

Council for Resource Development
Executive Committee Conference Call
January 22, 2009

MINUTES
Approved 2/26/2009

President Judy Everett call the meeting called to order at 12:01pm

Present: Judy Everett, Deb Wilson, Julie Erickson, Kathrine Swanson, Kay Strickland, Adrienne Price, Laura Qaissaunee, Kim Sturgeon and Polly Binns. Immediate Past President Laura Qaissaunee declared a quorum.

Approval of December 18, 2008, Minutes

Laura Qaissaunee presented the December 18, 2008 minutes for review.

MOTION: Deb Wilson moved to approve the minutes. Kathrine Swanson seconded the motion. Motion carried by voice vote.

President's Report: Judy Everett

Judy noted that South Carolina is suffering severe budget cuts. As result, the advancement office at district level has been eliminated, which means that Judy's job ends effective Feb. 1. Her boss is hoping to transfer her to a federal funded position at the system office, which is a grants-oriented position, and is also planning on keeping her on as Executive Director of the foundation. He would also like her to keep her position as President of CRD. She will not know until about a week from now whether this will work out. She indicated her desire and willingness to remain as CRD President. Judy then signed off the phone call so that the Executive Committee could discuss the issue.

Deb Wilson, President Elect then took over presiding the meeting: She asked Polly to confirm that bylaws allow Judy to continue to serve. She and Laura pointed out that bylaws indicate fulltime position is relative to community college/foundation/district with responsibility in development, and NOT fulltime in development.

The consensus was that Judy's new position would qualify her for role as president.

MOTION: Kim Sturgeon moved that Judy continue as President of CRD under who new position and that should there be a gap between her current position and her new position, Deb Wilson would step in as Board chair under her role as President Elect. Julie Erickson seconded the motion. Discussion: Kim reminded the Executive Committee that Judy will have no funding from her district to pay for travel and that it will all be funded by CRD. Deb called the motion. Motion carried by voice vote.

Judy returned to phone call. Deb informed her of the motion and turned meeting back over to Judy.

Vice President Reports

VP Finance: Kim Sturgeon

Response to 2007 Audit Management Letter- Kim presented CRD's response to the 2007 audit management letter that cited deficiencies in internal control. The response addresses each of the six counts. Deb Wilson pointed out a typographical error (writing the word "server" as "serve").

MOTION: Deb Wilson moved to approve the letter as written with typographical correction.

Adrienne Price seconded the motion. Motion carried by voice vote.

VP Marketing & Development: Kathrine Swanson

Campaign Manager Search-Last summer the Board of Directors approved funding to engage a campaign manager for the capital campaign, with the requirement to send out RFP. Kathrine and Polly recently reviewed the job description and shaped it as a position posting. The job description/posting is attached. The committee authorized Polly to post through listserv and website with a closing date of 2 weeks from posting or until position filled.

Diversity Initiative-Kathrine has had conversations with two members of last year's diversity committee interested in continuing serving and with another person interested in chairing who was not on committee last year. She will have more information at the February meeting.

Regional reorganization: Kathrine will serve as reporting point-person for Shelly who is putting her committee together. Shelly's goal: have final regional boundaries recommendation by summer meeting. Polly will put article from the Dispatch on the website and let members know how to respond via email.

VP Programs: Kay Strickland

Specialist Training: There are only 5 participants so far and all are concerned about enrollment.

Michael Horn's service area has been also hit with travel cuts. Marketing needs to be stepped up.

Possible marketing areas:

- ◆ Title V: find the Title V institutions- Kathrine and Judy to forward
- ◆ RCCA: contact them via Polly's excel file
- ◆ AACC presidents: draft message about how now more than ever, colleges need trained development officers: mention the expectation of increased federal dollars.
- ◆ Michael Horn: needs to send out emails via listserv

Kay will contact Mike Gaudette about more marketing ideas.

Summer Programs: Richard Morley (Planned Giving), Erik Williams (Alumni Development) have sent out Calls for Presentations and expect to meet February 10 deadline for marketing for the Dispatch. Erik confirmed Harris Connect \$5000 sponsorship. Richard also has sponsors almost signed and hopes to reach \$20,000. They have found a speaker for their joint plenary session who teaches at Stanford. Marketing will focus on CA through various affinity groups. Richard will be able to send us contact files of several CA groups. For the Planned Giving program, a tiered registration process will occur allowing CRD members first dibs at the limited seats before opening registration to local San Francisco non-profits. Kathleen & Leah (Presidents Fundraising Workshop) will meet with Polly in early February to develop marketing plan.

Mentoring: written report from Patrice Whitten:

Progress Report

I expect it will move along very quickly with a final plan ready by the end of the first quarter.

Budget: In light of the budget constraints, I have not requested additional funds for this program. This is something that can be implemented in phases, using existing staff and resources along with volunteers from our Board, Trustees and general membership.

Regional Directors will be that important first contact and should play a large role in getting potential mentors and mentees together.

Progress and activities to date:

December/January/February

1. Reviewing Mentor Program DRAFT plan. Final revisions before February 15.

I've asked a few colleagues review the prior work and suggest modifications to this plan and adjust the timeline to sync with our Board's plan. We like the idea of working the words "professional coaching" and "professional coaching opportunities" into the description of the program. Feedback on this from the Executive Board would be appreciated.

2. Researching other available mentor programs and harvesting their best practices. (AFP, NCPG and CASE). Have AFP information on file.

3. Recruiting formal committee for task force. For the remaining time in January, we will be actively recruiting additional committee members to review and submit a final DRAFT for Executive Committee/Board review.

4. Finalizing mentor job description in order to facilitate the recruitment of a solid mentor base. Our goal is to keep 10-15 mentors actively engaged for year one. We want the best we can get for the human side of this program.

5. Preparing suggestions for web-based program. Review soon with CRD staff all available resources and ask staff to put a menu of professional coaching opportunities onto the website.

6. Prepare with staff the information to be included on mentor/mentee opportunities and instructions/directions to conference and workshop registration information when sent.

7. Plan to host roundtables for mentors/mentees to meet at conferences/workshops/seminars. (We very much like the Newcomer's Reception at National as a meeting opportunity if it is budgeted.)

8. Plan to station a mentor at every Alumni Workshop

9. Plan to provide ribbons for mentors for easy identification or special name tag/color to avoid additional cost.

Executive Institute: Les Fout is concerned about his ability to attend national conference in the fall because of travel restrictions. Polly has sent him last 3 years' evaluations. He will have full recommendation in February.

FFTF: Committee has been contacted and are working on restructuring which will be available by February meeting.

Kay is concerned about travel restrictions. Polly will send summer hotel contract to Kay so she can develop a plan B regarding registrations.

VP Regional Services: Adrienne Price

Monthly conference call was January 5. Overall the regions are moving forward and are on track with conference planning. Many directors do have concerns about how successful financially the conferences will be. Some are sending out queries asking how many members will be able to attend the regional conferences. Another concern is membership renewal or lack of which will impact finances.

Regional directors have forwarded names of members to Shelly to serve on Regional Reorganization committee.

Benefactor video fee was a concern; form now changed to eliminate that fee. Adrienne will ask them at next call if they have suggestions on how to offset some of the costs of the banquet. Several directors noted that it might not be an event worth to keep if there are cost problems this year. Some do have suggestions for alternatives that they will flesh out. Judy asked Adrienne to capture their suggestions and forward to Executive Committee. Judy would like to allow extension of nomination deadline to February 6. Regional directors noted that they expect fewer nominations anyway because of travel restrictions. Judy asked Adrienne to secure testimonials from the regions.

VP Publications: Julie Erickson

Resource Paper: Phyllis Reninger's first draft will be ready by March for April publication.

Dispatch: Deadline for articles/ads/material due February 15.

DataTel Survey: no information from Karli Grant. Kathrine says that there is a major reduction in workforce right now. Julie will let this project go until Karli contacts us.

VP Annual Conference: John Rainone

John sent the following written report:

I've been working on getting the conference committee in place. I have confirmed the following:

- o Mary Brumbach – chair CFRE (looking for a co-chair who can take over for Mary next year)
 - o Heather Layton (Mt. Wachusett CC) as chair of the public track
 - o Joe Cutshall-King (Adirondack CC) as chair of the private track – **confirm tomorrow**
 - o Deb Douma (Pensacola CC) as chair of evaluations
 - o Mike Gaudette – chair of the Campus Impact Awards
 - o I have one person interested in pre-cons and one for master's track. Will confirm these by next meeting.
- My first call for volunteers produced about 10 responses. I am planning to re-send invitation beginning of next week.
 - Doug Van Nostran has received the newly approved conference schedule and he is beginning to secure the Federal Agencies for breakout sessions, roundtables, and the Agency room.
 - An invitation was sent in November to Dr. Jill Biden for a possible keynote speaker.
 - Kathleen Guy provided me a name of another keynote speaker possibility.

VP Trustees: Perry Hammock

No report.

President-Elect: Deb Wilson

No report.

Immediate Past President: Laura Qaissaunee

Healthcare Insurance proposal- proposal to change paying for health insurance benefits at flat \$600 for each employee to % base. Polly included chart to show costs. Laura pointed out that changing how CRD pays for this benefit needs to be looked at from two perspectives: equitability from the

employee's point of view, and financially from CRD's. The Finance Committee will look review and make recommendations.

GrantMatch Project Idea-moved to February agenda

National Office

Polly Binns

CCAMPIS T.A. workshop in D.C. in February: there will be no webinar. Kathrine is sending staff and will compile notes and scan materials for website.

There being further business, the meeting was adjourned at 1:43 pm

Date: January 23, 2009

To: Tsoutsouras & Company, P.C.
Certified Public Accountants

From: Polly Binns, Executive Director
Judy Everett, President
John Rainone, Chair, Audit Committee

Subject: Audit of CRD's FY 2007 Financial Statements – Management Letter

We have reviewed the letter by Tsoutsouras & Company for CRD's FY 2007 financial audit. CRD is committed to prompt and effective attention to all items in its financial audit. Tsoutsouras & Company identified five significant deficiencies in CRD's internal control. We are pleased to report that the CRD staff and board of directors have already begun work to eliminate five deficiencies for FY 2008 and beyond. Further comments on the five items addressed in your FY 2007 management letter follow.

1. Documentation of Year End Deposit Cut-off:

All checks which are received by December 31 of each year are recorded as received in Quickbooks, even if the deposit is made in January. Since the office is closed in the last week, it would be helpful if copies of the checks in the first few deposits of each year are maintained to assist in verifying proper cut-off.

CRD is pleased to report that all checks received and recorded for deposit are now scanned and saved in the Financials files on the day they are deposited. The file name of each scan will be the date of the day the checks are deposited. These files will be secured each day on our server and the scan does not include bank account numbers .

2. Bank Reconciliation:

During the audit, we noticed old outstanding checks and deposits greater than 1 year old, as well as offsetting journal entries recorded as outstanding. We recommend that the bank reconciliation be reviewed by management after completion, and any old or unusual items be further investigated and the necessary adjustment be made to remove the item from the outstanding list.

Bank statement reconciliations are now reviewed monthly by staff. We intend to resolve any outstanding checks or deposits of more than 60 days. Markdowns of outstanding bills or checks, if necessary, will be approved by the Finance Committee of the Board of Directors.

3. Restricted Donations:

Before accepting any restricted donations, CRD should ensure that the terms are documented and agreed to with the donor.

We are pleased to report that a donor agreement form for permanently restricted donations has been developed and approved by the Board of Directors.

4. Audit Committee:

Consideration should be given to establishing an Audit Committee that would be the liaison between the Auditor and the Board of Directors.

The CRD board of directors appointed an audit committee at the November 2008 full board meeting. The CRD Bylaws are being updated to reflect the purpose and activities of the audit committee.

5. Financial Reporting:

Due to the limited number of personnel available in the Organization, management has requested that our Firm prepare the financial statements and footnote disclosures for them to review and approve.

Currently, the Organization does not have anyone on staff who has the requisite background in nonprofit accounting standards and systems to be able to prepare the year-end financial report and required disclosures in accordance with the cash basis of accounting without outside assistance. Accordingly, there is a more than remote likelihood that a misstatement of the financial statements that is more than inconsequential may not be prevented or detected by management's review of the financial statements. We consider this to be a significant deficiency in internal control.

We recommend that management and the Board evaluate solutions to this weakness.

The Organization might consider bringing on an additional Board Member with an accounting background who could provide additional depth regarding system design and financial analysis and reporting.

CRD is actively seeking an individual with an accounting background to serve on the Audit Committee.

6. Fund Balance Rollforward and Accounting:

During 2007, the fund balance account rollforward was not performed and, as a result, adjustments were required to properly reflect the fund balances at December 31. We recommend that CRD maintain this analysis and use it to record the activity and close the income/loss periodically at least on an annual basis.

The Finance Committee of the CRD Board of Directors will work with staff to ensure that the fund balance account will be rolled forward to reflect the fund balances at December 31 each year.

DRAFT – 1/13/09

CRD Capital Campaign Manager

General Description:

The Capital Campaign Manager will provide leadership and direction to the development/implementation of strategies for the CRD Capital Campaign. This individual will work with the appropriate board members and staff to secure pledges and gifts in support of the capital campaign with appropriate identification, cultivation, solicitation and stewardship of individuals, corporations and foundations.

Specifically:

- Organize committee conference calls
- Record and maintain minutes of calls
- Provide logistical support for committee volunteers
- Provide logistical support for all publications design/printing/mailing and web
- Reports regularly to campaign committee

Qualifications:

- Experience in community college private fundraising
- Experience working with community college foundation boards and board committees
- Familiarity with CRD and the organization's mission
- Experience working with volunteers in professional organizations and community colleges

Availability:

Ability to start immediately; must be able to telecommute; occasional travel will be required.

Compensation:

Position is paid as an independent contractor. Compensation is based on a maximum of 20 hours a week for 45 weeks at \$35 per hour over the course of one year.

Health Care Insurance Comparative Costs

Total Cost of Insurance Premium 2008-2009 (United Healthcare – Choice Plus)	Cost to CRD @ \$600 per employee	Cost to CRD @ 90% CRD 10% Employee	Cost to CRD @ 85% CRD 15% Employee	Cost to CRD @ 80% CRD 20% Employee
Single: \$617	\$600	\$555	\$524	\$493
E + Spouse: \$1119	\$600	\$1007	\$951	\$895
E + 1 Child: \$929	\$600	\$836	\$789	\$743
Family: \$1654	\$600	\$1488	\$1405	\$1323

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Polly Binns, CFRE
Executive Director
Council for Resource Development

Community College GrantMatch Project Idea

January 19th 2009

Purpose

To provide a web space where best practice projects can be displayed and posted by community college faculty, program directors, grant development professionals, either proposed or currently running so that funding foundations and/or donors can search out projects they would like to support/fund/partner. This would be a relational database with searchable criteria, *single format submission*, and the ability to match projects with funding in a much more efficient manner. This website would allow both the grantee and grantor to work smarter and faster.

Reasoning

Over the course of the last several years, the Council for Resource Development has focused on two specific strategic initiatives that would be served by this concept:

1. Training faculty through a series of NSF grants to write competitive grants
2. Initiating conversation with the nation's philanthropic foundations to apprise them of the capabilities of community colleges to move foundations' missions forward

Many community college faculty are visionary and inspirational dreamers who are eager to develop projects, programs, and partnerships that benefit their students and communities. Yet they are frequently stymied in pursuing grant funding opportunities by the often complicated requirements of specific grant applications. Community college faculty often struggle under the double impediment of not having release time from teaching duties to write and submit multiple grants, and not having sufficient training to respond to the myriad application requirements of multiple and differing applications.

At the same time, the nation's private and philanthropic foundations are seeking solutions to social problems that community colleges are often aptly positioned to address.

Solution

A web-based exchange of project ideas presented in a standard format would provide community colleges and foundations to find each other. This website could be based on other similar web-based outreaches such as www.donorschoose.org. Funding for development of this website may be available through contacts already developed by CRD and with assistance from foundation contacts through AACC. Preliminary discussion with Mary Heiss at AACC was met with enthusiasm.

