



## Board of Directors Meeting Minutes

### December 02, 2025 | 4:30- 6:00 PM

**Attendees:** Nicole Galipeau, Oliver Whitehead, Sherri Anderson, Libby Lewis, Brian Donaldson, Linda Krese, Bob Terwilliger, Doug Fair, Nick Davenport, Abraham Mathew, Steve Pennington

**Staff:** Lillian Sherman, Ryan Davis, Ciela Valle-Olguin, Monique Wiesmuller-Kaneyasu, Karen Magarelli

**Guests:** Dr. Amit B Singh, Tiffany Mphepo, Adrienne Wagner, Stewart Sinning, Ryan Nguyen

**4:33 pm** Meeting called to order

**4:35 pm**

Approval of May 20, 2025 board meeting minutes. Linda Krese moved to approve, Libby Lewis seconded. Approved with none opposed and no abstentions.

**4:36 pm** Board Chair Updates

Brian Donaldson gave an introduction to our new ASEC Student Rep, Tiffany Mphepo and discussed the new meeting format we will be using. Each meeting will have fewer updates by each committee and instead focus on a few key updates, leaving time for a study session to dig in more deeply to the material.

**4:42 pm** Presentation about the Student Resource Hub

Stewart Sinning and Ryan Nguyen gave a “mission moment” presentation about the growing role and needs of the Student Resource HUB and Food Pantry. They talked about increases in distributions, partnerships and overall need as well introduced the start of the capital project which will entail multiple phases to renovate the Olympic Building.

Oliver Whitehead suggested reaching out to the construction management division and/or AMSC for potentially utilizing alumni or different labor sources to help bring down costs.

## **5:07 pm** College President Update

Dr. Amit Singh presented on the ongoing challenges of diminishing international enrollment. He discussed an exciting trip he took to Jordan to launch a new program that will teach practical skills and upskilling as well as be in line with our strategic goals.

## **5:11 pm** Trustee Report

Trustee Adrienne Wagner discussed her visit to a conference just for community college leadership. She discussed that one of the most valuable lessons she brought back that applies to the Foundation is learning how to better reach and communicate with at-risk students in the early middle points of their programs to make sure they understand how to get to the end and what resources are available to them. Lillian asked about how we can better assist in this process to reach those in the middle and help them “not give up.”

## **5:15 pm** Executive Director Report

Lillian Sherman provided a summary of some key updates at the Foundation including:

- Where things stand with the new Assistant Director of Development role - down to final two.
- Preparations for the d’Elaine Johnson Retrospective event at Graphite Arts on 12/6.
- Results of Campus Giving - Giving Tuesday Campaign - goal was \$5000 and reached over \$6800. Thank you to the Board for matching gifts to inspire so much giving.
- The new Board Access Folder on Google Drive. All materials will now be housed in that drive as opposed to various places including the Foundation college website. Due to new federal regulations regarding accessibility, this drive is the best path moving forward.

## **5:30 pm** Finance Director Report

Ryan Davis shared highlights from Quarter 1 through August 2025. There was an explanation of why the financial reports appear to be a bit behind and how this has to do with meeting calendar system timelines including prep for committee meetings, exec committee and eventually board.

Abraham Mathew asked about why there appeared to be a negative balance in one of our Heritage Checking accounts. Ryan explained that this is due to prioritizing having as much money as possible in investment accounts, but it was more of an issue of optics and that we were not actually in the red in the checking - no fees were being charged to us etc.

Suggestion from Bob Terwilliger suggesting the Finance Committee look at the Title 3 money

that would be coming to fruition in the near future and start to plan for how that will be used.

**5:43 pm** Study Session: INSPIRE 2026

The board members met in groups of 4-5 to both fill out their INSPIRE planning/commitment form as well as look at a least of key individual and corporate donors in a “Who do you know document.” This list included key people who are either still active or lapsed in order to see who knows who so we can start to map out a better relationship matrix to ensure continuations of active relationships as well as better solicitation of lapsed donors. Each group reported back to Sherri Anderon with their key findings as well as fun/creative ideas for INSPIRE procurement.

**6:08 pm** Meeting adjourned