Call to Order, Roll Call and Adoption of Agenda
A special meeting of the Board Fund Development Committee was called to order at 2:11 p.m. in Austin Center, Room 146 on the Kentfield Campus. The meeting was properly noticed as required. Trustees Kranenburg and Long were present and adopted the agenda. Superintendent/President Coon and Executive Director Summa-Wolfe were also present.

Public Comment on Agenda Items – There was no public comment.

Purpose of Fund Development Committee, Goals and Objectives
The purpose of the committee is to support and augment staff with the College the goals and mission, support student success, and promote fund raising perspectives to assist in staff in the management of College assets. Ideas and comments included:

- Review historical notes for this committee
- Transitioning COM Foundation to Advancement
- Funding opportunities such as naming, memorial park, benches, bricks
- Review current scholarships and funds
- Guide the process to fill Board goals around fund development and support that initiative between regular meetings
• Consider community support and volunteers to support the institution and students with mentorships, internships, and non-monetary services and update the website to encourage those types of support
• Increase communication
• Consider changing committee title to incorporate “resources”
• Set objectives and measure output
• Encourage participate and get people excited about giving and fund-raising
• Community what our Community Services is (departmentally)
• What is our Community Service?

4. Proposed Committee Organization and Structure
   Discussed in item 3.

5. Advancement Update – Cathy Summa-Wolfe
   Cathy Summa-Wolfe shared Advancement department accomplishments and milestones over the past month. She handed out a summary of advancement funds, scholarships and emergency grants, with funds totaling approximately $860,000 (attached). The department is reaching out to students and alumni and building relationships to encourage donations. Staff are becoming more interested in giving and a goal for 100% internal giving would have a positive effect on external giving. Donor trepidation about the COM Foundation seems to be turning around and the College is starting to see larger donations.

6. Existing Funding
   Dr. Coon reported that the COM Foundation funds has approximately $4 million and that the funds are safe and secure and performing well. In addition to the $464,464 in overspent Foundation funds, the College has spent $120,000 on Foundation-related costs that will need to be repaid. Earnings generated over the past 18 months will be used to pay back some of those funds. Scholarships have been moved to the Enrollment Services and Financial Aid offices with a goal of awarding scholarships in the fall via the new One-Card Program where students will have immediate access to funds. A ceremony will also be planned for the fall.

7. 501(c) 3 Application Status
   The College 501(c)3 application will be done by the end of the month. This will incorporate the COM Foundation and Advancement funds with the Board governing the oversight of the funds rather than a separate Foundation.
8. Honorary Community Advisory Committee Discussion
The College should consider advisory committees that focus on specific objectives or priorities (i.e. a department or program) for a period of 12 or 18 months. A fund raiser could be hired to focus on the specific area.

The committee agreed there is much more discussion necessary and more meetings will be scheduled. Gathering ideas, increasing communication and having common priorities will help direct advancement and fund-raising decisions for the President. When all information and ideas are compiled, a retreat or study session will be scheduled for full Board discussion.

9. Meeting adjourned at 3:44 p.m.