their support;
- Utilize corporate and business connections to advance bond campaigning efforts;
- Determine whether you're ready to launch a bond measure in your district; and
- Use the foundation to help you conduct a successful bond campaign.

**5) You've Heard About the Ecstasy. Now What About the Pain of a Bond Campaign?  
(2:45 pm to 4:00 pm)**

Session Coordinator: Chuck Spence, Chancellor, Contra Costa Community College District

In order to ensure Bond Campaigns are successful, we all need to keep our heads out of the sand and be alert, informed, and savvy about what and how we go about the process. This session will enlighten you as to:

- Legal constraints and requirements;
- What you can and can't do;
- What you need to anticipate;
- Liabilities you need to be aware of; and
- What you can do if it doesn't go as planned.

**6) What Support do Foundation Directors Need from Their CEOs in Order to Be Successful?  
(4:15 pm to 5:30 pm)**

Session Coordinator: Dianne Van Hook, Superintendent-President, Santa Clarita Community College District:

CEOs expect their foundations to be successful--to cultivate the friends and the funds a college needs to enhance program development, respond to technology needs, support student scholarships, and enhance access. At the same time, CEOs usually count on their foundations to provide public relations support, establish business and corporate connections, and more.

We know what we expect, but what do the foundation executive directors expect and need from us in order to be successful? A panel of foundation executive directors will describe what they need and what a difference it makes to the success of college foundations.