

**CUYAMACA COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING
HERITAGE OF THE AMERICAS MUSEUM**

MINUTES

MAY 10, 2006

Members Present:

David Meyer
Patty McCormack
Ken McCormack
Julie Jones
Geraldine Perri (College President)
Robert Nolan
Madelaine Wolfe
Todd Downing

Members Absent:

Sharon Bullard
Mary Anne Flanagan
Allen Brown
Chuck Hansen
Rob Wojtkowski

Others Present:

Nancy Holmes Foundation Recording Secretary
Henri Migala

Others Absent:

Stan Schroeder Representing GCCCD Auxiliary

President:

Patty McCormack welcomed the members and called the meeting to order at 5:37 p.m. She thanked the Foundation Board members for their dedication and service that ensured the success of the Masquerade. The revised 2006 Meeting Schedule, Scholarship Awards List, and a current Board Directory were distributed. The 2006 Scholarship Awards will be on May 11, 2006 at 5 p.m.; all board members are encouraged to attend. President McCormack discussed the Wendell Cutting Fund for Student. She submitted copies of a letter written to Dr. Omero Suarez, Chancellor on behalf of the Foundation, regarding the Fund.

College President Report:

Dr. Geraldine Perri thanked the members for their continued support of time and money donated in preparation of the Masquerade. She distributed a Professional Development Academy (PDA) flyer to the board. The PDA will be mailing info to businesses in June. There was discussion of helping promote the services to business offered through Cuyamaca College's Professional Development Academy.

It was agreed two students will be awarded a \$1,000 scholarship given on behalf of Sycuan Band of the Kumeyaay Nation and Viejas Band of Kumeyaay Indians. This consideration is part of the money they donated.

Dr. Perri presented Henri Migala, the new Executive Dean of Institutional Advancement. He provided information on his background, activities, and interests.

Meeting Minutes:

The Board adopted the minutes of the Board Meeting of March 29, 2006.

Treasurer's Report:

Todd Downing, Foundation Treasurer, submitted the Financial Statement dated April 30, 2006. The report was accepted.

Masquerade Dinner Dance:

Dr. Madelaine Wolfe reported approximately \$100,000 gross income for the Dinner Dance. A motion was approved to donate \$300 to the Floristry Club for the floral arrangements and \$300 to the Basketball team for selling raffle tickets at the Masquerade. Dr. Wolfe said a reservation for the 2007 Dinner Dance event must be made soon; she'll explore options.

New Business:

Mr. Ken McCormack discussed the \$30,000 donation by the Viejas Band of Kumeyaay Indians and Sycuan Band of the Kumeyaay Nation. Upon approval of the Board, he suggested conferring with Chuck Hansen on holding a Collectable Car Auction at Viejas. Dr. Perri explained that a portion of the funds are to be used for a scholarship and for the fall and spring all-college convocations

The meeting adjourned at 7:35 p.m.

Respectfully Submitted:
Nancy Holmes/Recording Secretary



CUYAMACA
COLLEGE
FOUNDATION

COMMITTEE MEETING MINUTES

June 14, 2006

Members Present:

Todd Downing
Rob Wojtkowski
David Meyer
Sharon Bullard
Patricia McCormack
Robert Nolan
Geraldine Perri (College President)
Madelaine Wolfe

Members Absent:

Allen Brown
Julie Jones
Mary Anne Flanagan
Chuck Hansen
Ken McCormack

Others Present:

Nancy Holmes	Foundation Recording Secretary
Stan Schroeder	Representing GCCCD Auxiliary
Henri Migala	Executive Dean, Cuyamaca College

Foundation President:

Patty McCormack welcomed the members and called the meeting to order at 5:47 p.m. She thanked Mr. Nolan for attending the 2006 Commencement with her and spoke highly of the speaker and the ceremony.

College President Report:

Dr. Geraldine Perri discussed the enrollment strategy currently being implemented by staff and volunteers. A telephone outreach has once again been set up and “hot-spots” in key places are being occupied by volunteers and computers to make registration on-line easier for returning students, introduce the college to prospective students and generally make Cuyamaca College an easy access to higher learning.

Community college statewide have been experiencing lower enrollments, due to a fewer high school graduates, “out” migration from California, and other factors. These factors are also impacting Cal State Universities and the University of California.

Meeting Minutes:

The Board *adopted* the minutes of the Board Meeting of May 10, 2006.

Treasurer's Report:

Todd Downing, Foundation Treasurer, submitted the Financial Statement dated May 31, 2006. The report was *accepted*. Stan Schroeder verbally presented an overview of the proposed FY 06-07 budget that will be presented at the next Board meeting.

Masquerade Dinner Dance:

Dr. Wolfe said that a reservation must be made now to secure the date for the 2007 Dinner-Dance event. Steps are being taken to make the reservation.

New Business:

Patty McCormack announced that this was the final Board meeting for Stan Schroeder. He began providing support for the Board in February 2002, at the request of Dr. Perri and at the direction of Dr. Omero Suarez, the Chancellor of the Grossmont-Cuyamaca Community College District. Now that Mr. Migala is on-board to support the work of the Cuyamaca College Foundation, Mr. Schroeder's services are no longer required. Stan will remain the Director of the Grossmont-Cuyamaca Community College District Auxiliary, the district-wide non-profit. In that role, it is expected that he will work with both the Cuyamaca College Foundation and the Grossmont College Foundation on districtwide activities. Stan expressed his appreciation to the Board members for their support during the past 4+ years.

The meeting adjourned at 6:28 p.m.

Respectfully Submitted:

Nancy L Holmes/Recording Secretary



CUYAMACA
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MONTHLY BOARD MEETING MINUTES

July 12, 2006

Members Present:

Allen Brown
Julie Jones
David Meyer
Sharon Bullard
Chuck Hansen
Patricia McCormack
Ken McCormack
Robert Nolan
Madelaine Wolfe

Members Absent:

Rob Wojtkowski
Mary Anne Flanagan
Todd Downing
Geraldine Perri (College President)

Others Present:

Henri Migala Executive Dean, Cuyamaca College

Foundation President's Welcome and Report:

Foundation President Patty McCormack welcomed the members, called the meeting to order at 5:35 p.m., and made the following announcements:

- Dr. Perry will not be able to attend this evening's meetings.
- District Board Member and community philanthropist Mr. Wendell Cutting recently passed away.
- There was an article in the UT regarding the appeal court's decision.
- Todd Downing is on vacation so the budget report will be deferred to the following month.

College President's Report:

Report was deferred since Dr. Perri was unable to attend the meeting.

Approval of Minutes of Meeting of June 14, 2006:

A motion to approve the minutes from the June 14, 2006 Board meeting was made, seconded and approved.

Treasurer's Report:

Report was deferred until the following meeting (since Mr. Todd Downing was on vacation).

Wendell Cutting Fund for Students update:

President McCormack sent the updated letter stressing the position of Cuyamaca College Foundation to the Chancellor but has not yet received a response. The Grossmont Foundation has a new President, Dr. Dietrich. President McCormack will contact Dr. Dietrich to set up a meeting. President McCormack met with Mr. Ernie Ewing, who was evidently surprised that the fund was sidetracked. Mr. Ewing believes that the funds should remain where Mr. Cutting wanted them to be – for students in need.

Implementation of Strategic Plan Activities:

The Board has some people in mind that they would like to approach to join the Board, but would like to hold off contacting them for now. Discussion was held and a decision was made to focus on attracting alumni to the Board as well.

Other Business:**Dinner Dance Update**

For a variety of reasons, all the hotels along the beach that were contacted by Madelaine are unavailable for hosting the annual Dinner Dance. Dr. Wolfe and Mr. Migala visited the Marriott in Mission Valley and reported that the hotel was available for our primary date of April 28, within the Foundation's operation budget and able to meet the needs of the Foundation to host the Dinner Dance. Discussion was held and it was decided that the 2007 Dinner Dance will be held at the Marriott in Mission Valley.

Dr. Madelaine Wolfe made the following announcements:

- According to the latest statistics, enrollment at Cuyamaca was up 37%
- There will be a TV spot and a short video playing at local theatres that will be promoting the District. Mr. Dave Meyer added that Taylor Guitars also promotes Cuyamaca College in their newsletters.
- Cuyamaca College held an small, internal reception for two new executives who recently joined the college. This allows the President to now have a full Cabinet for the first time.

President McCormack reported that letters were sent to Viejas and Sycuan requesting that they give out the student scholarships at the College's Convocation on August 16, at 9:00. Viejas and Sycuan are co-sponsors of the Convocation (which is always a week before when classes start – which is on August 21 this year).

Fund Raising opportunity:

Dr. Madelaine Wolfe reported that Macy's is opening a new store in Chula Vista, Otay Ranch, and that Macy's is allowing registered non-profit organizations to sell tickets to attend a pre-opening sale. Tickets sell for \$10.00 and the non-profits that sell the tickets

can keep 100% of the proceeds from the sales of the tickets. The information was given to Mr. David Meyer and the Fundraising Committee for further action.

Addition Foundation-Sponsored Fundraising Events:

Classic Car Auction

Mr. Ken McCormack reported that classic car auctions held at casinos are very successful and suggested a possible Fall 2007 event held at Viejas (since Cuyamaca does not have a Fall event). Mr. Ken McCormack, Mr. David Meyer and Mr. Chuck Hansen will develop a business plan for a proposed event and present it to the Board at the August 9 meeting. Mr. McCormack will also check with the DMV too see if they would allow a temporary relocation of the dealer's license for a day (for the event).

Selling Donated Cars (and other things).

This idea was discussed and approved by the Board previously. Action pending.

The meeting adjourned at 6:17 p.m.

Respectfully Submitted:

Henri Migala, Executive Dean for Institutional Advancement

Temporary recording secretary



CUYAMACA
COLLEGE
FOUNDATION

MONTHLY BOARD MEETING MINUTES

August 9, 2006

Members Present:

Allen Brown
Julie Jones
David Meyer
Sharon Bullard
Patricia McCormack
Ken McCormack
Robert Nolan
Madelaine Wolfe
Henri Migala
Rob Wojtkowski

Members Absent:

Geraldine Perri (College President)
Mary Anne Flanagan
Todd Downing
Chuck Hansen

Foundation President's Welcome and Report:

Foundation President Patty McCormack welcomed the members, called the meeting to order at 5:40 p.m., and made the following announcements:

- Dr. Perri will not be able to attend this evening's meetings.
- If you are traveling this year, please buy something for the auction from where you traveled.
- Cuyamaca College's Convocation will be held on Wednesday, August 16, at 9:00 a.m. in the gym. Breakfast will be served from 8:00-9:00 a.m.
- CA Supreme Court issued the Marina decision which basically stated that educational funds could be used for improvement, but must be prorated according to specific construction projects (project by project). The implication for Cuyamaca is that only the current construction projects are affected and can be considered, and not the entire proposed construction plan.

College President's Report:

Report was deferred since Dr. Perri was unable to attend the meeting.

Approval of Minutes of Meeting of July 12, 2006:

A motion to approve the minutes from the July 12, 2006 Board meeting was made, seconded and approved.

Treasurer's Report:

The annual budget was distributed but discussion on the budget was deferred until the following meeting (since Mr. Todd Downing was not present).

Update from Auxiliary meeting (including Wendell Cutting Fund):

Chancellor is building consensus for the Auxiliary to be in charge of the Fund. Cuyamaca College Foundation's position is unchanged – enthusiastic to participate and support the Fund as long as the Fund is consistent with Mr. Cutting's explicit intent – for students in need.

Implementation of Strategic Plan Activities:

The Board has some people in mind that they would like to approach to join the Board, but would like to hold off contacting them for now. Discussion was held and a decision was made to focus on attracting alumni to the Board as well.

Network for CA Community College Foundation Annual Symposium

A motion was made and approved to support Henri Migala's participation in the conference (to include cost for membership, registration, travel, hotel and meals), not to exceed \$1,000.

Another motion was made and approved to also support Mr. Dave Meyer's participation in the conference (pending his availability to attend). Mr. Meyer would confirm his availability and inform Henri Migala if he were able to attend.

Strategic Plan Activities:

The Board discussed the benefit of inviting Ann Landon to work with the Board on how to approach major donors for funding. Ms. Landon was on vacation and would return in 2 weeks.

Mr. Allen Brown distributed a handout and reported on the Board Development Committee's efforts and results. Highlights of the presentation include:

- I. Board Obligations:
 - 3-year term
 - Attend at least 8 of the 12 meetings
 - Fundraising:
 - Must be involved with at least 1 fund raising event
 - Must raise some funds (but the committee didn't feel empowered to set an amount)
 - Pay for their own way to attend the annual retreat (since this is a fund raising Board)

II. Community Resources:

To help the Board promote itself and the College, resources throughout the community should be identified and utilized. The committee also recognized the challenge of having 2 College Foundations in the same District. Among the committee's recommendations are:

- Board should try to identify and recruit some 'big names' (people of notoriety) from the community
- Should identify noted alumni, and people who share the same educational ideals, maybe from the local high school district
- Graduates from the East County Leadership program

III. Hurdles

The committee also recognized and identified some specific hurdles or challenges facing the Board. Among these are:

- What is the Board's mission? Where are we going? These questions were not for the committee to identify and resolve unilaterally).
- The need to reactivate and expand the Board.

A healthy and interactive discussion regarding Mr. Allen's presentation and the direction of the Board ensued. Among the discussion topics included:

People probably don't know about the Foundation or how we're benefiting the college. The Board should do something that would be of great interest and benefit to everyone.

Since the Foundation gave the college \$105,000, the college knows who we are. The Foundation paid for 1/3 of the track and put signage to let people know what the Foundation did.

A question was raised regarding scholarships and if the Foundation had a goal for what percentage of their funds should go towards scholarships. Are buildings or helping students get an education more important?

How big do we want the Board to be?

What does the Foundation do to support the community as well as the college?

It was decided that the next meeting would be dedicated to Board issues, and see if Ann Landon could attend. Activities to pursue and discuss include:

- Review Foundation brochure and marketing materials
- Know what impact the Board is having (supporting more than just building, such as scholarships)
- Focus on name recognition among High School students
- Liaise more with businesses
- Build on outstanding programs
 - Auto tech

- Ornamental Horticulture
- Water/Wastewater
- Provide faculty grants to help the community
- Need PR and media to help promote the campus (such as having the TV media present with the marquis at the track)
- Have dedicated funds for specific items (such as scholarships)
- Help with major expenses, such as for textbooks

A discussion ensued focusing on what more the Foundation could do to get more name recognition on campus and among the faculty and staff. It was decided that the greatest impact would come from Board members making personal visits to fulltime faculty. The best time to make these visits would be in the Fall semester, before the break.

Cuyamaca College has about:

80-90 fulltime faculty – would receive personal visits

~250 part time faculty – would receive a letter from the Board

~120 staff

Fund Raising Ideas:

Car Auction: Deferred to next month.

Macy ticket sales:

Dave to follow-up. Event is scheduled for October 10.

The idea to raffle a car was discussed (Turner Outdoors' car raffle was discussed as an example). The idea would be to gain dealership participation and support to help promote the event. Henri Migala to follow-up and coordinate with Auto Tech to make sure we do not interfere with support they receive from the automotive industry.

Other Business:

ATM Give-away

The Grossmont-Cuyamaca Credit Union (for faculty and staff) placed new ATM machines at both colleges. In an effort to generate publicity for the new ATM machines and the Credit Union, the Credit Union is having a drawing for people who use the ATM machines. One user will be randomly selected every 5 weeks and the winner will receive \$50, and \$50 will also go to that college's Foundation. The subsequent drawing will give away \$250 to both the drawing winner and the Foundation. Henri Migala follow-up with the District's legal counsel, Mr. Jim Austin, who had no objections with this program.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted:

Henri Migala, Executive Dean for Institutional Advancement

Temporary recording secretary



**CUYAMACA
COLLEGE
FOUNDATION**

MONTHLY BOARD MEETING MINUTES

September 13, 2006

Members Present:

Geraldine Perri (College President)
Julie Jones
David Meyer
Sharon Bullard
Patricia McCormack
Ken McCormack
Robert Nolan
Rob Wojtkowski
Todd Downing
Mary Anne Flanagan
Madelaine Wolfe
Henri Migala

Members Absent:

Allen Brown
Chuck Hansen

Foundation President's Welcome and Report:

Foundation President Patty McCormack welcomed the members, called the meeting to order at 5:35 p.m., and made the following announcements:

- A Foundation consultant came to work with several Foundation Board members. The initial meeting was productive and we are planning on having a follow-up session with her.

Approval of Minutes of Meeting of August 9, 2006:

A motion to approve the minutes from the August 9, 2006 Board meeting was made, seconded and approved.

College President's Report:

Dr. Perri made the following announcements:

- Enrollment headcount is up about 2.5% and number of classes is up about 2%. This is important because the college is remunerated according to units, not number of students. The college wants to increase the number of units. Continuing students decreased by just below 3%. Not sure why this is but Cuyamaca graduated one of its largest graduating classes this

last year. Grossmont College has a drop in continuing students of about 11%, but overall enrollment was up 2% (headcount) and 1% in units. The goal for Cuyamaca College is to be up 6% in number of units at the end of the year so we need a big intercession and a big Spring to increase our numbers.

- Regarding facilities, everyone must go and see the campus today. Dr. Madelaine Wolfe is overseeing construction of the Science Tech building, which will open in January 2007. Computer Science will move in first, followed by Science (which will move in later due to the labs).
- Cuyamaca College received an \$800,000 grant from the State Chancellor's Office to conduct Vocational English as a Second Language (VESL). The grant will focus on hospitality and health care industries, and will provide English skills to people working in those industries. Sycuan has just recently hired someone to teach ESL at their location and is very much interested in following-up with Cuyamaca College to see how the new grant could be of benefit and service to them. This is the second time that Cuyamaca College has received a consortium grant for the region. The first grant was to develop a Customer Service Academy.
- Cuyamaca College has two other major grants currently submitted for consideration:
 - Cuyamaca College took the lead for a regional grant for San Diego and Imperial County Community College Association (SDICCCA) to submit a grant to the US Department of State to increase the number of international students attending all the participating colleges. The grant would support 40 international students, 11 for Cuyamaca College.
 - The other grant was submitted to the Department of Labor to build Cuyamaca College's capacity to provide manufacturing training in East County. Taylor Guitars took the lead locally to help Cuyamaca College connect with local industry leaders in this sector. Deanna Weeks (the District's Governing Board Chair), Taylor Guitars and local High Schools were all active partners in the development of the grant. One of the benefits of working collaboratively is that Matt Guzzetta, the Chief Engineer from Taylor Guitars, came to Cuyamaca College and gave a guest lecture to our Engineering
- The Cuyamaca College track is being resurfaced and the ribbon cutting ceremony is scheduled for Wednesday, October 5. The inscription will acknowledge the Foundation for its generous contribution. The Board is also invited because Prop R funds were also used. Thank you to the Foundation for its very generous donation!
- The College's new budget will allow us to fund 8 positions – 3 of which are new, and 5 that were previously frozen. The 3 new positions include a Bio Tech Sr., Computer Lab Tech, Administrative Secretary. The 5 frozen positions that our '06-'07 budget will allow us to release and hire include 2 instructors, a counselor, a CIS Lab Assistant and a custodian.

The College's budget looks better but depends upon growing 6.6% in number of units by the end of the year. Cuyamaca College is doing extensive outreach and any suggestions on how the college can grow are most welcome.

- Thank you San Diego National Bank for the banner! It would be a good idea to change it periodically or to take it down for a while and then put it back up again.

Treasurer's Report:

Mr. Todd Downing reviewed the Foundation's annual budget. It was mentioned that the Otay Water District donated \$1,000 for Ornamental Horticulture at the Dinner Dance, so \$1,000 needs to be moved from undesignated to OH. Todd Downing needs documentation for justification to make the move. A motion was made, seconded and approved to accept the Treasurer's Report.

Dinner Dance Budget and Update:

The Dinner Dance budget was also discussed. The Foundation will target grossing \$110,000 at this year's Dinner Dance. It was reported that the Foundation Dinner Dance Committee worked on the Dinner Dance expense budget and kept it near the previous year's budget. A motion to approve the Dinner Dance budget was made, seconded and approved.

If possible, the Board would like to identify the sponsors for the event before the Save the Date mailing is sent (so that the Sponsors are identified and listed). Need to follow-up with Chuck Hansen (at Viejas) and Adam Day (at Sycuan) to strategize about sponsorships.

The Dinner Dance committee presented the idea of selling ads and making the program an ongoing resource. To do so, the auction items will not be printed in the catalogue, but rather on a separate sheet. Dinner Dance committee will also explore the feasibility of placing the program on a CD to distribute to all attendees. But the challenge of a CD is finding someone who can do it. College has the faculty with expertise but not the time. Foundation to explore the possibility of providing funds to produce the CD.

Mary Ann Flannigan will coordinate selling the ads. Henri Migala to contact Southwestern to find out how they sold their ads in their program.

The Cuyamaca College Foundation voted to support the Grossmont Foundation Gala (on October 21) at an amount similar to Grossmont Foundation's support of Cuyamaca's Dinner Dance. Check to be sent to Ernie Ewin.

Foundation Board Development:

Discussion focused on the types of things the Foundation could support. Big expenses are helpful (like the track), but the impact may not be lasting. Conversely, many little things may make a bigger difference, such as helping

students with expenses. Many student need a little help to get into and through school. Just a few hundred dollars to purchase books and pay fees.

The challenge is to develop criteria for which students to help. The focus should be on continuing students (since that is where the drop is the most significant). Students who live the furthest might be those most eligible for gas cards. Gas and transportation support may make the most significant impact.

Cuyamaca College's financial aid advisors have said that the Wendell Cutting Fund is really what is most needed. Fund to support students experiencing the greatest hardship.

The idea to develop a Faculty Fund was raised. Faculty would contribute to the Fund and the Foundation could match those contributions. Fund raising needs more buy-in from the faculty. The Foundation Board members could inform the faculty of the fund during their personal visits. Cuyamaca College has 79 fulltime faculty, 105 permanent staff (including administration), and 14 managers.

The importance of college priorities was noted. It is important to make sure that funding efforts are consistent with college identified priorities. Foundation could set up a 'mini-grant' program where the faculty could submit an application to the Foundation, and the Foundation members coordinate the review of the application with the college to make sure it's consistent with college priorities before making a decision.

The faculty would probably most support a book fund, since those are what the students need most right now. But awards must be tied to performance, where the student must maintain at least a "C" average and be awarded past census day. The library has only 1 copy of each book so it would be a great benefit if the Foundation could provide additional copies of each book for the library. Although this is a good idea, it is difficult to market and get much PR for such efforts. A give-away gift would make a greater public/PR impact.

A motion was make seconded and passed to get quotes on post-it 'cubes' and flash drives, and design promotional text, for an amount up to \$1,500.

It was also decided to invite Ray Reyes to the next meeting to discuss student needs. Rob Wojtkowski to contact Allen Ridley to find out about data on bus rides to Cuyamaca College, such as number of riders and costs.

Todd Downing mentioned that he has a client who wants to invest in nursing programs. Although Grossmont College has a 3-year waiting list for their nursing program, Cuyamaca College cannot start a nursing program. But Cuyamaca College can establish a "Gateway to the Health Professions". The problem is that students cannot complete their prerequisites to enter into health professions

programs. Some students have gone to Imperial County to complete their prerequisites. Henri to follow-up with Todd.

Reports on Fund Raising Ideas:

Macy's Ticket Sales – Dave has been trying to contact Macy's but has not been successful and calls are not being returned. Dave to continue trying to make contact.

Car Auction – no report.

Car Raffle – Henri spoke with Jim Cousteau about the idea to make sure that the Foundation works with a dealership already in partnership with and in support of Cuyamaca College. Jim was supportive of the idea and said he would help broker discussions with possible dealerships. Henri to follow-up with Jim.

Other Business:

Grossmont College selling gas cards as a raffle. Anyone interested in purchasing a gas card can purchase them from Henri. Henri to contact Ernie on behalf of the Cabinet and the Foundation.

The meeting adjourned at 7:43 p.m.

Respectfully Submitted:

Henri Migala, Executive Dean for Institutional Advancement
Temporary recording secretary



CUYAMACA
COLLEGE
FOUNDATION

MONTHLY BOARD MEETING MINUTES

OCTOBER 11, 2006

Members Present:

Geraldine Perri (College President)
Todd Downing
Julie Jones
Patricia McCormack

Members Absent:

Allen Brown
Madelaine Wolfe
Rob Wojtkowski
Mary Anne Flanagan
Chuck Hansen
Ken McCormack
David Meyer
Sharon Bullard
Robert Nolan

Others Present:

Henri Migala	Executive Dean Institutional Advancement Cuyamaca College
Nancy Holmes	Foundation Recording Secretary
Ray Reyes	Assistant Financial Aid Officer Cuyamaca College

Foundation President:

Ms. Patty McCormack welcomed the members and called the meeting to order at 5:55 p.m.
She introduced Mr. Ray Reyes, Assistant Financial Aid Officer from the Financial Aid Department at Cuyamaca College.

College President Report:

Enrollment for spring semester will begin November 13, 2006. Early enrollment is always a priority and incentives were discussed to promote it. Dr. Perri discussed the enrollment strategies that will be launched and implemented at the college. Coordinated once more by V.P. Arlene Satele, a telephone outreach will be set up and wireless computer “hot-spots” placed at key locations throughout the college to promote and facilitate quick and convenient student registration. These programs are intended to give the college and the students an early enrollment advantage.

Cost of registration fees are being decreased to \$20.00 in January.

The Science and Technology building and Student Center are progressing according to schedule and should open on projected dates.

Assistant Financial Aid Officer:

Mr. Ray Reyes was invited to the Foundation Board meeting to discuss student financial needs, and how those needs affect student enrollment. Mr. Ray Reyes held a 'mini focus group' meeting with the students working in his office to gain a better understanding of some of the most pressing issues facing the students.

Some of the issues discussed with students include:

- Part-time students usually have other obligations: work, family, etc.
- Need to assist the students in *wanting* to be here and keep them motivated.
- Cost of books and supplies are very high and increasing.
- An ample reserve book supply is not available for student use at the library. These books are put on reserve and left in the library for those students who cannot afford to purchase the books but rather access required texts in the library).
- Gas Cards were identified as helpful, but only in a very short term. Once they're expenses, their benefit is gone.
- Enhance student services and awareness of the services that are available. (More tutors are needed in math and English labs. If students don't do well in a class they may not become a continuing student).
- Student Housing Services to help students find affordable housing.
- Child Care - We need to increase awareness of the resources provided at the CDC.
- Monetary rewards are temporarily helpful, but do not last. There is also some concern that any system developed may be manipulated and exploited by some students.
- Rewards to students: (EOPS grant: \$300 for new EOPS students and \$400 for returning. (New students could be given a welcome package such as book bag, supplies, book voucher).
- Some students are reporting not having any food, and are going through an entire day without eating.

The Foundation discussed ways to implement the list above. The possibility of receiving a chance drawing on an iPod for those who register early and a book bag (including supplies) from the Book store were discussed as incentives. The winners would be able to pick up their prizes *after* census day.

Meeting Minutes:

A motion to approve the minutes from the September 13, 2006 Board meeting was made, seconded and approved.

Treasurer's Report:

Mr. Todd Downing, Foundation Treasurer, submitted the Financial Statement dated September 30, 2006. A motion was made, seconded and approved to accept the budget. (See Attached)

Promotional:

Ms. Julie Jones quoted prices on items requested by the Board as appreciation gifts for the faculty, specifically, the 'cubes' and jump drives. A discussion ensued regarding the most lasting and utilitarian item that would serve as the most appropriate gift. Ms. Jones will submit another list and ideas at the November meeting.

The meeting adjourned at 6:45 p.m.

Respectfully Submitted:

Nancy L Holmes/Recording Secretary



CUYAMACA
COLLEGE
FOUNDATION

MONTHLY BOARD MEETING MINUTES

December 13, 2006

Members Present:

Geraldine Perri (College President)
Todd Downing
Allen Brown
Patricia McCormack
Robert Nolan
Sharon Bullard
Henri Migala
Madelaine Wolfe

Members Absent:

Ken McCormack
David Meyer
Rob Wojtkowski
Mary Anne Flanagan
Chuck Hansen

Foundation President:

Ms. Patty McCormack welcomed the members and called the meeting to order at 5:35 p.m.

Ms. McCormack reported that Sharon Lee Master held a second mini-seminar with Foundation Board members and that the seminar was very informative and practical. Some of Ms. Master's recommendations included:

- Forming an Honorary Committee for the Dinner Dance
- Made some suggestions for the kinds of people to serve on the committee
- Shared practical ideas on how to ask for donations

Ms. McCormack also reported that she, Dr. Perri and Henri Migala had lunch with Mr. Arkon Somo to encourage him to join the Cuyamaca College Foundation Board. Mr. Somo expressed his interest and asked that the Foundation's Bylaws, past agendas and meeting minutes be shared with him. Mr. Somo was invited to join the next meeting.

College President Report:

New buildings are progressing on schedule. Faculty and staff will begin moving into the Science and Technology in a few weeks. The first floor will be occupied immediately and the second floor will begin to be occupied in April. The Grand Opening for the Science and Technology building is scheduled for April 19. Construction is on-track with the other 2 buildings.

Cuyamaca College had a building on the State Bond that passed in November. Design talks have begun for the college's new Business/Computer Information Science (CIS) building.

Enrollment for Spring has been slow and is currently down 5% compared to last year. But the college is beginning its comprehensive outreach and recruitment efforts, which should reflect positively on enrollment.

The current Fall semester is wrapping up and faculty are turning in their grades. The Spring Convocation is scheduled for January 17 and the Board is invited.

The Accreditation and Self-Study is also underway. Allen Brown is helping with Standard I (Mission and Effectiveness). Allen is also serving on the Steering Committee.

Allen Brown mentioned that he is "amazed at how much work goes into this effort! It's been very enlightening." Allen also mentioned that the Steering Committee is very efficient. He's glad he volunteered but he'll be glad when it will all be over.

Allen has been reviewing all the text and checking all the evidence and references for the text.

Every school goes through the accreditation process every 6 years. Cuyamaca College is reviewed by the Regional Commission of Schools and Colleges. The site visit team spends a week on-site to review the college. The initial visit is followed by a report that outlines the findings. The college will submit its report in July and the site visit is in October.

Allen Brown mentioned that we should take the process and what we learned with Standard I from the College and apply it to the Foundation. Standard I defines the Mission and the population served.

Dr. Perri reported that the colleges worked for 6 months on the Mission statements and that their Mission statements were approved last month. The District's Mission statement was approved at the last Board meeting. The Accreditation process led to Cuyamaca College revising its Mission statement.

Meeting Minutes:

A motion to approve the minutes from the October 11, 2006 Board meeting was made, seconded and approved (with 2 abstaining votes from members who did not attend the October meeting).

Treasurer's Report:

Mr. Todd Downing, Foundation Treasurer, submitted the Financial Statement dated November 30, 2006. Ms. Sharon Bullard mentioned that she donated \$1,000 to the Foundation via the United Way (because San Diego National Bank matches it), and asked if her donation is reflected in the financial statement. Mr. Downing mentioned that he has not seen it yet. Ms. Bullard will research the matter further.

A motion was made, seconded and unanimously approved to accept the financial statement.

NCCCF Membership:

Mr. Migala made a brief report about the having attended the annual NCCCF meeting recently and the benefits of membership. Mr. Migala mentioned that since the District is a member (individual memberships cost \$350.00), participating colleges can join for only \$100 and recommended that the Foundation join NCCCF.

Allen Brown asked what are the benefits of membership and Mr. Migala responded that the primary benefit of belonging to NCCCF is the access to all the other Foundations through their list serve. Via the list serve, the College Foundation would have access to all the other college Foundations that belong to NCCCF (there are 109 colleges in CA), and can access those Foundations' experience and input with issues we may be struggling with – such as Board membership, and fund raising.

A motion was made, seconded and unanimously approved for the Foundation to join NCCCF at \$100.00.

Dinner Dance Update:

The Save the Date graphics were completed and distributed, via email, to all Foundation members so that everyone could forward the Save the Date email to all their friends and colleagues.

Foundation Activities:

Although Julie Jones was unable to attend the meeting, Patty mentioned that July will purchase the gifts that the Foundation approved for the Faculty and the Foundation Board members will personally visit and distribute the gifts in the Spring. Dr. Madelaine Wolfe will not have the list of all the full-time faculty until the end of February. Madelaine will distribute the list of full-time faculty to the Board members.

Board Opportunities:

A long discussion ensued about the importance of building the board, and the roles and responsibilities of Board members. Several Board members stressed that the primary responsibility the Board is to raise funds for the college, and that

participation on the Board is primarily through fund raising. What's missing now is the commitment to fund raising.

The question was raised if the Board should decided the specific expectation of the amount that each Board member should raise. Although acknowledged as a good idea, the amount should not be so high that it will scare away potential Board members we are trying to recruit. But there should be a commitment.

Allen Brown mentioned that the Boys and Girls Club has set expectations. It used to be at \$5,000 but is now at \$10,000. Cuyamaca College used to have \$500 minimum.

It was also acknowledged that simply a financial commitment is not all that is expected of a Board member. There are multiple expectations: attend meetings, purchase tickets to events, fund raise, and other activities that generally support and represent the college.

The Foundation has made major successes in the past 3 years despite not having minimum expectations. There was a concern that setting too high of a minimum would scare away potential candidates. But if people know up front what's expected of them, then people are more committed.

It was agreed that there should be some set minimum financial amount that each Board member is expected to bring in, although no agreement on what that amount should be. It was decided that a range of financial amounts be distributed to the Board and allow each member to vote on what amount we should set to be the minimum limit. It was also noted that attendance may be waived if a significant amount of funds were brought in by an individual Board member. The Executive Committee will individually assess the level of a member's attendance requirement depending upon the financial amounts brought in by that member.

Ms. McCormack and Mr. Migala will draft a list of options to share with the Board.

New Business: College needs

Ms. McCormack requested that the College present to the Board the list of upcoming anticipated needs. Mr. Migala made the following report:

- | | |
|---|-----------------|
| A. <u>Faculty and Staff</u> “Mini-Grants” | \$10,000 |
| <ul style="list-style-type: none">• awarded to faculty and staff• projects consistent with college priorities, goals and Academic Master Plan• benefits the students, the college and the community• bring recognition to the Foundation• proposals reviewed by appropriate Dean and representative from Foundation | |

- B. Student Support / Recruitment / Outreach \$15,000**
- Enhance comprehensive outreach and recruitment and enrollment efforts among high school students and the local community
 - Provide support to students who are experiencing acute financial hardships
- C. College/Foundation \$25,000**
- Since all 3 buildings will be opening during the coming year and since each building has various ‘small’ needs that will not be met by the building funds, resources are needed to offset the various shortfalls.
 - Activities and programs that support the college and reflect positively upon the Foundation.

A question was asked how this list is different from the ‘wish list’ that was submitted to the Foundation before. The ‘wish list’ is Department specific, and the current list is college-wide. The college would like the Foundation to temporarily rescind the ‘wish list’ and consider the new list as a priority.

Foundation’s Treasurer reported that the budget had sufficient funds to support such a request. The members of the Foundation were in favor of the new list but wanted to college to submit details about how the funds would be utilized – the ‘do’s and don’ts’, focus of the program, exclusion of travel, reporting mechanisms or successes...

A motion was made to “encumber \$50,000 on the provision that mini-grants not be used for personal travel, students not given frivolous give-aways, to increase enrollment and support needy students, and funds given towards facilities will provide the Foundation with appropriate recognition”. The motion was seconded. A discussion followed that focused on requiring a periodic report on what the faculty and staff are doing and what they think of the support. The motion passed unanimously.

A request was made to provide an update on the Wendell Cutting fund at the next meeting.

The meeting was adjourned at 7:45.

Respectfully Submitted:
Henri Migala, Executive Dean



**MONTHLY BOARD MEETING
MINUTES
JANUARY 10, 2007**

Members Present:

Patricia McCormack
Chuck Hansen
Julie Jones
Todd Downing
Robert Nolan
Sharon Bullard
Ken McCormack
Allen Brown
Henri Migala

Members Absent:

Geraldine Perri (College President)
Mary Anne Flanagan
David Meyer
Madelaine Wolfe
Rob Wojtkowski

Others Present:

Arkon Somo
Nancy Holmes/Cuyamaca College Foundation Recording Secretary

Foundation President:

Ms. Patricia McCormack welcomed the Foundation Board and reminded them of Convocation for spring that will be held on Wednesday January 17, 2007 at 9 o'clock a.m. at Cuyamaca College. Breakfast will begin at 8 am. Ms. McCormack will present the college with a Foundation check and present a plaque to Dr. Gerri Perri for her generosity and service toward the Dinner Dance of 2006. We are grateful to her for the time and monies procured by her on behalf of the Foundation.

College President:

In the absence of Dr. Geraldine Perri, college President, Mr. Henri Migala presented the board members with a report on her behalf. Enrollment is up over 3 per cent, in great part due to the efforts the college was able to initiate given the anticipated funding support for Student Services from the Foundation. The Grand Opening for the Science and Tech Building is scheduled for April 19, 2007. Everyone is welcome to attend.

Dr. Perri gave Dr. Sam Cicatti (a past president of Cuyamaca College) a tour of the new facilities on December 24, 2006. Following the tour, Dr. Sam Cicatti presented Dr. Perri with a \$15,000 donation. Ten thousand dollars of the donation is earmarked for the Sam Cicatti Scholarship fund, and \$5,000 was given to the "Foundation's Endowment".

Recognition of donors and supporters of Cuyamaca College was discussed. It was suggested and approved to honor Dr. Cicatti at the Annual Dinner Dance for all the work he's done to help build Cuyamaca College.

Meeting Minutes:

A motion to approve the minutes from the December 13, 2006 was made, seconded and approved.

Treasurer's Report:

Mr. Todd Downing, Foundation Treasurer, submitted the Financial Statement dated, December 31, 2006. A motion was made, seconded and approved to accept the financial statement.

Dinner Dance Update:

Mr. Henri Migala gave the members of the Board copies of, "Save the Date," Starlights of the Southwest flyers that will be going out in the next few days. Six hundred have been ordered. He encouraged forwarding the flyers on Email (previously provided to the Board members via email) to any/all perspective guests.

Letters to sponsors are currently being mailed. Over four hundred letters have already been mailed. Board members will receive a copy of the sponsor letter to assist them in finding sponsors for the Dinner Dance.

Menu for the gala will be Golden Senorita Salad, Filet Mignon & Jumbo Lump Crab Cakes with Raspberry Cheesecake or Back Forest Cake and a beverage. This menu option was selected so that everyone regardless of preference (meat or vegetarian), both will have an option on each plate.

At least one large auction item is requested from each Board Member as well as assistance in finding sponsors.

Faculty Fund Presentation:

Ms. Julie Jones gave a presentation on establishing a committee of the Board members to present the approximately 75 full time faculty members with a USB jump drive inscribed with a Cuyamaca College logo for the purpose of thanking them for their efforts and to interview them regarding their expectations of the Board. The idea of providing a place on the

Foundation's website so that faculty can provide feedback to the Foundation was discussed. The visits to faculty should in no way be connected with the Faculty Fund drive that will be launched in the Fall.

The Board needs to get a list of all the full time faculty so that they can begin developing a visit schedule. A discussion ensued regarding the best use of Board members' time. It was suggested that a great deal of time and effort can go into this program with marginally little return.

The February meeting can be used to assign instructors to Board Members. Julie gave Henri 10 folders with questionnaires for Board Members.

Wendell Cutting Update:

Foundation President Patty McCormack gave the following report.

The proposed Wendell Cutting Fund for Students would be established by the GCCCD Auxiliary as a perpetual fund. Donations would be received from individuals, businesses, foundations and others. All donations would be used solely for direct aid to students. The goal is to build a large perpetual fund that would annually yield a significant amount of funds to assist students.

An oversight board would be established to set policies for the fund and oversee implementation. In addition, a large community advisory board would be appointed to support fund-raising for the fund.

Fundraising activities will be designed and implemented by a **3-member team**, with the director of the GCCCD Auxiliary leading the team. The other two team members will be the director of the Cuyamaca College Foundation and the director of the Grossmont College Foundation, during the start up year of 2007 supported by an outside fund raising expert, and only on an intermittent and decreasing basis.

Oversight Board Members:

Larry Cutting and/or Wayne Cutting, brothers of Wendell Cutting (if they choose to serve)

2 Officers/Members of the GCCCD Governing Board

Chancellor, GCCCD

President, Cuyamaca College

President, Grossmont College

President, Cuyamaca College Foundation

President, Grossmont College Foundation

President, Assoc Students of the Cuyamaca College

President, Assoc Students of the Grossmont College

2 Community Representatives

Community Advisory Board:

Members may include –
Student leaders
Community Leaders
Donors
Public Officials
Representatives of Private Foundations
College Staff, especially in Student Services

Staffing:

Leadership Team:
Director of GCCCD Auxiliary, team leader
Exec Dir, Grossmont College Foundation
Exec Dean, Cuyamaca College

The meeting was adjourned at 7:05 pm

Respectfully Submitted:

Nancy L Holmes/Recording Secretary



**MONTHLY BOARD MEETING
MINUTES
FEBRUARY 14, 2007**

Members Present:

Patricia McCormack
Mary Anne Flanagan
Todd Downing
Robert Nolan
Geraldine Perri
Ken McCormack
Allen Brown
Julie Jones

Members Absent:

Henri Migala
David Meyer
Madelaine Wolfe
Rob Wojtkowski
Sharon Bullard
Chuck Hansen

Others Present:

Gwen Nix/Assistant to Henri Migala, Executive Dean for Institutional Advancement
Nancy Holmes/Cuyamaca College Foundation Recording Secretary

Foundation President:

Ms. Patricia McCormack, Cuyamaca College Foundation President, welcomed the Foundation Board and called the meeting to order at 5:45 pm.

Ms. McCormack and Robert Nolan attended the Cuyamaca President's Convocation held on January 17, 2007 at Cuyamaca College. She informed those in attendance at the Convocation of the fifty thousand dollar donation being made on behalf of the Cuyamaca College Foundation and presented a plaque to Dr. Geraldine Perri, College president, for her generosity and service toward the Dinner Dance of 2006.

A Thank You letter from the Cuyamaca College Foundation went to Dr. Sam Ciccati for his generous donation in December, 2006.

Dr. Cicatti was also telephoned by Ms. McCormack, personally thanked by her for his donation and requesting his presence at the Dinner Dance Gala for the purpose of honoring him as a long time benefactor of the Cuyamaca College. Unfortunately, Dr. Cicatti has already planned a trip to Italy at that time and is unable to attend this year.

President McCormack attended the dedication of a new Science Technology Building at Grossmont College.

College President:

Dr. Geraldine Perri reported a 7.2 percent increase in enrollment and an increase of six percent in units. Contributing factors to the increased enrollment are due to:

- High School Outreach Program
- Financial assistance of the Foundation to the Financial Aid Department that assists students needing financial help
- Twenty additional classes for the second-eight week classes
- More aggressive work toward the enrollment by staff and volunteers
- Two different commercials on Cox advertising Cuyamaca College. The commercials house 50 slots in an eighteen month period

Dr. Joseph Marron, the new Vice President of Student Development, and his Outreach team exposed 55 high schools to Cuyamaca College, and in doing so, contributed to the one hundred new admissions to the college.

An Industrial Music Program at Cuyamaca College has been scheduled for the future.

Meeting Minutes:

A motion to approve the minutes from the December 13, 2006 was made, seconded and approved upon typing changes.

Treasurer's Report:

Mr. Todd Downing, Foundation Treasurer, submitted the Financial Statement dated, December 31, 2006. A motion was made, seconded and unanimously approved to accept the financial statement following Dr. Perri's research of the five thousand dollar contribution from Sycuan marked for Professional Development.

Dinner Dance Update:

Mr. Rob Nolan reported on Dinner Dance meeting this week. All donation request letters have gone out by mail. A follow up on the letters was discussed by the Board Members. Telephone calls were considered as the best form of following up on the businesses not heard from.

Ms. Mary Anne Flanagan took letters geared toward sponsorship and large ticket items and is planning to contact a number of large businesses before the next meeting.

Large ticket, auction items are needed for the Dinner Dance Gala.

Dr. Perri is currently appealing to last years sponsors for additional help. She stressed the importance of branching out and finding larger sponsors; particularly among the contractors and architects the college used and is currently using for the new building projects on campus.

Mr. Nolan and Ms. Julie Jones reported the price for 500 Dinner Dance Directories would be approximately \$3,500, using RanRoy's 4-color processing. We may decide to print the program digitally if it brings the cost down. Julie is going to talk to her supervisor about sponsoring part of the printing *if* it is done at RanRoy.

Faculty Fund Presentation:

Ms. Julie Jones reported on a new procedure regarding distributing the flash drives purchased for the Full time faculty at Cuyamaca College.

Instead of presenting each faculty member with their gift in person, the flash drives will be placed in their college mailboxes in the form of a gift package. Each gift will contain a letter thanking them for their support and a feedback request on how the Foundation could better serve their needs.

Following the gift/request distribution, the Foundation Board will follow up with a phone call to each faculty member that should add personal contact to the process.

Members were asked to submit any particular faculty names they wished to contact to Nancy Holmes or Julie Jones for compiling a master phone calling list.

It was suggested that each member sign the letters that accompany the flash drive.

The meeting adjourned at 6:55 pm

Respectfully Submitted:
Nancy L Holmes/Recording Secretary



CUYAMACA
COLLEGE
FOUNDATION

**MONTHLY BOARD MEETING
MINUTES
MARCH 14, 2007**

Members Present:

Patricia McCormack
Mary Anne Flanagan
Rob Wojtkowski
Robert Nolan
Geraldine Perri
Ken McCormack
Henri Migala

Members Absent:

Julie Jones
David Meyer
Madelaine Wolfe
Allen Brown
Sharon Bullard
Chuck Hansen
Todd Downing

Others Present:

Nancy Holmes/Cuyamaca College Foundation Recording Secretary

Foundation President:

Ms. Patricia McCormack, Cuyamaca College Foundation President, welcomed the Foundation Board and called the meeting to order at 5:45 pm.

She reported that during an e-mail Executive Board meeting, a vote on the final board membership requirements was taken and accepted. The requirements will be necessary to recruits that are promising candidates as new members to the Cuyamaca College Foundation Board. A new member campaign is ready to be launched.

The vote on a by-laws change, during the same e-mail, was made by the Executive Board to include voting rights for the President of the College and the Executive Dean of Institutional Advancement. This change will now be included in the Bylaws of Cuyamaca College Foundation as it was passed collectively. Dr. Geraldine Perri (Cuyamaca College President) and Henri Migala (Executive Dean for Institutional Advancement) currently fill those positions and will have full voting privileges at all meetings.

Laurie Brown (Career and Job Development Supervisor at Cuyamaca College) contacted President McCormack. Her husband is a noted sculpture in the San Diego area. Ms. Brown offered his professional services should the Foundation want to donate a sculpture to the College.

A mini grant for Michael Wangler, Geography Instructor and Foundation supporter was voted on by members and \$1,500.00 was granted him to sponsor the California Geographical Society Conference which will be held March 17th and 18th of this month in Borrego Springs, California. The webpage of the California Geographical Society

displays a Cuyamaca College Foundation logo and we are featured on the cover of the Conference outline. Mr. Wangler has extended an invitation to anyone from the Foundation who would like to attend. Their agenda includes special desert area tours of historical and geographical interest.

College President:

Dr. Geraldine Perri reported a 7.2 percent increase in enrollment and an increase of three percent in units for the spring semester. The cost per unit has been lowered to twenty dollars.

Four hundred high school students are enrolled for spring; many due to the Foundation helping with the cost of their books.

The Science Technology Building will be dedicated on April 19, 2007 at 10 o'clock a.m. All Board members are encouraged to attend.

Treasurer's Report:

Mr. Todd Downing, Foundation Treasurer, was not available to present the treasurer's report; therefore it was deferred to next meeting.

Meeting Minutes:

A motion to approve the minutes from the February 14, 2007 meeting was made, second and approved.

Dinner Dance Update:

Mr. Rob Nolan reported he has been in contact with Sony regarding receiving discounted electronic items.

Other items procured by the Foundation include a Vacation Condo in Palm Springs, Accommodations at the Inn at the Alameda in Sante Fe, 2 reservations at the Santa Fe School of Cooking, a Hot Air Balloon Ride, A Taylor Guitar and a Deering Banjo.

Ms. Mary Anne Flanagan took letters geared toward sponsorship and large ticket items and contacted many businesses this week. She presented the Board with a number of donations that included a \$1,000.00 sponsorship from Bank of The West.

Dr. Perri and Henri Migala reported that Sycuan has donated \$20,000.00. We also have a Platinum Plus Sponsor, an increased donation from LPA Architects, sponsorships from Viejas, SD National Bank, and the Grossmont Teachers Credit Union. Thank you Chuck, Sharon and Rob and many more volunteers that helped bring our current total to approximately sixty thousand dollars.

Letters have gone out asking the College Departments to put together baskets for the silent auction.

The invitations are being printed this week and ready for mailing.

Cuyamaca College Brick program was discussed in relation to the Gala. The possibility of "special" wording or placement of the auctioned bricks will be taken into consideration by the Committee and the possibility of auctioning them is a possibility.

Faculty Fund Presentation:

Mr. Henri Migala reported on the final presentation and distribution of the faculty flash-drive gifts. He prepared a letter of appreciation and attached a Contact/Comment Sheet that will accompany the gift packets being delivered to each faculty mailbox on campus this week.

Dr. Geraldine Perri asked that the administrators also receive a gift packet and the Board agreed.

New Business:

Foundation President Patricia McCormack suggested a "Non-Event Event," be scheduled in the year 2009.

The meeting adjourned at 6:35 p.m.

Respectfully Submitted:
Nancy L Holmes/Recording Secretary



**MONTHLY BOARD MEETING
MINUTES
April 11, 2007**

Members Present:

Patricia McCormack
Julie Jones
Rob Wojtkowski
Robert Nolan
Ken McCormack
Mr. Migala Migala
Dr. Madelaine Wolfe
Allen C. Brown
Sharon Bullard

Members Absent:

Many Anne Flanagan
Dr. Geraldine M. Perri
Chuck Hansen
Todd Downing

Others Present:

Gwen Nix (serving as Recording Secretary in the absence of Nancy Holmes)
Dr. Ken Gonzales, Interim Associate Dean of Specially Funded Projects

Meeting Minutes

Mr. Migala noted that the version of the minutes that were emailed to Board members in advance were not accurate and distributed an updated version of the minutes to the Board for their review. Since the Board did not have sufficient time to appropriately review the minutes, it was recommended that the approval of the minutes of the March 14th Board meeting be postponed until the May meeting.

The Treasurer's Report will also be postponed until May's meeting due to the absence of Mr. Todd Downing, Foundation Treasurer.

Addition to the agenda

Mr. Migala introduced Dr. Ken Gonzales to the Board and asked that he be able to make a brief presentation to the Board. Dr. Gonzales distributed a handout outlining three proposals he wished to present to the Board for their consideration. The proposals include:

- A) The development of a professional rejuvenation fund to support activities that can curb burnout and help boost morale of faculty and staff in his department. The money for this fund would come from his faculty and staff directly (through payroll deductions). Dr. Gonzales is asking only that the Foundation house the funds on their behalf.

- B) Making a small (personal) donation to the Board in exchange for the Board to use the funds from that donation to purchase a gift (iPod shuffle) that would serve as an incentive for students to attend and participate in an upcoming recognition program. Dr. Gonzales has already combined recognition events, EOPS, DSPS and Scholarships. Dr. Gonzales believes that giving away an iPod shuffle at the event would encourage students to attend the program. Because the iPod would be given away at the end of the program, this incentive would be an experiment to see if it will have any impact on student involvement. This would not cost the Board any funds because the money used to purchase the iPod would come from Dr. Gonzales' personal donation to the Board.
- C) Asking if the Foundation would serve as the recipient of funds raised and donated to support the College Connection for Foster Youth. This Foster Youth program would work with emancipated foster youth, providing workshops with EOPS and financial aid to help them apply for college. April 13 is the scheduled date for the next College Connection event. The Special Funded programs department already has established relationships with donors who support this event every year so Dr. Gonzales is not asking the Foundation to help raise the funds, but only to serve as the non-profit entity receiving and holding the funds for his department for this specific event. Dr. Gonzales would also like to coordinate with the Foundation on ways to support this program without contacting all the same donors.

Regarding Proposal A, the Board noted that it was going to roll-out its own Faculty Fund drive in the Fall as well, but since the details of how this will be coordinated have not yet been established, it was decided that a final vote to support the Special Funded Programs Faculty Fund drive be postponed until more details were known.

A motion was made, and seconded, to accept Proposal B. Dr. Gonzales will donate the money to the Foundation so that the Foundation could purchase the iPod for the scholarship recognition event. This way the Foundation could also receive recognition for supporting the scholarship recognition event (by providing the give-away prize). This motion passed with no abstentions.

Motion was made and seconded for the Foundation to receive and hold funds for the College Connection program so that donors could make their donations for this program to the Foundation. Motion passed with one abstention.

Discussion followed regarding how the college coordinated approaching donors. It was recognized that many people are fundraising for various campus programs and projects, with everyone going to the same donors. Mr. Rob Nolan inquired as to whether there is a central data base for college donors and what programs request donations. Mr. Migala stated that to his knowledge, there is not a centralized listing of all donors to the college. This is something that needs to be established and coordinated.

College President's Report:

In Dr. Perri's absence, Mr. Migala announced that plans are underway for the Grand Opening of the Science and Technology Center on April 19. Dr. Madeline Wolfe distributed the commemorative mouse pads that will be given to students who come for the tour of the new building. The ribbon cutting will actually be the splicing of the DNA strand of "the Cuyamaca

Way” gene. The morning activities, which begin at 10:00 a.m., include the ribbon cutting, the placement of the time capsule (which was made possible by a donation of the Foundation), and tours of the new facility. The evening program, beginning at 6:00 p.m., will feature a community showcase (‘open house’) with hands-on workshops. The Curator of the Dead Sea Scrolls, Dr. Riza Levitt Kohn will be the keynote speaker, speaking on “The Science of the Dead Sea Scrolls”. This event has been advertised in the *Union Tribune*, *The Californian*, and other East County publications. All Board members are invited to attend any or all the day’s activities.

The on-campus College Connection (which brings foster youth from throughout San Diego county to Cuyamaca College) is scheduled for April 13. The Foster Youth Program will also be hosting a one-day retreat on campus June 2 in collaboration with the Personal Development Course instructors at Cuyamaca.

Faculty Appreciation:

The gift of the jump-drive, presented to faculty and administrators, has been very well received. The Foundation has received about a dozen responses from faculty wishing to meet with a Foundation member to discuss ideas. There are only 10 extra drives available.

Dinner Dance Update:

Mr. Migala provided an update on the amount of sponsorships and donations from the college departments. In sponsorships, we are currently more than \$10,000 over from last year’s amount. A copy of the Directory cover was presented to the Board. Julie Jones is overseeing the production of the Directory.

Mr. Migala distributed a handout outlining the brick area in the new Student Services Center. This area will be known as the Honor Court and will be over 60’ across. Bricks for this area will be made available for purchase and engraved with an inscription and graphics from the purchaser. The Honor Court will be officially introduced to the public at the Dinner Dance.

It was recognized that the Foundation has never officially voted to accept taking on the selling of bricks at the Dinner Dance. So a motion was made, seconded and approved to accept this project.

A motion was then made to auction off the first bricks that will go around the Foundation plaque (located at the center of the Honor Court) at the upcoming Dinner Dance. The motion was seconded, and carried. The only way to purchase the bricks immediately adjacent to the center Foundation (bronze) plaque would be at a Dinner Dance auction.

Mr. Migala made the inquiry as to how the plaque was to be paid for. Discussion of payment was delayed until the report from the Treasurer at the next Board meeting. A request was made to see quotes on different plaques.

The meeting was adjourned at 7:18 p.m.

Meeting summary submitted by:

Gwen Nix., Administrative Secretary to Mr. Henri Migala, Executive Dean