

Moorpark College Foundation
Monthly Board Meeting
8:00am, December 4, 2019
A-138, Moorpark College

MINUTES

MCF Board of Directors Present:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Jason Peplinski | <input checked="" type="checkbox"/> Charles Champion | <input type="checkbox"/> Scott Farrenkopf | <input checked="" type="checkbox"/> Jill Haney (C) |
| <input checked="" type="checkbox"/> Tom Harris | <input type="checkbox"/> Kelli Hays | <input checked="" type="checkbox"/> Michael Hoffman | <input checked="" type="checkbox"/> Bill Klepper |
| <input type="checkbox"/> David Pollock | <input checked="" type="checkbox"/> Kathryn Stiles | <input checked="" type="checkbox"/> Sylvia Sullivan (VC) | <input checked="" type="checkbox"/> Randy Sundeen |
| <input checked="" type="checkbox"/> Tim Weaver | | | |

Staff Members (Ex-Officio) Present:

- | | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Silvia Barajas (T) | <input checked="" type="checkbox"/> Amanuel Gebru | <input checked="" type="checkbox"/> James Schuelke | <input checked="" type="checkbox"/> Julius Sokenu |
| <input checked="" type="checkbox"/> Mary Rees | <input checked="" type="checkbox"/> Linda Resendiz (EA) | | |

Guests: Michlyn Hines, Mara Rodriguez, Vance Manakas

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

- I. **Alumni Committee**
- II. **Individual Gifts/Major Donors/Corporate Giving Committee**
- III. **Marketing**
- IV. **Meeting called to order by Chair Jill Haney at 8:32am, a quorum was present.**

V. APPROVAL OF MINUTES

Minutes were approved as written.

VI. FINANCIAL REPORT/BUDGET

Treasurer Silvia Barajas handed out the approved audit. She mentioned that the same revenues from last year are expected. The goal for the President's Circle was changed to \$10,000 and that the \$25,000 that was budgeted was not reached. Only \$4,965 were made. \$11,565 were received from payroll deductions. A motion was made to approve the budget; budget approved.

James Schuelke mentioned that Luis Sanchez had committed \$500 for the Academic Senate and Classified Senate luncheons. Michele Perry has asked for documentation for such commitment from the board. James made a motion to approve the \$500 donation to the senates' annual fundraising luncheons; all approved.

VII. CHAIR REPORT

Chair Jill Haney reported on the following:

Julius Sokenu and Jill have met to discuss the need to replace the Foundation Coordinator position. James has his hands full and needs to keep with his duties. A 25-hour a week person is needed to do administrative work and planning of events. A question arose if 25 hours was enough. James responded that it would be a good start. Julius added that the tasks of the position need to be prioritized. The position was originally an Administrative Assistant position which turned into a coordinator position when the director left. It was suggested that the Foundation should invest in making the position full-time and have it focus less on events that don't produce the necessary revenue.

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Jill mentioned that this Saturday is the yard sale and that no rain is in the forecast. It was mentioned that the vendor number has changed due to it possibly raining. Jill said that the rotary club had a vocational event in the PAC and all rotary clubs were invited. She said that they were blown away by the college and had no idea what the college did. They want to come back next year to see what the college does.

A motion was made to approve a 25-hour support position for the foundation; all approved.

VIII. COLLEGE PRESIDENT'S REPORT

Interim President Sokenu thanked David Pollock for supporting the Moorpark City Council to present on the college. The presentation was well received by the City Council. They asked good questions and asked for the college to return to provide and update on the college. This inspired the notion to go out to the community and tell the story of the college. We will continue to build on that. He shared the Champion for College Opportunity flyer and the Excelencia Award. He shared that the college had to close for 3 days due to the bad air quality caused by the fires. He thanked the Executive Team and Emergency Team.

VP Gebru mentioned that dual enrollment efforts are being wrapped up. They are working on hiring temp positions for high demand classes. A dual enrollment outreach specialist will be hired to assist the dean with this effort. A welcome center student services specialist is also being hired to take questions and calls from the community and students and to provide the best customer service. He mentioned that he is attending the international conference in Miami, Florida in order to meet with 500 agents and attract more students and grow the program in order to generate revenue.

VP Rees said that they are currently working with the Navy. She said that the 3 colleges in the area are excited to work and establish a Center of Excellence for cyber security. We will most likely have it at the college and university. She said a group of students will be taken to the base tomorrow and next week for a big events in Ventura which we are helping to sponsor. She said that the Navy is the largest employer of the area.

VP Barajas mentioned that enrollment is down by 7% and more needs to be invested in emergency. She said that 6 new faculty will be hired for next year plus the 2 failed searches.

IX. DIRECTOR OF ADVANCEMENT REPORT

No report.

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X. COMMITTEE READOUTS

- A. **Alumni**: Working on getting a list of past alumni. We need to get a dedicated person at the college involved. An alumni association needs to be set up as well as have a survey done at graduation. The groups is going to set goals and timelines of what was discussed and get communications out to past alumni. Dr. Sokenu mentioned that we do surveys on certain programs when students graduate. That might be a place to connect. It was mentioned if a benefit or award could be attached such as access to the zoo. In the past, President Sanchez offered free membership to the zoo. It was an attempt to connect to alumni association. James mentioned that we have recently partnered up with associated students so they can collect contact cards where student information is collected from. We have had a student worker put this information into a database for the last two years.
- B. **Individual Gifts/Major Donors/Corporate Giving**: The group reviewed the naming policies for the district to see what options are available for naming buildings on campus. This is something we can do, but needs BOT approval. We have 3 major events: opening of renovated gym in January, spring performing arts event, and Rendezvous in the fall. Major donors in the area were ide notified and a list was made. Donors will be added to the advisory group. Moving forward in sending invitations to the reopening of the gym on January 25th. Vance Manakas is currently working on getting a flyer and coordinating the event.
- C. **Marketing**: The group met late in September and had a conversation about what direction to go. A question was raised as to what the board wants the committee to specifically do. Input is needed. The group needs an understanding of what understanding everyone has about the foundation. An inventory of assets and resources available needs to be done. It would be prudent to visit other foundations (Ventura, Oxnard, College of the Canyons) to see what they have in place.
- D. **President's Circle**: Jill Haney mentioned that this needs to be cleaned up. She is currently working with James in trying to make it better. The current membership is small. The brochure needs to be updated.
- E. **Committee Format**: Jill Haney asked if this format for the committees to meet worked.

XI. PENDING BUSINESS

- A. Commitment Letter: This item will carry-over to the next meeting.

XII. NEW BUSINESS

- a. **Board Meeting Schedule**: Meetings will be moved to a monthly format. A motion was made to approve the monthly meeting format; all approved. A schedule will be figured out and sent to the Board.

XIII. Adjourn at 9:49am

NEXT SCHEDULED BOARD MEETING:

Wednesday, February 5, 2020
8:30-9:30am, A-138