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

NCCCF Board Meeting Agenda

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

Location: MiraCosta College's San Elijo Campus, Community Meeting Room
3333 Manchester Avenue Cardiff, CA 92007
Call-in details 1-719-785-4469 passcode: 639681

Coffee and light breakfast served at 9:45 a.m.

I. Call to Order .... Linda Fogerson

    i. Approval of February 2015 Minutes (* and **)

II. New Business

    i. 2015-2016 Membership Drive(* and **)…………………………………….……Keetha Mills

        1. Membership Dues

        2. Membership Outreach and Recruitment……………………………………Nancy Pryor

    ii. Financial Report

        1. Financial Statements as of April 30, 2015 and FY2015 Forecast (* and **)…..………………………………………………………………………Sonbol Aliabadi

        2. Fiscal Year 2016 Budget (* and **)…………………………………Sonbol Aliabadi

    iii. Governance Committee Nominations (* and **)…………………………………Bobbi Abram

        1. 2015/2016 Slate of Officer Nominations .... Bobbi Abram

        2. 2015/2016 – 2018/2019 Slate of Director Nominations................. Bobbi Abram

        3. Honoring long-standing service.. Linda Fogerson

    iv. 2015-2016 Committee Appointments (* and **) …………………………………Linda Fogerson

        1. Executive Committee

        2. Governance Committee

        3. Other Committees:

            i. Strategic Plan Ad Hoc Committees

            ii. Request for Volunteers for the Bernard Osher Philanthropist of the Year Committee... Linda Fogerson

    v. Board Activities and Responsibilities Calendar (**)……………………….....………Keetha Mills

Lunch is served

III. Strategic Plan Ad Hoc Committee Meetings – 60 minutes of work in committees…..……………All

* Action Item   ** Handout

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i. **Governance Committee**
Lead: Bobbi Abram

ii. **Finance/Resource Development Committee**
Lead: Sonbol Aliabadi

iii. **Best Practices Committee**
Lead: Don Rickner

iv. **Professional Development Committee**
Lead: George Boodrookas

v. **CASE Conference California-Specific Activities Committee**
Lead: Melinda Silverstein

IV. Report Out Strategic Plan Ad Hoc Committee Meetings – 30 minutes ....…………………..All

V. Reports and Updates: What Executive Directors Need to Know

i. College President Update ....Tod Burnett

ii. Foundation for California Community Colleges Update .... Keetha Mills

iii. NCCCF President Report ………………………………………………………………………Linda Fogerson

iv. Upcoming Board Meetings……………………………………………………………Linda Fogerson

VI. General Board Comments/Questions ....All

VII. Meeting Adjournment.. Linda Fogerson

2015 Board Meeting Schedule & Upcoming Events
Upcoming Board Meetings:
  i.   Thursday, October 1, 2015 8:30-11:30 a.m. at the Anaheim Marriott (in conjunction with the CASE Conference)
  ii. November 19th, 2015 8:30-11:30 a.m. at the Hyatt Regency SFO Burlingame (in conjunction with the CCLC Conference)
  iii. February – TBD
  iv. June – TBD
Upcoming Conferences:
  i.   CASE Conference October 1-3, 2015 Anaheim Marriott
  ii. CCLC Conference November 19-21, 2015 Hyatt Regency SFO, Burlingame, CA
  iii. ACCCA Conference February 17-19, 2016 in Riverside CA (Hotel TBA)

  * Action Item   ** Handout

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NCCCF Board Meeting Minutes
Wednesday, February 25, 2015 8:30 a.m.-1:00 p.m.
Location: Hyatt Regency San Francisco Airport, 1333 Bayshore Hwy, Burlingame, Sumac Room
Call-in details: 1-719-785-4469 *passcode:* 698081

I.   **Call to Order**

Board President Linda Fogerson called the meeting to order at 8:35 a.m.

Attendees included: Bobbi Abram, Sonbol Aliabadi, George Boodrookas, Amy Cardullo, Selina Chi, Ken Cooper, Linda Fogerson, Kyle Hyland, Keetha Mills, Nancy Pryor, Christina Romero, and Richard Talmo.

Attending via teleconference was Lisa Brooks, Tod Burnett, Shannon Hill, Robert Schwartz, and Don Rickner.

Absent: Sheri Horn Bunk, Ted Kaye, Melinda Silverstein, and Murray Wood

Guests: Kyle Hyland, Special Assistant, Foundation for California Community Colleges and Andrea Meyer, Staff Attorney, Foundation for California Community Colleges (telephonic)

II.   **Approval of November 2014 Minutes**

President Fogerson opened the floor to discussion of the previous meeting's minutes, held November 20th in Rancho Mirage, California. A motion to approve the minutes was moved by Bobbi Abram, seconded by Richard Talmo, and unanimously approved.

III.   **Board Member Highlights**

Board member Sonbol Aliabadi shared on overview of a presentation that she will jointly present with her president, Willy Duncan at the ACCCA Conference. The presentation is entitled "Empower your faculty and increase your resources at the same time!" Aliabadi shared a pipeline-based model of fundraising for faculty projects and centers of excellence that engages faculty and positions the foundation as a valuable part of campus administration. The program is part of the Foundation's

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efforts to align with the campus' strategic plan and offer valuable fundraising support to deans and faculty.

The Sierra College Foundation committed to provide staggered fiscal, staffing and consulting resources over the course of three years. Through a vetting process, the Foundation chose to support the formalization of a Natural History Museum, with the goal of raising $1 million for an endowment. Funds would support a curator to support the museum.

The fiscal outlay for each department is 100% in year 1, 50% in year 2, and 25% in year 3. Based on the $50,000 first year outlay, the maximum cash outlay in any given fiscal year is $87,000 (50+25+12) and allows the Foundation to work with 3 departments at a time. So far, the Natural History Museum is currently is in the second year of the program and because of its success it has become the template for the program. Future projects will include athletics.

The success has also resulted in an increase in the number of donors, an increase in donations, a better relationship with the faculty, better recognition on campus, better integration with the campus. Faculty gain expertise and support in the fundraising process. The program has allowed the Foundation to engage its board in new ways with the addition of a foundation board liaison to the process.

IV.   Committee Meeting Work Groups

The board divided into ad hoc committees to further work in the areas of organizations' strategic plan. After the 45 minutes, the full board reconvened to report on the discussion and vet action items.

i.   Governance Committee
Lead: Bobbi Abram
Members: Amy Cardullo, Keetha Mills

Board member Bobbi Abram reported that Governance Committee working session reviewed the agreements between the Network of California Community College Foundations (Network), the Foundation for California Community Colleges (Foundation) and Council for Advancement and Support of Education (CASE). The working session provided context to the organization while future work of the committee would provide recommendations for update and monitoring of the

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agreements. Two agreements are currently in place to provide professional development and membership programming services to Network members. First, the Network maintains an MOU with the Foundation where the Foundation serves as the fiscal sponsor of the organization. Services provided by the Foundation include: accounting, budget preparation, coordination of federal and state tax returns, insurance management, human resources, IT support, contract review, website hosting and maintenance, marketing and communications support, board administration, committee coordination and membership management. Network board members provide oversight and contribute to committee work in advancement of the Network's strategic plan.

Secondly, in 2012 the Network and the Foundation entered into an agreement with CASE where Network member receive CASE membership as a part of their NCCCF benefits. The Network pays CASE for memberships in one lump sum annually. CASE organizes and manages an annual conference in California, where the Network and the Foundation serves in an advisory capacity for the planning.

The committee is charged with reviewing these partnership documents on an annual basis to ensure the board: reviews the services the Foundation provides, is aware of the terms of the agreement to ensure compliance and makes timely updates to ensure the document reflects the needs of the organization and current staff/board roles.

Discussion occurred about the board's overall satisfaction with the value CASE is providing, while noting the need for increased staff resources to advance advocacy work of the Network. Keetha Mills outlined that the next step in the search for capacity building grants would be to schedule a whiteboard session with the Foundation's Advancement team, led by Melissa Conner.

As the staffing for the Network is currently quite lean ($30,000), a long term fundraising goal would facilitate the hire of an executive director. Richard Talmo continued on Keetha's point that sustainability is really important and that the Network needs a full time executive director. President Fogerson mentioned that a 3-5 year capacity building grant would be best way to allow additional staff the time to build relationships

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and plan for diversified revenue. President Fogerson stressed the importance of the cast of support and that it needs to exemplify how much the board members enjoy the Network and the value that is found in the Network.

ii.   **Finance/Resource Development Committee**
       Lead: Sonbol Aliabadi
       Members: Keetha Mills, Nancy Pryor
       Dial-in participants: Lisa Brooks, Tod Burnett, Shannon Hill

Board member Sonbol Aliabadi reported for the Finance/Resource Development Committee. The mission of the committee is to increase resources for the Network and address the budget imbalances that occurred in FY14 and are projected for FY15. Sonbol explained the way the Network can achieve this is through a three prong approach of membership, corporate sponsorship, and grants. She continued on the idea of exploring a capacity building grant and find out which organizations are giving out money, She has asked the committee to research prospective organizations and work with the advancement team at the Foundation for California Community Colleges who can submit a grant on behalf of the Network. grant team will help the Network write the grant. Keetha Mills went on to say that the Foundation can be the fiscal sponsor for grant applications and that the Foundation usually starts with a brainstorming session and then from there will vet potential funder interest. Sonbol would like to schedule a time to meet with Foundation's grant team and President Fogerson volunteered to put together an outline for a capacity building case statement. The goal was to have the call scheduled within the next 2-3 weeks and eventually approach 3 funders. After the grant discussion Sonbol discussed Network membership. Network is strong, 75 members out of 102 institutionally affiliated foundations in California. Aliabadi challenged the committee to a 3 more members in the 2015-16. There was a discussion about raising the dues in order to keep up with the CASE membership dues. After a few years of modest dues increases of $50-$100, Keetha Mills recommended looking at a financial model that would better align with the CASE dues. President Fogerson cautioned that she was unsure elastic Network member budgets could be to accommodate a significant increase. Aliabadi summarized the importance of talk about return on investment

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and to call each new member from this year and see how they are enjoying their membership. Sonbol then went on to discuss the corporate partner piece and said that the committee weighted the options of a corporate membership, but were concerned at both the ramifications for board goverance as well as undervaluing access to Network members. The committee recommends the lowest level of a corporate sponsorship be noted as a membership. She explained that the committee is going to meet in two weeks and identify prospects and strategies to secure sponsors. The committee would like to secure at least three corporate partners this year. Those doing the outreach will share feedback if potential partners express interest in specific benefits not currently identified in the sponsorship packet.

iii.   **Best Practices Committee**
        Lead: Don Rickner (dialing in)
        Members: Linda Fogerson, Kyle Hyland

President Fogerson reported out for the Best Practices Committee. She explained that Don Rickner is heading up the committee and that he has assigned Melinda Silverstein and Murray Wood to come up with a rationale and best practices model for the Network. She discussed how Nancy Pryor and the Foundation for California Community Colleges have initiated developing a website to keep this information password based. The committee is going to decide on layout of website based based on options provided by Foundation staff. She went on to explain that the committee wants to roll out the new website and new manual at the California Centric Conference and have a presentation by Murray Wood and Melinda Silverstein to discuss the best practices and rationale model. Work is underway to update the NCCCF website from an infrastructure perspective, and the committee looks forward to working in the intervening months to finalize content for users to access. Don Rickner also noted the CASE has sizable professional development resources and has given permission to link to the CASE site. Don and President Fogerson would like the website and best practices and rationale model will be ready for the California Centric Conference.

iv.   **Professional Development Committee**
        Lead: George Boodrookas

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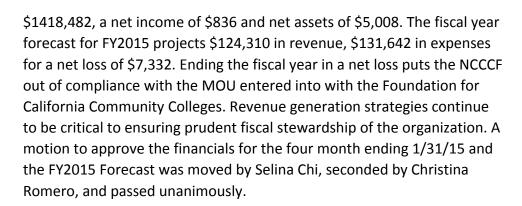t.916.498.6709 | f.916.325.0844
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Members: Selina Chi, Christina Romero, Ken Cooper

George Boodrookas reported out for the Professional Development Committee. He explained that the action plan for the committee is based on the NCCCF Conference in Sacramento. He said that they first identified current sources of professional development and how each board member uses it and what works. The committee brainstormed and came up with some activities for professional development. The first activity is conducting informal and formal regional meetings. Some questions to consider for this is the region, benefit, champions for regional dialogue, revolving chair structures, document success, board recruitment. The Central region has an active group that can serve as a model for other regions. The next regional meeting is at Las Positas College. Boodrookas finds regional conversations extremely helpful to those that are new to the fundraising profession. The committee thought Network board members would be great regional champions for these discussions. Christina Romero volunteered to host a regional conversation within a 50 mile radius and be the champion for Orange County. She volunteered to reach out to the Los Angeles areas to find champions for them. She will use a model and then will send it out as a follow-up for the other board members to use. George explained that the champion decides when there will be a regional meeting and will ask others in that region to rotate being hosts. Amy Cardullo also volunteered to be a champion in her region by reaching out to others outside the 50 miles radius and ask if they want to host. George believes that the Network should be champions and co-champions and lead by example. He thinks it will be beneficial to invite non-members, so that they can reach out and see the benefits of being part of the Network. Presentation at conferences are also an effective way to educate other community college administrators and raise the visibility of the Network.

I.   **Reports & Updates**

        i.   Financial Report

                NCCCF Treasurer Sonbol Aliabadi reviewed the NCCCF Income Statement ending January 31, 2014 and the FY2015 Forecast. As of January 31st, 2015, the Network has total revenues of $119.318 and total expenses of

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$1418,482, a net income of $836 and net assets of $5,008. The fiscal year forecast for FY2015 projects $124,310 in revenue, $131,642 in expenses for a net loss of $7,332. Ending the fiscal year in a net loss puts the NCCCF out of compliance with the MOU entered into with the Foundation for California Community Colleges. Revenue generation strategies continue to be critical to ensuring prudent fiscal stewardship of the organization. A motion to approve the financials for the four month ending 1/31/15 and the FY2015 Forecast was moved by Selina Chi, seconded by Christina Romero, and passed unanimously.

    ii.   2014-15 Membership Drive

Nancy Pryor discussed the 2014-15 membership drive efforts. As of February 23, 2015 74 Foundations are members of the Network of California Community College Foundations for a total of $55,650 in membership revenue. Four new foundations became members in the 2014 fiscal year. A full list of current members and non-members was included in the board packet. The board reviewed the list of non-member institutions and shared new contact information or suggested strategies for outreach. The board noted the significantly higher rate in membership fees charged by CASE, as compared to Network membership.

    iii.   Conflict of Interest Policy

Andrea Meyer, Attorney for the Foundation for California Community Colleges, joined telephonically to review the FY15 Conflict of Interest Policy. Meyer reviewed scenarios where a conflict of interest may arise and was available to answer any questions. Members of the board were asked to disclose any potential conflicts and return a signed the conflict of interest form to Nancy Pryor. Kyle Hyland will be providing copies or facilitating electronic signatures for those attending telephonically.

II.   Stories of Shared Success

During lunch the board discussed success stories from their Foundations/colleges.

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III.   **2015 Meeting Schedule & Upcoming Events**

    i.   Upcoming Board Meetings

        a. Thursday, June 18, 2015 at 10 a.m.-3:00 p.m. at MiraCosta College
        b. Thursday, October 1, 2015 8:30-11:30 a.m. at the Anaheim Marriott (in conjunction with the CASE Conference)
        c. November 19, 2015 8:30-11:30 a.m. at the Hyatt Regency SFO, Burlingame (in conjunction with the CCLC Conference)

    ii.   Upcoming Conferences

        a. CASE District VII March 5-7, 2015 at the Newport Beach Marriott
        b. CASE Conference October 1-3, 2015 at the Anaheim Marriott
        c. CCLC Conference November 19-21, 2015 at the Hyatt Regency SFO, Burlingame

IV.   **Meeting Adjournment**

The motion to adjourn the meeting was moved by George Boodrookas, second by Selina Chi, and passed unanimously.

The meeting was adjourned at 1:00 p.m. by President Fogerson.

Access the best professional development resources—at a discounted rate only available to California.

Renew your Network membership today.

Renewing your membership in the Network of California Community College Foundations (Network) includes membership in the Council for Advancement and Support of Education (CASE) for all staff members at your institution.

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

A **$50 early bird discount** is available for those who renew prior to July 31, 2015.

Additional savings include:

• If all foundations within a multi-college district join the Network, the **district-level foundation is eligible for a complimentary membership**.

• Network members receive a **discounted registration to the Conference for Community College Advancement *(up to 45% off CASE member pricing)*** and are eligible for an early-bird rate of $470 and a regular rate $575 by using the promotional code **NCCCF16** at checkout.

Benefits

Professional development through CASE

CASE offers a variety of services, research tools, publications, and forums to help you define and achieve success advancing your institution.

Network members have exclusive access to **one Premier CASE membership** which includes a subscription to CASE's Currents magazine, white papers, research tools, the MatchMyGift App.

Read more about CASE membership benefits.

Statewide collaboration and advocacy

The Network advocates for increased investments in Community College development programs and provides peer-to-peer learning opportunities.

Members are invited to participate in **regional roundtables** and collaborate with a statewide network of peers through our **List Serv**.

Visit our website, **ncccfweb.org**, for upcoming events.

Conference for Community College Advancement

The Network collaborates with CASE to produce the Conference for Community College Advancement, occurring October 1-3, 2015 at the Anaheim Marriott in Anaheim, CA. Network members are invited to attend an opening night reception and California-specific programming as a part of the conference.

Explore the conference program.

**Network of California
Community College
Foundations**

2015-2016 Membership Application

Step 1: Member Information

Organization _____

Primary Contact _____ Title _____

Email _____ Phone _____

Address _____

City _____ State _____ Zip _____

Should the primary contact also be designated at the CASE premier membership recipient? Yes ○   No ○

If not, please indicate the CASE premier membership contact below.

Step 2: Additional Contacts
Please indicate additional members of your staff who should include NCCCF Member Updates and be added to the NCCCF Member Listserv.

Name _____ Title _____

Email _____ Phone _____

Address (if different) _____

○ CASE Premier Member

Name _____ Title _____

Email _____ Phone _____

Address (if different) _____

Name _____ Title _____

Email _____ Phone _____

Address (if different) _____

Name _____ Title _____

Email _____ Phone _____

Address (if different) _____

Name _____ Title _____

Email _____ Phone _____

Address (if different) _____

Please attach an additional sheet to include additional contacts.

Network of California Community College Foundations

Step 3: Membership Dues

Your dual membership in the NCCCF and CASE is based on your district's or college's full time student enrollment (FTE). Please indicate the appropriate membership dues level based on your institution below:

- ○ **FTE of 0-4,999 students**
  Annual dues = $750

- ○ **FTE of 5,000-9,999 students**
  Annual dues = $1050

- ○ **FTE of 10,000+ students**
  Annual dues = $1350

- ○ **FTE of 20,000+ students**
  Annual dues = $1650

Your NCCCF membership includes a CASE membership and significant savings on the annual Conference for Community College Advancement.

Available Discounts

- ○ **Early Bird Discount**
  Deduct $50 for completed membership renewal by **July 31, 2015**

Step 4: Payment Information

- ○ Please send an invoice to the primary contact's address.
- ○ A check is enclosed, made payable to the *Network of California Community College Foundations*.
- ○ Please charge my credit card. Card Type:
  - ○ MasterCard
  - ○ Visa

Cardholder's Name _____

Card Number _____ Expiration Date (MM/YY) _____

- ○ Check here if billing address is the same as above. Otherwise, please provide billing address below:

Step 5: Sign and Authorize

Authorized Signature _____ Date _____

Return this form to:

The Network of California Community College Foundations
1102 Q Street, Suite 3500 | Sacramento, CA 95811
Fax: 916.325.0844 | Email: info@ncccfweb.org

If you have any questions about your membership renewal, please contact Nancy Pryor or Kyle Hyland at 916.498.6709 or info@ncccfweb.org.

Network of California Community College Foundations
FY2016 Membership Rate Proposal

Background

California Community College Foundations are eligible for dual membership in the NCCCF and CASE membership through a collaborative agreement between the NCCCF, FCCC and CASE.

CASE offers professional development resources for advancement, marketing and executive leadership, which can be accessed by both Foundation advancement professionals and college administrators. CASE dues are calculated by FTE (full time enrollment) and have seen a steady 3-5% rate increase year-over-year since the inception of the partnership in February 2012.

In fiscal year 2015, NCCCF aligned dues categories with the CASE model to simplify administrative coordination. In FY2016, it is proposed to align NCCCF member dues to closer align with the variance charged by CASE. NCCCF dues are approximately a 20% discount of CASE membership fees. Below is a four-year historical trend analysis and FY2016 proposal related to NCCCF member dues.

NCCCF Membership Dues: Historical Trend Analysis and Fiscal Year 2016 Proposal

FY2012	FY2013	FY2014	FY2015	FY2016 Proposal
$450	$0-$5 million　$550 $5-$10 million　$650 $10+ million　$750	$0-$5 million　$650 $5-$10 million　$750 $10+ million　$850	0-4,999 FTEs　$650 5,000-9,999　$750 10,000+ FTEs　$850	0-4,999 FTEs　$750 5,000-9,999　$1,050 10,000-19,999　$1,350 20,000 + FTE　$1,650
Flat fee model.	*First year of the CASE partnership. Dues calculated based on the total assets held by the Foundation.*	*Dues calculated based on the total assets held by the Foundation. $50 early bird and multi-institution district discounts were offered.*	*Dues calculated based on college full time enrollment (CASE's model). $50 early bird and multi-institution district discounts were offered.*	*Dues calculated based on a 20% discount of CASE membership rate. $50 early bird discounts will continue.* *Multi-college districts: If all foundations within a multi-college district join the Network, the district-level foundation/advancement office is eligible for a complimentary membership.*

NCCCF Membership Dues FTE Analysis

FY2015		
Membership Level	**Number of Member Institutions**	**FY15 Rate**
0-4,999 FTEs	9	$600 early bird/ $650 regular rate
5,000-9,999	24	$700 early bird/ $750 regular rate
10,000+ FTEs	35	$800 early bird/ $850 regular rate
20,000+ FTEs	7	$800 early bird/ $850 regular rate
Total Members	75	

>20,000 FTE

Multi-college/District Foundations	Single College Foundations
Los Angeles Community College District	El Camino College Foundation
Los Rios Community College District Foundation	East Los Angeles College Foundation
San Diego Community College District Foundation Aux.	Santa Monica College Foundation
North Orange County Community College District Foundation	Pasadena City College Foundation
Coast Community College District Foundation	American River College Foundation
Contra Costa Community College District	Santa Ana College Foundation
Rancho Santiago Community College District Foundation	Mt. San Antonio College Foundation
Foothill-De Anza Community Colleges Foundation	Foundation of City College of San Francisco
Riverside Community College District Foundation	
State Center Community College District Foundation	
Ventura Community College District	
South Orange County Community College District	

NCCCF Income Statement
For the Ten Months Ended 04/30/15

Account Description	YTD Actual Through: 04/30/15	FY2015 Forecast	FY2015 Budget	Forecast vs Budget Variance	
Revenues					
NCCCF Membership Dues	56,648	56,650	53,700	2,950	
Conference Fees from CASE	13,300	13,300	12,300	1,000	
Event Fees and Sponsorships	4,640	4,640	10,000	(5,360)	a)
Subsidy from FCCC	50,000	50,000	50,000	-	
Miscellaneous & Interest Income	1,598	2,000	2,000	-	
Total Revenues	**126,186**	**126,590**	**128,000**	**(1,410)**	
Expenses					
Personnel (Salary & Benefits)	22,853	27,690	27,690	-	
Tax Return Preparation	1,050	1,050	1,050	-	
Insurance	2,307	2,307	2,100	207	
Other Expenses	218	1,000	1,000	-	
Conference and Board Meetings	6,100	6,100	5,000	1,100	b)
Case Membership Dues	89,600	89,600	81,815	7,785	c)
Admin Support Expense - 15%	4,879	5,722	5,526	196	
Total Expenses	**127,008**	**133,469**	**124,181**	**9,288**	
Net Income/(Loss)	**(822)**	**(6,879)**	**3,819**	**(10,698)**	
Net Assets as of 06/30/14	**4,172**	**4,172**			
Net Income/(Loss)	(822)	(6,879)			
Net Assets as of 04/30/15	**3,350**				
Projected Net Assets as of 06/30/15		**(2,707)**			

NCCCF Balance Sheet
As of: 04/30/15

Assets	Amount
Accounts Receivable - Third Parties	-
Cash held by FCCC	3,350
Total Assets	**3,350**
Liabilities	
Deferred Revenue	-
Net Assets	
Net Assets as of 06/30/14	4,172
Increase/(Decrease) in Net Assets	(822)
Net Assets as of: 04/30/15	**3,350**
Total Liabilities & Net Assets	**3,350**

NCCCF Income Statement Notes

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

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

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

FOUNDATION for CALIFORNIA COMMUNITY COLLEGES

NCCCF FY2016 Budget

Account Description	FY2016 Budget	FY2015 Forecast	Over/ (Under)	
Revenues				
NCCCF Membership Dues	87,900	56,650	31,250	(a)
Conference Fees from CASE	14,000	13,300	700	(b)
Event Fees and Sponsorships	5,000	4,640	360	
Subsidy from FCCC	50,000	50,000	-	
Miscellaneous & Interest Income	2,000	2,000	-	
Total Revenues	**158,900**	**126,590**	**32,310**	
Expenses				
Personnel (Salary & Benefits)	28,000	27,690	310	
Tax Return Preparation	1,050	1,050	-	
Insurance	2,307	2,307	-	
Other Expense	1,000	1,000	-	
Conference Expenses and Board Meetings	7,100	6,100	1,000	(c)
Case Membership Dues	95,600	89,600	6,000	(d)
Admin Support Expense - 15%	5,919	5,722	197	
Total Expenses	**140,976**	**133,469**	**7,507**	
Net Income/(Loss)	**17,924**	**(6,879)**	**24,804**	

NCCCF FY2016 Budget
Assumption Summary
(a) Membership dues are calculated based on newly proposed dues schedule, FY2014 FTE's, and no net change in membership levels
(b) Assumes an increase of 7 California attendees at $100 per attendee
(c) Increase related to increase board meeting costs
(d) Anticipated 5% annual increase in CASE Membership Dues

Net Asset Rollforward

Net Asset Reserves ending balance FY2014	**4,172**
FY2015 Net Income/(Loss)	(6,879)
Net Asset Reserves ending balance FY2015	**(2,707)**
FY2016 Net Income/(Loss)	17,924
Net Asset Reserves ending balance FY2016	**15,217**

Network of California Community College Foundations
2015 Board of Directors Nominations

Nominees for NCCCF Board Officers
The nominees for the 2015-16 NCCCF Board Officers are:
1. President: Linda Fogerson, Executive Director, MiraCosta College Foundation
2. Vice President: Robert Schwartz, Executive Director, Los Angeles City College Foundation
3. Treasurer: George Boodrookas, Executive Director, Modesto Junior College Foundation
4. Secretary: Sonbol Aliabadi, Executive Director, Sierra College Foundation

Nominations for NCCCF Board Members
The Governance Committee's slate:
1. Tim Foster, Director, College of the Sequoias Foundation
2. Paul Iannaccone, Executive Director, Ohlone College Foundation
3. Dr. G.H. Javaheirpour, President, Yuba College
4. Christina Romero, Executive Director, Santa Ana College Foundation
5. Beverly Sandeen, Vice Chancellor of Resource Development, Los Rios Community College District
6. Dr. Diane Van Hook, Chancellor, College of the Canyons

The other nominees who applied are:
1. Tom Gelder, Executive Director, Bakersfield College Foundation
2. Kathryn Jeffery, President, Sacramento City College
3. Dr. Dena Maloney, Superintendent/President, Taft College
4. Sandra Mayo, President, Moreno Valley College
5. Kris McPeak, Director of Operations, Pasadena City College Foundation
6. Elissa Oransky, Executive Director, Irvine Valley College Foundation

Governance Committee Guiding Principles
The Governance Committee of the NCCCF met on June 12 to review the nominations for open positions for the NCCCF Board of Directors.

Twelve (12) nominations were received for six (6) open positions. Each member of the Governance Committee was asked for review the applications submitted by each nominee and rank each on a scale of 1-5 (with 1 being the highest).

Prior to discussion of individual candidates, the Governance Committee developed several guiding principles that led the discussion. The guiding principles were:

1. Diversity – The Committee felt strongly that the board of directors should represent the membership of the organization. Diversity was broadly defined by type of college (small, medium, large, multiple campus/college district, single college district, rural, suburban, urban, etc.), and well as defined by the person representing that college on the board (specifically, diversity in gender and ethnic origin).
2. Experience – The Committee expressed a consensus that membership on the board should reflect experience/expertise in community college fundraising. While some candidates

expressed a desire to learn more or that their interest in serving was to increase their knowledge, the Committee felt like attending the annual conference was a better response to this desire than to be added to the board. Additionally, the Committee believes the board's role in ensuring that professional development and training is of high quality and accessibly is more paramount than using these highly sought-after position as a training ground for motivated, but less experienced professionals.

3. As a Committee, there was great importance placed on giving a President/Chancellor experienced in fundraising an opportunity to represent CEO views on the board. It was important to identify representation from the northern and southern regions.

4. We were impressed with the quality of applications and thrilled at the number of nominees who expressed interest. Should a board position become available during the year because of a vacancy, we recommend the Governance Committee consider this nomination pool as a place to start for filling any vacancy.

Network of California Community Colleges
Committees of the Board of Directors 2014-2015

Action Requested:

1. Review and approve 2015-2016 committees
2. Solicit volunteers for:
   - 2015-2016 Governance Committee
   - 2015-2016 Bernard Osher Philanthropist of the Year Selection Committee Selection Committee.

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.

2014-2015 Members: Linda Fogerson, Sonbol Aliabadi, Keetha Mills, Bobbi Abram*
Designated as an at-large member of the Executive Committee by the Board of Directors.

2015-2016 Members (pending board approval): Linda Fogerson, Robert Schwartz, George Boodrookas, Sonbol Aliabadi, 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."

2014-2015 Members: Bobbi Abram, Amy Cardullo, Keetha Mills

2015-2016 Members: _____
Members with expiring three years terms—George Boodrookas, Lisa Brooks, Melinda Silverstein and Murray Wood—should not serve if they plan to re-nominate for a subsequent term.

Updated: June 1, 2015

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

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.

2014-2015 Members: Sonbol Aliabadi, Lisa Brooks, Amy Cardullo, Ken Cooper, Tod Burnett, Shannon Hill, Robert Schwartz

2015-2016 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.

2014-2015 Members: Don Rickner, Melinda Silverstein, Murray Wood, Linda Fogerson, Sonbol Aliabadi

2015-2016 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.

2014-2015 Members: George Boodrookas, Selina Chi, Shannon Hill, Amy Cardullo, Sheri Horn-Bunk, Christina Romero, Ken Cooper

2015-2016 Members: _____

Other Committees

vi. **Case for Support Committee**
This working committee will assess the feasibility of developing a case for support for NCCCF capacity-building funding opportunities.

Members: Sonbol Aliabadi, Ken Cooper, Beverley "Babs" Sandeen

vii. **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 2015-2016 year.

2014-2015 Committee Members: Ted Kaye, Sonbol Aliabadi, Murray Wood, Nancy Pryor (staff support)

2015-2016 Members: _____

NCCCF Board of Directors Annual Calendar

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

Note: Advocacy activities (i.e., presentations at community colleges conferences), capacity-building grant exploration, and work of the strategic plan ad hoc committees including the Best Practices and Professional Development committees (i.e., development of an online repository of resources and regional executive director roundtables) are not included in this document. Specific deliverables identified in the June 18th meeting can be incorporated in subsequent updates.

DATE	ACTIVITIES	LEAD
JULY 2015		
	COMMITTEES Case for Support Brainstorming Session ✓ Working session July 22nd 9 a.m. – 12 p.m. at FCCC Offices	Sonbol Aliabadi, Ken Cooper, Babs Sandeen
	MARKETING ✓ Website redesign	FCCC Staff: Nancy Pryor/Marketing Team
	CONFERENCE Finalize California-specific activities ✓ Reception location & pricing ✓ Breakfast session topics	Melinda Silverstein/Nancy Pryor
	MEMBERSHIP ✓ Membership Renewal Outreach	FCCC Staff: Nancy Pryor/Kyle Hyland
	FUNDRAISING Corporate Partner Outreach	Resource Development Committee/Nancy Pryor
AUGUST 2015		
	ACCOUNTING/LEGAL ✓ Renew D&O Insurance ✓ Coordinate FY15 Tax Return	FCCC Staff
	MARKETING ✓ Hold at least 2 joint member benefits webinars in conjunction with CASE	NCCCF Board Volunteer hosts, coordinated by FCCC Staff
	CONFERENCE Promote CASE Conference Registration & California-specific activities ✓ Activate online registration for California Reception	FCCC Staff: Nancy Pryor/Kyle Hyland

	✓ Early bird rate expires August 21, 2015	
	MEMBERSHIP Membership Renewal Outreach (Continued)	FCCC Staff: Nancy Pryor/Kyle Hyland

	FUNDRAISING
	Corporate Partner Outreach
	   ✓ Invoicing
	   ✓ Benefit Fulfillment
		Resource Development Committee/Nancy Pryor

SEPTEMBER 2015		
	BOARD Executive Committee convenes to review October meeting agenda	Executive Committee

	COMMITTEES
	Bernard Osher Philanthropist of the Year Committee Convenes
	   ✓ Review application & criteria
	   ✓ Nominations accepted September 14-30
		Philanthropist of the Year Committee

	ACCOUNTING Create financial statements as of 7/31/15	FCCC Finance Staff

	CONFERENCE
	CASE Conference Registration & California-specific activities
	   ✓ Continued email marketing
	   ✓ Support California reception logistics (signage, program, etc.)
		Nancy Pryor/Kyle Hyland/Melinda Silverstein

	MEMBERSHIP
	Review initial results of membership renewal efforts
	   ✓ Board member outreach to non-renewing members
	   ✓ Evaluate potential scholarship program
	   ✓ Continued communication to foundations who had not yet responded
	   ✓ Facilitate invoicing and membership tracking
		FCCC Staff in consultation with Board of Directors

	FUNDRAISING
	Corporate Partner Outreach
	   ✓ Invoicing
	   ✓ Benefit Fulfillment
		Resource Development Committee/Nancy Pryor

OCTOBER 2015		

	BOARD
	Meet Thursday, October 1 8:30-11:30 a.m. in Anaheim, CA
	   ✓ New Board Member Orientation
	   ✓ Approve FY15 Tax Return
	   ✓ Sign FY16 Conflict of Interest Policies
		Board of Directors

	Executive Committee convenes to review November meeting agenda	Executive Committee

	COMMITTEES Bernard Osher Philanthropist of the Year Committee Convenes ✓ Select nominee ✓ Notify all applicants ✓ Order & ship award	Philanthropist of the Year Committee/FCCC Staff
	ACCOUNTING Create financial statements as of 9/30/15	FCCC Finance Staff
	CONFERENCE Conference for Community College Advancement ✓ California Colleagues Reception Thursday, October 1 ✓ California-specific breakfast sessions held Oct. 2 & 3 ✓ Volunteer NCCCF board members host/facilitate breakout sessions ✓ 2016 conference planning committee representatives selected ✓ Consider surveying attendees for feedback on California-specific activities	Board of Directors/FCCC Staff
	MEMBERSHIP Finalize membership renewal campaign ✓ Continued communication with prospective members ✓ Reconcile with CASE (Final membership rooster provided by October 15, Payment provided by October 31)	FCCC Staff
	FUNDRAISING Corporate Partnership Program ✓ Benefit Fulfillment (as required)	FCCC Staff
NOVEMBER 2015		
	BOARD Board of Directors Meeting November 19 8:30-11:30 a.m. at Hyatt Regency SFO, in conjunction with the CCLC Annual Conference ✓ Review results of 2015 Membership Outreach ✓ Evaluate 2015 CASE Conference	Board of Directors
	COMMITTEES Bernard Osher Philanthropist of the Year Award Presented at CCLC Annual Convention Saturday, November 21. ✓ Release Announcement	NCCCF President or Designee
	CONFERENCE ✓ Reconcile California Attendees revenue reimbursement with CASE	FCCC Staff
	FUNDRAISING Corporate Partnership Program	

	✓ Benefit Fulfillment (as required) ✓ Review Corporate Partnership Program, make recommendations for FY17	Resource Development Committee/FCCC Staff
DECEMBER 2015		
	ACCOUNTING ✓ Draft FY17 Budget and FY17 Membership Model ✓ Prepare financial statement ending in 11/30/15	FCCC Finance Staff
	FUNDRAISING Corporate Partnership Program ✓ Benefit Fulfillment (as required)	Resource Development Committee/FCCC Staff
JANUARY 2016		
	BOARD Executive Committee convenes to review February meeting agenda, including: ✓ Proposed FY17 Budget & FY17 Membership Model ✓ Provide direction for California-specific content within CASE Conference Planning	Executive Committee
	CONFERENCE Proposals accepted for presentations at the Annual Conference for Community College Advancement ✓ Communicate proposal period with general membership	FCCC Staff: Kyle Hyland
FEBRUARY 2016		
	BOARD Quarterly Meeting of the Board of Directors ✓ Adopt FY17 Budget & FY17 Membership Model ✓ Adopt FY17 Corporate Partnership Program ✓ Appoint liaison for California-specific activities occurring in conjunction with Annual Conference for Community College Advancement	Board of Directors
	CONFERENCE Annual Conference for Community College Advancement Conference planning committee meets, accepts session nominations	CASE Conference Planning Committee
	FUNDRAISING Corporate Partner Outreach ✓ Identify Prospects ✓ Submit Proposals	Resource Development Committee/FCCC Staff
MARCH 2016		

	COMMITTEES
	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

	CONFERENCE
	Finalize California-specific activities
	  ✓ Reception location & pricing
	  ✓ Breakfast session topics
		Babs Sandeen/Planning Committee TBD

	MEMBERSHIP ✓ Develop membership outreach communication collateral	Vice President/FCCC Staff
	FUNDRAISING Corporate Partner Outreach ✓ Invoicing	Resource Development Committee/FCCC Staff
APRIL 2016		

	COMMITTEE
	Governance Committee
	  ✓ 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

	CONFERENCE ✓ Planning for Conference Communication Cycle	FCCC Staff
	MEMBERSHIP 2016-2017 Membership Renewal ✓ Email Communication begins	FCCC Staff
	FUNDRAISING Corporate Partner Outreach ✓ Invoicing	Resource Development Committee/FCCC Staff
MAY 2016		

	BOARD
	Executive Committee convenes (late May) to review June meeting agenda, including:
	  ✓ Recommendations at-large board of directors members
	  ✓ Financial Statements
	  ✓ Annual review of MOUs and agreements in place with FCCC and CASE
		Executive Committee

	COMMITTEE Governance Committee	Governance Committee

	✓ Submit slate of officers to board of directors at least 30 days prior to the June board meeting.	
	ACCOUNTING ✓ Prepare financial statements ending in 4/30/15	FCCC Finance Staff
	CONFERENCE Promote CASE Conference Registration & California-Specific Activities	FCCC Staff
	MEMBERSHIP 2016-2017 Membership Renewal ✓ Email Communication ✓ Invoicing ✓ Hold at least 2 joint member benefits webinars in conjunction with CASE ✓ Early bird expiration date *TBD*	FCCC Staff
	FUNDRAISING Corporate Partner Outreach ✓ Invoicing ✓ Benefit Fulfillment	Resource Development Committee/FCCC Staff
JUNE 2016		
	BOARD Quarterly Meeting of the Board of Directors ✓ Vote on slate of officers, executive committee appointments and at-large board of directors ✓ FY17 Committee appointments ✓ Annual review of MOUs and agreements in place with FCCC and CASE	Board of Directors
	CONFERENCE Promote CASE Conference Registration & California-Specific Activities ✓ Note early bird registration rate TBD	FCCC Staff
	MEMBERSHIP Review initial results of membership renewal efforts ✓ 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 ✓ Invoicing ✓ Benefit Fulfillment	Resource Development Committee/FCCC Staff

September 24, 2012 (Updated June 2015)

Foundation for California Community Colleges
Services Provided to Network of California Community College Foundations

Service	Activities	Staff Support
General Administration	- Clerical support - Document and file retention - Hosting and support for NCCCF Web site, email address, phone lines, and listserv - By-laws	- Staff support on document and file retention, management of phone line and email account - IT team: technical support for Web site, email address, phone lines and listserv
Board Administration	- Support to board in all meetings, including: - Development of board agendas and packets - Taking of and dissemination of board meeting notes - Handling of all meeting logistics, including location, refreshments, AV needs, transportation options, etc. - Support to board for elections - Development and updating of board roster - Coordination of strategic planning efforts and implementation under the direction of the Board - Board of Directors and Officers Liability Insurance Policy	- Nancy Pryor: primary board contact, oversight and communication of all board materials - Kyle Hyland: Board minutes and meeting logistics - Andrea Meyer: legal oversight

Service	Activities	Staff Support
	• Ensure Directors and Officers Liability Policy is maintained and kept current	
Committee Support	• Support in committee meetings and calls as necessary • Foundation representation on various committees: - Executive committee - CASE advisory committee - Conference advisory committee - Marketing committee - Other, as necessary	• Foundation staff assist with committee logistics and meetings
Accounting Support	• Tax preparation and filing • Develop of financial statements and budget • Management of accounts payable and receivable	• Services provided by Accounting Department
Marketing Support	• Web site maintenance, design and content updating • Posting and updating of job descriptions on NCCCF Web site as a member benefit. • NCCCF member outreach and communication, including email updates, letters, and other communication pieces • Development and printing of all NCCCF stationary and letterhead	• Marketing team: marketing design and development

Service	Activities	Staff Support
Conference Support	- Participation on Conference planning committee - Exhibitor and sponsor outreach, solicitation and coordination as it relates to CASE/NCCCF/FCCC agreement - Post-event follow-up (as needed)	• Nancy Pryor: member of planning committee (with CASE and three NCCCF members)
Membership Management	• Maintenance of updated membership lists and contact information • All member invoicing and billing • Membership outreach • Informational support to members • Coordinate with and payment to CASE	• Nancy Pryor and Kyle Hyland: Oversees management of records and contact information, facilitates billing process with Foundation staff • Melissa Conner: provide oversight of membership management • Nancy and Kyle: informational support to members
Fundraising and Grant Writing	• Development of sponsorship model and outreach strategy • In conjunction with the Resource Development Committee and NCCCF Board of Directors, cultivation and solicitation prospective partners • Tracking and fulfillment of sponsorships • Coordination with NCCCF partners to provide member benefits and funding opportunities for the NCCCF	• Melissa Conner: Executive oversight • Nancy Pryor: coordination with NCCCF partners • Grants Development Manager: assistance with funding proposals as necessary

Service	Activities	Staff Support
	• Assist and advise to identify funding opportunities and develop proposals and case statements as necessary	