

**College of the Siskiyou Foundation Board Meeting
Minutes of January 24, 2012**

Present:

Greg Messer	Deborra Brannon	Connie Marmet	Elaine Schaefer
Jack Cook	Rennie Cleland	Jack Runnels	Karen Tedsen
Margaret Dean	Dawna Cozzalio	Sharon Stromsness	
Rich Dixon	Randy Lawrence	Sharon Swingle	

Staff Present:

Sonia Wright	Dawnie Slabaugh	Angel Fisher	Connie Warren
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Absent:

Bob Davis	Dennis Sbarbaro	Ronda Gubetta
Cheri Young	Robin Styers	Chris Vancil
Sue Boston	Bob Rice	Kent Gross

ACTION ITEMS

Item 1: **Call to Order and Attendance**
President Greg Messer called the meeting to order at 8:05 a.m.

REGULAR AGENDA:

Item 2: **New and/or Unfinished Business**
No new or unfinished business was discussed.

Item 3: **Committee Reports**

- a) ***Scholarship Committee*** – Ms. Wright reported the Committee voted to raise the minimum amount to establish an Endowed Scholarship to \$10,000. She also announced two new brochures have been developed for the Scholarship Program and the procedure used for awarding scholarships has been updated.
- b) ***Enterprise Operations*** – President Messer said the next meeting of the Enterprise Operations Committee would be held following the Foundation Board meeting. At the last meeting, the EOC reviewed past accomplishments and began discussing ideas for 2012.
- c) ***Investment and Finance*** – Mr. Cook reported at the last Investment Meeting, Consultant Mark Clure, said Foundation investment results for the last twelve months showed significantly better returns than comparable indexes and believes the Foundation’s Investment Policy has helped the Committee to respond “unemotionally” and wisely make decisions with its investments.

Mr. Cook also reported Consultant Clure informed the Committee that the Foundation has four bonds (valued at approximately \$170,000) that are priced at a premium and are “callable.” Currently the bonds are earning 6.2%. If they are called the Foundation could lose approximately 10% or \$17,000. At the next Investment Committee meeting, a decision will be made on what to do with the bonds.

- d) **Events Coordination** – Mr. Messer said the Events Coordination Committee (ECC) held meetings in December and January. At the meetings, the ECC reviewed the results of a study that analyzed Fund 83 and Fund 84 fundraising accounts since 2007. The Committee will be determining what events have value and should be continued. Last years’ events included: Firewood Sales, Craft Fair, Scholarship Dinner, Golf Tournament, President’s Gala, and Performing Arts Series performances (three community events).
- e) **Board Governance** – Ms. Brannon reported that the Board Governance Committee agreed on how to label the sections of the handbook in order to differentiate documents in review or have approvals. The Committee will also be reviewing /revising Standing Committee rules. A priority of the Committee will also be to recruit new members to the Foundation Board. Ms. Brannon said the BGC will be meeting monthly as needed.
- f) **Fund Development** – All members were distributed the new 2012 Foundation Board Member Manual. In this manual are the mailing lists, policies, procedures, etc... of the Foundation. The manual will be updated and distributed annually to Foundation members. Ms. Wright said the Fund Development Committee would be meeting later in the semester to discuss ideas for fund development (next major gifts campaign, donor cultivation, estate planning, etc.)

CONSENT AGENDA:

Item 4: **Approval of Meeting Minutes – October 22, 2011**
The Board will consider approval of the Foundation Board Meeting minutes of October 22, 2011.

Item 5: **Approval of Treasurers Report**
The Board will consider approval of the Treasures Report for fiscal period: July 1, 2011 to November 30, 2011.

Motion was made (Stromsness / Marmet) to approve items 4 and 5 of the consent agenda. Motion passed.

Item 6: **Approval of Fire Academy Turnout Rental Program Fiscal Sponsorship**
Mr. Messer reported on the fiscal sponsorship proposal for the fiscal sponsorship of Fire Academy Equipment Rental for students and the feedback received from the Scholarship Committee members. This item was approved by the Executive Committee at their meeting held November 8, 2011.

In September 2011, the Executive Committee members proposed any proceeds beyond the maintenance and replacement cost of the fire turnout equipment be put toward a Fire Academy Scholarship fund. The Foundation’s Scholarship Committee will manage

the Fire Academy's scholarship offering as they mature from individual awards to a fully endowed scholarship program. Scholarships that come from the proceeds will be managed by the Foundation's Scholarship Committee. As the Scholarship fund matures, the Academy will consider endowing the scholarship proceeds. In order to initiate the Fire Academy's Scholarship Program a member of the Foundation Scholarship Committee will work with the Academy's representative to: 1) define the scholarship criteria, 2) develop rules for administration rules, and 3) schedule for award.

The approved fiscal sponsorship began with the spring 2012 semester. Students registered in the Fire Academy will continue to pay for the rental of their turnouts (and other equipment) when paying for their fees, and the fees owed for the turnouts will be directed to the appropriate Foundation budget code. Under this proposal, the ongoing maintenance and replacement costs will also be covered. The Fire Academy agreed to scenario 3 (as proposed at the September 13 Executive Committee meeting) as the best fee option for the 2012 Spring semester; however going forward the fee will be adjusted as the Academy sees fit.

Motion was made (Brannon / Dean) to approve the fiscal sponsorship with the Fire Academy for the Turnout Rental Program, as defined by the project proposal, beginning with the spring 2012 semester. Motion passed.

Item 7: **Approval of Purchase of Security Cameras for Eagle's Nest Shop**

Ms. Wright reported on the purchase of security cameras for the Eagle's Nest Shop. This item was approved by the Executive Committee at their meeting held January 10, 2012.

In November 2011, Ms. Fisher requested the Executive Committee consider the approval of purchasing security cameras and activation of alarm system for the Eagle's Nest Shop. The Committee approved the activation of the alarm system and installation of glass breakage detectors, but after much discussion regarding the benefit of purchasing the video equipment versus the benefit regarding leasing equipment, the Executive Committee requested Ms. Fisher continue her research on the cost of leasing the equipment and also check with other companies for competitive pricing for the purchase of camera equipment.

At the January 10, 2012 Executive Committee meeting, Ms. Fisher presented further information on the purchase and installation of security cameras at the Shop along with two bids for the purchase/installation of security cameras as well as one lease option (Hue and Cry - \$3,140 or \$3,282 and Siskiyou Development Company / Eric Slabaugh - \$2,499). At this meeting, Ms. Fisher requested the Executive Committee approve the purchase and installation of security cameras for the Shop by the lowest responsive bidder.

Motion was made (Marmet / Cozzalio) to approve Siskiyou Development / Eric Slabaugh as the lowest responsive bidder and award him the project. Motion passed.

Item 8: **Date of Upcoming Foundation Board Meetings**

- April 24, 2012 – Mr. Lawrence requested the Foundation change the date of the next regular Foundation Board meeting as April 24 is All Campus Planning Day. The

Board agreed to the request and selected April 17 for the next Foundation Board meeting.

- July 24, 2012
- Retreat – October 2012 (TBA)

Item 9: **Upcoming Event Dates:**

- PAS: The Let's Go Science Show (March 4, 2012) – Ms. Marmet said she plans to visit the Mt. Shasta Rotary to talk about the Performing Arts Series. Other PAS Committee members will also be visiting local service organizations.

Non Action Items / Reports:

Item 10: **Report from the Office of the President**

Mr. Lawrence said COS is in a really transitional period right now. He said he is very grateful for the funding stabilization from the State. Potential cuts to the State budget will hurt the College, but he is hopeful the stabilization and the planning the College has done will help.

Enrollment is dropping, due mainly to two reasons... smaller classes graduating from Siskiyou County high schools and a huge shift in the ratio of full-time to part-time students. The College is investigating ways to manage enrollment; plus retention and efficiency processes are improving (registration system, course scheduling, budgeting, etc.).

Mr. Lawrence also gave an update on the progress of the Accreditation mid-term report. He said the report is due to the AACJC by March 15. The steering committee has begun work on the first draft and it is clear the College has made good progress on its recommendations. He also discussed the Community Vitality initiative brought before the Board of Trustees earlier in the month. Siskiyou County community leaders are proposing a partnership in Community Vitality that would include County, College, and Business leaders engaging in the revitalization of smaller remote Siskiyou County communities in areas like Happy Camp, Scott Valley and Butte Valley. The Foundation Board was very interested in hearing more about this initiative and progress made in the future and how they can be a part of it.

Item 11: **Report from the Director of Institutional Advancement**

Ms. Wright reported the following:

- Handbooks for Foundation Board members include: mailing lists, Bylaws, policies and procedures, committee lists, and much more. She encouraged members to bring their handbook with them to meetings for reference.
- Roles for Committee Meetings – Ms. Wright told the Foundation Board in the future Ms. Slabaugh would only be attending Executive Committee, Investment Committee and Foundation Board meetings as the recording secretary. Other Committees will appoint a note taker at the meeting.
- Foundation Search Software – The Grants Office sent an end of the year introduction letter to 203 newly registered Foundations (12 months or less), and also sent out 19 letters specifically asking for support. From the mailings, three responses were received and one phone call.

- Community Contacts – Ms. Wright said she has begun making contacts in the community and her goal is to meet with at least three new contacts (donors, businesses, etc.) per month.

Item 12: **Adjournment**
Meeting was adjourned at 9:58 a.m.

Respectfully Submitted:



Sonia Wright, Director
COS Institutional Advancement

Prepared By:



Dawnie Slabaugh, Recording Secretary
COS Institutional Advancement

- Public Relations / Foundation