**First Coast Technical College Education Foundation Minutes of Meeting**

**March 10, 2016 at 5:30 in Building 1**

**ATTENDEES** Nadia Garrett (telephonically), Donna Mahoney, Tom Miller, Carol Saviak, Cecil Bateman, Sandra Fortner and Renee Stauffacher and Arleen Dennison. Nancy Mock and Rachael Kubly had an excused absence.

**CALL TO ORDER** Chairman Cecil Bateman called the meeting to order at 5:40 p.m.

**MINUTES** The minutes from the last meeting approved by motion of Miller, seconded by Mahoney.

**OLD BUSINESS**

* Work Plan: After a review of the work plan, Nancy recommended revising the wording to clarify the program emphasis.

Program: Provide funding for students and revenue generating special college projects ~~scholarships and assistance~~

* Fresh Starts: Recent donations include $2,000 from Trinity Episcopal Church for knife sets and $1,000 from the Rotary Club. Carol Saviak commented this program has grabbed at the hearts of the community. By broadening the scope and definition of Fresh Starts, we could serve more who are experiencing financial distress. Considering an endowment fund was suggested. Arleen Dennison will submit a letter of understanding to the Spanish Wine Festival Board of Directors suggesting a broader definition than *culinary program at St. Francis House* that will serve more and partner with additional agencies.
* Web Site: Options to update the web site include sending out another RFP or hiring the designer who originated the site to make modifications. The board suggested working with the designer who charges $70.00 per hour and will bill in increments of 15 minutes. Goals would be to reduce the distractions and create a framework to simplify the message.

**NEW BUSINESS**

* Meeting Structure: Cecil Bateman suggested rotating our meeting location so the board sees the other campuses. Arleen Dennison will send a schedule.
* When surveyed about morning meetings, ***the board agreed to start meetings at 4:30***.
* Nominating Committee: Please submit referrals to Arleen or Cecil. New prospects will be submitted for consideration at the next board meeting.

**Director’s Report**

* Directors and Officers Insurance: Requests for quotes are in to local insurance agents.
* Foundation scholarships: Student applications are due April 7, 2016.
* Potential grants: Seeking funds for tool boxes for HVAC students ($500) and Adult Education for Clay and Putnam County students ($30/semester).

**OTHER BUSINESS**

* Sandy Fortner reported the Council on Occupational Education (COE) approved both the Clay and Putnam campuses. Putnam has moved LPN and Cosmetology will start Construction Trades in August and has plans for Culinary in January 2017. The Clay campus is gearing up for August and will host Administrative Office Specialist, Barbering, Cosmetology, Facials Specialty, Licensed Practical Nursing, Massage Therapy, Medical Administrative Specialist, Nails Specialty and Pharmacy Technician. Staff has hosted booths at both the Clay and Putnam Fairs to spread the word.

**NEXT MEETING** Board Meeting Thursday, May 12, 2016 12- 1:30 Walter’s Reef Café

Awards Ceremony Thursday, May 12, 2016 2-3 PM Conference Center

**ADJOURNMENT** There being no further business, a motion to adjourn was made by Donna Mahoney and seconded by Tom.

Respectfully submitted,

Arleen Dennison