



NCCCF Board Meeting Agenda

Wednesday March 7, 2018 11:30 p.m.-3:00 p.m. Los Angeles City College Foundation

Lunch is Served

- I. **Call to Order**.....Robert Schwartz
- II. **Introduction of Guests**..... Robert Schwartz
 - i. LA City College Interim President, Dr. Mary Gallagher
- III. **Board Member Updates: Successes and Challenges (20 minutes)**..... All
- IV. **Recurring Business (45 minutes)**
 - i. Approval of January 2018 Minutes (* and **)Robert Schwartz
 - ii. CASE Conference and California Sessions Brainstorm*..... Constance Crawford
 - iii. CASE Partnership Update.....Robert Schwartz
 - 1. Proposed CASE dues increase
 - 2. MOU Review underway
- V. **Working Groups**
 - i. Governance (60 minutes)..... Bobbi Abram
 - 1. Discussion – Strategic Planning*
 - 2. Board Member Recruitment
 - ii. Resource Development (15 minutes).....Cindy Goga
 - iii. Professional Development & Best Practices (30 minutes).....Tim Foster/Shannon Hill
 - iv. Communications & Advocacy (15 minutes)..... Geoff Green
 - v. CEO Advisory Committee (15 minutes)..... Sheri Horn-Bunk
- VI. **General Board Comments/Questions**.....All
- VII. **Meeting Adjournment**..... Robert Schwartz

*handout **vote required

2018 Proposed Board Meeting Dates

- Monday, June 11th 11: 30 a.m. – 3:00 p.m. Contra Costa District Foundation
- October 2nd or 3rd (coincides with CASE Conference in Palm Springs)
- January 2019



NCCCF Board Meeting Minutes

Wednesday January 31, 2018 11:30 p.m.-3:00 p.m. Los Rios Community College District Office
Dial in: +1 (408) 638 0968 Meeting ID: 101 973 343

Lunch is Served

I. Call to Order.....Robert Schwartz

Robert Schwartz called to order at 11:31a

Attending in person: Robert Schwartz, Constance Crawford, Raul Castillo, George Boodrookas, Lisa H. Brooks, Paula Allison, Tim Foster, Cindy Goga, Bobbi Abram, Melissa Conner

Telephonically: Dianne Van Hook, Shannon Hill, Geoff Green, Christina Romero, Sheri Horn-Bunk

Absent: Murray Wood

II. Introduction of Guests.....Robert Schwartz

i. Chancellor Los Rios Community College District, Brian King

Paula Allison introduced Chancellor Brian King. Chancellor King welcomed the Network Board to the Los Rios Community College District Foundation and stressed the importance of fundraising for college students.

11:35a

III. CEO Advisory Committee (10 minutes) Dianne Van Hook

Dianne Van Hook provided the board with a follow up regarding a communication that went out to CEOs on 12/20/17. She mentioned a desire of CEOs to schedule drive-in workshops covering multiple topics: how to transition donors to major give prospects, conducting needs analysis and feasibility studies, capital campaign strategies, and mining alumni records for future giving potential.

There are 12 CEOs signed up to host regional workshops. Diane also wanted to identify representatives at the LA area region and Area 7. Many are interested in a leadership academy in the late summer/early fall. Robert Schwartz volunteered to connect an LA leader.

[Edit to minutes: Dianne would like to provide the rest of her January 31 report in writing]

Chair Schwartz mentioned that the CEO committee should reconvene quickly to implement the steps.

11:59a Dianne Van Hook left call

IV. Board Member Updates: Celebrating Success (30 minutes) All

V. Recurring Business (20 minutes)

i. Approval of Oct 2017 Minutes (* and **)Robert Schwartz

Move to approve the October 2017 Minutes: George Boodrookas, Seconded: Raul Castillo. No objections. Cindy Goga abstained. All in Favor.



- ii. Treasurer’s Report Bobbi Abram
 - 1. Budget Reforecast (*)
 - 2. FY2017 Form 990 Approval (Taxes) (*and**)

Move to approve Treasurer’s Report including the budget reforecast and the tax Form 990: Paula Allison, Seconded: Cindy Goga. No objections. All in Favor.

- iii. 2017-2018 Membership Report.....Constance Crawford
 - 1. Discussion – Non-member incentive

Membership is strong and back to 2015 levels with 97 institutions as members. Approximately 12 colleges are still not engaging with the Network. Gap in membership is typically due to an absent executive director or a college with a lot of turnover in that position.

Geoff Green mentioned the following are planning to come back as members: San Francisco and West Valley Mission.

George Boodrookas is in touch with San Joaquin Delta College, made a presentation to their board about professional staffing, once that happens, they’ll join the Network.

Cindy Goga will talk to Grossmont/Cuyamaca and Chabot.

Robert Schwartz mentioned it should be the Network’s goal to have everyone be members and is open to ideas or incentives for how to get members who haven’t previously joined. Constance Crawford suggested adding the topic to the upcoming planning call with Marc Westerburg at CASE.

Short break from 12:40p – 1:08p. Christina Romero left the call during this time and did not return.

VI. Working Groups

- i. Resource Development (15 minutes).....Cindy Goga
 - 1. Discussion - Board Member Giving

Cindy Goga, Lisa Brooks, Murray Wood, Robert Schwartz are working on a corporate partnership initiative in an effort to generate more revenue. They are working to get partners engaged in providing resources, do roundtables, etc.

ACTION ITEM All Board Members: Make a list of Prospects for vetting and identify appropriate vendors that would want to reach the foundations statewide. This committee aims to create a process around vetting partners statewide, creating a matrix to identify skills/resources of key vendors in the regions. Please work on these lists in the next few weeks and send your list to Cindy Goga before the March 7 meeting.

The second major point that was discussed was a request to the board members to be donors to the Network and to potentially have their organizations match their donations. A discussion ensued requesting a standard minimum donation, more structure around a match by the board member’s organization versus a personal donation. Cindy Goga made a request to Constance Crawford for the Foundation to provide support to the board to track and support renewals.

- ii. Governance (30 minutes)..... Bobbi Abram



1. Conflict of Interest letters needed*
2. Discussion – Strategic Planning

Dianne Van Hook's COI is outstanding.

Bobbi Abram provided an overview of how the suggestion came about to establish a strategic plan for the Network and the RFP process. In collecting proposals, prior to moving forward, the decision was made to discuss with the board to establish the strategic plan as a priority, prior to selecting a consultant and spending so much of the Network budget on one of the proposals.

ACTION ITEM: At the next Governance committee meeting February 7th, the group will review the proposals and come up with recommended next steps/and or a selected vendor for approval by the full board.

Due to time constraints, Foundation President/CEO Keetha Mills has opted to appoint Foundation Chief Advancement Officer Melissa Conner as her representative on the Board of Directors going forward. Melissa will work with President Schwartz to determine her committee assignments going forward. Geoff Green and Lisa Brooks asked to be added to the Governance committee. That committee now consists of Bobbi Abram, Cindy Goga, Lisa Brooks and Geoff Green.

iii. Professional Development & Best Practices (30 minutes).....Tim Foster/Shannon Hill

1. Best Practice Email Example*
2. Discussion – Listserv management

Tim Foster reviewed the Roundtable agenda template that was reviewed at the last meeting in which hosts for regional roundtables are being recruited. Tim Foster will host the first roundtable in his region sometime in March.

Geoff Green's regional gathering will be March 22nd – 23rd with a select group of larger institutions.

Email blasts advertising the regional roundtables are to go out on a quarterly basis. They will also include articles to request California specific documents to build the materials in the exchange, like promise programs.

Constance Crawford asked the board to discuss listserv management and whether nonmembers should be removed. The board agreed unanimously that the listserv should not include nonmembers, while multiple contacts per member foundation should be allowed.

ACTION ITEM: Please volunteer to host future roundtables using the agenda template. Email blasts should be from Robert Schwartz and list membership benefits including access to the listserv.

Araceli Cruz should schedule the group to reconvene before March 7th

iv. Communications & Advocacy (15 minutes)..... Geoff Green

1. Osher 10th Anniversary Recommendations
2. BOGFW to CA Promise Grant Rebranding Working Group (6*)
3. NCCCF Social Media Strategy



4. Report Back from Assembly Select Committee on Nonprofits Hearing on Student Debt

Geoff Green is hosting a summit Friday, March 23rd, with 15 of 18 higher-capacity foundations that were identified as pulling away from CASE and the Network in an effort to get them more engaged, and to leverage the capacity and resources of the larger foundations in the state to collaborate, dream big and better interact with peers of all sizes.

Shannon Hill from Cuesta and Kate McClintock from Santa Rosa are co-planning with a strategy of engagement and how they can align better, regionally, size/capacity, areas of interest, structure, etc. to be used as criteria, hosted at SBCC.

Osher 10th anniversary - multi-pronged idea to use fall CCLC conference to celebrate Osher. 1) reach out to Osher Foundation to see what level of interest to participate, 2) Ask Foundation Directors to reach out to key students to identify early scholarship recipients and to film video clips of how their lives have benefited from the Osher scholarships and 3) adjacent, connected dinner attracting potential donors, leaders in philanthropy, leaders in community colleges together to celebrate. The board expressed unanimous support.

BOG Fee waiver/aka California Promise Grant – Impact of AB19 dollars makes 9% difference, real money and valuable, helps recognize the hard work done by the state but it’s a long way away from free college.

Melissa Conner offered to check in with Geoff Green regarding the Osher 10th anniversary planning since the Foundation plans to also highlight the anniversary this year.

VII. General Board Comments/QuestionsAll

Constance Crawford – CASE conference planning, Lucille Boss from SBCC is also on the committee, Marc from CASE was impressed with first round of submissions, deadline is Friday, February 2nd. Lisa Brooks and Geoff Green and Melissa Conner indicated they have already submitted session proposals.

Constance Crawford noted that the June 14th board meeting will be hosted by Cindy Goga at Contra Costa CCD. A Doodle Poll will be sent to possibly move the June meeting to another date if June 14th doesn’t work for the majority.

ACTION ITEM: Robert Schwartz, since the CEO Symposium is on (at the CASE Conference), the CEO committee needs a chair. Robert will reach out to a Board member to chair this group.

At future board meetings, catering and materials printing will be done by the hosting Board Member.

VIII. Meeting Adjournment..... Robert Schwartz

Robert Schwartz adjourned the meeting at 2:58p.

*handout **vote required

2018 Proposed Board Meeting Dates – for discussion



**Network of California
Community College
Foundations**

- **Wednesday, March 7th 11:30 a.m. – 3:00 p.m.** Los Angeles City College Foundation
- **Thursday, June 14th 11:30 a.m. – 3:00 p.m.** at Contra Costa CCD, Pleasant Hill
- **October 2nd or 3rd** (coincides with CASE Conference in Palm Springs)



Network of California
Community College
Foundations

CASE Community College Advancement Conference 2018

Westin Mission Hills Golf Resort & Spa (Palm Springs)

Proposed schedule as of 2/24/18 (subject to change)

Wednesday, Oct 3

Preconference workshops

9:00 -12pm NCCCCF Board Meeting on site

1:00 Welcome and Opening Keynote

Sessions

5:30 – 6:30 Welcome Reception

6:30 – 8:30 CA Colleagues Reception

Thursday, Oct 4

8:00 – 4:45 Sessions

2:00 – 4:30 Executive Symposium

4:45 – 5:45 Wine and Cheese Reception

Friday, Oct 5

8:00 – 12pm Sessions

7:00 – 12pm Executive Symposium

12pm - Conference Adjourns

CA Specific Session(s) (same track or 7am?)

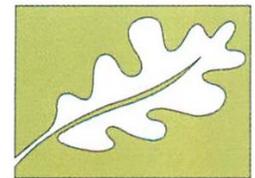
Suggestion: California Promise re-tooling after AB19

Geoff Green - CEO, SBCC Foundation (Role: Speaker)

Lucille Boss - Director of Scholarships, Foundation for Santa Barbara City College (Role: Speaker)

Session Description

How will AB-19 "Community colleges: California College Promise" and the California College Promise Grant (CCPG)(formerly Board of Governors (BOG) Fee Waiver Application) impact your college promise program? A Foundation CEO and CA State Assemblymember will discuss re-branding, budgeting, and other implications.



Via E-mail: green@sbccfoundation.org

1 March 2018

Geoff Green
Network of California Community College Foundations
Santa Barbara City College Foundation
721 Cliff Drive
Santa Barbara, CA 93109

Dear Geoff:

It was a pleasure talking with you last week. Thank you for updating me on the board's current thinking about planning for the future of the Network of California Community College Foundations. Given all that we discussed, providing a menu of options for the board to evaluate makes good sense and I believe a less formal and intense option is the appropriate next step. This would allow the group to informally define and discuss the Network's challenges and opportunities and build a framework for the future, and perhaps, tackle the larger strategic planning exercise at a later date. With this in mind, and as we discussed, I have developed three options for the board to consider for moving forward.

Option 1: Visioning Retreat

This option would include a one-day retreat with the board to explore potential directions for the organization. Retreat discussions would cover Network strengths, weaknesses, opportunities and challenges; potential Network direction and roles; and key steps necessary to move each direction forward. Meeting preparation would include review of available background materials (including the findings of the CEO Advisory Council, the system-wide and Foundation strategic plans) that would inform and focus the retreat; and conversations with the Network planning team (likely 2 to 3 board members and 1 staff) to develop the retreat strategy and materials. Prior to the retreat, a short list of questions would be developed for board members to discuss with their staff. This allows each board member to share ideas at the meeting about how the Network could better serve individual foundations and their staff. A retreat summary would outline the findings and conclusions of the meeting and potential next steps. The fee for this option is \$5000.

Option 2: Visioning Retreat with Background Interviews

This option includes all of the elements of Option 1 and also incorporates short interviews with each board member prior to the visioning retreat. An interview findings memo would be used to guide the retreat discussion. Interviews would likely focus on Network strengths, weaknesses, opportunities and challenges; why the organization exists; what differences it could make; and potential roles for the Network. Gathering this information in advance allows for the workshop to move farther than it might in Option 1 and provides for greater clarity around the Network's direction, vision and goals. The retreat summary would include key findings and a high level strategic plan that defines the Network's direction for the coming three years. The fee for this option is \$8000.

Option 3: Full Strategic Plan

This option was the subject of my December 2017 proposal and included the following tasks:

- Board, Staff, Member and Stakeholder Input including Telephone interviews and online survey

Stott Planning Associates

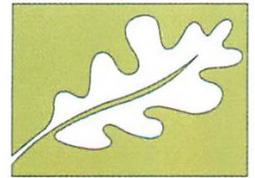
236 King Avenue

Oakland, CA 94610

510.459.0399

tinastott@gmail.com

www.stottplanning.com



- Strategic Plan Memo #1: Key Findings
- Board Meetings (3)
- Strategic Plan Memo #2: Draft Goals and Strategies.
- Draft Strategic Plan.
- Final Strategic Plan

The fee for this option, as included in my original proposal, is \$18,400.

Any of the above options will provide the Network board with a valuable opportunity to convene and focus on its future direction. I welcome the opportunity to assist you in whatever capacity best suits the needs of the board. Please feel free to contact me with any questions.

Best,

A handwritten signature in black ink, appearing to read 'Tina Stott'.

Tina Stott
Principal