

**College of the Siskiyou
Foundation Board Meeting
Minutes of
May 21, 2019**

Foundation Board:

Dawnie Slabaugh	Greg Messer	Stephen Schoonmaker	Rennie Cleland
Bruce Deutsch	Sue Boston	Robert Winston	
Kathy Koon	David Gault	Margaret Dean	

Staff

Angel Keen	Carie Shaffer
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Guests

Maggie Crowder (Student)	Caitlin Bennett (Student)	Madeleine Ayres
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Absent:

Ronda Gubetta	Dennis Sbarbaro	Darlene Melby	Ron Slabbinck
Denise Mannion	Amy Lanier	David Clarno	Linda Romaine
Karen Copsey			

ACTION ITEMS

Item 1: **Call to Order and Attendance**
President Greg Messer called the meeting to order at 5:30 p.m.

Regular Agenda:

- Item 2: **Committee Reports**
- a) ***Investments & Finance***
- **Preparation of FDN Tax Returns (Form 990) & Firm** - Ms. Slabaugh explained the process for how the Foundation files its taxes and why it is in conjunction with the District. The CPA's have to be vetted through the District and Chancellor's Office. It also saves the Foundation money.

 - **RFP Update for new Investment Agency/Consultant** - The Foundation is looking for a new investment consultant and has started advertising for Request for Proposals (RFP). The RFP due date is June 3 and interviews will be conducted on June 17. The plan is to interview no more than three firms.

- **2019/2020 Foundation Budget Update** - A copy of the proposed Foundation General Operating and Eagle's Nest budgets were distributed to the Board. There are no new changes for the 2019/2020 year.

Motion was made (Cleland / Boston) to approve the proposed 2019/2020 Foundation General Operating and Eagle's Nest budgets. Motion passed.

b) Board Governance

- **Conflict of Interest Statement 2019** - Ms. Slabaugh asked the Board to complete their Conflict of Interest Statement and return to the Foundation Staff as soon as possible.
- **Member Update and Introduction of Prospects for Board Membership** - Madeleine Ayres introduced herself as a COS Alum. She lives in Scott Valley with her husband and is a retired teacher. She loved her time at COS when she was a student and would like to become more involved with the College Foundation. She will be approved as a Foundation Board Member at the June Meeting.
- **COS Enterprise Foundation (COSEF) Update** – Mr. Messer shared a copy of the Enterprise Foundation agenda with the Board and explained how the meetings are going. The Committee has decided the Enterprise Foundation will be the support system for all the different enterprises to share the costs. The next meeting will be June 6.
- **Institutional Master Plan (IMP) / Vision for Success** – The IMP was distributed to the Board. The final draft is a product containing lots of input from staff, faculty, and administrators. It has been through the governance process and was approved by College Council and Integrated Planning and Budget (IPB) on May 22. It will be reviewed by the Board of Trustees at their next meeting as a first reading. This is a living document and will be updated as needed.

c) Enterprise Operations

- **Monthly Update** – Ms. Keen reported the Eagle's Nest made a profit of \$1,000 in April. The Shop has received many donations this month. Scholarship students will finish their hours at the Shop by the end of May. June is one of the busiest months of the year.

Ms. Keen shared a story about a disabled student who received a makeover with outfits donated by Eagle's Nest and a hairstyle by a beautician who volunteers at the Shop. The student was very grateful for the outfits and makeover and sent a thank you card to Ms. Keen.

- **Student Testimonial** - Maggie Crowder spoke about how much she has learned from working at the Eagle's Nest and how excited she is to graduate from COS with two degrees. She will be starting a new job as the Manager of Edgewood Custom Interiors in Weed. Caitlin Bennett placed ninth in the North State in track and field this spring. She is also a scholarship recipient for the 2019/2020 year.

The Volunteer of the Year is Jan Mauck who has worked 1,053 hours since August 2015.

The Eagle's Nest will be celebrating Customer Appreciation Day on June 15.

- **Renewal / Extension of Lease Agreement** – The Eagle’s Nest building lease is up for renewal on June 30. Recommendation to extend the lease for one year was considered by the Board.

Motion was made (Boston / Deutsch) to renew the lease for one more year. Motion passed.

d) Scholarship:

- **Siskiyou Promise Update** – The College is still receiving applications for the Siskiyou Promise and has received 177 as of May 7. Applications will continue to be accepted until the second week of August.
- **2019/2020 Scholarship Awards** – The Scholarship Selection Committee selected 36 scholarship recipients for 2019/2020 year. The high school students will receive notification at their high school awards night. Seven scholarships were un-awarded. No applications were received from McCloud, Weed, Mattole Valley Charter, Modoc, and Dunsmuir High Schools.
- **2019 Scholarship Dinner** – The Scholarship Dinner is scheduled for September 14 at the Weed Community Center. Those who volunteered to be on the Scholarship Dinner Planning Committee are Angel Keen, Kathy Koon, Madeleine Ayres, and Maggie Crowder. A meeting will be scheduled in June to begin planning the event.

- e) Donor Development / Enrichment** – Mr. Deutsch reported on the Alumni Event scheduled for May 29 at 6 p.m. at Pizza Factory, with the hopes to create an Alumni Association.

Item 3:

New and/or Unfinished Business

- a) Living Memorial Trees / Commemorative Action** – Ms. Slabaugh explained how the College received young trees from seeds of a survivor tree in the Oklahoma City bombing in remembrance of September 11 many years ago and planted them by McCloud Hall and the TTC. It would be nice to put a commemorative plaque on a bench and / or rock near the trees explaining their history. Research on how to commemorate the trees will be done and information brought back to the Board.
- b) Flag Poles** – Ms. Slabaugh recommended the Foundation Board purchase new flagpoles for installation next to the Student Center to fly our American, State, and college / event flags on separate poles.

Motion was made (Deutsch/Cleland) to support the purchase of new flagpoles up to \$5,000 for the Student Center. Motion passed.

- c) North State Together / Cradle 2 Careers (Fiscal Sponsor)** – Mr. Messer explained the McConnell Foundation has funded an initiative called North State Together, a group of five counties in the North State. Siskiyou County has formed an Executive Board called Cradle 2 Careers and created bylaws for lifelong learning. The Board should receive their first \$25,000 before June 30 and another \$25,000 after July 1. The COS Foundation has been asked to be the Fiscal Sponsor. The Foundation Board will receive more information for approval to become the Fiscal Sponsor at the June board meeting.

- d) Athletic Field (Soccer) Project** – Dr. Schoonmaker explained some of the roadblocks the College has been experiencing with the athletic field (soccer) project. One of the roadblocks is the College’s Timber Management Plan, not allowing the College to take down 34 trees to start the process of the soccer field. The College property is divided into four parcels. If one of the parcels was sold to a new owner, such as the Foundation, said owner could be granted a one-time exemption to take down the trees. He asked the Foundation if they would be interested in purchasing the parcel for a reasonable amount or exploring the possibility of assisting in this matter if needed.

Motion was made (Boston / Koon) to authorize the Executive Committee to make that decision if necessary. Motion passed.

Consent Agenda:

Item 4: **Approval of Meeting Minutes – April 16, 2019**

The Board reviewed the Foundation Board meeting minutes of April 16, 2019.

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

The Board reviewed the Foundation Fiscal Report for the period of July 1, 2018 – March 31, 2019 as well as the Eagle’s Nest Shop Fiscal Report for the period of July 1, 2018 – April 30, 2019.

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

The next meeting will be Tuesday, June 18, 2019 at the Weed Campus beginning at 5:30 p.m.

Item 7: **2019 Upcoming Events**

- Monthly Calendar of Events/Activities –June and July calendars were distributed.

Motion was made (Deutsch / Boston) to approve the consent agenda. Motion passed.

Non Action Items / Reports

Item 8: **College / Campus Update**

Dr. Schoonmaker reported on the following items:

- COS has been named the #1 Small Community College of California for Graduation and Transfer student success. We hope to promote this on everything.
- The College held three graduations last week. We had 20 Fire Academy graduates, 27 Nursing graduates, 218 Associate degree graduates walked, and over 400 students petitioned to graduate in 2019.
- Public forums for the Vice President of Academic Affairs (VPAA) candidates will be held May 22 and 23.
- Summer is planning time for the campus and housing is a big issue. The Lodges are completely full. The College is exploring additional housing options.
- China is interested in visiting COS again and they would like us to come visit them. They plan to send 40 high school students to COS for a week in January 2020 during Winter Intersession.
- The College has signed its first friendship agreement with a University in Mexico.
- We are investigating new programs such as, culinary, medicinal plant chemistry, and a quality assurance lab technician program.
- Guided Pathways is an effort to help student success and is our model to follow on building new programs.

- Dr. Schoonmaker gave a shout out to Mr. Cleland on the revitalization project for housing in Dorris. There will be a community meeting with the contractor on June 11 and the College is invited to attend.
- Enrollment numbers are down for the summer and fall semesters.
- On June 18 the Board of Trustees will meet to review and approve the 2019/2020 tentative budget.

Item 9: **Adjournment**

Meeting was adjourned at 7:45 p.m.

Prepared by:

Carie Shaffer

Carie Shaffer, Administrative Assistant
Public Relations / Foundation

Respectfully Submitted:



Dawnie Slabaugh, Recording Secretary
Director - Public Relations / Foundation