Quarterly Board Meeting
7:30 am, Wednesday, December 7, 2011
President’s Conference Room, Moorpark College

MEETING NOTES

MCF Board of Directors Present:
☐ Ted Bagley ☑ John C. Lindsey (VC) ☑ Dan Peate ☑ Jim Tierney
☑ Elad Goren (C) - briefly ☑ Allan C. Mann (MAL) ☐ Kathleen Percival ☐ Timothy L Weaver (T)
☐ Roberta Isaeff ☐ Darren Minier ☑ Jodi Santino (MAL) ☑ Sylvia Sullivan

C=Chair, VC=Vice Chair, T=Treasurer, MAL=Member-At-Large

Staff Members (Ex-Officio) Present:
☑ Pam Eddinger ☑ Iris Ingram ☑ Darlene Melby
☑ Kim Watters ☑ Margaret Ramos ☐ Louise Christener ☐ Marsha Klipp

Meeting began at 7:55 am.

I. REPORTS

a. Chair/Executive Committee Report
   Chair Elad Goren excused himself from the meeting due to a family emergency. In Chair Goren’s absence, Vice Chair Lindsey led the meeting.

   i. Honor Dan Peate
      As a representative of the Foundation, Vice Chair Lindsey presented former Board Chair Dan Peate with a plaque of appreciation. Vice Chair Lindsey thanked Mr. Peate for his effort and the many valuable contributions he made while performing his duties as Chair of the Foundation.

   ii. Review of the 2012 MCF Quarterly Calendar
       Discussion was held regarding the 2012 MCF Quarterly Calendar. It was agreed that the start time for the Quarterly Meetings would be changed to 8 a.m.

b. CEO Report
   Dr. Pam Eddinger welcomed and thanked everyone for their service.

   i. Update on College News & Budget
      Dr. Eddinger reported that the community college system has already seen a large cut to the budget and the state is still $1.5B behind in revenues. The District has planned for this and will use reserves to offset the shortfall through the end of this fiscal year. We are anticipating a lot of changes for Fiscal Year 13. There is concern and advocacy from the community regarding program cuts and athletic team suspensions. Classified staff has seen deep cuts. No final decisions have been made at this time regarding academic cuts. The trustees will deliberate. Please call Dr. Eddinger if you wish to have further details. The appropriate role for the Foundation continues to be support of student scholarships and other one-time non-operational funding. Unless donors are willing to endow a fund, it is unwise to rely on one time funds for operations. Please refer all press calls to Dr. Eddinger.
Dr. Eddinger indicated that while the College will be smaller, it will retain a strong core of faculty and staff. The Chancellor announced his retirement effective the end of June and/or beginning of July. The Board of Trustees will take action on his announcement and will begin a search for a new Chancellor.

ii. Sage & Conejo Adult School Partnerships
Dr. Eddinger reported that Board Member Roberta Isaeff was instrumental in the acquisition of $12K to develop a partnership with the College and the Adult School. On this particular scholarship, the Foundation apportion funds to the Adult School, which will be handling the operations. Our benefit to this partnership will occur when the students begin taking classes at the College. Additionally, there will be press coverage regarding this partnership.

iii. Staff Reports
1. Quarterly Financial Report
Ms. Darlene Melby indicated the Operational Budget reflects information from July through September 30, 2011. The only activity for the Holiday Lights is the donation from Associated Students in the amount of $5K. It is hoped, by the end of next week, that a full reconciliation of the Holiday Lights event will have occurred. Vice Chair Lindsey asked Ms. Melby how well the Foundation did at this event. Ms. Melby noted the event may have a loss of approximately $2K-$3K, as there were substantial upfront costs. Ms. Melby reviewed the Check Detail Report (July through November 2011) with the Members of the Board. There was no discussion.

2. Audit Completion & Presentation of Information
Ms. Melby updated the Board on the status of the Foundation’s audit. Ms. Melby introduced Mr. Larry McEwen, Partner, and Mr. Chris Housel, Account Manager, representatives from Farber, Hass, and Hurley. Mr. McEwen presented the Annual MCF Audit findings to the Board, and thanked the Foundation for retaining them for a third year. Copies of the Audit and Management Letter were distributed to the Members of the Board. He also noted that Mr. Housel worked extremely hard on the audit. Furthermore, Mr. McEwen praised Ms. Melby for her diligence. Mr. McEwen reported no surprises and no difficulties with the audit. There was an issue in the first year Farber Hass, and Hurley took over the annual audit, a misclassification of the Smith Note in the prior year audit; however, it was corrected then and recorded correctly every year thereafter. Mr. McEwen mentioned that they would like to see more donations and contributions to the Foundation.

Mr. Housel noted that there were a couple of recommendations with the audit. With regards to the Board of Directors Fees, a receivable account on the General Ledger, there appears to be a substantial amount of uncollected fees from some members of the Board. Mr. Housel indicated that if you are going to be a participating member of the Board of Directors on the Moorpark College Foundation, then you should follow through on your financial commitments. There seems to be three or four members of the Board who continue to avoid this commitment. Discussion was held regarding where the responsibility of collections should lie. Vice Chair Lindsey
stated that he would inform Chair Goren of this morning’s discussion and ask that he make the necessary phone calls to those particular members of the Board. It was decided that further discussion would continue in the Executive Committee meeting.

The second recommendation that Mr. Housel noted was that of the Whistle Blower and Conflict of Interest Statements. The aforementioned should be embedded in the Bylaws. Additionally, an anonymous third party Hotline Service should be noted. It would be acceptable to state in the Bylaws that the District provides this service along with the company name and 800 number(s).

Vice Chair Lindsey thanked Mr. McEwen and Mr. Housel for their service. Treasurer Timothy Weaver thanked Ms. Melby and her staff for their hard work.

3. PR Consultant Report

Mr. Keith Jajko, Public Relations Consultant, distributed copies of the press coverage received for the Holiday Lights. He noted that it was in the Moorpark Acorn, front page, the Friday before the event and in the Ventura Star the day after. Additionally, Mr. Jajko noted that Dr. Eddinger and Chair Goren spoke on KVTA informing listeners of the upcoming event. The interview is posted on the Holiday Lights website. Mr. Jajko mentioned that the Holiday Lights Facebook page now has 55 followers; Twitter, 59; and the Foundation’s Facebook page has 16 followers; Twitter, 87.

It was recommended that there should be two different Holiday Lights debriefing meetings to help prepare for the upcoming spring MudRun; one meeting on a smaller scale and another with the Executive Committee. It is hoped that the Executive Committee will be able to utilize the information gathered from the first meeting.

It was suggested that an Executive Committee Special Meeting would be organized by Member-At-Large Jodi Santino and held on January 6, 2012 from 8:30-9:30am. Items to be discussed will be the Holiday Lights and MudRun events.

c. Committee Reports

i. Alumni Development (Jim Tierney, Chair)
None.

ii. Budget & Investments (Tim Weaver, Chair)
Treasurer and Budget & Investments Chair Weaver apologized for not having the December 2011 Investment Portfolio/Report to distribute. He indicated that the stock market has improved since September; however, it’s still volatile. The Foundation’s
investments have done exceptionally well with regards to the market. Board members, who are interested in receiving monthly reports, please let Treasurer and Budget & Investments Chair Weaver know.

1. **Proposed Addition to the Investment Policy: Reinvestment and Distribution of Dividends**
   Treasurer and Budget & Investments Chair Weaver requested that a vote be held to determine whether or not the Budget & Investment Committee can take the earnings from the investments to help support the Foundation. He also noted the dividends keep adding to the principal; which was never the intent. Discussion was held and it was unanimously agreed to that the earnings from the investments be reconciled at the end of each fiscal year.

iii. **Bylaws (Pam Eddinger)**
   Dr. Eddinger indicated that the Conflict of Interest Statement and Whistleblower Clause are not ready for presentation. As soon as the two documents have been properly vetted, they will be brought to the MCF for final approval.

iv. **Facility Usage (Ted Bagley, Chair)**
   Dr. Eddinger stated that two groups have contacted the Foundation that would like to utilize our facilities. The Moorpark Chamber of Commerce would like to hold a festival while the Simi Valley Hospital Foundation is interested in moving away from the CLU campus to host their annual Hats Off to Women event. Ms. Melby will be taking the lead on these inquiries. Each event would be considered Foundation sponsored.

v. **Major Gifts (John Lindsey, Chair)**
   Vice Chair and Major Gifts Committee Chair Lindsey reported that Mr. Darren Minier came up with a list of potential celebrity donors. A mailing is expected to go out on February 15, 2012. Mr. A.C. Ruiz, volunteer, has been charged with creating the draft letter that will be geared towards that industry. Vice Chair Lindsey noted that all they needed to get was one domino to fall. The corporations mailing will be delayed until about May 15. The dedication of the EATM building, the target of the first domino of buildings, is expected to occur sometime in the late spring.

vi. **Scholarships**
   1. **New Scholarships Update**
   Ms. Margaret Ramos reported that the Moorpark College Scholarships had a great year considering the economy. Six of the College's academic departments established scholarships as well as two private donors. SAGE Publications created a second scholarship through Osher that will fund annually. Two scholarships were created in memory/honor of Dr. Marie Panec, former faculty member. Mr. Dell Parker, recipient of the Distinguished Faculty Chair award, has elected to continue funding this scholarship. Most of the former recipients have continued with the scholarship. Retired Dean Dan Brown, provided funding for the third year, for his scholarship. Our faculty are beginning to see what scholarships do for our students.
department chairs have reviewed their trust accounts and have been transitioning their funds over to scholarships. Ms. Ramos mentioned that the annual Employee Giving Campaign is underway. The brochure is going to print and should be distributed sometime next week.

Treasurer Weaver stated that the Foundation’s support of the Academic Senate, by providing funding for the Faculty Honor Bricks, has strengthened the relationship between our faculty and the Foundation.

2. Scholarship Reception 2012: Monday, April 30, 2012
Ms. Ramos noted that the Scholarship Reception will be held on Monday, April 30, 2012. The location will be moved to the Performing Arts Center. Dr. Eddinger stated that as the date gets closer, she would like to propose that we nominate a Master of Ceremony. It makes the narrative coherent and consistent. This person should be a good public speaker, have a booming and clear voice. Board Member Sylvia Sullivan recommended her husband, Alex. Discussion was held and it was decided that further discussion regarding this topic would be held in the Executive Committee meeting.

vii. Special Events (Jodi Santino & Dan Peate, Co-Chairs)
   1. Holiday Lights Recap and Schedule Debrief
   Discussion was held regarding the Holiday Lights event. It was agreed that further discussion would be postponed until the debriefing meetings.

   2. MudRun: Sunday, 3/25/12
   Ms. Melby will be meeting with folks from the MudRun to review the logistics of this event. Over 750 runners are expected to attend the event. Board Member Peate indicated that he has some ideas and will discuss them with Chair Goren. This event is moving along strong.

d. New Business
   i. Sylvia Sullivan Scholarship Transfer Request
   Board Member Sylvia Sullivan has requested the approval to transfer $1K from one of her scholarships to the President’s Circle. Vice Chair Lindsey called for a motion to approve the transfer of $1K from one of Sylvia Sullivan’s scholarships to pay for her President’s Circle membership dues.

   Treasurer Timothy Weaver motioned for approval. Member Dan Peate seconded the motion. Motion carries. The MCF approves the transfer of $1K from one of Sylvia Sullivan’s scholarships to pay for her President’s Circle membership dues.

   ii. Foundation Retreat
   Discussion was held regarding the scheduling of a future Foundation Retreat. Substantial changes to the Bylaws have been made from which the Foundation has been operating under. It was agreed to that a half-day (4-hour) Retreat is necessary. This will help to renew the commitment of our Board of Directors. During the Retreat, discussion will be held regarding member recruitment.
II. CONSENTAGENDA
   a. Approval of the September 14, 2011 MCF Quarterly Minutes
   b. 2012 MCF Meeting Calendar

   Vice Chair John Lindsey motioned for approval of the 2012 MCF Meeting Calendar and the tabling of the September 14, 2011 MCF Quarterly Minutes. Member-At-Large Jodi Santino seconded the motion. Motion carries. The MCF approves the 2012 MCF Meeting Calendar and the tabling of the September 14, 2011 MCF Quarterly Minutes.

III. ACTION
   a. Member Confirmation: Mr. Garry Malin

   Treasurer Timothy Weaver motioned for approval. Member-At-Large Allan C. Mann seconded the motion. Motion carries. The MCF approves the Confirmation of Mr. Garry Malin to the MCF Board of Directors.

Meeting adjourned at 9:15am.

The next MCF Quarterly Board Meeting is March 7, 2012.