



MODESTO
JUNIOR COLLEGE
FOUNDATION

Board of Directors

Regular Meeting

March 9, 2010

LOCATION:

*YCCD, Conference Room B
2201 Blue Gum Avenue, Modesto*

8:00 Closed Session

Regular Meeting to Commence Immediately Following Closed Session

Modesto Junior College Foundation

Board of Directors

Monthly Board Meeting

Tuesday, March 9, 2010

Closed Session at 8 a.m.

Regular Meeting to Begin Immediately Following Closed Session

YCCD Conference Room B

2201 Blue Gum Avenue

Agenda

Approval of Agenda i

Consent Agenda

1. Approve February 9, 2010 Minutes..... 1

Correspondence

Discussion/Action Agenda

1. Spring Fundraiser, Modesto Nuts Baseball..... Gary Watts
2. Passport to College..... Gary Watts
3. Board Meeting Day and Time..... Gary Watts
4. 2010-11 Budget Planning Gary Whitfield

Reports

1. District Report..... Dr. Roe Darnell
2. College Report Dr. Ken White
3. Executive Director Report..... Gene Hill
4. Finance Committee Report..... Gary Watts
5. Spending Policy Committee Report..... Mike Riley
6. Investment Report..... Ron Ramont
7. Budget Report Gary Whitfield
8. Summer Sonata Planning Committee..... Babette Wagner,
Eileen Faria

Other Business/Announcements/Events

Summer Sonata Planning Meeting immediately following Board meeting

Friday, April 23rd – Modesto Nuts Night

Thursday, April 29th – President’s Circle Social

Friday, April 30th - MJC Graduation

Saturday, May 1st – MJC Scholarship Reception

Saturday, May 8th – MJC Class Reunion, Sponsored by the Class of 1950

Saturday, May 22nd – MJC Dedication for Dave Ashleigh Aquatics Center

Thursday, July 15th - MJC Foundation Summer Sonata

Next Board Meeting: April 13, 2010

Location: YCCD, Conference Room B

Adjournment

Modesto Junior College Foundation
Board of Directors Bi-Monthly Meeting
Unapproved Minutes
February 9, 2010
YCCD Conference Room B

Present: Gary Watts, Amy Bethel, Steve Collins, Sandy DeWalt, Eileen Faria, Gene Hill, Bryan Justin Marks, Paul Neumann, Colleen Preston, Ron Ramont, Mike Riley, Gigi Sherriffe, Babette Wagner, Gary Whitfield, Jon Zagaris

Present via Teleconference: Jim West

Guests: Lou Friedman, Esq., Michael B. Ijams, Esq., Natalie A. Hayen, Esq., Jim Johnson, Judith Lanning

Absent: Matt Bryant, Rocki Cohen, Jerry Cooper, Roe Darnell, Sabrina Enevoldsen, Geoffrey Hutcheson, Amy Neumann, Mike Pimentel, Ken White

Approval of Agenda: Steve Collins moved to approve the agenda with the addition of action item #8) MJC Distinguished Alumni Award. Babette Wagner seconded the motion. The motion passed with a unanimous aye vote.

Review of Minutes

The December 8, 2009, minutes were reviewed. There were no corrections. After a motion and a second, the minutes were approved with a unanimous aye vote.

Correspondence

The correspondence binder was circulated.

Discussion/Action Agenda

1. Curtis Legal Group and Mary Eichoff Account

Attorney Lou Friedman introduced Attorney's Natalie Hayen and Michael Ijams, all from Curtis Legal Group. Natalie Hayen presented all of the factual information and Michael Ijams reported on all other legal matters in relevance to the Eichoff Estate gift. There was discussion between the board and the attorneys. Babette Wagner moved to have the Curtis Legal Group represent the Foundation and move forward with filing a petition with the court on the Eichoff Estate matter. Paul Neumann seconded the motion. The motion passed with a unanimous aye vote. Lou Friedman invited the board to contact them anytime with questions or concerns. Gene Hill added that the Foundation appreciates everything the Curtis Legal Group and Lou Friedman have already done for the Foundation (which has included pro-bono work).

2. Second Major Fundraiser

The board reviewed the minutes from both the *Special Board Meeting* and the *Staff Analysis* (located on pps 4-13 of the board packets). Paul Neumann commented that Amy Neumann was at home with a sick child. Amy was thanked for her work on the Craft Faire analysis (found on pps 14 and 15 of the board packet).

Bryan Justin Marks commented that given the short time frame, it does not appear that any of the three fundraising ideas could easily happen within the current fiscal year (goes until June 30th).

Speaker/Entertainment Series: Steve Collins and Jim Johnson announced the State Theater and the Gallo Center for the

Arts are planning Entertainment/Speakers Series. It would not be in the Foundation's best interest to try to compete with the two. Bryan Justin Marks added that the Foundation would probably have to wait until after the Academy Awards on March 7th to get a better idea of Jeremy Renner's availability. It would be nice if we could get him to MJC for screening before the summer. Jim Johnson agreed and added that Jeremy is very supportive of the college and attended the opening of the remodeled Performing and Media Arts Center. Gene Hill and Jim Johnson will continue to work with the Renner family on possibilities.

Craft Faire: Eileen Faria commented that she would be hesitant to advertise as a "Craft" Faire, fearing the community is looking for more bargains these days. She suggested either "Swap Meet" or "Flea Market". Steve Collins thought a Craft Faire is usually a one-time annual event and Flea Markets/Swap Meets are usually on-going (ex: every Saturday for six weeks). Bryan Justin Marks commented that he has been involved with other Craft Faire-type events and they are low cost and high impact. Bryan added that he would like to see the Foundation move forward with the event. Jim Johnson suggested tying it in with entertainment, such as a live band (he referenced the Aaron Durr band). Gary Watts recognized the event could be whatever the Foundation wanted. Planning would just need to begin soon. The board talked about a date and had some concern with weather uncertainty. Babette Wagner suggested a Harvest Faire that could happen in the fall. Steve Collins agreed since the Kiwanis Car show/Craft Faire is in the spring. It was suggested that Amy Neumann help chair the event (Amy was not in attendance of the meeting and will need to accept). Paul Neumann commented he could also help on the committee.

Beer/Wine tasting event: The board discussed the Beer and Wine tasting event and everyone in attendance seemed to like the idea of a Casino Night as a theme. Bryan Justin Marks and Paul Neumann agreed to co-chair a committee. The Graffiti Dance (Blast to the Past) was also suggested for a January 2011 event, tying with the Gallo Center for the Arts Doo-Wop Concert.

Bryan Justin Marks made a motion to move forward with planning on the following fundraisers:

- Jeremy Renner appearance/screening of Hurt Locker – (Gene Hill and Jim Johnson)
- Blast to the Past Dance - January 2011 (Babette Wagner)
- Craft Faire/Swap Meet - Fall (check with Amy Neumann)
- Beer and Wine Tasting/Casino Night - Spring (Bryan Justin Marks and Paul Neumann)

Gary Watts commented that the times are not locked in but the planning committees can begin to meet and discuss dates. After the motion and a second by Eileen Faria the motion passed with a unanimous aye vote.

3. Potential New Board Members: Judith Lanning and Jim Johnson were introduced to the board and their board applications were reviewed. Steve Collins moved to accept both Judith and Jim to the Foundation Board of Directors. Bryan Justin Marks seconded the motion and it passed with a unanimous aye vote. Judith and Jim were welcomed to the board.

4. Bette Belle Smith Life and Legacy: Gene Hill presented and read the Bette Belle Smith Resolution which acknowledges her Life and Legacy. President Gary Watts and Secretary/Treasurer Eileen Faria will be asked to sign and date the resolution. Babette Wagner made a motion to accept the Resolution. Jim Johnson seconded the motion. The motion passed with a unanimous aye vote.

5. 2009-1010 Budget Revision: Gary Whitfield presented the MJC Foundation 2009-2010 recommended Budget Revision. It was stated that with the given state of the U.S. economy and the fundraising shortfalls for 2009/2010, the revenue budget is recommended to be reduced by \$84,281. The administrative fee revenue and allocations for scholarship awards still need further review and will be addressed in the Budget Report. Gary also reported that the expenditures have been reviewed by the Foundation staff and reduced where possible. Several line items were increased for expenditures that are directly related to fundraising activities. The overall reduction is \$8,028. There are still some additional increases to the benefits line item that are unknown. Gary stressed the critical issue at hand is increasing the unrestricted fund balance. The projected June 30, 2010 Fund Balance is \$24,338.

Mike Riley asked how the management fees are collected. Gary Whitfield commented that the board agreed on the 2% management fee. Gary suggested another Finance Committee meeting should be scheduled to review the Management Fee Policy. Gary commented that currently if an endowment is in a deficit, a fee is not collected. Mike Riley pointed out that staff time should still be considered. Even if the endowment is in a deficit, staff time is still needed to manage the endowment. Judith Lanning mentioned that this would negatively affect the future ability to award scholarships and that we would have to go back to all of the donors to discuss. Mike Riley stated the administration fee is a legitimate expense. Babette commented that by charging the fee the corpus would be depleted and that the basis for which the 2% is being collected would have to be reformulated. Jon Zagaris commented that the Foundation needs to focus on additional fundraisers. Gary Whitfield recommended that the Finance Committee review the Management Fee Policy while focusing on maintaining the corpus and awarding scholarships. The Foundation needs to focus on maintaining security with endowment balances while not being too conservative. Eileen Faria moved to approve the Revised 2009/2010 Budget. Mike Riley seconded the motion. The motion passed with a unanimous aye vote. Mike Riley asked Gary Whitfield when the Foundation will begin to look at the 2010-2011 Budget. Gary commented that the entire college including the Foundation will begin within the next month.

6. Spending Policy Committee Update: Mike Riley is the chair of the Spending Policy Committee and reported they have met once. Present at the meeting were: Mike Riley, Matt Bryant, Rocki Cohen, Mike Pimentel, Babette Wagner, Gary Whitfield, Gene Hill, Ron Ramont, Gigi Sherriffe, and Amy Bethel. The committee reviewed the currently held endowments (containing names, purpose, corpus, date established and management fees). Concern was expressed that while the current allocation is fairly well balanced for normal markets, there is a need to improve upon the policies for protecting assets so that the funds feel less of a negative impact in a down market. Two options were explored for interest. Gary Whitfield presented a third idea and the committee was polled to get an idea of their preference. Mike Riley would also like to get additional feedback from the entire board. After discussion there was a recommendation by Judith Lanning that the Foundation never spend down the corpus but if an endowment is over the corpus a management fee be charged, even if a scholarship is not awarded. Another idea of holding a reserve amount was presented. Mike asked for a percentage of reserve. Jon Zagaris commented that we will probably see some resistance from donors. Mike Riley suggested the Spending Policy Committee meet again and bring a proposal to a future board meeting for discussion.

7. Board Meeting Frequency: After some discussion on the urgency for the Foundation Board to meet more frequently, Jon Zagaris made a motion for the board to meet monthly. Judith Lanning seconded the motion and the motion passed with a unanimous aye vote. Amy Bethel will email board members to check calendars and select a monthly date. Gene reminded the board that the teleconference will still be available and that the District does have the capability to do video conferencing.

8. Distinguished Alumni Award: Bryan Justin Marks asked for volunteers to serve on the selection committee for the Distinguished Alumni Award. Steve Collins, Jon Zagaris, Babette Wagner, and Jim Johnson agreed to serve. The committee will meet before the end of the month.

Reports

1. District Report: The District Report will be given at the March board meeting.

2. College Report: The College Report will be given at the March board meeting.

3. Executive Director Report: Gene Hill announced a Spring Employee Campaign will be launched soon and will be entirely on-line. Emails will be personalized to each employee. Gene commented that the Foundation staff has been busy working on the analysis of a second Foundation Fundraiser and budget revisions with Gary Whitfield. A meeting occurred with Evan Porges from Prime Shine Express to discuss wraps for two new shuttle buses. Gene added that Prime Shine Express has been very supportive with the shuttle partnership.

4. Finance Committee Report: Gary Watts reported that the Finance Committee met with a donor to discuss moving his scholarship investment to a foundation in San Francisco. After much discussion the Finance Committee drafted a letter respectfully declining his request. Gary added the Foundation is open to sharing ideas and assured the donor we would look further into some ideas he presented.

5. Investment Report: Ron Ramont gave the Investment Report and shared the Foundation Portfolio Review for performance from the period of 08/01/2009 to 01/31/2010. There were no questions from the board.

6. Budget Report: Gary presented the Budget Revision earlier and stated he will give a budget report at the next board meeting.

7. Summer Sonata Planning Committee: Babette Wagner announced the planning committee will meet immediately following the board meeting. Recruitment efforts are still underway for table sponsors, auction items, and volunteers. She commented that they are still working on getting the Summer Sonata logo on the Gallo website. Music/entertainment will be discussed as well as decorations/centerpieces. Babette reminded the board that everyone needs to be soliciting for table sponsors now.

Other Business and Announcements

Gary Watts reminded the board to invite three people to join the President's Circle. He reminded the board that the money from the President's Circle goes to the unrestricted fund.

Bryan Justin Marks thanked Jim West for recently joining the MJC Alumni Association with a Lifetime Membership.

Events:

Summer Sonata Planning Meeting, immediately following Board Meeting

Friday, April 30th – MJC Graduation

Saturday, May 1st – MJC Scholarship Reception

Saturday, May 8th – MJC Class Reunion

Saturday, May 22nd – MJC Dedication for Dave Ashleigh Aquatics Center

Thursday, July 15th – MJC Foundation Summer Sonata

Next Board Meeting (please note meetings will now be monthly):

March 2010 - Amy Bethel will send an email with date and location.

Adjournment

**Memorandum of Understanding between
Modesto Junior College and the Modesto Junior College Foundation**

I. Purpose

The purpose of this MOU is to outline an agreement of cooperation between Modesto Junior College (MJC) and the Modesto Junior College Foundation (Foundation) regarding the enrollment of 5th grade students from selected elementary schools into the Passport to College Program with the goal of high school graduation and post-secondary enrollment into an institution of higher education.

MJC and Foundation recognize the Central Valley is a region of California with greater needs in employment, education, income level, and overall quality of life than most other regions of the state due to the fact that educational levels fall below the state average.

MJC and Foundation recognize that an educated and trained workforce is crucial to our ability to attract new businesses to our community, which is directly related to solving issues such as unemployment, poverty, crime, ignorance and lack of economic development.

As educational partners, we are pledged to provide opportunities, programs and funding that will further the goals of increasing the college-going rate and meeting the workforce preparation needs of employers in our district.

This MOU will expire in August of 2019, unless it is modified or extended by mutual written agreement of the two parties.

II. Objectives

MJC and Foundation desire to collaborate in a joint effort to improve the college-going rate for students in the service area, and specifically for students enrolled in the Passport program from Modesto City School by providing academic, support services for all students and provision of two years of college at MJC with no enrollment fees.

MJC intends to offer a safe, academically challenging, and appropriate postsecondary learning environment for the MCS Passport students who graduate from high school and enter MJC.

Foundation is in a position to raise money for scholarship funds to pay for the enrollment fees for non-BOGW eligible Passport students.

III. General Principles

1. Fifth grade students attending Fairview, Franklin and Orville Wright elementary schools in Modesto City Schools will have the opportunity to enroll in the Passport to College Program. This opportunity will begin in the 2007-2008 academic year and will continue for fifth graders in years 2008-2009 and 2009-2010.
2. As students progress into grades six through twelve within the Modesto City Schools District, each year's students will be considered Passport cohorts and will be followed

according to their California Student Information System (CSIS) number and the MCS student database system for contact and evaluation purposes.

3. As high school seniors, Passport students will be assisted with completion of college applications and in applying for financial aid, scholarships and fee waivers.
4. Following high school, it is expected that @ 40% of the original 5th graders will attend Modesto Junior College. After scholarship, fee waiver and financial aid applications are finalized, Passport students who graduate from high school and meet all program requirements will be offered two years of education at MJC with no charge for enrollment fees. Health fees, materials fees, student representation and student center fees cannot be waived.

IV. Specific Roles and Responsibilities

1. MJC Responsibility: In the following areas, MJC will take the lead:

- To provide liaison staff through the Early College office to work with Foundation and the Passport Advisory Committee to coordinate Passport activities and services, both on and off-campus.
- To create forms, brochures, videos, photos and other promotional resources to assist in program recruitment and fundraising.
- To commit the resources of Instruction and Student Services to offer on-campus experiences for Passport students.
- To obtain demographic and enrollment information and create a database of students enrolled in the program, to coordinate mailings and announce events.
- To work with the MJC Foundation to secure funding to provide the Passport scholarships to students who successfully complete the program.
- To help to search out grant-funding opportunities to support the goals and activities of the Passport program.
- To work with business and community partners to provide support, fieldtrip opportunities and funding for the Passport program.

2. Foundation Responsibility:

- To provide staff liaison to the Passport Advisory Committee to plan and implement Passport activities.
- To jointly sponsor of the Passport to College program and to be involved in promotional and fundraising activities to build a scholarship account of @ \$90,000, or more, to provide scholarships to Passport students when they attend MJC.
- To meet with business and community members to secure funding to provide the Passport scholarships to students who successfully complete the program.
- To provide the Passport scholarships for two years to graduating students who are otherwise not eligible for fee waivers at MJC.
- To participate, whenever possible, in Passport program activities on the MJC campus or at the K-12 school sites.

V. General Conditions:

1. That general donations secured by Foundation will be placed into Foundation Scholarship account to support Passport student scholarships.
2. MJC and Foundation are mutually responsible for reviewing and evaluating the Passport program annually to determine whether it meets the intent of this MOU.

VI. Duration and Modification of Agreement:

1. The terms of this agreement begin on or after January 2, 2008, and shall be continuous through August of 2019, except that either party may terminate this agreement with notice of at least six months.
2. Funding raised specifically to award scholarships for the Passport to College program will remain in a scholarship account for the use of Passport students at MJC.
3. This agreement contains the whole contract between the parties and shall not be modified without formal action of both parties by mutual consent.
4. All notices concerning this agreement are to be made in writing and sent to MJC and Foundation at 435 College Avenue, Modesto, CA 95350

The foregoing is agreed to by:

**Richard R. Rose, President
Modesto Junior College**

Date

And

Modesto Junior College Foundation

Date



Modesto Junior College
 Special Meeting
 Unapproved Minutes
 January 8, 2008

Present: Amy Bethel, Steve Collins, Sandy DeWalt, Eileen Faria, Judith Lanning, Amy Neumann, Paul Neumann, Mike Pimentel, Ron Ramont, Richard Rose, Gigi Sherriffe, Doug Sweetland, Gary Watts, Jim West
Absent: Jerry Cooper, Geoffrey Hutcheson, Colleen Preston, Margaret Randazzo, Rick Simas, Jon Zagaris
Guests: George Boodrookas (Dean, Community and Economic Development Division) and Peggy Kroll, Coordinator of the pilot Passport to College Program

	<u>Discussion Items</u>	<u>Action</u>	<u>By</u>
⇒	Approval of Agenda Special Meeting	Motion and second to approve agenda. Unanimous approval.	P. Neumann/ S. Collins
⇒	<p>The <i>Passport to College</i> MOU and projected tentative budget were presented to the Foundation Board by Passport to College staff, Peggy Kroll.</p> <p>Peggy Kroll provided examples of other colleges that have started similar pilots. Both San Joaquin Delta and Riverside Community Colleges here in California have started similar programs but no outcome data is available.</p> <p>Steve Collins asked how long Delta College has been doing the program and Peggy responded that Delta's students are in their second year of the program. Peggy let the board know the expected requirements of the students which included regular school attendance, completion of homework, attendance of meetings, and staying in the Modesto City School district.</p> <p>Yearly follow-ups with the families will occur. If students do not participate according to their student contact, they can be dropped from the program. Peggy stated this information is available in the student agreement but a sample of the student agreement was not available for Foundation Board review.</p> <p>Paul Neumann voiced his concern with the families moving. When he served on the board of the Modesto City Schools he saw first hand that the students moved frequently. He is hopeful the students enrolled in the <i>Passport to College Program</i> might stay within the district due to being enrolled in the program.</p> <p>Peggy added that this is also a big concern in Riverside and Delta and that this will be a challenge for us as well. Unfortunately there isn't any data on this yet.</p>	<p>Student portfolios will be kept on attendance and participation for both student and family members. Annual follow up will be conducted (drop rates).</p> <p>Policy will be developed regarding students leaving and returning to the district. This policy will be shared with the Foundation Board for review.</p>	<p>P. Kroll and Passport staff</p> <p>P. Kroll and Passport staff</p>

<p>Amy Neumann stated that it isn't clearly stated in the MOU if it is a requirement that the students graduate from high school. Peggy responded that that they either need to graduate, pass the GED, or proficiency exam to be a part of the Passport Program at MJC.</p> <p>Franklin, Fairview, and Orville Wright Elementary schools were chosen for this pilot by Modesto City Schools based on statistics which included income and performance. These schools are lower income and performance and they all feed into different middle schools.</p> <p>Questions were raised if there is a research component being planned. Peggy responded that both the college and district researchers are on board and that the data will be gathered on an annual basis and reported back to the Foundation Board by the Passport staff. Future support of the program, past the initial pilot, will be based on the outcome data provided by the Passport staff to the Foundation Board.</p> <p>Steve Collins suggested we look at the website for the <i>Kalamazoo Promise</i> created by Michigan's state colleges or universities for graduates of Kalamazoo's public high schools.</p> <p>Paul Neumann suggested that if we decide to sign the MOU that we would need yearly update reports. Peggy agreed. Jim West stated he would like to see an evaluation report from Riverside and Delta. Peggy let the board know interim reports might be available.</p> <p>Within the projected, tentative Passport budget it states that for the @170 students from each cohort who will attend MJC following high school, most will qualify for the Board of Governor's Fee Waiver (BOGW). However, the BOGW is not guaranteed to continue. The cost of tuition was estimated using current cost and does not include any inflation.</p> <p>The Foundation's responsibility will be to assist the Passport Program to raise funds to offset the costs of enrollment fees for the non-BOGW eligible Passport participants for the pilot program. The initial payment to the Passport program will be in 2015 for student scholarships.</p> <p>The concern of parent involvement was discussed. Peggy acknowledged that parent involvement will be critical and this will be the responsibility of Modesto City Schools.</p>	<p>Annual Reports will be provided to the Foundation Board regarding the Passport program including research data on student outcomes (grades), parent involvement, retention, and attrition. Interim reports will be provided on the pilot programs at Delta and Riverside as they become available for Board review.</p> <p>Raise a total of approximately \$90,000 in scholarship funds by 2015 for student enrollment fees/scholarships for the Passport to College pilot program participants (Ongoing program operation and supply costs are already covered by the college and school districts).</p>	<p><i>P. Kroll and Passport staff</i></p> <p><i>MJC Foundation Board and staff</i></p>
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<p>⇒</p>	<p>This responsibility will be outlined in the MOU between the college and the Modesto City Schools. The board requested a copy of the MOU with the City Schools for their review.</p> <p>Peggy mentioned that the Modesto City Schools would like to schedule the visit to MJC just prior to the state mandated testing in the hopes that it will help boost the scores. Peggy also mentioned bringing Passport participants to upcoming Foundation Board meetings.</p>	<p>Provide a copy of the MOU between the Passport Program and Modesto City Schools (to review parent involvement language).</p>	<p><i>P. Kroll and Passport staff</i></p>
<p>⇒</p>	<p>Based on the clarification provided by the Passport staff as described in these minutes, Mike Pimentel made a motion to approve the MOU between the MJC Foundation to sign the College for the Passport to College pilot program. Steve Collins seconded the motion. The motion carried with unanimous approval.</p>	<p>Unanimous approval for the MJC Foundation to sign the Memorandum of Understanding between MJC and the MJC Foundation.</p>	<p><i>M. Pimentel/ P. Neumann</i></p>
<p>⇒</p>	<p>Announcements Eileen Faria announced that the MJC Agriculture Department is hosting a Crab Feed and auction on Friday, February 15th in the MSR building on the MJC west campus. Tickets are \$40 and can be purchased by contacting Dale Pollard at (209) 575-6204. Proceeds will be used to enhance the Agriculture Measure E projects.</p> <p>Passport to College Night - 1/17/08 from 4 – 7 pm at Fairview, Franklin, and Orville Wright Elementary Schools. Contact the Foundation at 575-6068 for more info.</p> <p>Next Regular Board Meeting: February 12, 2008 ~ YCCD Conference Room B</p> <p>The meeting was adjourned at 9:00 am.</p>		