

**Foundation Board of Directors’ Meeting Minutes**

**September 27, 2017 South Campus (Lakeside Room) 11:30pm – 1:00pm**

**In attendance: Ms. Martha Barrett, Mr. Danny Berenberg, Dr. Cynthia Bioteau, Ms. Nancy Chartrand,**

**Mr. Robert Cook, Dr. Allison DeFoor, Mr. Jeff Edwards, Ms. Candace Holloway,**

**Ms. Velma Monteiro-Tribble, Mr. Wilson Studstill, Mr. Cleve Warren, Dr. Marie Gnage,**

**Mr. Bill Allen, Ms. Wanda Willis, Ms. Angela Mack, Ms. Stephanie Fisher, Mr. Calvin Leavell**

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| Topic | Discussion Summary | Assignments |
| 1. Call to Order -- Declaration of  Quorum (Board Chair, Mr. Jeff  Edwards) | Mr. Edwards called the meeting to order at 11:49 p.m. and welcomed those in attendance. |  |
| 2. Review and Approval of Minutes  (Board Chair Edwards) | Mr. Edwards asked the Board if there were any comments or recommended revisions to the minutes of the Board meeting of June 14, 2017  MOTION: (Barrett - Cook) The motion was made to approve the minutes of the June 14, 2017 Board Meeting.    Motion carried unanimously.  There were no requests for public comments. |  |
| 3. College President’s Report  (Dr. Cynthia Bioteau) | The Foundation Board helps the College and community in so many ways, certainly in fundraising and philanthropy and student scholarships. The Board also helps with equipment, capital projects. I wanted you to be aware of how this College believes our responsibilities in keeping safe with FSCJ are. During the hurricane I’m not sure everyone understood the remarkable work that was done by unsung heroes at FSCJ. Of course on a regular basis FSCJ has been incident managing various scenarios all along to make sure we have people and policies in place. Well along comes hurricane Irma and I’m here to tell you that practice really taught us to weather the storm in ways that I am just delighted to know. Our Incident Command Manager is Gordon Bass, who is our Director of Campus Security. Mr. Bass comes with a long history of working for the FBI, JSO and also worked at Campus Security at UNF. We are so fortunate to have Mr. Bass as our Director. He was our key person, he was the representative with the City, who also has the EOC, Emergency Operations Center. When you saw the Mayor and Sheriff on television, if you were lucky enough to have electricity during the storm, you could see the updates. Gordon Bass was representing the College at City Hall, that would translate to teams at each campus. We had campus security officers, facility officers and directors of campus operations stay on our campuses during the storm, they left their homes and they came to campuses. Tuesday morning immediately after the storm all of our DCO’s were at their campuses with facilities and security assessing the damage. We had damage at South Campus, downed trees and fences. Deerwood had some water damage, Downtown Campus had some water damage and downed trees. With that being said our College personnel had this College ready to open for business on Thursday, in two days. Our Incident Command, myself, Jill Johnson, Gordon Bass and Jamie Huser, the AVP of Facilities we had called scheduled twice a day at 10:00am and 2:00pm, we were in constant communications with each other, before, during and after the storm. After the storm and hearing from various areas, we made the decision not to open for just two days, Thursday and Friday. We could have, the facilities were secure, but I decided, that due to many reasons, to keep the college closed. For those of you around the table, I wanted to share with you how great the people of FSCJ are. I want you to rest assured that we do everything we can during these situations.  Additionally, for all of those who came to the ribbon cutting for the Chartrand Family Chemistry Lab, thank you for coming out. Gary and Nancy Chartrand dedicated $50k to FSCJ so that we could upgrade a chemistry lab that was in dire need of upgrading. If we look at our North Campus in particular, our Health Science programs, Allied Health, these kinds of programs require such state of the art technology. Biology lab, chemistry lab, micro-biology lab and as you might imagine these as some of the more expensive for any college to keep up with. Through the amazing generosity of the Chartrand Family Foundation. I just wanted everyone to know how sincerely thankful and grateful we are.  Ms. Chartrand said it was such a warm celebration and it is always nice to see the results.  Dr. Bioteau thanked Cleve Warren, Wanda Willis and Bill Allen who have been such great stewards making sure that we got this done in a timely manner and used the money as directed. |  |
| 4. Executive Directors Report  (Mr. Cleve Warren)  FSCJ Alumni (Ms. Angela Mack)  Capital Campaign Report (Mr. Bill Allen and  Ms. Wanda Willis) | Mr. Warren began by thanking the Chartrand Family not only for the Chemistry Lab, but all of the support they have given the College through the years.  Mr. Warren introduced and welcomed Trustee Candace Holloway as the Trustee Liaison to the Foundation.  Today’s meeting will focus on a variety of things but largely as the agenda allows for discussion of the development campaign and the workshop we had in August and where we are with that. The other aspect that we will talk about is the budget, today as we walk through the budget approval, we will recap the highlights.  There were some committees that have met since we last met. A Nominating Committee chaired by Bob Cook, the usual Finance Committee and the Investment Advisory Committee.  Mr. Warren introduced Ms. Angela Mack, the Director of Alumni. Angela comes to us with a fundraising background and she is also an alum.  Ms. Mack stated she is an alum of 1994 as a communications major and last worked at the United Way of NE Florida.  We are focused on alumni engagement and to begin is to convene and Alumni Advisory committee, develop meaningful alumni experiences through programs and events. We also want our Alumni to reconnect with the College with the outcome being that they want to give their treasure, time and talent. We are going to develop an events and programs calendar.  Mr. Allen recapped the development workshop. Ms. Willis and Mr. Allen discussed the leadership structure of the campaign. |  |
| 5. Finance Committee Report  (Mr. Wilson Studstill) | Mr. Studstill began with the Finance, Audit and Compliance Committee met 16 August, 2017 for budget matters. A couple of reminders that our fiscal year end has changed and the Artist Series finances will be incorporated.  Mr. Warren walked the board through each aspect of the budget including the Artist Series, quasi endowments, fund development and operational funding and institutional support.  Mr. Studstill briefed the Investment Advisory Committee meeting of 2 August, 2017. We have great committee members and are really heading in the right direction. Commondfund’s Tom VanZant brought the Executive Director Bill Jarvis and reviewed the Investment Policy. The committee recommended rewriting the Investment Policy. Commonfund has a template and we will start with that.  Mr. Studstill described the composition of the Investment Advisory committee. The committee has a different topic each meeting. The next topic is non-marketable securities. |  |
| 6. Discussion Items:  (Board Chair Edwards) | Mr. Edwards, Mr. Cook and Mr. Warren discussed the Nominating Committee and they will reconvene and present at the December meeting. |  |
| 7. Action Items (Board Chair Edwards) | - 2017/2018 Budget  MOTION: (Studstill – Cook)  Approved by unanimous board vote.  - TPC Contract  MOTION: (Studstill - Chartrand)  Approved by unanimous board vote. |  |
| 8. Meeting Adjournment  (Board Chair Edwards) | There being no further business, Mr. Edwards declared the meeting adjourned at 1:20 p.m. |  |
| FSCJ Foundation Board of Directors  Secretary Velma Montiero-Tribble  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |  |  |
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