



NCCCF Board Meeting Agenda

Wednesday, February 25th, 2015 8:30 a.m.-1:00 p.m.

Location: Hyatt Regency San Francisco Airport, 1333 Bayshore Hwy, Burlingame, Sumac Room (Atrium Level)

Call-in details 1-719-785-4469 passcode: 698081

Continental breakfast served

- I. Call to Order Linda Fogerson
 - i. Approval of November 2014 Minutes (* and **)

- II. Board Member Highlights Sonbol Aliabadi
 - i. Preview of presentation to ACCCA Conference “Empower your Faculty and Increase your Resources at the same time!”

- III. Strategic Plan Ad Hoc Committee Meetings – 45 minutes of work in committees.....All Dial-in attendees will be broken into two groups, **Group 1** will stay on the **primary conference line**, **Group 2** will use a **secondary conference line** by dialing 1-719-785-4469 Passcode: 365892.
 - i. **Governance Committee**
Lead: Bobbi Abram
Members: Amy Cardullo
 Review the NCCCF and FCCC MOU, make recommendations for update.

 - ii. **Finance/Resource Development Committee**
Lead: Sonbol Aliabadi
Members: Keetha Mills, Nancy Pryor
Dial-in participants, Group 1: Lisa Brooks, Tod Burnett, Shannon Hill, Robert Schwartz
 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.

 - iii. **Best Practices Committee**
Lead: Don Rickner (dialing in)
Members: Linda Fogerson, Kyle Hyland
Dial-in participants, Group 2: Melinda Silverstein, Murray Wood
 Review scope and design plan for an updated NCCCF website. Identify next steps for updating the NCCCF Manual content.

 - iv. **Professional Development Committee**
Lead: George Boodrookas
Members: Selina Chi, Christina Romero, Ken Cooper
 Review professional development/advocacy plan developed at the October meeting. Develop next steps and deliverables.

* Action Item

** Handout

Sierra College Foundation

Empower your Faculty and Increase your Resources
...at the same time!

Presented by: Willy Duncan, Holly Tiche & Sonbol Aliabadi

Agenda

- Introduction
- Program Development
- Framework
- Case Study
- Lessons Learned



Sierra College Foundation - Mission

- The mission of the Sierra College Foundation is to give the members of our community the opportunity to assist and invest in the development of quality educational opportunities for all.



Sierra College Foundation - Before

- Raise funds to help support the District and its students
- Strong Board of Directors
- Small staff
- Kept at an arms length
- Not integrated within the Campus
- Not part of the Administration
- Not aligned with the District strategic plan



Academic Programs - Before

- Lack of sustainable funding
- Faculty members were “supposed to” raise funds
- Lack of knowledge of Fundraising
- Internally focused
- Not much support from Campus



So what did we do? Program Development.....

- Strategic Planning
- Fundraising
- Seed Money/Start up



Program Development:

- Identify a Program
- Financial support for 3 years
- Consulting support for 1 year
- Fundraising support for 3 years
- Back office support forever!
- Goal – Endow a Program - Raise a \$1,000,000



Strategy

- The Board chooses from a vetted list of consultants that can work with the department and then seed the organization leading them to an endowment or capital campaign for program needs.
- Outlay for each department would be 100% in year 1, 50% in year 2 and 25% in year 3. Based on a \$50,000 first year outlay, maximum cash outlay annually would be \$87,000 (50+25+12) and would allow us to work with 3 departments at a time.



Case Study

- Natural History Museum
- Template
- Accountability



Sierra College Foundation - Now

- Continue its work at similar levels in the next few years while helping 3 departments at a time.
- Increased donations
- Increased number of donors
- Better relationship with faculty
- Better recognition on Campus
- Better Integration with the Campus
- Part of the Administration
- Better aligned with the District strategic plan



Academic Program - Now

- Faculty has help with Fundraising!
- Fundraising Plan to use and follow
- Case Statement to share with donors
- Template for donor presentation
- Better understanding of fundraising process
- Increased donations
- Increased visibility in the community
- Strengthen their Programs with Endowments for the future.
- On their way to be “Self -Sustained”!



Lessons Learned....

- ✓ Must have a Program Champion
- ✓ 3 years may not be enough for some programs
- ✓ Foundation Board liaison is important
- ✓ Flexibility is Key!



Questions?





NCCCF Board Meeting Minutes

Thursday, November 20th, 2014 8:30 a.m.-11:30 a.m.

Location: Westin Mission Hills, Rancho Mirage, Room: Oasis 6&7

Call-in details: 1-913-312-3202 passcode: 914409

I. Call to Order

Board member Bobbi Abrams called the meeting to order at 8:45 a.m.

Attendees included: Bobbi Abram, Sonbol Aliabadi, Sheri Horn Bunk, Tod Burnett, Amy Cardullo, Selina Chi, Ken Cooper, Linda Fogerson, Ted Kaye, Nancy Pryor, Robert Schwartz, Don Rickner and Murray Wood.

Attending via teleconference was George Boodrookas, Lisa Brooks, Shannon Hill, Melinda Silverstein, Christina Romero and Richard Talmo.

Absent: Linda Fogerson, Keetha Mills

Guests: Joseph Quintana, Foundation for California Community Colleges, and Jim Hummer, College of the Desert, and Kippy Laflame, College of the Desert.

II. Guest Presentation: College of the Desert Foundation, *Changing Lives 30th Anniversary Campaign*

Jim Hummer, Executive Director of College of the Desert, shared a presentation on the results of his organizations' 30th Anniversary Campaign. The *Changing Lives* campaign collected stories of graduates across disciplines, using stories of real individuals to share the long-term impact of College of the Desert. The campaign generated \$3 million dollars of support for the college in 30 days. Hummer showed sample video and collateral materials that supported the campaign. The campaign leveraged the culture of philanthropy in the Coachella Valley and included a print budget in high-visibility publications, like the weather section of the local paper. Hummer shared insights into campaign components that were unique to the geographic location, as well as universal insights that could be applied to community college foundations across the state. Hummer answered board member questions about staff size, budgetary allocations for outreach, and typical donor interactions.

III. Approval of September 2014 Minutes

Bobbi Abram thanked those that attended last night's dinner celebrating Richard Morley's service, and noted President Fogerson regrets that she could not attend due to illness. Abram opened the floor to discussion of the previous meeting's



minutes, held September 16th in Sacramento, California. A motion to approve the minutes was moved by Richard Talmo, seconded by Christina Romero, and unanimously approved.

IV. Reports and Updates

i. Financial Report

NCCCF Treasurer Sonbol Aliabadi reviewed the NCCCF Income Statement ending October 31th, 2014 and the FY 2014-2015 Budget. As of October 31th, 2014, the Network has total revenues of \$109,090 and total expenses of \$107,425, a net income of \$1,665 and net assets of \$5,837. The fiscal year forecast for FY2015 projects \$125,485 in revenue, \$131,290 in expenses for a net loss of \$5,805. Revenue generation strategies will be discussed as part of the resource development working group. A motion to approve the financials for the four month ending 10/31/14 and the FY2015 Forecast was moved by Robert Schwartz, seconded by Christina Romero, and passed unanimously.

ii. 2015 State and Federal Tax Returns

A motion to approve the 2015 State and Federal Tax Returns was moved by Amy Cardullo, seconded by Ken Cooper, and unanimously approved.

iii. 2014-2015 Membership Drive

Nancy Pryor shared the results of the 2014 membership renewal effort. As of November 17, 2014, 74 of 102 Foundations have joined the Network of California Community College Foundations for a total of \$56,540 in membership revenue. 46% of the members utilized the early bird rate, which was extended to September 12, 2014. Three new members joined in 2014: Antelope Valley College Foundation, College of the Redwoods and Mt. San Jacinto Foundation. As part of the NCCCF's partnership with the Council for Advancement and Support of Education, or CASE, the NCCCF pays for CASE dues on behalf of its members. This was the first year membership dues were aligned with CASE's fee model of student full-time enrollment, however, CASE membership dues are proportionally higher than NCCCF Membership dues.

NCCCF Board members reviewed the non-member list and discussed strategies to recruit additional members. If we receive little response from Executive Directors, Tod Burnett suggested sending a letter directly to College Presidents.



V. Reports and Updates

i. College President Update

Tod Burnett shared topics under discussion by College Presidents throughout the state. He noted that aligning meetings with the League's Annual Convention make it easy for a college president to participate in NCCCF governance. He encouraged the board to look at continued ways to include more CEOs in the NCCCF and, given that his three year term will soon come to a close, look at succession planning for CEO engagement.

ii. Foundation for California Community Colleges Update

Nancy Pryor shared that the Foundation was recently funded to work with the California Community Colleges Chancellor's Office to develop college and career planning tools for underserved Hispanic populations. The two-year Kellogg-funded project will pilot tools and outreach strategies that can adopted throughout the state. Research has shown that those that could benefit most from a two-year degree or certificate do not necessary have reliable internet access through personal desktops or laptops, but can access information through mobile devices. This two-year project centers around the development of a mobile application aimed at Latino youth, beginning with a focus in the Inland Empire region. A partner organization named the Young Invincibles will be developing the mobile application and helping to develop and implement the outreach strategy. Amy Cardullo asked to receive more information on the project and identify ways to collaborate.

iii. CCLC Partnership Update

The Network partnered with League to offer a Donor Communications Seminar preconference, presented by Douglas Gould & Associates. About a dozen attended, including two college presidents. Those that attended the training reported it was valuable, especially the emphasis on practical hands-on applications. Sonbol Aliabadi found the most value in the strategic communication portion of the day. The session was initially conceived as training that both a Foundation Executive Director and President/CEO could attend together, but additional and early marketing may be needed in order to stimulate CEO attendance.



Details on the training were finalized significantly later than the conference was initially announced. Going forward, the Network would like to see the session promoted earlier and with more frequency by the League to reach College Presidents/CEOs.

As part of the overall partnership with the Community College League of California, the Bernard Osher Philanthropist of the Year Award will be presented to Henry J. Coil during the closing brunch ceremony. Board Member Amy Cardullo of Riverside Community College District nominated Mr. Coil for nearly 20 years of philanthropic and community leadership. Mr. Coil has served in a number of volunteer capacities, has directly contributed \$5.2 million to Riverside Community College District and has chaired campaigns that resulted in raising \$22 million for District initiatives.

iv. ACCCA Partnership Update

Two NCCCF members had breakout sessions accepted as part of the Association of California Community College Administrators Annual Convention. A board meeting will be scheduled in conjunction with the ACCCA Conference to encourage NCCCF member participation.

v. CASE Partnership Update

Paul Heaton, Director of the CASE Center for Community College Advancement, joined the meeting to discuss a proposed amendment to the CASE, NCCCF and FCCC MOU. CASE proposes moving the annual conference outside of 2015 as an experiment to grow the conference. Locations outside of California were polled and results of survey among CASE members were shared. NCCCF board members asked questions to better understand the ramifications of the proposal and shared initial feedback. Discussion continued after Heaton signed off the conference call.

NCCCF Board members shared a number of concerns about the proposal. Moving the conference outside of California would likely mean that California foundations would not be able to bring as many staff to the conference, so California attendance would likely decrease significantly. Currently, the vast majority of California Community College Foundations register at least 2 and often 3 or 4 representatives to attend the conference. This would impact the effectiveness of the professional



development services the NCCCF provides to members, as well as having budgetary implications.

Many board members wanted to see if some additional benefit could be offered to NCCCF members in exchange for a conference location outside of California.

Tod Burnett suggested looking at moving the conference to February or March, when Southern California weather would be very appealing to those in colder climates. When board members discussed possible sites outside California, Washington DC would be an attractive location for CEOs, who could extend their trip to meet with legislators or other federal contacts. Other board members thought that seeing a geographic map of the concentration of CASE members nationally would be helpful information. They could see a rationale for traveling to a location outside of California if a large percentage of CASE members were concentrated in a certain geographic region. Board members also noted that, according to a survey conducted by CASE, the most population location to hold the conference remained San Diego.

No action was taken on the proposed MOU amendment. The board directed the NCCCF Executive Committee to follow up on the discussion and take action in the best interest of the NCCCF and its members.

VI. Strategic Planning Work Groups

Due to the extended discussion of the CASE partnership, working groups will convene via teleconference in advance of the next board meeting. Groups include: Governance Committee, led by Bobbi Abram; Finance/Resource Development Committee, led by Sonbol Aliabadi; Best Practices Committee, led by Don Rickner; Professional Development Committee, led by George Boodrookas.

VII. 2014 Meeting Schedule & Upcoming Events

- a. Upcoming Board Meetings:
 - Wednesday, February 25th 8:30-11:30 a.m. at the Hyatt Regency SFO Burlingame (in conjunction with the ACCCA Conference)
 - June 2015 at Mira Costa College (likely Thursday, June 11th or 18th)
 - Thursday, October 1, 2015 8:30-11:30 a.m. at the Anaheim Marriott (in conjunction with the CASE Conference)



- November 19th, 2015 8:30-11:30 a.m. at the Hyatt Regency SFO Burlingame (in conjunction with the CCLC Conference)
- b. Upcoming Conferences:
 - ACCCA Conference February 25-27, 2014, Hyatt Regency SFO, Burlingame
 - CASE Conference October 1-3, 2015 Anaheim Marriott
 - CCLC Conference November 19-21, 2015 Hyatt Regency SFO, Burlingame

VIII. Meeting Adjournment

Board members are encouraged to attend breakout session presentations by colleagues occurring throughout the League Convention. The closing brunch session will also honor Henry J. Coil's contributions to Riverside Community College District Foundation.

The motion to adjourn the meeting was moved by Selina Chi, seconded by Sheri Horn Bunk and passed unanimously.

The meeting was adjourned at 11:45 p.m. by Bobbi Abram.



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

NCCCF Income Statement
For the Seven Months Ended 01/31/15

FY2015			
Account Description	YTD Actual	Full Year Budget	Over/ (Under)
Revenues			
Dues & Program Fees	55,650	53,700	1,950
Conference Fees	13,300	12,300	1,000
Conference Event	4,360	10,000	(5,640)
Subsidy from FCCC	45,667	50,000	(4,333)
Miscellaneous & Interest Income	341	2,000	(1,659)
Total Revenues	119,318	128,000	(8,682)
Expenses			
Personnel (Salary & Benefits)	17,029	27,690	(10,661)
Tax Return Preparation	1,050	1,050	-
Insurance	2,307	2,100	207
Other Expenses	218	1,000	(782)
Case Membership Dues	89,600	81,815	7,785
NCCCF Conference Expenses	4,511	5,000	(489)
Admin Support Expense - 15%	3,767	5,526	(1,759)
Total Expenses	118,482	124,181	(5,699)
Net Income/(Loss)	836	3,819	(2,983)

Net Assets as of 06/30/14	4,172
Net Income/(Loss)	836
Net Assets as of 01/31/15	5,008

NCCCF Balance Sheet
As of: 01/31/15

Assets	Amount
Accounts Receivable - Third Parties	-
Cash held by FCCC	5,008
Total Assets	5,008
Liabilities	
Deferred Revenue	-
Net Assets	
Net Assets as of 06/30/14	4,172
Increase/(Decrease) in Net Assets	836
Net Assets as of: 01/31/15	5,008
Total Liabilities & Net Assets	5,008



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

NCCCF FY2015 Forecast

Account Description	FY2015 Forecast	FY2015 Budget	Over/ (Under)
Revenues			
Dues & Program Fees	55,650	53,700	1,950 (a)
Conference Fees	13,300	12,300	1,000
Conference Event	4,360	10,000	(5,640) (b)
Subsidy from FCCC	50,000	50,000	-
Miscellaneous & Interest Income	1,000	2,000	(1,000)
Total Revenues	124,310	128,000	(3,690)
Expenses			
Personnel (Salary & Benefits)	27,690	27,690	-
Tax Return Preparation	1,050	1,050	-
Insurance	2,307	2,100	207
Other Expenses	1,000	1,000	-
Case Membership Dues	89,600	81,815	7,785
NCCCF Conference Expenses	4,511	5,000	(489)
Admin Support Expense - 15%	5,484	5,526	31
Total Expenses	131,642	124,181	7,534
Net Income/(Loss)	(7,332)	3,819	(11,224)

(a) Increase is related to net increase in membership of 2 and increase in membership dues

(b) Conference Event Revenues includes Payden & Regal sponsorship of \$1,000 and event ticket sales of \$3,035



Network of California Community Colleges Foundations

Conflict-of-Interest Policy Directors and Officers

The members of the Board of Directors and, the executive officers(hereinafter “Directors and Officers”) of the Network of California Community College Foundations (hereinafter “NCCCF”) owe a duty of loyalty to NCCCF, which requires that in serving the NCCCF they act, not in their personal interests or in the interests of others, but rather solely in the interests of NCCCF. Directors and Officers must have undivided allegiance to the mission of NCCCF and may not use their positions as Directors and Officers, information they have about NCCCF, or property of NCCCF, in a manner that allows them to secure a pecuniary benefit for themselves or their relatives.

The NCCCF Bylaws state in Article X, Conflict of Interest: “No Directors shall be financially interested in any contract or other transaction entered into by the Board of Directors, and any contract or transaction entered into in violation of this is void. No Director may utilize information obtained by reason of Board membership for personal gain, and the Board of Directors may recover such gain realized.”

The conduct of personal business between any Director or Officer and NCCCF is prohibited. Business transactions of NCCCF in which a Director or Officer has an interest shall not be prohibited, but they shall be subject to close scrutiny. Such proposed transactions shall be reviewed carefully to determine that they are in the best interests of NCCCF and that they will not lead to conflict of interest. For the purposes of this policy, a Director or Officer has an interest in a proposed transaction if he or she or a relative has a substantial financial interest in it, has a substantial financial interest in any entity involved in the proposed transaction, or holds a position as trustee, director, general manager, or principal officer in any such entity. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Director or Officer is similar to that of persons who are related by blood or marriage.

Prior to the start of any consideration or discussion, Directors and Officers are expected to make full disclosure to the best of their knowledge of any dual interest in a proposed transaction by submitting a report to the President of the Board of Directors or other officer designated by the President to handle such matters, supplying any reasons why the transaction is, or is not, in the best interest of NCCCF. In matters requiring prior approval of the Board of Directors, the President or other officer shall forward copies of this disclosure report to the Board of Directors before its approval.

A Director with a dual interest in a proposed transaction shall not vote on the matter and a Director or an Officer with a dual interest shall be excluded by the President from any discussion of the matter. An Officer who has an actual or potential conflict shall not be substantively involved in decision-making affecting the proposed transaction.



Network of California Community Colleges Foundations

Conflict-of-Interest Policy Directors and Officers

A Director or Officer shall not use inside information of NCCCF for his or her personal benefit or for the benefit of a relative or business associate, or use such inside information or his or her position as Director or Officer to the detriment of NCCCF. Inside information is information obtained through the Director's or Officer's position that has not become public information.

On an annual basis, each Director or Officer shall complete a Director and Officer Disclosure Statement.



Network of California Community Colleges Foundations

Conflict-of-Interest Policy Directors and Officers

Disclosure Statement

This Disclosure Statement is designed to help Directors and Officers meet their continuing responsibility to disclose potential conflicts of interest.

Part A provides instructions to report potential conflicts of interest as they may arise. Parts B and C should be completed, signed, and dated, and returned to the Secretary of NCCCF.

Part A. Instructions for Disclosure of Potential Conflicts of Interest

If you have reason to believe that you may have an interest in a proposed business transaction of NCCCF, you are requested to prepare a brief letter to the President or other designated officer describing the proposed transaction, your interest in it, and your views, if any, as to why the transaction is, or is not, in the best interests of NCCCF. This information should be provided to the President prior to the opening of any negotiations or discussions concerning the transaction.

A Director or Officer is considered to have an “interest” in a business transaction if he or she: (1) has a substantial financial in it; or (2) has a substantial financial interest in any organization involved in the proposed transaction; or (3) holds a position as trustee, director, general manager, or principal officer in any such organization; or (4) if his or her relative has such an interest. A relative is any person who is related by blood or marriage, or whose relationship with the Director or Officer is similar to that of persons who are related by blood or marriage.

A proposed transaction in which a Director or Officer has an interest will be reviewed carefully to ensure that it is in the best interests of the Network. The President or other designated officer may recommend measures to ensure that the transaction will not present a conflict of interest or the appearance of a conflict of interest.

If there is any question in your mind, whether your interest in a transaction warrants disclosure, you should disclose the interest. If you have any questions about the application of the Board’s policy on transactions between NCCCF and Directors or Officers, please contact the NCCCF Board President.



Network of California Community Colleges Foundations

Conflict-of-Interest Policy Directors and Officers

Part B. Organizations Doing Business with NCCCF in Which You Have an Interest

In the space below, please list all organizations: (1) in which you have a substantial financial interest; or (2) in which you hold a position as trustee, director, general manager, or principal officer; or (3) in which your relative has such an interest or position, if those organizations engage in business transactions with NCCCF (including contracts, grants, loans, or other transactions), or if you anticipate that they will do business with NCCCF in the coming fiscal year. Enter "N/A" if you have no organizations to report.

Name of Organization	Nature of Interest in Organization
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheets if necessary)

I certify that the above information is correct to the best of my knowledge.

Name of Director or Officer: _____

Signature: _____

Date: _____



Network of California Community Colleges Foundations

Conflict-of-Interest Policy Directors and Officers

Part C. Transactions During the Fiscal Year Ending June 30, 2014

In the space below, please provide a description of any and all business transactions of NCCCF during the fiscal year: (1) in which you have had a substantial financial interest; or (2) that involve an organization in which you have a substantial financial interest; or (3) that involve an organization in which you hold a position as trustee, director, general manager, or principal officer; or (4) in which your relative has such an interest or position. Include a brief description of each transaction, and a description of your interest in the transaction. Enter "N/A" if you have no transactions to report.

(Attach additional sheets if necessary.)

I certify that the above information is correct to the best of my knowledge.

Name of Director or Officer: _____

Signature: _____

Date: _____



Network of California Community Colleges Foundations

Conflict-of-Interest Policy Directors and Officers

Agreement to Adhere to Directors and Officers Conflict-of-Interest Policy

I _____ [name],
_____[Title],

Understand that the purposes of the Directors and Officers Conflict-of-Interest Policy (hereinafter "Policy") are to protect the integrity of Network of California Community College Foundations (hereinafter "NCCCF") decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of staff, officers, and board members. Upon or before election of hiring I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it annually.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my relatives, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for discussion and will not be permitted to vote on the question.

I understand that the Policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

I agree to adhere to the NCCCF Directors and Officers Conflict-of-Interest Policy.

Signature

Date