

**College of the Siskiyous
Foundation Board Meeting
Minutes of
January 26, 2017**

Foundation Board:

Sue Boston	Margaret Dean	Mark Healy	Bob Winston
Rennie Cleland	Nancy Funk	Amy Lanier	Susan Westphal
Dawna Cozzalio	David Gault	Dawnie Slabaugh	Staff: Angel Fisher
Carol Cupp	Ronda Gubetta	Scotty Thomason	

Excused Absence:

Karen Copsey	Denise Mannion	Dennis Sbarbaro	Logan Smith
Bruce Deutsch	Greg Messer	Ron Slabbinck	

ACTION ITEMS

Item 1: **Call to Order and Attendance**
President Dawna Cozzalio called the meeting to order at 11:02 a.m.

Regular Agenda:

- Item 2: **Committee Reports**
- a) ***Enterprise Operations***
- i. **Community Education** – Ms. Slabaugh gave an update on community education classes. She said Dr. Todd Scott, Vice President of Instruction, has hired someone on a part-time basis to work on developing curriculum for a “life-long learning,” zero unit classes. This new program curriculum will take the place of what are currently community education classes. The transition from community education to life-long learning will start taking place at the end of the spring semester. In transitioning to zero-unit curriculum, students who register for the classes will have no cost to them and the college will receive funding from the State.
- ii. **Eagle’s Nest Shop / EN Future Advancement Team Update** - The Board reviewed reports prepared by Ms. Fisher detailing financial information for the Eagle’s Nest Shop for the period of July 1 – December 31, 2016. According to the monthly summary report prepared by Ms. Fisher, the first six months of the reporting period show a net profit of \$7,802. In December, we offered customers “Extended Holiday Hours” (Saturdays - December 10 and 17 we were open until 6 p.m. and on Sundays – December 11 and 18 we were open from 12 p.m. – 4 p.m.) Staying open for extended hours the two weekends before closing for the holidays provided us with a “boost” in sales. We made an additional \$775.06. In addition, we had several new customers that had never been to our store “find us.”

Lots and lots of donations have been received and the volunteers have been processing 3000 to 8000 items weekly. Sales have steadily increased, daily posts

on Facebook have been working to help drive traffic to the store and engage the community. As expected after the holiday, donations have slowed down considerably. This is always a slower time of the year for donations. Marketing for January and February has been geared towards getting donations in, specifically household and furniture items. We are NEVER in need of clothing items.

Expenditures are being reviewed carefully to make sure we are being cost effective. For example, fuel is being delivered every four weeks at a minimum delivery of 50 gallons minimum. This helps with savings on the cost of fuel and creates constancy and efficiency in use. Mr. Thomason complimented Ms. Fisher on the success of the Shop over the past several months. One concern to be aware of is the increase of salary and benefit cost. If an increase occurs, it will happen at the start of the next fiscal year.

One item not budgeted for this year was the cost of snow removal. The past three years there has not been a need for snow removal. However, so far this year, the College and Eagle's Nest has had several late starts and one snow day (closure) due to snow. After discussing snow removal options with the Vice President of Administration, it was decided COS Maintenance Department would help with snow removal.

We continue to market regularly using Facebook and plan to place an advertisement primarily focused on bringing donations of furniture and household items into the Shop. Of course we will continue to market "Shop Locally, Save Locally" as well as our daily and special sales opportunities.

Shop Happenings

- January – is the final month for winter clothing. We are in the final stages of processing all stored winter items.
- February 1 – Winter Clearance Sale - \$1 clothing items.
- February 14 – Super Sweetheart Sale – sale TBA (will depends on inventory)
- February 28 – Final Winter Clearance Sale - \$5 Bag Sale
- March 1 – Spring Clothing Arrives!

Lease Agreement Recommendation - At their last team meeting, the Advancement Team reviewed profit and loss for the first six months and discussed the status of the lease agreement which will end March 31. The Team felt with the improved profit margin and the potential for net revenue to be positive at year end, a request to extend the lease through June 30, 2016 with an option to renew for additional year be made. The Team also discussed whether it would be better to request a month to month rental agreement, but decided on the one year renewal as the better and more cost effective option. The Team also recommends negotiating for a lower monthly rent. These three items were brought to the Executive Committee for discussion and consideration at the January 10 meeting. After much discussion during the Executive Committee meeting, and review of the recommendations made by the Eagle's Nest Future Advancement Team, the Committee approved

forwarding the following recommendations for approval by the Foundation Board of Directors.

- Recommendation to request Property Owner extend current lease. New one-year lease agreement to begin April 1, 2017. Agreement will end June 30, 2018 with two one-year lease renewal options.

Motion was made (Gubetta / Boston) to request new lease agreement beginning April 1, 2017 and ending June 30, 2018 with an option to renew lease for additional year. Motion passed.

Ms. Funk will contact the Property Owner to negotiate the new lease agreement. She will also negotiate for a lower monthly rent.

- b) **Investments & Finance** – No new activity since the last quarterly meeting held in September 2016. The next meeting quarterly meeting will be held January 26, 2017.
- c) **Gift Acceptance** –No donations are under consideration at this time.
- d) **Board Governance** –
 - i. **Renewal of Foundation Board Membership for Term Expiring**
Motion was made (Dean / Boston) to approve renewal of Foundation Board membership for Susan Boston, Rennie Cleland, and Robert Winston whose term of office is expiring in spring 2017. Motion passed.
 - ii. **2017 Foundation Officers: Nomination and Election** –According to the Bylaws of the COS Foundation, at the first regular meeting of each calendar year, the Foundation Board shall elect the officers. The term of office shall be for one year commencing on the first day of the next month succeeding their election and until their successors are elected and qualified unless such officer resigns or is removed or otherwise disqualified to serve prior to the expiration of such term. (See Article III – Officers, Section 2: Selection and Term of Office)

The Bylaws also state, the same person can serve no more than two consecutive full terms as President. At the last regular meeting of the year (October 11, 2016), nominations for 2017 Officers (President and Vice President) was opened and members were invited to submit nominations for 2017 Officers to the Foundation Director. On January 12, 2017, an email was sent to all Foundation Board members with a reminder to submit nominations for 2017 officers with only three members responding to the email with nominations for officers. Of those email respondents, two nominated current officers continue their term of service as President and Vice President.

In 2015, four new members joined the COS Foundation Board of Directors, and again in 2016, four new members joined the Board for a total of eight new members over a two-year period. Also, in December 2016, the College President (also a member of the COS Foundation Board of Directors) announced his retirement from the College, effective June 30, 2017. The District plans to hire a new President, hopefully by July 1, 2017 and the current Foundation

Board President has been asked to serve on the search/selection committee for this position.

Due to the fact, half of the Board members are new to the Board, the requirements, set by the bylaws, have created a situation where the new members are asked to elect a new Foundation President and Vice President before they have had an opportunity to work with the Board. In years when all incumbents, and administrative staff, are returned to the Board for the incoming year, there is little problem. However, this situation suggests a one-year status quo in the election cycle and the Foundation Nominating Committee recommended suspending the Foundation Bylaws requirement regarding office service time and term of office for one year to give the District time to fill the position of Superintendent/President and for new Foundation member to gain experience as members of the board.

Motion was made (Dean / Boston) to suspend the Foundations Bylaw requirement for one year on office service time and term to allow the current officers (President and Vice President), if elected, to serve another year. Motion passed.

e) **Scholarship**

i. **Siskiyou Promise Update:**

- **Giving Tuesday Results** – November 29th was “Giving Tuesday” and the North State Giving Tuesday online giving event hosted by the Shasta Regional Community Foundation. The COS Foundation was one of 36 Siskiyou County non-profit organizations to participate in the event, and our mission was to raise funds to support the Siskiyou Promise Scholarship Program fund. Online donations for the day totaled \$10,972 from 57 donors!!!! In addition, several donors stopped by the office to donate with a cash or check and donations continue to be received on a daily basis for the Siskiyou Promise Scholarship Program. As of January 12, the total amount raised for the Siskiyou Promise Scholarship Program is \$14,210.
- **2016/2017 First Year Experience (Fall Tuition & Book Cost)** - Ms. Slabaugh reported 113 students are 2016/2017 Siskiyou Promise students. Of those students, only nine students did not receive funding by financial aid or equity. Prior to the holiday break, Ms. Slabaugh submitted a payment voucher for book vouchers, tuition, and fees in the amount of \$9,586 for the fall semester.
- **2017 / 2018 Preparation for First Year Experience & Second Year Continuation** – Applications for 2017/2018 Promise Scholarships will be available online beginning March 1.

f) **Fundraising Events (2017/2018)**

- i. **Golf Tournament** – To be scheduled for summer 2017.
- ii. **Scholarship Fundraising Dinner** –To be scheduled for fall 2017.
- iii. **Craft Fair**- The 19th annual Country Holiday Craft Fair was held December 2 and 3. Friday night, approximately 400 or more came out to see what the Craft Fair had to offer. Saturday was no different...the steady stream of foot-traffic was non-stop all day long (our last count was about 850 people).

The Saturday food drive for the COS Hungry Student Food Pantry was well supported. Shoppers were encouraged to provide two cans of food or a cash donation as they arrived. At the end of the day, six large tubs were overflowing with food items and \$572 was collected in donations for the food program.

Item 3: **New and/or Unfinished Business**

During the meeting, several members discussed establishing a committee focused on the development or enrichment of donors. Mr. Cleland said he had in the past created a list of “connections” which he had provided to former staff members and felt nothing was done to move forward with those connections. He is delighted to know the Foundation and the College wants to move forward and this new committee is a step in the right direction. Creating visible recognition on campus is an opportunity to recognize alumni and partner with the community (personal and business). Members who volunteered to participate on this new committee were Mark Healy, Dawna Cozzalio, and David Gault. Other members interested in joining this new committee should contact the Foundation Office.

Consent Agenda:

Item 4: **Approval of Meeting Minutes – October 11, 2016**

The Board was provided the Foundation meeting minutes of October 11, 2016.

Item 5: **Treasurers Report – Review of Foundation Fiscal Report**

The Board was provided the Foundation fiscal report for the period of July 1, 2016 through November 30, 2016 as well as the Eagle’s Nest Shop Fiscal Report (July 1 – December 31, 2016).

Item 6: **Date of Upcoming Foundation Board Meetings**

- April 18, 2017
- July 18, 2017
- October 2017 - Foundation Retreat (TBA)

Item 7: **Upcoming Meeting / Event Dates:**

- COS Board of Trustees Meeting – February 7, 6 p.m. (COS Board Room)
- Campus Closed / Lincoln Day Holiday – February 10
- FDN Executive Committee Meeting – February 14, 9 a.m. (COS Board Room)
- Campus Closed / Washington Day Holiday – February 20
- Eagle’s Nest Future Advancement Team Meeting – March 7, 2:30 p.m. (ACR)
- FDN Executive Committee Meeting – March 14, 9 a.m. (COS Board Room)

Motion was made (Gubetta / Healy) to approve the Consent Agenda. Motion passed.

Item 8: **College / Campus Update**

Mr. Thomason reported:

- As usual, we have had a very exciting beginning of the spring semester; the amazing weather during this time has certainly been extremely memorable as it has been many years since we have had this much snow. All things considered, things are going very well.

- Spring semester base enrollment is currently up close to 30 FTES - as compared to last year at this time. The goal is to grow the base enrollment and/or Instruction Service Agreement FTES by about 150 during the spring and summer 2017 semesters. If this can be accomplished, enrollment will remain close to the 2,819 FTES funding amount for FY 2017-2018.
- Final paperwork for the Institutional Effectiveness Grant was recently submitted and the college is due to receive \$200,000 to begin implementing our own IEP this spring.
- Representatives from CSU Humboldt and UC Davis will be on campus in March to visit with students and do “on demand” enrollment.
- More students this spring semester are living in the Lodges than during the fall semester and we continue to receive additional applications to move in. Only a few spaces remain until the lodges are at full capacity.
- COS Student Services Offices will be open from 8 am until 5:30 pm for the rest of the spring semester.
- The Maintenance Department has done a fabulous job of dealing with snow, storms, power outages, and keeping the campuses open during these past several weeks. Ice and snow removal protocols were “honed.” Installation of the raised flooring in the Yreka Classroom and the Orchestra Pit Cover projects, have both been completed. A small remodel project in the Ponderosa Lodge has been finished. This project involved installing a garbage disposal and stainless steel shelving in the Laundry Room to facilitate residents being able to also use that room for food preparation.
- Our Maintenance Department has completed 839 work orders during these past 8 months and the updated Facilities Master Plan is nearing completion.
- A consulting firm has been scheduled to come to COS and complete a security assessment for the College.

Item 9: **Community Connection**

Mr. Cleland announced the Dorris Lions Club will hold its annual fundraiser “Mission for Mason” in March. Any members who would like to attend should contact him for more information.

Item 10: **Adjournment**

Meeting was adjourned at 12:15 p.m.

Respectfully Submitted:



Dawnie Slabaugh, Recording Secretary
Director - Public Relations / Foundation