



College of the Siskiyou Foundation

# **Director's Handbook**

# 2016

**This handbook and its contents subject to change as needed.  
Reviewed and Approved by Foundation Board of Directors Annually  
January 19, 2016**

College of the Siskiyous  
800 College Avenue  
Weed, CA 96094  
530-938-5373 [pio@siskiyous.edu](mailto:pio@siskiyous.edu)  
[www.siskiyous.edu](http://www.siskiyous.edu)  
Facebook: College of the Siskiyous (COS)  
Twitter: @COS\_InfoNow

# COS Foundation 2016 Director’s Handbook

- Mission..... 2
- Annual Giving Levels ..... 3
- Recognition Awards ..... 3
- Meeting Dates ..... 4
- Board of Directors .....5
- Board of Trustees, Staff .....7
- Board of Director’s Job Description .....8
- Duties of Officers ..... 10
- Bylaws.....12
- Memorandum of Understanding with COS .....21
- Committee Structure/Duties of a Committee Chair..... 26
- Committee Members 2016..... 27
- Committee Standing Rules .....29
- Investment Policy.....38
- Endowment Spending Policy ..... 40
- Scholarship Procedure .....41
- Gifts Policy and Procedure ..... 43
- Gift Acceptance Policy and Guidelines.....45
- Naming Policy and Procedure ..... 54
- Mailing List & Donor Privacy Policy ..... 60
- Donor Confidentiality Policy ..... 62
- Records Retention and Destruction Policy .....63
- Conflict-of-Interest Policy & Form.....67
- Compensation Policy / Whistleblower Policy ..... 71
- Expense Reimbursement Policy & Procedure (Employee Travel) ..... 75
- Auxiliary Organizations COS Procedure .....77
- Employee Mini Grant & Form.....88
- Special/Emergency Funding Requests & Form .....90
- Community Service Policy/Community Service ..... 92
- COS Extension.....93
- Eagle’s Nest Resale Shop / Internal Fiscal Sponsorships..... 94
- Alumni Association..... 95
- Foundation Meeting Notes Form ..... 96
- Form to create a Scholarship.....97
- Historical Information..... 99

## Foundation Mission

The COS Foundation supports the mission and values of the College of the Siskiyous by fostering community relationships and raising funds to enhance exceptional learning environments.

*--Approved January 20, 2009*

## College Mission & Vision

Mission: College of the Siskiyous promotes learning and provides academic excellence for the students of Siskiyou County, the State of California, the nation and the world. COS provides accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.

Vision: College of the Siskiyous is a proud member of the California Community College system. Our vision is to be the first choice for higher education in the communities we serve and beyond. COS provides:

- Rigorous and comprehensive transfer programs
- General education programs
- Technological literacy
- Basic skills acquisition
- Workforce training and certification
- Career and technical education
- Cultural and community enrichment all of which drive and support the economy of our region.

We are the support team who increases student access, encourages success, and improves retention, persistence, and completion.

*Revised Mission and Vision adopted by Board of Trustees on June 9, 2015*

# Foundation Donation Annual Giving Levels

Platinum Plus Club	\$50,000+
Platinum Club	\$25,000-\$49,999
Diamond Club	\$10,000-\$24,999
Emerald Club	\$5,000-\$9,999
Ruby Club	\$1,000-\$4,999
Oak Club	\$500-\$999
Cedar Club	\$250-\$499
Manzanita Club	\$100-\$249
Pine	Under \$99

**The President’s Circle** - Individuals who have donated \$1,000 and above annually.

**Named Endowments** - An endowment fund can be established for \$10,000. Donors have five years to establish the minimum. When the principal of the endowment reaches the specified amount, the endowment earns interest for one year. After earning interest for a year, the fund is activated and awarded the following spring. Prior to activation of the fund, all annual interest and earnings from the investment of the fund will be added to the principal to reach the minimum amount.

## Recognition Awards

**Lawrence Moran Distinguished Service Award** - Recognizes an individual for their distinguished service to the College and the Foundation. Determined by: length of service, intensity of service, and the significance of accomplishments.

**Partner of the Year Award** - Recognizes business and organizations who have contributed to the success of the College of the Foundation. Determined by: length of service, intensity of service, and the significance of accomplishments.

**Distinguished Alumni Award** - Recognizes former alumni for their professional achievements.

**Volunteer of the Year Award** - Recognizes an individual for their outstanding volunteer service to the College or Foundation.

# COS Foundation - 2016 Meeting Dates

**Investment & Finance Committee:** Meetings held quarterly - February, May, August, November (or as needed)

**Executive Committee:** Foundation Executive Committee Meetings are held monthly. Regular meetings are held the second Tuesday of each month from 8 to 10 a.m. in the COS Board Room.

**Foundation Board Meeting:** Foundation Board Meetings are held quarterly. Regular meetings are held the third Tuesday of January, April, July, and October from 8 to 10 a.m. in the COS Board Room or at the Yreka Campus. A retreat is also scheduled sometime during the year.

**Other committees to be determined:** *Dates and times subject to change by the committee.*

## **Holidays:**

January 1, 2016 - New Year's Day Holiday

January 18, 2018 - Martin Luther King Jr. Holiday

February 12, 2016 - Lincoln Day Holiday

February 15, 2016 - Washington Day Holiday

May 30, 2016 - Memorial Day Holiday

Closed on Fridays - June & July

July 4, 2016 - Independence Day Holiday

September 5, 2016 - Labor Day Holiday

November 11, 2016 - Veteran's Day Holiday

November 24-25, 2016 - Thanksgiving Day Holiday

December 24, 2016-January 1, 2016 - Campus Closed for Winter Break

## **Events:**

Donor's Recognition Dinner – May 7, 2016

Foundation Board Retreat (required) – Fall 2016 (TBD)

Eagle's Nest Resale Shop Customer Appreciation Lunch –April 2016 (TBD)

Golf Tournament –July 9, 2016

Scholarship Dinner – September / October 2016 (Date TBD)

Craft Fair - December 2 and 3, 2016

*\*\*Other events to be determined*

Check the COS Foundation web page for updates. [www.siskiyouos/ia/foundation/](http://www.siskiyouos/ia/foundation/)

# Foundation Board of Directors

## **Sue Boston**

5238 Hill Road  
Weed, CA 96094  
H: (530) 938-4026  
C: (530) 918-0147  
[susanboston302@yahoo.com](mailto:susanboston302@yahoo.com)  
Seated: January 1994  
6<sup>th</sup> Term: January 2017

## **Rennie Cleland**

PO Box 805  
Dorris, CA 96023  
H: (530) 397-2520  
C: (530) 260-1147  
[cleland@cot.net](mailto:cleland@cot.net)  
Seated: January 2009  
2<sup>nd</sup> Term: January 2017

## **Karen Copsey**

1534 Village Way  
Mt. Shasta, CA 96067  
H: (530) 926-4233  
C: (530) 515-7328  
[copsey@nrmrdesign.com](mailto:copsey@nrmrdesign.com)  
Seated: October 2015  
1<sup>st</sup> Term: October 2019

## **Dawna Cozzalio, Foundation President**

4041 Copco Road  
Hornbrook, CA 96094  
H: (530) 475-3105  
[coz@1access.net](mailto:coz@1access.net)  
Seated: October 2014  
1<sup>st</sup> Term: October 2018

## **Nancy Funk, Treasurer**

800 College Avenue  
Weed, CA 96094  
W: (530) 938-5205  
[nfunk@siskiyous.edu](mailto:nfunk@siskiyous.edu)  
Seated: January 2015

## **Carol Cupp (District Trustee)**

4800 Elk Ridge Road  
Weed, CA 96094  
H: (530) 938-3166  
C: (530) 859-1006  
[cupp@cot.net](mailto:cupp@cot.net)  
Seated: July 2014  
1<sup>st</sup> Term: July 2018

## **Margaret Dean**

527 Heather Place  
Weed, CA 96094  
W: (530) 938-3468  
H: (530) 938-2883  
C: (530) 859-1449  
F: (530) 938-3610  
[margaret@sisdevco.com](mailto:margaret@sisdevco.com)  
Seated: January 1996  
6<sup>th</sup> Term: January 2020

## **Ronda Gubetta**

PO Box 69 (work) PO Box 12 (home)  
Yreka, CA 96097 Weed, CA 96094  
H: (530) 938-2669  
C: (530) 249-5412  
W: (530) 842-6141 x 201  
[rgubetta@scottvalleybank.com](mailto:rgubetta@scottvalleybank.com)  
Seated: July 2003  
4<sup>th</sup> Term: July 2019

## **Mark Healy**

25038 Old Hwy 99  
Weed, CA 96094  
H: (530) 435-2283  
C: (530) 859-3141  
[healy@siskiyous.edu](mailto:healy@siskiyous.edu)  
Seated: October 2015  
1<sup>st</sup> Term: October 2019

**Amy Lanier**

PO Box 127

Mt. Shasta, CA 96067

H: (530) 926-5054

C: (530) 859-1514

W: (530) 926-5214

[alainer@mtshastanews.com](mailto:alainer@mtshastanews.com)

Seated: January 2015

1<sup>st</sup> Term: January 2019

**Denise Mannion** (Classified Representative)

W: (530) 938-5804

[mannion@siskiyous.edu](mailto:mannion@siskiyous.edu)

Seated: January 2015

**Greg Messer, Immediate Past President**

205 N. Mt. Shasta Blvd., Suite 500

Mt. Shasta, CA 96067

W: (530) 926-0300

C: (530) 925-1388

H: (530) 918-9131

[gmesser@expershare.com](mailto:gmesser@expershare.com)

Seated: October 2008

2<sup>nd</sup> Term: October 2016

**Dennis (Denny) Sbarbaro**

6448 Hogan Drive

Weed, CA 96094 (June-December)

12533 Shropshire Lane

San Diego, CA 92128 (January-May)

H: (858) 487-7497

C: (619) 995-8642

[dsbarbaro@aol.com](mailto:dsbarbaro@aol.com)

Seated: October 2010

2<sup>nd</sup> Term: October 2018

**Dawnie Slabaugh, Secretary**

800 College Avenue

Weed, CA 96094

W: (530) 938-5373

F: (530) 938-5570

C: (530) 859-1453

[slabaugh@siskiyous.edu](mailto:slabaugh@siskiyous.edu)

Seated: October 2014

**Ron Slabbink** (Faculty Representative)

W: (530) 938-5315

C: (916) 216-8322

[rslabbink@siskiyous.edu](mailto:rslabbink@siskiyous.edu)

Seated: January 2015

**Scotty Thomason, COS President**

800 College Avenue

Weed, CA 96094

W: (530) 938-5200

[sthomason1@siskiyous.edu](mailto:sthomason1@siskiyous.edu)

Seated: July 2013

**Bob Winston**

205 N. Mt. Shasta Blvd., Suite 400

Mt. Shasta, CA 96067

W: (530) 926-3444

F: (530) 926-3599

[rwinston@kwb-law.net](mailto:rwinston@kwb-law.net)

Seated: April 2013

1<sup>st</sup> Term: April 2017

- ❖ *17 voting members*
- ❖ *ASM Representative - Vacant*



# COS Staff/Board of Trustees

## Staff:

### **Dawnie Slabaugh**

Director, Public Relations & College Foundation

W: (530) 938-5373

C: (530) 859-1453

[slabaugh@siskiyous.edu](mailto:slabaugh@siskiyous.edu)

### **Angel Fisher**

Thrift Store Supervisor (Eagle's Nest)

W: (530) 938-4663

C: (530) 859-3569

[fisher@siskiyous.edu](mailto:fisher@siskiyous.edu)

## COS Trustees:

Alan Dyar – [adyar@sisuhdsd.net](mailto:adyar@sisuhdsd.net)

Carol Cupp, Vice President – [cupp@cot.net](mailto:cupp@cot.net)

Jim Hardy - [hardyjimmylynda@sbcglobal.net](mailto:hardyjimmylynda@sbcglobal.net)

Penny Heilman - [w.heilman@sbcglobal.net](mailto:w.heilman@sbcglobal.net)

Greg Hanna, President - [gregchanna@gmail.com](mailto:gregchanna@gmail.com)

Barry Ohlund - [ohlunds@sbcglobal.net](mailto:ohlunds@sbcglobal.net)

Robert (Bob) Rice - [RLRice@outlook.com](mailto:RLRice@outlook.com)

# Board of Directors Job Description

## Qualifications Considered of Foundation Board Members

Members of the College of the Siskiyou Foundation Board are selected on the basis of their personal expertise, leadership and influence in the community, geographic and interest group balance, access to financial resources, and demonstrated interest in and commitment to the programs of College of the Siskiyou.

Specific qualifications sought include:

- Personal reputation and integrity generally recognized within the region and by the public.
- Commitment to enhancing the mission, goals and programs of College of the Siskiyou and the reputation of the College in the community.
- Peer influence with individuals who can financially assist the College, with corporate decision-makers and with others in community leadership positions.
- Experience in professional areas and interest in charitable activities.

## Individual Foundation Board Member Role Description

The Foundation Board manages the assets and business and financial affairs of the Foundation. It serves as the policy-making body of the College of the Siskiyou Foundation. The Foundation Board annually adopts a budget to support and control the fund raising activities of the Foundation.

The Foundation Board determines ways and means of obtaining funds and implements policies and programs to include specific fund raising projects to be able to achieve the Foundation's mission and objectives.

The overall responsibilities of the Foundation Board are to:\*

- Make policy decisions as they relate to the Foundation's mission; develop annual goals and assist the Foundation staff in developing strategies to implement them.
- Adopt an annual budget.
- Provide oversight of financial records to assist and support the College's audit, taxation, and grant records.
- Develop the Foundation's annual fund raising plan, including constituency targets, solicitation strategies, and accountability for goals.
- Provide leadership in the implementation of the annual fund raising plan, including cultivating prospective donors and soliciting contributions.
- Actively engage others in opportunities for giving to help meet the District's needs and priorities.

## Duties of Foundation Board Members

The purpose of the Foundation is to encourage private financial contributions in support of the College of the Siskiyou's mission to provide accessible, affordable education to all that seek it. When an individual accepts a nomination to membership on the COS Foundation, he/she joins the Board with the intent of promoting the College's programs and services in cooperation with the other board members. The board member's primary role has to do with expanding the financial resources of the Foundation and the stewardship of those funds for the maximum benefit of the College, scholarships, a variety of grant programs and its community. The Foundation Board is an active, working, participatory organization. Board members personal involvement is key to the process. For example, chairing and

serving on one or more committees. Each member of the Foundation Board is expected to fulfill certain commitments to each other as outlined:

- Participate as effective member of Foundation committee(s)
- Join in the decision-making processes of the Board by:
  - Preparing for and attending meetings
  - Participating on at least one committee
  - Responding promptly to correspondence from Foundation office
- Promote the College's image in the community by:
  - Learning about the College's programs and its staff and students
  - Speaking about the College when appropriate
  - Participating in and supporting College's activities
  - Fostering community relations
- Participate in Foundation fund raising events:
  - Assist planning committee as needed
  - Purchase tickets and attend
  - Encourage attendance by guests
- Work to increase the Foundation's assets by:
  - Joining in the development of fund raising strategies
  - Helping to identify fund raising goals and targets
  - Assisting in cultivating the interest of prospective donors
  - Making presentations, when requested, to community groups and organizations
  - Asking for contributions, when appropriate

Directors who cannot fulfill expectations are expected to resign in a timely manner in order to promote an active, professional Board.

*Approved by COS Foundation Board 5/7/2008.*

# Duties of Foundation Officers

When serving as a Foundation Officer, it is the officer's duty to keep the Foundation focused and productive. The officers work closely with the staff of the Foundation Office. Officers serve on the Executive Committee and often chair committees. Duties include, but are not limited to:

## **President** (required by CA Secretary of State)

- Presides at Board meetings and Executive Committee meetings.
- Ex officio of all committees.
- Implements policies and makes sure procedures are followed.
- Works with Foundation Office on business transactions.
- Performs duties as prescribed by the Office of the President, the Board of Trustees, and the Foundation Board.
- Serves as the chair of the Executive Committee.
- Signature is required on business documents as appropriate required of the Foundation.
- Appoints committee chairs.
- Attends and supports all fund raising events.

*One-year term, nominations are announced and elections are held at the annual meeting in January of each year. Two-term maximum*

## **Vice President**

- Presides at Board meetings in the absence of the President.
- Serves as a member of the Executive Committee.
- Acts in the place of the President in the event of absence or disability of the President.
- Performs other duties as designated by the Office of the President, Board of Trustees, and the Foundation Board.
- Attends and supports all fund raising events.

*One-year term as vice-president, then assumes President's role if elected per above. Two-term maximum*

## **Secretary** (required by CA Secretary of State)

- Takes or causes minutes to be taken.
- Keeps or causes minutes to be kept.
- Serves on the Executive Committee.
- Ensures the safety and accuracy of all board records
- Reviews board minutes.
- Assumes responsibilities of the chair in the absence of the board president and vice president.
- Provides notice of meetings of the board and/or of a committee when such notice is required (may be delegated to staff).

*Foundation Director serves as secretary. (per By Laws and MOU)*

## **Treasurer** (required by CA Secretary of State)

- Maintains knowledge of the organization and personal commitment to its goals and objectives.
- Understands financial accounting for nonprofit organizations.
- Serves as the chair of the Finance Committee.
- Manages, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Works with the executive director and the chief financial officer to ensure that appropriate financial

reports are made available to the board on a timely basis.

- Presents the annual budget to the board for approval.
- Reviews the annual audit and answer board members' questions about the audit.

*VP Administrative Services serves as the Treasurer. (per By Laws and MOU)*

*Approved by the COS Foundation Board 5/7/2008. Reviewed by Board Governance Committee 2012 for compliance with bylaws.*

# Bylaws College of the Siskiyou Foundation

## ARTICLE I – OFFICES

The principal office for the transaction of the business of the Foundation is hereby fixed and located at: **COLLEGE OF THE SISKIYOU**, 800 College Avenue, Weed, CA 96094

## ARTICLE II - BOARD MEMBERS

### Section 1: POWERS

Subject to limitations of the Memorandum of Understanding, of the bylaws, and of the State of California as prescribed by the bylaws, all Foundation powers shall be exercised by or under the authority of, and the business and affairs of the Foundation shall be controlled by, the Foundation Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Board Members shall have the foregoing powers, to wit:

*First* -- To select and remove all the other officers, agents, and employees of the Foundation, prescribe such powers and duties for them as may not be inconsistent with the law, with the Memorandum of Understanding, or the bylaws, and require from them security for faithful service.

*Second* -- To conduct, manage, and control the affairs and business of the Foundation, and to make such rules and regulations therefore not inconsistent with law, or with the Memorandum of Understanding, or the bylaws, as they may deem best.

*Third* -- To change the principal office for the transaction of the business of the Foundation from one location to another within the same county; and to adopt, make and use a Foundation Seal, and to alter the form of such Seal from time to time.

*Fourth* -- To borrow money and incur indebtedness for the purposes of the Foundation, and to cause to be executed and delivered therefore, in the Foundation name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation's or other evidences of debt and securities therefore.

### Section 2: NUMBER

The authorized number of board members shall be not more than 30, with the exact number of board members to be fixed, within such limits, by the Foundation Board; provided, however, that the number of authorized board members shall not be reduced if such reduction would cause the removal of any board member prior to the expiration of such board member's term of office.

### Section 3: CLASSES OF MEMBERS

**Appointed Board Members.** Appointed board members are elected by the Foundation Board and have all the rights in accordance with the bylaws.

**District Designated Board Members.** The District designated board members shall be a District Trustee acting as principal contact to the District Board of Trustees, College President acting as principal advisor, College Vice President of Administration acting as Treasurer, College Foundation

Director acting as Secretary. District designated board members may vote and have all the rights accorded by the bylaws and Memorandum of Understanding.

**Constituent Representative Board Members.** One designated representative each from the following areas will serve for their constituency: Classified, Faculty, Administrative Support Management (ASM). Designated constituent representatives will serve as board members who may vote and have all the rights accorded by the bylaws and Memorandum of Understanding.

**Emeritus Board Members.** Upon retirement from the Board, emeritus status may be requested. Emeritus Board members may serve on committees; attend board meetings and participate in any Foundation event; but do not have voting rights.

#### **Section 4: TERM**

Each appointed board member shall hold office for a term of four years, the first year being a one-year trial period. After evaluation by the Board Governance Committee, a Board Member may be asked to serve another term.

#### **Section 5: SELECTION OF APPOINTED BOARD MEMBERS**

- a. The Board Governance Committee shall recommend to the Executive Committee not less than thirty (30) days preceding the annual meeting a list of nominees to be elected as members of the Board of Directors.
- b. The Board of Directors may fill vacancies for the unexpired term of an elected member between annual meetings as recommended by the Board Governance Committee to the Executive Committee.
- c. In addition to any nomination made by the Board Governance Committee, nominations may be made by other board members at the annual meeting at which the Foundation Board considers nominees recommended by the Board Governance Committee. If more than one name is submitted the Board shall, if needed, vote by secret ballot to fill the position.
- d. The Foundation shall have a Board of Directors elected in accordance with its bylaws and Memorandum of Understanding with the District. Membership shall include a District Trustee acting as principal contact to the District Board of Trustees, College President acting as principal advisor, the College Vice President of Administration acting as Treasurer or designee, and the Foundation Director acting as Secretary.

#### **Section 6: VACANCIES**

Vacancies in the appointed membership of the Foundation Board occurring other than by expiration of a board member's term shall be filled in the same manner as set forth in Section 4 of this Article except that the appointment of the Board Governance Committee, the recommendation of the Board Governance Committee to the Foundation Board, the recommendation of the Foundation Board shall be made as soon as reasonably possible after such vacancy occurs. A board member so appointed shall hold office for the unexpired term of the board member whom he/she succeeds.

#### **Section 7: REMOVAL**

- a. An appointed board member may be removed at any time, either with or without cause, by an affirmative vote of at least a majority of the board members then in office. A board member will be removed from the board after three (3) consecutive absences from regular

- board meetings without a Leave of Absence notice on file with the Foundation Office.
- b. Minutes will reflect the three categories: Present, excused and absent. Directors are expected to notify the Executive Director or President prior to absences from regularly scheduled board meetings. If a Director has three consecutive, unexcused absences from regularly scheduled board meetings, the Board may take any of the following actions:
    - i. Remove the Director from the Board
    - ii. Offer the Director a leave of absence for a period of time specified by the Board.

**Section 8: LEAVE OF ABSENCE**

A leave of absence is a period of time specified by the Board, not to exceed six (6) months. Board members may request one leave of absence per term. Leave of absence may only be requested in the case of unavoidable circumstances (i.e. health, family emergency, etc.) and will be approved by the Board or Executive Committee.

**Section 9: FILING ADDRESS**

Each board member shall file with the Secretary, or Foundation staff designee, an address to which all notices shall be directed until change of address notice has been given by him/her in writing.

**Section 10: NO COMPENSATION**

The board members shall serve without compensation but may be reimbursed for reasonable and necessary expenses incurred in the conduct of the Foundation's affairs, with the approval of the Foundation Executive Committee.

**Section 11: LIABILITY**

Foundation board members will be covered by the District liability insurance policy.

**ARTICLE III - OFFICERS**

**Section 1: OFFICERS**

The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer. The President cannot serve concurrently as Secretary or Treasurer.

**Section 2: SELECTION AND TERM OF OFFICE**

- a. All officers shall be elected at a meeting of the Foundation Board held at the first regular meeting of the calendar year and the term of office shall be for one year commencing on the first day of the month next 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.
- b. The same person can serve no more than two consecutive full terms as President.
- c. The Board Governance Committee shall recommend to the Foundation Board at the last regular meeting of each calendar year the names of the persons nominated to serve for the succeeding year as President and Vice-President.
- d. The Board Governance Committee may meet and confer either in person, by telephone, email or by mail and, in its deliberations the Board Governance Committee shall consider comments and suggestions made by other members of the Foundation Board.
- e. At the first regular meeting of each calendar year, the Foundation Board shall elect the officers. At such meeting, as part of the election process, the President shall indicate that other nominations may be made from the floor for each office and, in the event that there is more than one (1) nominee for any office, the nominee receiving the greatest number of votes for a particular office



on the first ballot shall be elected to fill the respective office.

- f. If more than one person is nominated for any office, the election for that office shall be by secret written ballot. If only one person is nominated for any office, such secret written ballot is not required.

### **Section 3: REMOVAL OR RESIGNATION**

Any officer may be removed at any time, with or without cause, by an affirmative vote of two thirds (2/3) of the Foundation board members then qualified and serving.

Any officer may resign at any time by giving written notice to the Executive Director of the Foundation or to the President of the Foundation. Any such resignation shall take effect at the time of receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **Section 4: VACANCIES**

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in the bylaws for regular appointments to such office. Any person elected to fill such vacancy shall hold office for the unexpired term of the officer whom he/she succeeds.

### **Section 5: DUTIES OF OFFICERS**

#### a. President

- Presides at Board meetings and Executive Committee meetings.
- Ex-officio of all committees.
- Implements policies and makes sure procedures are followed.
- Works with Foundation Office on business transactions.
- Performs duties as prescribed by the Office of the President, the Board of Trustees and the Foundation Board.
- Serves as the chair of the Executive Committee.
- Signature is required on business documents as appropriate required of the Foundation.
- Appoints committee chairs.
- Attends and supports all fund raising events.
- Such other duties applicable to the office as prescribed by the adopted parliamentary authority.

*One-year term, nominations are announced and elections are held at the annual meeting in January of each year.*

#### b. Vice President

- Presides at Board meetings in the absence of the President.
- Serves as a member of the Executive Committee.
- Acts in the place of the President in the event of absence or disability of the President.
- Performs other duties as designated by the Office of the President, Board of Trustees and the Foundation Board.
- Attends and supports all fund raising events.
- Such other duties applicable to the office as prescribed by the adopted parliamentary authority.

*One-year term, nominations are announced and elections are held at the annual meeting in January of each year. One-year term as vice-president, then assumes President's role if elected per above.*

c. Secretary

- Takes or causes minutes to be taken.
- Keeps or causes minutes to be kept.
- Serves on the Executive Committee.
- Ensures the safety and accuracy of all board records.
- Reviews board minutes.
- Assumes responsibility of the chair in the absence of the board president and vice president.
- Provides notice of meetings of the board and/or of a committee when such notice is required (may be delegated to staff).
- Such other duties applicable to the office as prescribed by the adopted parliamentary authority.

*Foundation Director serves as the Secretary*

d. Treasurer

- Maintains knowledge of the organization and personal commitment to its goals and objectives.
- Understands financial accounting for nonprofit organizations.
- Serves as the chair of the Finance Committee.
- Manages, with the finance committee, the board's review of and action related to the board's financial responsibilities.
- Works with the executive director and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis.
- Presents the annual budget to the board for approval.
- Reviews the annual audit and answer board members questions about the audit.
- Such other duties applicable to the office as prescribed by the adopted parliamentary authority.

*VP Administrative Services serves as the Treasurer*

## **ARTICLE IV- MEETINGS**

### **Section 1: REGULAR MEETINGS**

Regular Meetings of the Foundation Board shall be held quarterly. Three shall be held at College of the Siskiyous on a date designated by the President of the Foundation and the fourth may be designated at some other place. One of these meetings shall be an annual retreat at the place designated in the notice of meeting. Notice of the time and place of such meetings shall be emailed to each member of the Foundation Board at least five (5) days prior to the date of such meeting at his/her last known place of business or residence as filed with the Secretary.

### **Section 2: ANNUAL MEETINGS**

The first meeting of the calendar year shall be the annual meeting.

### **Section 3: SPECIAL MEETINGS**

Special Meetings may be called at any time by the President or by any three (3) members of the Foundation Board. Written notice of the time and place of a Special Meeting shall be (I) emailed to each board member at least twenty-four (24) hours prior to the time of holding such meeting, or (II) email or mailed to each member, not less than forty-eight (48) hours prior to the holding of such meeting, at his/her last known place of business or residence as filed with the Secretary, or Foundation staff designee. Special Meetings of the Foundation Board shall be held at the place designated in the notice of meeting.

**Section 4: QUORUM**

One more than one-half of the number of board members then in office must be present to constitute a quorum for the transaction of business.

**Section 5: ACTION WITHOUT MEETING**

Any action required or permitted to be taken by the Board under California State law may be taken without a meeting if all members of the Foundation Board shall individually or collectively reply (yes, no, abstain) in writing to such action (can be by email). If no response is received within three days, votes will be tallied subject to quorum provision in Section 4. Such written consent or consents shall have the same effect as a vote of the Foundation Board and shall be filed with the minutes of the proceedings of the Board. Any certificate or other document filed under any provision of the California State law which relates to actions so taken shall state that the action was taken by unanimous written consent of the Board without a meeting and that these bylaws authorize the board members to so act.

**Section 6: TELEPHONE MEETINGS**

Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Participation in meetings pursuant to this section constitutes presence in such meetings.

**Section 7: BROWN ACT**

All Board and Standing Committees are subject to the rules of the Brown Act. Excluded will be ad hoc committee meetings.

**ARTICLE V - EXECUTIVE COMMITTEE**

**Section 1: MEMBERS**

The membership of the Executive Committee shall consist of the following: Foundation President, Vice President, immediate Past President; Treasurer, Secretary, Foundation Executive Director, College Superintendent/President, Chairs of Standing Committees which shall be recertified annually, and ex-officio non-voting staff members.

**Section 2: PURPOSE**

The Executive Committee may transact such business as falls within the written, adopted policies of the Foundation, as may be necessary between scheduled Board meetings. Business that is deemed to be outside the written, adopted policies shall be presented to the next Regular Foundation Board Meeting with appropriate recommendations.

**Section 3: MEETINGS**

- a. Executive Committee shall meet at least four times per year, at a time and place designated by the President of the Board. Special Meetings may be called by the president or any two members of the committee, and such meetings shall be held at the time and place designated by the person or persons calling the meeting.
- b. Notice of the time and place of meetings shall be delivered to each committee member personally, by mail or email at least seven (7) days prior to any such meeting.

#### **Section 4: QUORUM**

- a. One more than one-half of the number of Executive Committee Members then in office must be present to constitute a quorum for the transaction of business. Every act or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Executive Committee, unless a greater number is required by law or by the Memorandum of Understanding.
- b. In the absence of the quorum, the Committee shall transact no business, except as otherwise expressly provided by these bylaws, in the Memorandum of Understanding, or by law and the only motion the president shall entertain is a motion to adjourn.

### **ARTICLE VI - COMMITTEES**

#### **Section 1: BOARD STANDING COMMITTEES**

- a. **Executive Committee.** There shall be an Executive Committee composed of all officers, the immediate past president, committee chairs, Foundation Executive Director, College Superintendent/ President and ex-officio non-voting staff members. For the duties of the Executive Committee refer to the standing rules of the Executive Committee attached hereto.
- b. **Investment & Finance Committee.** There shall be an Investment & Finance Committee composed of a minimum of three members, two of which are the Board President and the Treasurer. For the duties of the Investment & Finance Committee refer to the standing rules of the Investment & Finance Committee attached hereto.
- c. **Board Governance Committee.** There shall be a Board Governance Committee composed of a minimum of three members, one of which is the Board President. For the duties of the Board Governance Committee refer to the standing rules of the Board Governance Committee attached hereto.
- d. **Fund Development Committee.** There shall be a Fund Development Committee composed of a minimum of three members. For the duties of the Fund Development Committee refer to the standing rules of the Fund Development Committee attached hereto.
- e. **Enterprise Operations Committee.** There shall be an Enterprise Operations Committee composed of a minimum of three members. For the duties of the Enterprise Operations Committee refer to the standing rules of the Enterprise Operations Committee attached hereto.
- f. **Scholarship Committee.** There shall be a Scholarship Committee composed of a minimum of three members. For the duties of the Scholarship Committee refer to the standing rules of the Scholarship Committee attached hereto.
- g. **Events Committee.** There shall be an Events Committee composed of a minimum of three members. For the duties of the Events Committee refer to the standing rules of the Events Committee.

The Foundation Board may create one or more committees, each consisting of two or more Board Members, to serve at the pleasure of the Board, and may dissolve such committees by majority vote.

#### **Section 2: ALTERNATE MEMBERS**

The President may appoint one or more Board Members as alternate members of any committee, who may replace any absent member at any meeting of the committee.

#### **Section 3: AUTHORITY OF COMMITTEE**

Any such committee of the Foundation Board shall have the duties and authority set forth in the

standing rules of each committee provided that no such committee shall have authority to take action with respect to:

- a. The approval of any action for which the California State law requires approval of the Foundation Board.
- b. The filing of vacancies on the Foundation Board.
- c. The fixing of compensation of the Foundation Board for serving on the Board or on any committee thereof.
- d. The amendment or repeal of these bylaws or the adoption of new bylaws.
- e. The amendment or repeal of any resolution of the Foundation Board that by its express terms is not so amendable or repeatable.
- f. The appointment of committees of the Board or the members thereof.
- g. Any other action for which action by a committee is prohibited by California State law.

#### **Section 4: AD HOC COMMITTEES**

The Foundation Board or Executive Committee may, create one or more ad hoc advisory committees which may be composed of members of the Foundation Board or persons who are not members of the Foundation Board or any combination thereof. The duties of any such ad hoc committee and the purposes for which such committee is formed shall be set forth in the resolution creating such committee. Notwithstanding any provision in this Section to the contrary, any such committee shall be advisory only and shall have no authority to bind the Foundation Board or the Foundation with respect to any matter nor shall any member of any such committee who is not a member of the Foundation Board have any right to vote with respect to any action of the Foundation Board.

### **ARTICLE VII - PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Robert's Rule of Order, newly revised, shall govern the Foundation and in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Foundation may adopt.

### **ARTICLE VIII - AMENDMENTS TO BYLAWS**

These bylaws may be amended at any meeting of the Foundation Board at which a quorum is present by two-thirds (2/3) vote of those present if the notice of such meeting included a statement regarding the proposed amendment. If the notice of such meeting did not include a statement regarding the proposed amendment, these bylaws may be amended at any meeting of the Foundation Board if (I) all members of the Foundation Board are present at such meeting, or (II) those members of the Foundation Board not present at such a meeting waive notice and consent to such amendment.

### **ARTICLE IX - MISCELLANEOUS**

#### **Section 1: FISCAL YEAR**

The Fiscal Year of the Foundation shall be July 1 to June 30.

#### **Section 2: INSPECTION OF FOUNDATION RECORDS**

The books of accounts and minutes of proceedings of the board members or of committees of board members shall be open to inspection at any reasonable time. Such inspection may be made in person

or by an agent or attorney, and shall include the right to make copies of such records.

**Section 3: CHECKS, DRAFTS, ETC**

All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Foundation, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Foundation Board.

**Section 4: BOND**

The Treasurer, or the designee handling monetary funds, shall be bonded in an amount to be determined by the Foundation Board. The cost of such bond shall be an expense of the Foundation.

**Section 5: CONTRACTS, ETC. HOW EXECUTED**

The Foundation Board, except as in the bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Foundation, and such authority may be general or confined to specific instances; and, unless so authorized by the Foundation Board, no officer, agent, or employee shall have any power or authority to bind the Foundation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

*COS Foundation Board Adopted: August 24, 1993*

*Revised: 9/15/94; 1/24/01; 4/23/03; 1/31/07; 8/22/07; 2/23/13; 7/23/13; 1/20/15*

# Memorandum of Understanding

## by and between the Siskiyou Joint Community College District and the College of the Siskiyou Auxiliary Foundation

This Memorandum of Understanding is made and entered into this 2nd day of November, 1993, by and between the Siskiyou Joint Community College District, hereinafter referred to as "District", and the College of the Siskiyou Auxiliary Foundation, a non-profit corporation, hereinafter referred to as "Foundation", an organization established and operated as an integral part of the District.

### 1. PURPOSE

Administration by the Foundation of the functions and activities described herein, instead of administration by and through the District, is deemed to be more effective in accomplishing those functions and activities than would be possible under usual governmental budgetary, purchasing, and other fiscal procedures. Further, the District expects to benefit from the experience and expertise of Foundation members.

The purposes for which this Foundation is formed are to promote the general welfare of College of the Siskiyou in the following manner:

- a. By assisting and supporting College of the Siskiyou in the attainment of educational, cultural, and scientific goals.
- b. By assisting and supporting College of the Siskiyou in fulfilling its role in serving the community of which it is a part.
- c. By soliciting, raising, and distributing monies, properties, and other assets for the construction of buildings, for the purchase of equipment, and for other outlay needs.
- d. By assisting and supporting the Operation of various student, alumni, and community services and activities of College of the Siskiyou as are common with educational establishments. These activities will include, but are not limited to, the operation of bookstores and cafeterias, providing both on and off campus housing to students, promoting alumni activities and services, promoting community service programs, and assisting, supporting, or operating other projects that may be deemed appropriate to promote the general welfare of College of the Siskiyou and the students of College of the Siskiyou.

### 2. DESIGNATION OF RECOGNIZED SERVICE

The Foundation through amendments to this agreement, may administer those functions or activities defined in Section 59259 of Title 5, California Code of Regulations, which are mutually agreed upon by parties.

In the solicitation, raising and distribution of monies, properties and other assets, the Foundation will be able, through its Board of Directors, to make many community contracts that the District would not normally make.

### **3. DELINEATION OF AUTHORITY AND RESPONSIBILITY**

The Foundation shall not offer courses for which State funding is received. All services, programs and activities that may be undertaken by the Foundation shall be maintained for the general benefit of the educational programs of the District. Under this agreement, the Foundation may assume any of the services, programs and activities listed in District Implementing Regulations, Section 1.2 in order:

1. To provide the fiscal means and the management procedures that allow the District to carry on educationally related activities not normally funded by the State;
2. To eliminate undue difficulty that would otherwise arise under the usual governmental, budgetary, purchasing, and other fiscal controls; or,
3. To provide fiscal procedures and management systems that allows effective coordination of Foundation activities with the District in accordance with sound business practices.
4. To benefit from the experience and expertise of the Foundation.
5. That the Foundation will have powers expressly authorized by the Implementing Regulations for Auxiliary Organizations; by its Memorandum of Understanding and By-Laws; and by the California General Non-Profit Corporation Statute.
6. That the Foundation will have an ex-officio Trustee appointed to its Board and will come under the periodic review of the Board of Trustees.
7. That the Foundation will be authorized to invest its funds in accordance with policies adopted by its Board of Directors. And that gifts to the Foundation shall be accepted as authorized by the District's implementing regulations.

### **4. BOARD OF DIRECTORS**

The Foundation shall have a Board of Directors elected in accordance with its by-laws and consisting of voting membership including a District Trustee acting as principal contact to the District Board of Trustees, College President acting as principal advisor, the College Vice President of Administration acting as Treasurer, and the College Chief Resource Development Officer acting as Secretary.

### **5. PERSONNEL**

Employees of the District may be assigned to duties related to Foundation. These assignments will be made by the President of College of the Siskiyous, approved by the District Board of Trustees, and periodically reported to the District Board of Trustees. Supervision of employees assigned to the Foundation continues to be by the President of the College who may delegate the responsibility to other College administrative staff as necessary.

Foundation employees will be provided salaries and benefits from Foundation funds and working conditions will be comparable to those provided to District employees performing similar services. Foundation employees will not become permanent employees of the District.



## **6. FACILITIES AND SERVICES**

The Foundation may occupy, operate, and use District facilities and property separately or jointly with the District.

In consideration of the further terms of this agreement, the District will provide the Foundation with suitable space and equipment to perform its functions and activities.

The Foundation shall use the facilities, property, and equipment only for those services and functions that are consistent with the policies, rules, and regulations, which have been or may be adopted by the Board of Trustees of the Siskiyou Joint Community College District.

The District will also provide access to the Foundation for services that relate to purchasing, accounting, data processing, duplication, and administration. Costs of these services, which relate to supplies, will be paid for by the Foundation.

The right to use any of the District's facilities or equipment included in this agreement or amendments shall cease upon written notice by the College President that the facilities are needed for the exclusive use of the District.

The District will not charge rent to the Foundation for use of facilities.

## **7. DISTRICT REIMBURSEMENT**

The District will be reimbursed for the cost of services performed for the Foundation when these services involve costs that are beyond the work-day or work-week of District employees.

The District will be reimbursed for the cost of supplies related to functions performed by the Foundation.

## **8. INDIRECT COSTS**

If the Foundation administers a federally-sponsored program, it shall reimburse the District for indirect costs associated with the performance of services by the District or the Foundation relating to the federally-sponsored project. Such reimbursement will take into consideration the District's federal indirect cost rate and the approved indirect cost allocation, if any, of the federal program award.

## **9. MAINTENANCE AND OPERATING EXPENSES**

The District shall provide maintenance and custodial services in the same manner as it provides for its own officers. The Foundation agrees that it will keep and maintain the described facilities in a clean and orderly condition.

## **10. SIGNS, FIXTURES AND EQUIPMENT**

During the term of this agreement, the Foundation shall have the right to erect, place and attach fixtures, signs, and equipment in or upon facilities as authorized by the College of the Siskiyou's President in writing as to number, size, and location. Fixtures, signs, or equipment so erected, placed, or attached by the Foundation can be removed therefrom by the Foundation upon termination of this agreement.

## **11. PUBLIC RELATIONS**

With respect to any expenditures for public relations or other purposes which would serve to augment District appropriations for the operation of the College, the Foundation may expend funds in such amount and for such purposes as are approved by the Board of Directors of the Foundation. The Foundation shall file with the College President a statement of its policy on accumulation and use of public relations funds. This statement will include the policy and procedures on solicitation of funds, source(s) of funds, purposes for which the funds will be used, allowable expenditures and procedures of control.

## **12. DISPENSATION OF EARNINGS**

Income generated by the Foundation in excess of costs and provisions for facilities, equipment, maintenance, reserves, and working capital shall be used to benefit College of the Siskiyous and the students of College of the Siskiyous. Provisions shall be established by the Board of Directors of the Foundation to ensure fulfillment by the Foundation of this agreement.

## **13. DISSOLUTION OF FOUNDATION**

In the event of the dissolution of the Foundation or upon cessation of operations of the Foundation under this agreement, all assets and liabilities of the Foundation resulting or arising from this agreement shall either be transferred to the Siskiyou Joint Community College District, or a non-profit tax-exempt organization designated by the District, or expended for the benefit of College of the Siskiyous, the students of College of the Siskiyous, or the District. It is understood that in the event the Foundation ceases to be an auxiliary organization it shall retain the assets it brings to this agreement so long as it operates for the benefit of the District.

## **14. COVENANT**

During the term of this agreement, the Foundation agrees to maintain its organization and to operate in accordance with the California Education Code and with the regulations of California Code of Regulations, Title 5, as well as the Siskiyou Joint Community College District Implementing Regulations.

## **15. RIGHT OF ENTRY**

It is understood and agreed that at any time the District and its agents and assigns shall have the right to enter the Foundation facilities or any part thereof for the purpose of examination or supervision.

## **16. THIRD PARTY AGREEMENT**

The Foundation shall not enter into any contract that would obligate designated District facilities, equipment or personnel without prior District approval. Any such contracts must contain thirty-day or sixty-day cancellation provisions with no cancellation penalties.

## **17. INSURANCE, INDEMNIFICATION AND RESTORATION**

The Foundation shall be included in the District's insurance policies for all of its regular functions. When special events are sponsored by the Foundation, separate insurance coverage may be required by the District.

The Foundation agrees to indemnify, defend, and save harmless the District, its officers, agents, and employees from any and all loss, damage, or liability that may be suffered or incurred by the District, its

officers, agents, and employees caused by, arising out of, or in any way connected with the use of the described facilities by the Foundation or in connection with this agreement.

Upon termination of this agreement, the District shall have the option to require at the Foundations' own expense and risk, to restore the facilities as nearly as possible to the condition existing prior to the execution of the agreement. If the Foundation shall fail to do so within ninety (90) days after the District exercises said option, the District may restore the property at the risk of the Foundation and all costs and expenses of such removal or restoration shall be paid by the Foundation upon demand of the District. The District shall have the right to exercise this option within thirty (30) days after the expiration of this agreement.

**18. REAL PROPERTY**

The Foundation shall not enter into any transaction concerning real property without the prior approval of the College President, and the District Board of Trustees.

**19. NONASSIGNABILITY**

This agreement is not assignable by the Foundation, either in whole or in part, nor shall the Foundation permit anyone else to use the described facilities or any part thereof without written permission of the College President.

**20. TERMS OF AGREEMENT**

This agreement begins November 2, 1993 and ends upon either party giving sixty (60) days written notice, subject to the provisions of section XIII of this Memorandum of Understanding entitled Dissolution of Foundation.

The Foundation must remain in good standing with the District and comply with the implementing regulations for auxiliary organizations.

**21. NOTICES**

All notices herein required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and received by the Foundation President.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto.

EXECUTED ON THE DATES SHOWN BELOW:

DATED: November 2, 1993      College of the Siskiyou Foundation  
By signature/Lawrence Moran, Foundation Board President

DATED: November 2, 1993      Siskiyou Joint Community College District  
By signature/Martha Romero, Superintendent/President

# Committee Structure

## 2016 Committees

- Executive Committee
- Investment & Finance Committee
- Board Governance Committee
  - Nominating, Recruitment, Orientation, Bylaws, Policies
- Friend / Fund Raising Committee
  -
- Enterprise Operations Committee (Eagle's Nest)
- Scholarship Committee (Includes Application Readers) / Siskiyou Promise Scholarship
- Scholarship Dinner
- Golf Tournament
- Craft Fair
- Donor's Recognition Dinner
- Foundation Staffing
- Performing Arts Expansion - Campaign
- Ad Hoc Committees:
  - Gift Acceptance
  - Foundation Mini Grant Readers
  - Scholarship Application Readers

## Duties of a Committee Chair

When serving as the Chair of a committee, it is the Board member's duty to keep the committee focused and productive. The committee will work best when the chair makes his/her expectations clear, delegate's responsibility and expects results. Duties included, but are not limited to:

- Understanding the purpose of the committee and its importance to the Foundation Board.
- Developing and holding the interest of the committee members through open communication, appropriate assignments, clear direction and completion of the project.
- Developing agenda's for committee meetings and conducting the meetings.
- Reporting to the Foundation Board, at regular meetings, committee actions and activities.

*Approved by the COS Foundation Board 5/8/08.*

# 2016 Committee Members (committee membership not limited)

## Operations:

### **Executive Committee**

#### *Voting Members:*

- Foundation President
- Foundation Vice President
- Treasurer
- Secretary (FDN Director)
- COS President
- Committee Chairs - as designated

#### *Non-Voting Members:*

- COS Controller
- Business Office Accountant
- FDN Administrative Assistant
- Thrift Store Manager

### **Investment/Finance**

- Dawnie Slabaugh
- Dawna Cozzalio
- Greg Messer
- Denny Sbarbaro
- Barry Ohlund
- Nancy Funk
- Mark Clure, Consultant
- Connie Warren
- Kent Gross

### **Board Governance**

- Greg Messer
- Ann Kaster
- Dawnie Slabaugh
- Scotty Thomason
- Dawna Cozzalio
- Sue Boston
- Carol Cupp

### **Scholarship (includes Siskiyou Promise & Scholarship Dinner Event)**

- Greg Messer
- Dawna Cozzalio
- John Christ
- Rennie Cleland
- Ann Kaster
- Karen Zeigler
- Dawnie Slabaugh
- Connie Warren

### **Enterprise: Eagle's Nest**

- Greg Messer
- Sue Boston
- Nancy Funk
- Dawna Cozzalio
- Carol Cupp
- Denny Sbarbaro
- Karen Tedsen
- Dawnie Slabaugh
- Angel Fisher
- Dawnie Slabaugh

### **Performing Arts Expansion – Campaign**

- Karen Copsey
- Mark Healy
- Denny Sbarbaro
- Greg Messer
- Karen Tedsen
- Nancy Funk
- Scotty Thomason
- Dawna Cozzalio
- Dawnie Slabaugh

**Events:**

**Golf Tournament**

- Dawnie Slabaugh
- Denny Sbarbaro
- Dennis Roberts
- 
- 
- 
- 

**Craft Fair**

- Dawnie Slabaugh
- Dawna Cozzalio
- Angel Fisher
- 
- 
- 

**Donor's Recognition Dinner**

- Dawnie Slabaugh
- Dawna Cozzalio
- Greg Messer
- 
- 
- 

**Ad Hoc:**

**Foundation Staffing**

- Dawna Cozzalio
- Carol Cupp
- Sue Boston
- Denny Sbarbaro
- Greg Messer
- Dawnie Slabaugh
- Scotty Thomason

**FDN Mini Grant**

- Foundation President or Designee
- Faculty Representative
- ASM Representative
- Classified Representative
- Foundation Director

**Gift Acceptance**

- Foundation President
- Foundation Treasurer
- Foundation Director
- One additional member of the Foundation Executive Committee, appointed by the Foundation President
- Such other members as appointed by the President of the Foundation

# Executive Committee Standing Rules

## Purpose

The Executive Committee is responsible for the overall management of the Foundation and may transact such business as falls within the written, adopted policies of the Foundation, as may be necessary between scheduled Board meetings. It is authorized to make decisions on behalf of the Foundation Board between meetings. It provides policy direction and leadership to all other committees of the COS Foundation. It listens to the needs of the committees and assists them in completing their objectives.

## Membership

- The membership of the Executive Committee consists of the following: Foundation President, Vice President, immediate Past President; Treasurer, Secretary, Foundation Director, College Superintendent/ President, Investment/Finance Committee Chair, Fund Development Chair, Board Governance Chair, Enterprise Operations Chair, Scholarship Chair, Events Chair, and ex-officio non-voting staff members.
- The committee will establish regular monthly meeting dates.
- A quorum is at least one more than half the members present at a duly noticed meeting.
- The President will chair each meeting. In the absence of the President, the Vice President will chair the meeting.

## Functions/Deliverables

1. Develop the Board agenda with the Executive Director.
2. Provide oversight to the standing committees to be sure they are operating.
3. Participate in the hiring and review of the performance of the Foundation Director in conjunction with the College President.
4. Maintain an active relationship with the College President.

*Reviewed by Board Governance Committee 11/2015*

# Board Governance Committee Standing Rules

## Purpose

Develop and monitor corporate governance policies recognizing that good corporate governance is good business. Among other responsibilities, the committee will provide guidance to the Executive Committee for selecting new board members, provide direction for the orientation of new board members and oversee any needed changes to Foundation bylaws and review timely the Foundation Director's Handbook.

## Membership

- The Board Governance Committee will be composed of a minimum of three members including the Foundation Board President.
- The committee will establish a regular meeting date at least quarterly.
- A quorum is at least two members present at a duly noticed meeting.
- Chair or Co-chairs may lead the committee and serve for a two-year term.

## Functions/Deliverables

1. Develop corporate governance policies for adoption by the full board, including:
  - Criteria for Board Members
  - Composition of the board
  - Conditions for Board Member terminations
  - Leadership succession and development
  - Attendance policy
  - Monetary requirements
2. Provide annual review of bylaws oversight to the Board.
3. Develop and review Board policies and procedures, especially those required of non-profits: Conflict of Interest, Donor Confidentiality, Executive Compensation, Expense Reimbursement, Gift Acceptance Policy, Investment, Retention & Destruction, and Whistleblower
4. Identify potential new board members for nomination.
5. Recruit and cultivate prospects.
6. Identify potential officers and recommend slate of officers to the board.
7. Maintain an open-ended list of future qualified board candidates.
8. Assure orientation of new board members.

*Reviewed by Board Governance Committee 11/2015. Reviewed by Foundation Board 1/19/16*

## **Duties of the Nominating Chair** *(approved by the Foundation Board 5/8/08)*

- Recruits and recommends new board members.
- Cultivates prospects.
- Recommends slate of officers.
- Maintains an open-ended list of future qualified board candidates.
- Provides orientation of Foundation roles for board candidates.

*Term length is dependent on chair. Committee meets prior to annual nomination.*



## **Board Nomination Process**

1. Prospects for board membership will be identified by the Board Governance Committee and Foundation Board members.
2. The Board Governance Committee will discuss prospects and make contact with them to discuss the roles and responsibilities of membership.
3. Prospects will meet with the Foundation President, Executive Director, College President and any Foundation member or Committee member who recommended the prospect. A Foundation member shall prepare a short biography of the candidate after the meeting.
4. A member of the Board Governance Committee shall contact all members who have met with the Foundation President or Executive Director.
5. The Board Governance Committee will deliberate on the list of prospects.
6. The Board Governance Committee shall recommend to the Executive Committee not less than thirty (30) days preceding the annual meeting a list of nominees to be elected as members of the Board of Directors.
7. Invite newly elected Board members to attend the next Board of Trustees meeting to be introduced.

*Reviewed by Board Governance Committee 3/20/2012*

# Fund Development Committee Standing Rules

## Purpose

Provide leadership and organization to ensure efficient and coordinated solicitation of gifts. Increase revenue to assist College of the Siskiyous and its students for both short term needs and long range goals. Build mutually beneficial partnerships between the local business community and College of the Siskiyous with a focus on financial support of college priorities. Evaluate business opportunities for the Foundation that will create a sustainable revenue stream.

## Membership

- The committee will be composed of a minimum of three members.
- The committee will establish regular bi-monthly meetings.
- A quorum is at least one more than half members present at a duly noticed meeting.
- A Chair or Co-chairs may lead the committee and serve for a two-year term.
- Reps from Business Development and Event Planning

## Functions/Deliverables

1. Provide leadership and organization to ensure efficient and coordinated donor cultivation and solicitation of undesignated, scholarship and program support gifts.
2. Build mutually beneficial partnerships between the local business community with a focus on financial support of college priorities.
3. Assure on-going stewardship of donors.
4. Develop and maintain a strategic planned giving program aligned with the mission of the Foundation.
5. Provide guidance for all major gifts campaigns.
6. Develop and maintain an alumni council or association.
7. Assure appropriate donor recognition.

*Reviewed by Fund Development Committee 3/29/2012*

# Enterprise Operations - Standing Rules

## **Purpose**

Provide oversight to current enterprise operations: Eagle's Nest and COS Extension. Evaluate business opportunities for the Foundation that will create a sustainable revenue stream.

## **Membership**

- The committee will be composed of a minimum of three members.
- The committee will establish regular bi-monthly meetings.
- A quorum is at least one more than half members present at a duly noticed meeting.
- A Chair or Co-chairs may lead the committee and serve for a two-year term.

## **Functions/Deliverables**

1. Ensure an active Eagle's Nest Advisory Committee composed of Foundation Board members, volunteers and staff to recommend appropriate policies and procedures to support the shops.
2. Offer courses of educational or lifelong learning in not-for-credit courses in an appropriate balance between community needs and limitations of College and Foundation resources.
3. Provide fiscal sponsorships to agencies when indirect costs make it financially feasible.
4. Explore new enterprise operations which will create a sustainable revenue stream.

*Reviewed by Enterprise Operations Committee 1/24/2012. Last revision 1/20/15*

# Scholarship Committee Standing Rules

## **Purpose**

Provide leadership and organization to ensure coordinated solicitations of scholarship gifts, both endowed and annual awards. Plan, staff and host all fund-raising activities for the General Scholarship Fund. Manage and distribute scholarship awards thru an efficient, timely, and fair process; provide financial support to qualified applicants to support their educational pursuits while attending COS.

## **Membership**

- The committee will be composed of a minimum of three members.
- The committee will establish regular meetings.
- A quorum is at least one more than half of members of the committee.
- A Chair or Co-chairs, appointed by the Board President, may lead the committee and serve for a two- year term.

## **Functions/Deliverables**

1. Chair develops the agenda for committee meetings and conducts the meetings.
2. Committee ensures coordinated solicitation of scholarships gifts through direct mail, direct asks, or events. Cultivates and stewards donors when appropriate.
3. Develops the annual scholarship budget.
4. Plans, staffs and hosts scholarship fund-raising or recognition events.
5. Recruits appropriate individuals for the Scholarship Readers Committee to review applications and select recipients. Provides notification to Executive Committee and board.
6. Visits county high schools early in the year to present/discuss COS Foundation Scholarship availability.
7. Assigns representatives to attend high school graduation or award night ceremonies to personally present Foundation Scholarship award notification to awardees.
8. Reviews and updates marketing materials related to scholarships.

*Reviewed by Scholarship Committee 2/28/2012*

## **Duties of the Scholarship Chair (approved by the Foundation Board 5/8/08)**

- Responsible for the growth and viability of the Scholarship Program.
- Develops the annual scholarship budget.
- Monitors the annual investments of all scholarship funds.
- Develops agendas for committee meetings and conducts the meetings.
- Recommends annual slate of scholarships to the Executive Committee.
- Oversees Scholarship Program.
- With the Foundation Director, Foundation President, or College President, may meet with Scholarship donors.

*Term length is dependent on Chair. Committee meets 5-6 times per year.*

# Events Committee Standing Rules

## Purpose

Provide oversight to various events such as Performing Arts Series, Golf, Craft Fair and donor recognition.

## Membership

- The committee will be composed of a minimum of three members.
- The committee will establish regular meetings, minimally quarterly.
- A quorum is at least one more than half members present at a duly noticed meeting.
- A Chair or Co-chairs may lead the committee and serve for a two-year term.

## Functions/Deliverables

1. Annually review Return on Investment/Benefit of all events to provide appropriate balance between events and other Foundation activities.
2. Assure appropriate Foundation board, staff and community volunteers are committed to plan, staff and host planned events.

*Reviewed by Events Committee 1/31/2012*

## Golf

Mission: Coordinate a golf tournament in which friends of the College are invited to participate and net proceeds are used to support College projects that have been identified by the Foundation.

## Duties of Golf Tournament Committee *(approved by the Foundation Board 5/8/08)*

- Responsible for the growth and viability of the annual golf tournament
- Develops the Golf Tournaments annual budget, maintains and manages budget.
- Develops agenda's for committee meetings and conducting the meetings.
- Develops contracts with local golf resorts.
- Solicits sponsorships.
- Oversees registration of players.
- Reviews tournament and makes recommendations for following year.

*Term length is dependent upon Chair. Committee meets five – six times per year.*

## Craft Fair

Mission: To attract a large audience to the College of the Siskiyous campus annually, while providing volunteer opportunities for students and community members.

- Annually provide an avenue for local crafters to sell hand-crafted, homemade items and a venue for local musicians to perform.
- Provide opportunities for students to participate as volunteers (set-up, clean-up, concessions, kiddie corner activities).
- Assist the COS Foundation to raise funds to support College projects.

**Duties of the Planned Giving Chair** *(approved by the Foundation Board 5/8/08)*

- Responsible for the growth and viability of the Planned Giving Program.
- Monitors contributions made to Foundation.
- Develops agenda's for committee meetings and conducting the meetings.
- When appropriate, they will encourage discussion between Foundation staff and potentially interested donors.
- Assist the Foundation staff and board with the interpretation and execution of the Planned Giving guidelines.

*Term length is dependent upon Chair. Committee meets as needed.*

**Duties of Donor Recognition Committee Chair** *(approved by the Foundation Board 5/8/08)*

- Coordinates donor recognition methods.
- Works with the Planned Giving Committee Chair when needed.
- Monitors contributions made to the Foundation.
- Develops agenda's for committee meetings and conducts meetings.

*Term length is dependent upon Chair. Committee meets as needed.*

**Duties of Alumni Coordinator** *(approved by the Foundation Board 5/8/08)*

- Responsible for the coordination of all fundraising and social activities of the Alumni Association.
- Serves as liaison between Alumni Association and Foundation Board of Directors.
- Develops and maintains historical record of Alumni activities.
- Maintains and manages database of Alumni members.
- Develops bi-annual alumni newsletter and other alumni promotional materials.

*Term length is dependent upon Chair. Committee meets as needed.*

**Duties of Special Events Coordinator** *(approved by the Foundation Board 5/8/08)*

- Serves as liaison for event committees and reports to Executive Committee.
- Monitors events progress.
- Oversees the work of special events committees.

*Term length is dependent upon Chair.*

# Investment & Finance Committee Standing Rules

**Purpose:** Provide regular, periodic review of financial policies, procedures and reports by individuals knowledgeable in the financial field. Investment management, and the improvement of overall investment return, is an integral part of the board's area of responsibility. Assure a broad range of diversified investments to provide the cash flow necessary to generate funds to: 1) Support the College and the Foundation's programs; and 2) support sufficient growth opportunity to offset inflation and overtime to enlarge the assets.

## Membership:

- The committee will be composed of a minimum of three members, two of which are the Board President and the Treasurer. The chair may appoint members to the committee who are not members of the Board of Directors, but knowledgeable in the field of finance.
- The committee shall establish regular quarterly meetings. Emergency meetings of the committee may be called by the chairman with 48-hour notice.
- A quorum is at least one more than half members present at a duly noticed meeting.
- The Treasurer will serve as the chair of the committee. In the absence of the chair, a board member shall act as chair.

## Functions/Deliverables

1. Review and evaluate the investments of the Foundation's financial assets. The committee will authorize purchase and sale of securities, appoint investment advisors and managers, and authorize investments consistent with the goals and objectives of the Foundation as defined.
2. Advise and assist the treasurer in the performance of his/her duties and the management of the financial affairs of the corporation. The Committee shall make a report at each quarterly meeting of the Board of Directors.
3. The committee will prepare an annual budget each year. The annual budget will show all major income and expenses anticipated for the succeeding fiscal year. The budget will be submitted to the Executive Committee for review and recommendation to the full Board of Directors.
4. Ensure that the internal control procedures utilized by the Foundation are satisfactory.
5. Recommends financial policies and procedures covering the various funds controlled by the Foundation.
6. To monitor and evaluate gifts and holdings of investments other than securities and make policy recommendations or specific suggestions to the Executive Committee with regard to the disposition of such investments.
7. Reviews audits.

*Reviewed by Investment and Finance Committee 2012*

## Duties of the Chair *(approved by the Foundation Board 5/8/08)*

- Responsible for the fiscal growth and viability of Foundation's investments.
- Oversees the financial investment records of the Foundation.
- Recommends investments, financial policies, and procedures covering the various funds controlled by the Foundation.
- Reviews audits.

*Term length is dependent on Chair. Committee meets 3-4 times per year.*

# Investment Policy Statement

**Introduction:** Outline of Investment Objectives, Review of Procedures to be used as a guide to the Investment Committee (and the Investment Consultant) to review all aspects regarding the COS Foundation & Scholarship portfolios. It is intended to be sufficiently specific to be meaningful yet flexible enough to be practical.

- a) Objectives
- b) Selection and Retention Standards
- c) Performance Evaluation
- d) Diligence Review

**Responsibilities of Investment Committee:** The COS Foundation Board of Directors have delegated to the Foundation Investment Committee the authority and responsibility to invest and monitor available assets for the Foundation.

**Investment Objectives:** It is the investment Committee's objective to create a broad range of diversified investments. This range should provide the cash flow necessary to generate funds to:

- Support the College and the Foundation's programs;
- Sufficient growth opportunity to offset inflation and over time to enlarge the assets.

The combination of investment asset classes should produce a "Balanced Portfolio" of approximately 25% -50% fixed income securities and 50% - 75% equities.

**Management Company Selection:** The Investment Committee is authorized to engage professional investment management assistance in attempting to achieve the best investment objectives. The Committee has determined to utilize Mutual Funds in an effort to achieve the investment objectives. To be considered, a Mutual Fund candidate must belong to a fund family which:

- a) Displays consistent and superior long-term performance
- b) Manages at least \$30 billion
- c) Has continuously managed for at least twenty-five years
- d) Maintains an average relative performance rating of Morningstar 3 over a ten-year period or other industry-recognized standards that the Investment Committee may select.

**Investment Options:** The Investment Committee will arrange to provide a broad range of mutual funds with the following objectives:

- a) Current income and stability of principal
- b) Current income with potential growth of income and capital
- c) Capital appreciation
- d) Access to foreign investment opportunities
- e) Includes Real Estate
- f) Includes Small Cap Value



**Investment Consultant's Responsibilities:** The Committee may appoint an Investment Consultant. The Consultant will guide the Committee with:

- a) Specific fund selection;
- b) Regular investment and fiduciary overview;
- c) Propose amendments to this policy statement.

**Performance Standards:** The Committee will meet with the Investment Consultant at least quarterly and review the fund family and the funds absolute and relative performance. The review will detail comparison of funds with a similar category and appropriate indices. Consistent underperformance versus indices will prompt an in-depth analysis.

The Committee understands the long-term nature of these investments and will normally consider a business cycle (4 to 5 years) as an appropriate time measure for purposes of achieving the appropriate standards.

**Annual Review** This statement will be reviewed annually at mid-year. Amendments to be considered are:

- a) Economic and Political Outlook
- b) Portfolio risk levels
- c) College support requirements

### **Investment Restrictions**

The following investments will not be considered at this time:

- a) Commodities
- b) Derivatives
- c) Hedge Funds
- d) Limited partnerships

**Investment Consultant:** Mark Clure with Edward D. Jones, Mt. Shasta is the Plan's Investment Consultant.

### **Conclusion**

This statement is to be used only as a guideline to formulate and monitor the investment practices of the COS Foundation. It is not a contractual statement. It is to be used as a flexible document to assist the Investment Committee in the management of its fiduciary duties.

*Approved by:      Adopted by COS Foundation Board – January 8, 1997 – Regular Meeting  
                                 COS Board of Trustees – February 4, 1997 – Regular Meeting  
                                 COS Foundation Board Revised: 1/5/01; 1/2004; 1/25/06; 3/12/13; 1/20/15*

# Endowment Spending Policy

This spending policy provides at least four percent (4%) of the endowment value with adjustments to be made according to inflation, but not more than seven percent (7%) for expenditure. The base for calculating the percentage available shall be subject to the following provisions:

1. The value will be computed as of the close of domestic markets on December 31 each year.
2. The BlackRock 30-Year Period Withdrawal Rates Model, or other similar model which incorporates an inflation/deflation indicator, will be used for determining the percentage for expenditure.
3. The Investment & Finance Committee in its discretion will determine the amount of income available in excess of the minimum four percent (4%) in consultation with the Executive Committee.
4. Disbursements will occur in the third and fourth quarters of that fiscal year and in the immediately following first quarter of the following fiscal year (January-September).
5. No distribution will be made from funds that have not reached permanently endowed status. Donors have five (5) years in which to permanently endow a fund. Newly endowed funds will be included at the first such distribution occurring 12 calendar months or more after they have reached permanent status. A fund may be awarded in the academic year it is established, only if the donor(s) augments the account by an additional amount that is specified for the award.
6. If minimum funding for an endowment is not accomplished within five (5) years after the initial contribution, all accumulated contributions will be placed in a pooled endowed fund.
7. Some portion of income from all funds may be used to pay commissions, investment fees, and administration costs of the Foundation's funds as determined necessary from year to year by the Foundation Board of Directors, to the extent permitted by law.

UPMIFA (Uniform Prudent Management of Institutional Funds Act) sets forth rules regulating how an endowment fund is spent. In making a determination to appropriate or accumulate, the board must act in good faith, apply the prudent person standard, and must consider, if relevant:

- The duration and preservation of the endowment fund
- The purpose of the institution and the endowment fund
- General economic conditions
- The possible effect of inflation or deflation
- The expected total return from income and the appreciation of investments
- Other resources of the institution
- The investment policy of the institution

*Approved by the Investment & Finance Committee 2/14/2012*

**RHSI Endowment** spending is guided by Federal Title III rules:

- You must invest the Federal and matching fund and at least half of the income (appreciation, interest and dividends) for a period of 20 years from the start of the grant project [project started 9/30/2007].
- During the grant period, the grantee may not withdraw or spend any part of the endowment fund corpus.
- You may withdraw and spend up to 50 percent of the total **aggregate endowment fund income earned** prior to the date of the expenditure.

**Long term Endowment (Quasi endowment-created by the Board) criteria:**

- Assist the college in achieving its mission and EMP goals
- Assist the college in achieving prioritized goals provided to the board annually by the college president.

# Scholarship Procedure

The Scholarship Committee is responsible for the planning, staffing and hosting of all fundraising activities for the General Scholarship Fund and management /distribution of scholarship awards

## Scholarship Award Management (Stewardship)

- The annual budget for scholarship awards is developed by the Scholarship Committee (after the December 31 distribution calculation).
- Scholarship funds are invested according to the Foundation's Investment Policy. These funds are not co-mingled with other Foundation funds.
- The Public Relations Office (PRO) announces the availability of scholarships.
- The Scholarship Committee will be composed of Foundation Board members, Financial Aid Office representative(s), faculty representative(s), and community volunteers.
- The Scholarship Committee and Foundation provides continued interaction with donors and tracks all scholarship awards.
- The Scholarship Committee has representation on the Events Coordination Committee.

## Procedures

1. The Foundation Office creates and distributes the scholarship application. Copies are sent to the COS Financial Aid Office, Yreka Campus, Siskiyou County High Schools, Family Resource Centers, etc. The Financial Aid Office receives all incoming applications, verifies student eligibility and grade point averages. The Financial Aid Office forwards completed scholarship applications to the Foundation Office for the Scholarship Readers Committee to review. Scholarship Committee members will also plan to visit County high schools in the early spring to present/discuss COS Foundation Scholarship availability.
2. The Scholarship Readers Committee reviews all qualified scholarship applications and selects the recipients and alternate recipients, per scholarship. The Committee prepares the recipient list for the Foundation's Executive Committee meeting in May. The Readers Committee will include at least one faculty member.
3. Alternates for Foundation High School scholarships will be selected from each school by the Scholarship Committee and kept in abeyance. When a selected recipient is not able to accept a scholarship (i.e. attending another institution), the alternate from the corresponding high school will be selected first. If they are not able to accept the scholarship, the next qualified alternate candidate from anywhere in the county will be selected.
4. After the Executive Committee meeting, the Foundation Office sends the Financial Aid Office a list of the students selected as recipients, and reports the names to the Foundation Board of Directors.
5. The Foundation Office prepares correspondence to notify high school principals and counselors of awardees status (or the recipient if not affiliated with high school)
6. Scholarship Committee representatives will attend high school graduation or award night ceremonies to personally present Foundation Scholarship award notification to awardees.

7. After awards have been presented, the PRO will publicize the awards through press releases sent to the media.
8. The Financial Aid Office monitors student's eligibility and notifies the Foundation Office should any student(s) not qualify for the second semester.

#### **Foundation Scholarship Deadlines**

- First Monday in January: Scholarship applications are available to all students.
- March 10: Scholarship applications due to Foundation Office.
- April – May: Scholarship Readers Committee will receive and review applications and forward list of awardees to the Foundation's Executive Committee.
- May – June: Awards are presented to recipients.

*Scholarship Committee Created 5/31/01. Revision approved by the Scholarship Committee 1/11/2012*

## **Siskiyou Scholar Program**

The College of the Siskiyou Foundation established the Siskiyou Scholar Program in 2007. The Siskiyou Scholars Program is a two year program, which will annually fund a \$3,000 Siskiyou Scholar Scholarship. The annual scholarship will be paid in two installments, upon proof of enrollment, with payment at the beginning of the fall and spring semesters.

Applicants may apply to renew the scholarship for their second year. Funds are to be used for tuition, fees, textbooks and educational materials and transportation. A Bookstore and Tuition Voucher will be provided to the appropriate business offices. Any remaining funds will be paid after the first student progress check, six weeks into the opening of the fall and spring semesters. All scholarship applicants will be annually considered for this scholarship. The Scholarship Recipient Selection Committee will select the annual recipient after carefully screening all scholarship applications.

At the annual commencement exercises, the student who completes the Siskiyou Scholars Program, will be introduced to the audience as a COS Foundation Siskiyou Scholar, and will wear insignia, along with their graduation gown, which will identify the scholar as a Siskiyou Scholar.

1. Scholarship Criteria:
  - Open to any full time student applicant.
  - All Foundation Scholarship applicants will also be considered.
  - Must be seeking an associate degree, preparing to transfer, or seeking certification in vocational training.
  - Must plan to enroll in 12 units of academic credit.
2. Applicant must meet with an academic counselor to develop an educational plan before the release of scholarship funds. Applicant does not have to declare an academic major or vocation the first year.
3. Applicant must maintain a 3.5 grade point average to be eligible for the second installment in January, or to be considered for renewal, for second-year funding. If grade point average is less than a 3.5, applicant may appeal to the Foundation Scholarship Committee under special conditions.

4. Applicant must declare academic major or vocation to receive second year, renewed funding.
5. Five hours a week of Community Service is required. Student may achieve this community service by working in the Foundation Office or the Foundation's Eagle's Nest Resale Shop.

Committee designated funds raised at the 2006 Dinner auction plus future net proceeds from the Scholarship Dinner beginning with the 2007 event to fund the Siskiyou Scholars program.

*Approved by the Scholarship Committee 2/6/07; reported to the Executive Committee 3/13/07; reported to the Board 4/25/07*

## Gifts

### **College of the Siskiyou Board Policy 3820 - Gifts**

Policy Reference: Education Code Section 72122

The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.

The District shall assume no responsibility for appraising the value of gifts made to the District.

Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

The Board will not accept any gift that has not been vetted by the COS Foundation.

*Adoption Date: 5/4/99*

*Revision Date(s): 9/2/08; 4/7/09; 6/5/12*

*Reviewed Date: 4/3/12*

### **College of the Siskiyou Administrative Procedure 3820 - Gifts**

Policy Reference: Education Code Section 72122

- For the purpose of these procedures (AP 3820) a gift is defined as any monetary or material donation to the College of the Siskiyou or any of its programs. This does not include monies received from raffles, sales, event tickets or other activities where the College group provides a product or service to the donor.
- All other gifts must follow the Foundation Gift Acceptance Policy and Guidelines.
- No individual employee or program may solicit or accept gifts on their own authority.

- After the Gifts Acceptance Committee and Foundation Executive Committee have vetted a gift(s) they will recommend its acceptance to the Board in the Consent Agenda titled “Tender of Gifts.” The Foundation Executive Director will be available at Board meetings to answer questions regarding any specific gift as a part of her administrative report.

*Adoption Date: 2/27/09*

*Revision Date: 2/28/12*

# Gift Acceptance Policy and Guidelines

COS Foundation, a not for profit organization organized under the laws of the State of California, encourages the solicitation and acceptance of gifts to COS Foundation (hereinafter referred to as the Foundation) for purposes that will help the Foundation to further and fulfill its mission. The Board of Directors of the Siskiyou Joint Community College District shall only accept gifts vetted by the Foundation. The following policies and guidelines govern acceptance of gifts made to the Foundation or for the benefit of any of its programs.

## **The mission of the COS Foundation is:**

The COS Foundation supports the mission and values of the College of the Siskiyous by fostering community relationships and raising funds to enhance exceptional learning environments.

## **I. Purpose of Policies and Guidelines**

The Board of Directors of COS Foundation and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of the Foundation. These policies and guidelines govern the acceptance of gifts by the Foundation and provide guidance to prospective donors and their advisors when making gifts to the Foundation. The provisions of these policies shall apply to all gifts received by the Foundation for any of its programs or services.

## **II. Use of Legal Counsel**

COS Foundation shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- a. Closely held stock transfers that are subject to restrictions or buy-sell agreements
- b. Documents naming COS Foundation as Trustee
- c. Gifts involving contracts, such as bargain sales or other documents requiring the COS Foundation to assume an obligation
- d. Transactions with potential conflict of interest that may invoke IRS sanctions
- e. Other instances in which use of counsel is deemed appropriate by the Gift Acceptance Committee

## **III. Conflict of Interest**

The COS Foundation will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. The Foundation will comply with the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned Giving, shown as an appendix to this document.

## **IV. Restrictions on Gifts**

The Foundation will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. The Foundation will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the federal, state or local laws pertaining to the College of the Siskiyous, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of the Foundation. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Committee of the Foundation (Executive Committee) after receipt of the recommendation the Gift Acceptance Committee of the Foundation.

## V. The Gift Acceptance Committee

The gift acceptance committee shall consist of:

- The President of COS Foundation
- The Treasurer of COS Foundation
- One additional member of the Foundation Executive Committee, appointed by the Foundation President
- One additional member of the Foundation Development Committee, appointed by the Foundation President
- Such other members as appointed by the President of the Foundation
- The Foundation Executive Director

The gift acceptance committee is charged with the responsibility of reviewing all gifts made to the Foundation, properly screening and accepting those gifts, including without limitation obtaining appraisals where necessary, subject to approval of the Executive Committee of the Foundation, and making recommendations to the Foundation Board and the Board of Directors of the Siskiyou Joint Community College District on gift acceptance issues when appropriate.

## VI. Types of Gifts

A. The following gifts are acceptable:

- |                               |   |
|-------------------------------|---|
| 1. Cash                       | 7. Charitable Remainder Trusts              |
| 2. Tangible Personal Property | 8. Charitable Lead Trusts                   |
| 3. Securities                 | 9. Retirement Plan Beneficiary Designations |
| 4. Real Estate                | 10. Bequests                                |
| 5. Life Insurance             | 11. Life Insurance Beneficiary Designations |
| 6. Charitable Gift Annuities  |   |

B. The following criteria govern the acceptance of each gift form.

1. **Cash:** Unrestricted cash is acceptable in any form. Checks shall be made payable to The COS Foundation and shall be delivered to the Foundation Executive Director in the Foundation's administrative offices. Restricted cash gifts may be made to programs included as line items in the Foundation budget. All other restricted cash gifts over One Thousand Dollars (\$1,000.00) shall be made by the Executive Committee after receipt of the recommendation the Gift Acceptance Committee of the Foundation and the President of COS
2. **Tangible Personal Property:** All other gifts of tangible personal property shall be examined in light of the following criteria:
  - Does the property fulfill the mission of the Foundation?
  - Is the property marketable?
  - Are there any undue restrictions on the use, display, or sale of the property?
  - Are there any carrying costs for the property?

The final determination on the acceptance of other tangible property gifts shall be made by the Executive Committee after receipt of the recommendation the Gift Acceptance Committee of the Foundation.



3. **Securities:** The Foundation can accept both publicly traded securities and closely held securities.

- **Publicly Traded Securities:** Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Investment Committee. In some cases marketable securities may be restricted by applicable securities laws; in such instance the final determination on the acceptance of the restricted securities shall be made by the Executive Committee after receipt of the recommendation the Gift Acceptance Committee of the Foundation.
  
- **Closely Held Securities:** Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, can be accepted subject to the approval of the Executive Committee after receipt of the recommendation the Gift Acceptance Committee of the Foundation. However, gifts must be reviewed prior to acceptance to determine that:
  - There are no restrictions on the security that would prevent the Foundation from ultimately converting those assets to cash,
  - The security is marketable, and
  - The security will not generate any undesirable tax consequences for the Foundation.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely held securities shall be made by the Executive Committee after receipt of the recommendation the Gift Acceptance Committee of the Foundation and legal counsel when necessary. Every effort will be made to sell non-marketable securities as quickly as possible.

4. **Real Estate:** Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the Foundation shall require an initial environmental review of the property to ensure that the property has no environmental damage. Environmental inspection forms are attached as an appendix to this document. In the event that the initial inspection reveals a potential problem, the Foundation shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, a title binder shall be obtained by the Foundation prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the Executive Committee after receipt of the recommendation the Gift Acceptance Committee of the Foundation and by the Foundation's legal counsel. Criteria for acceptance of the property shall include, but not be limited to:

- Is the property useful for the purposes of the Foundation?
- Is the property marketable?

- Are there any restrictions, reservations, easements, or other limitations associated with the property?
  - Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
  - Does the environmental audit reflect that the property is not damaged?
5. **Life Insurance:** The Foundation must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, the Foundation will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Foundation may:

- Continue to pay the premiums,
- Convert the policy to paid up insurance, or
- Surrender the policy for its current cash value.

Also see Section VI. 11. Life Insurance Beneficiary Designations, herein.

6. **Charitable Gift Annuities:** The Foundation may offer charitable gift annuities. The minimum gift for funding is \$5,000. The Foundation President may make exceptions to this minimum. The minimum age for life income beneficiaries of a gift annuity shall be 60. Where a deferred gift annuity is offered, the minimum age for life income beneficiaries shall be 50. No more than two life income beneficiaries will be permitted for any gift annuity.

Annuity payments may be made on a quarterly, semi-annual, or annual schedule. The Foundation President may approve exceptions to this payment schedule.

The Foundation will not accept real estate, tangible personal property, or any other illiquid asset in exchange for current charitable gift annuities.

7. **Charitable Remainder Trusts:** The Foundation may accept designation as remainder beneficiary of an irrevocable charitable remainder trust and the gift shall be approved by the Executive Committee after receipt of the recommendation of the Gift Acceptance Committee of the Foundation. The Foundation will not accept appointment as Trustee of a charitable remainder trust.
8. **Charitable Lead Trusts:** The Foundation may accept a designation as income beneficiary of a charitable lead trust. The Foundation will not accept an appointment as Trustee of a charitable lead trust. The Foundation will only accept irrevocable charitable lead trusts that specifically state that the donor and or trustee must be responsible for the costs of all administration, tax preparation and tax implications. The Executive Committee must approve the gift after receipt of the recommendation of the Gift Acceptance Committee of the Foundation and legal counsel.

9. **Retirement Plan Beneficiary Designations:** Donors and supporters of the Foundation will be encouraged to name the Foundation as beneficiary of their retirement plans. Such designations will not be recorded as gifts to the Foundation until such time as the gift is irrevocable and the Foundation receives notice of such gift becoming irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
10. **Bequests:** Donors and supporters of the Foundation will be encouraged to make bequests to the Foundation under their wills and trusts. Such bequests will not be recorded as gifts to the Foundation until such time as the gift is irrevocable and the Foundation receives notice of such gift becoming irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
11. **Life Insurance Beneficiary Designations:** Donors and supporters of the Foundation will be encouraged to name the Foundation as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to the Foundation until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable. On irrevocable life insurance policies where the Foundation is named as a beneficiary, the Foundation may consider providing partial to full payment of the premiums for such policies. Also refer to Section VI. 5. herein.

## VII. Miscellaneous Provisions

- A. **Securing appraisals and legal fees for gifts to the Foundation:** It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to the Foundation, provided, however; the Foundation may pay for such appraisal or legal fees if deemed appropriate.
- B. **Valuation of gifts for development purposes:** The Foundation will record a gift received by the Foundation at its valuation for gift purposes on the date of gift.
- C. **Responsibility for IRS Filings upon sale of gift items:** The Foundation office is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within three years of receipt by the Foundation when the charitable deduction value of the item is more than \$5,000. The Foundation must file this form within 125 days of the date of sale or disposition of the asset. Refer to IRS Form 8282 with Filing Instructions is attached as an appendix to these policies.
- D. Acknowledgement of all gifts accepted by the Foundation and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Board of the Foundation. Refer to IRS Publication 561 ***Determining the Value of Donated Property*** and IRS Publication 526 ***Charitable Contributions*** are attached to these policies as an Appendix.
- E. The Gift Acceptance Committee of the Foundation shall determine the acceptability of all gifts valued at One Thousand Dollars (\$1,000.00) or more. The Executive Director of the Foundation shall determine the acceptability of all gifts with a valuation of under One Thousand Dollars (\$1,000.00) or those donations made through retail sales.
- F. The tender of any gifts to the College of the Siskiyou, the Foundation or the Board of Directors of the Siskiyou Joint Community College District shall be subject to all policies and procedures of the Board of Directors of the Siskiyou Joint Community College District, including without limitation Board Policy of the Siskiyou Joint Community College District regarding gifts with policy reference to Education Code Section 72122 and Board Policy Number 3820 - Gifts.

## **VIII. Changes to Gift Acceptance Policies**

These policies and guidelines have been reviewed and accepted by the Gift Acceptance Committee of the Foundation. The Gift Acceptance Committee of the Foundation must approve any changes to or deviations from these policies.

*Approved by: COS Foundation Board: January 20, 2009*

*Approved by: COS College Council 2/28/12; Reviewed by COS Board of Trustees 4/3/12*

## **Model Standards of Practice for the Charitable Gift Planner**

### **PREAMBLE**

The purpose of this statement is to encourage responsible gift planning by urging the adoption of the following Standards of Practice by all individuals who work in the charitable gift planning process, gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents and other financial services professionals (collectively referred to hereafter as "Gift Planners"), and by the institutions that these persons represent. This statement recognizes that the solicitation, planning and administration of a charitable gift is a complex process involving philanthropic, personal, financial, and tax considerations, and as such often involves professionals from various disciplines whose goals should include working together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the charitable institution.

### **I. PRIMACY OF PHILANTHROPIC MOTIVATION**

The principal basis for making a charitable gift should be a desire on the part of the donor to support the work of charitable institutions.

### **II. EXPLANATION OF TAX IMPLICATIONS**

Congress has provided tax incentives for charitable giving, and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.

### **III. FULL DISCLOSURE**

It is essential to the gift planning process that the role and relationships of all parties involved, including how and by whom each is compensated, be fully disclosed to the donor. A Gift Planner shall not act or purport to act as a representative of any charity without the express knowledge and approval of the charity, and shall not, while employed by the charity, act or purport to act as a representative of the donor, without the express consent of both the charity and the donor.

### **IV. COMPENSATION**

Compensation paid to Gift Planners shall be reasonable and proportionate to the services provided. Payment of finders fees, commissions or other fees by a donee organization to an independent Gift Planner as a condition for the delivery of a gift are never appropriate. Such payments lead to abusive practices and may violate certain state and federal regulations. Likewise, commission-based compensation for Gift Planners who are employed by a charitable institution is never appropriate.

### **V. COMPETENCE AND PROFESSIONALISM**

The Gift Planner should strive to achieve and maintain a high degree of competence in his or her chosen area, and shall advise donors only in areas in which he or she is professionally qualified. It is a

hallmark of professionalism for Gift Planners that they realize when they have reached the limits of their knowledge and expertise, and as a result, should include other professionals in the process. Such relationships should be characterized by courtesy, tact and mutual respect.

#### **VI. CONSULTATION WITH INDEPENDENT ADVISORS**

A Gift Planner acting on behalf of a charity shall in all cases strongly encourage the donor to discuss the proposed gift with competent independent legal and tax advisors of the donor's choice.

#### **VII. CONSULTATION WITH CHARITIES**

Although Gift Planners frequently and properly counsel donors concerning specific charitable gifts without the prior knowledge or approval of the donee organization, the Gift Planners, in order to insure that the gift will accomplish the donor's objectives, should encourage the donor, early in the gift planning process, to discuss the proposed gift with the charity to whom the gift is to be made. In cases where the donor desires anonymity, the Gift Planners shall endeavor, on behalf of the undisclosed donor, to obtain the charity's input in the gift planning process.

#### **VIII. DESCRIPTION AND REPRESENTATION OF GIFT**

The Gift Planner shall make every effort to assure that the donor receives a full description and an accurate representation of all aspects of any proposed charitable gift plan. The consequences for the charity, the donor and, where applicable, the donor's family, should be apparent, and the assumptions underlying any financial illustrations should be realistic.

#### **IX. FULL COMPLIANCE**

A Gift Planner shall fully comply with and shall encourage other parties in the gift planning process to fully comply with both the letter and spirit of all applicable federal and state laws and regulations.

#### **X. PUBLIC TRUST**

Gift Planners shall, in all dealings with donors, institutions and other professionals, act with fairness, honesty, integrity and openness. Except for compensation received for services, the terms of which have been disclosed to the donor, they shall have no vested interest that could result in personal gain.

*Adopted and subscribed to by the National Committee on Planned Giving and the American Council on Gift Annuities, May 7, 1991. Revised April 1999.*

# Environmental Inspection Form

## Environmental Interview (Designed for use with current and/or prior owners or managers of the property.)

Date of Interview: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Person Interviewed: \_\_\_\_\_ Relation to Property: \_\_\_\_\_

Property Description: \_\_\_\_\_  
\_\_\_\_\_

Type of Property:

Agricultural  Timber  Commercial  Manufacturing  Undeveloped Land  Residential  Other

Age of Building(s): \_\_\_\_\_

1. Indicate prior uses of property: \_\_\_\_\_

2. Are you aware of any environmentally sensitive situations on the property? Describe:  
\_\_\_\_\_

3. For uses identified in question 1, has an environmental license or permit ever been issued?  Yes  No

4. Are there any oil, fuel or chemical storage tanks on the property located above or below ground?  Yes  No

5. Has an environmental assessment been previously conducted?  Yes  No If yes, provide a copy of the report.

6. If available, attach maps or surveys that describe the property to this questionnaire.  Attached  None

7. If you are unable to furnish the information requested above, please advise us if there is a reliable source that may be able to furnish this information.

## Property Inspection Checklist for Current Environmental Conditions

Name of Inspector: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Estimated Size: \_\_\_\_\_

Location of Property: \_\_\_\_\_ Current use \_\_\_\_\_

Number of years the current use has been in effect \_\_\_\_\_

Brief history of property use (list past use and former tenants, and source of information)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Environmental Site Inspection Checklist – An on-site inspection revealed the following: Yes / No

- |  |       |
|--|-------|
| 1. Stressed or denuded vegetation or unusual barren areas      | _____ |
| 2. Discoloration, oil sheens or foul/unusual odors in water    | _____ |
| 3. Dump site   | _____ |
| 4. Tire / battery / chemical storage or disposal               | _____ |
| 5. Storage drums   | _____ |
| 6. Above or below ground storage tanks, vents or filler pipes  | _____ |
| 7. Evidence of petroleum or oil products                       | _____ |
| 8. Evidence of PCBs (electrical transformers, capacitors)      | _____ |
| 9. Subject or adjoining property used for industrial purposes  | _____ |
| 10. Existing structures: If yes, indicate if there is          | _____ |
| a. Evidence of chemical spills/leaks                           | _____ |
| b. Evidence of asbestos  | _____ |
| c. Any source of air emission                                  | _____ |
| 11. Does property appear on National/State Hazardous Site List | _____ |

If "yes" to any of the above, describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one below:

Based on the evaluation of known, discovered, or observed environmental factors, there **is no** evidence of environmental contamination on this or neighboring properties, and **no further** action is recommended.

Based on the evaluation of known, discovered, or observed environmental factors, there **is** evidence of environmental contamination on this or neighboring properties, and **further** action is recommended. (Complete the *Evaluation of Known Environmental Factors* if this block is checked.)

***Evaluation of Known Environmental Factors***

Check the appropriate response to each statement based on all sources of information, including the Environmental Site Inspection Checklist. Yes / No

- 1. This property (or adjacent property) appears on federal, state, or other environmental agency List of site identified for environmental investigation or cleanup. \_\_\_\_\_
- 2. This property is developed and used for an industrial or manufacturing purpose. \_\_\_\_\_
- 3. This property is undeveloped land used for landfill or waste dump purpose. \_\_\_\_\_
- 4. The prior, current or proposed use of this property involves the generation, storage, treatment Or disposal of any potentially hazardous materials, oil/petroleum products or other substances Regulated by environmental laws and agencies. Specify: \_\_\_\_\_ \_\_\_\_\_
- 5. Activities on adjacent properties may have contributed to the environmental contamination Of the subject property. \_\_\_\_\_
- 6. This property is near a flood plain, wetland or ecologically sensitive area. \_\_\_\_\_
- 7. The Environmental Site Inspection revealed evidence of possible environmental contamination. \_\_\_\_\_
- 8. The donor has revealed potential sources or causes of environmental contamination. \_\_\_\_\_
- 9. This property is used for agriculture purposes. \_\_\_\_\_

Check one below:

Based on the evaluation of known, discovered, or observed environmental factors, there **is no** evidence of possible environmental contamination on this or neighboring properties, and **no further** action is recommended.

Based on the evaluation of known, discovered, or observed environmental factors, there **is** possible evidence of environmental contamination on this or neighboring properties, and **further** action is recommended.

Recommendation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Person Completing Form Title Date

\_\_\_\_\_  
Acceptance of Form Approved by Title Date

# Naming of District Property

## College of the Siskiyous Board Policy 6620

All recommendations for naming district property shall be submitted to the Board by the Superintendent /President for action.

All recommendations shall comply with the following criteria:

1. To designate the function of the building or facility.
2. To reflect the natural or geographic features.
3. To reflect a traditional theme of the College.
4. To recognize a living or deceased person(s), business or corporation, who has contributed to the District in an exceptional way through service or monetary contributions. Proposals shall be submitted no earlier than one year following the retirement or death of the individual to be honored.
  - a. If no major gift is involved, it must honor a person who has made an extraordinary contribution to the college or community;
  - b. If a monetary gift is involved, the Board will take into consideration the significance and amount of the proposed gift in relation to the development of completion of a facility or to the enhancement of the facility's usefulness to the District. For an amount to be considered significant, it shall either cover the total cost of the facility to be named or provide funding for that portion of the total cost which would not have been available from any other source (such as state or federal appropriations, bond issues, or loans);
  - c. No gift shall be considered or accepted by the Board which contains conditions related to District operations, the curriculum, faculty, or any College of District program. However, the Board may consider accepting a gift that enables the District to establish a program, if the program is deemed appropriate and useful.

Name of district property may be granted by the Board as either permanent or for a defined period of time.

*Adoption Date: 11/4/08, Revision 1/14/14*

## College of the Siskiyous Administrative Procedure 6620

Requests for naming of district property are to be submitted to the Superintendent/President and include the following:

- a. A rationale for requesting the name of the building or facility;
- b. A description of the proposed memorial, if appropriate;
- c. Evidence of support for the naming, including complete biographical information about the individual, business or corporation;
- d. Specifics of the gift or donation, including maintenance, if appropriate. The Superintendent/President will work in concert with the Foundation on their review and approval;
- e. Duration of the recognition.

Acceptable forms of gifts to result in a naming include: cash, appreciated securities, real property, and under special circumstances, life income gifts (charitable remainder trusts), gifts through estate planning, and gifts-in-kind. Name opportunities shall be available for a deferred gift if the gift is irrevocable and the Foundation office is provided with a copy of the signed and executed estate planning document designating the gift as irrevocable.

### Written Agreement Required

An agreement between the gift donor and the College shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations over time, that result in the name of the district property.



In the case of fundraising campaigns for naming, a plan must be submitted and approved by the Board of Trustees. The plan shall include the district property to be named, the proposed gift opportunity levels, and the method of recognition.

Naming of district property must be approved by the Board of Trustees.

*Adoption date 11/19/13*

# Policies for Naming College Properties, Academic and Non-Academic Programs and Facilities (Draft)

## Abstract - Background, Scope, Applicability and Rational

The College of the Siskiyou Foundation (hereinafter referred to as the Foundation), a not for profit organization organized under the laws of the State of California, has accepted the responsibility for the College of the Siskiyou (hereinafter referred to as the College) to manage the naming process of College Properties, Academic and Non-Academic Programs and Facilities. The intent of these naming policies is to support the strategic goals of the College by focusing fiscal resources on its institutional values and priorities, and to serve the College’s mission. Specific selection of names will take into account the College’s master plan for future development.

These policies reflect the procedures and guidelines that the College will follow when naming, or renaming campus Properties, Programs, and Facilities as a result of Gifting. These policies are supported by the “College of the Siskiyou Naming Guidelines” (hereinafter referred to as the Guidelines) that are maintained and administered by the Foundation. The College’s Board of Trustees will be responsible for creating the naming policies for Honorees.

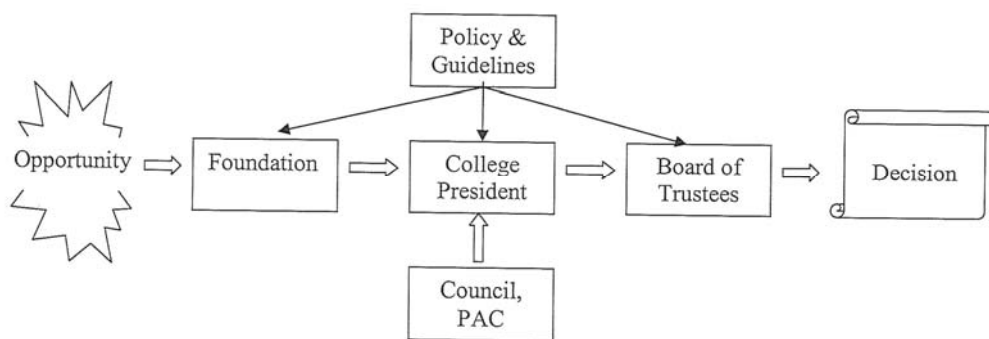
## Authorization – Policies that describe the evaluation and approval process

No commitment regarding naming shall be made to a donor prior to approval of the related proposal for naming. Each proposal shall be made in writing in accordance with the Guidelines. The proposal and record of action taken shall be maintained in the permanent archives of the President’s office.

Each proposal for naming shall be considered on its merits and not only because a gift meets a particular predetermined goal. In this regard, all due attention shall be given to both long-term and short-term appropriateness of a naming.

A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.

The College’s Board of Trustees has the exclusive approval authority for all naming and re-naming decisions. The Colleges Board of Trustees will only consider naming and renaming proposals that have been recommended by the Foundation’s naming proposal process. The Foundation’s naming process is documented in the Guidelines however follows these 3 steps.



## Naming Proposals and Qualifications – Policies that describe documentation and prerequisites

**Proposal** - A proposal for naming or re-naming will include documentation of the following:

1. A thorough analysis of the donor gift in relation to the Guidelines, as well as a financial review. In any proposal for naming in recognition of a donor, consideration should be given to ensure the means by which the gift will be sufficient to sustain the life of the facility or program, since the naming will most likely be for the life of the facility or program.
2. A consultation process to provide the benefit of the collective institutional memory and a broad campus perspective with regard to naming activities. The process shall involve the Foundation's Gift Acceptance Policy.
3. Review by Legal Counsel of the College as appropriate.

**Qualifications – Naming Prerequisites**

When a facility or area is named, that name will generally, be effective for the useful life of the facility or the designated use of the area. If a facility must be replaced or substantially renovated, or the use of an area re-designated, it may be named for a new donor, subject to specific terms and conditions set forth in any gift agreements related to the prior naming action.

**Naming**

Legal Counsel shall review draft language for a gift agreement that includes the proposed naming of a College property, program, and/or facility in recognition of the gift.

In reviewing a request for approval of naming, consideration shall be given to:

1. The significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project's usefulness to the College,
2. The relationship of the individual or entity to the College.
3. The eminence, reputation and integrity of the individual or entity whose name is proposed; and
4. The urgency of need related to the project or for support funds for the project.

The gift shall constitute a significant portion of the total cost of the project to be named.

The gift shall either:

1. Fund the total cost of the project to be named; or
2. Provide substantial funding for the portion of the total cost which would not have been available from another source (such as federal or state sources, student fees or bond issues)

To avoid any appearance of commercial influence or conflict of interest, additional due diligence should be taken before recommending the naming of a property, program or facility that involves the name of a

corporation or corporate foundation. The name of an individual associated with a corporation should be handled as any name for an individual.

Corporate names may be used to designate individual rooms or suites of rooms (as well as endowed chairs and professorships). Plaques in public places within buildings may recognize the contributions of corporations. The size, design, and wording of plaques and other signs that acknowledge corporate generosity and express College appreciation should be modest in size and exclude logos to avoid the appearance of advertising.

When a proposed naming for an individual is accompanied by a gift other than the individual, and the individual to be honored is serving the College in an academic or Administrative capacity, or is serving the community, county, state or nation in an elected or appointed position, the naming may take effect upon approval of the Board of Trustees.

**Changing Circumstances** – Policies that specify the rules for flexibility and renaming of properties, programs and facilities.

**Renaming** – changing the name of an existing property, program or facility

A proposal to rename a property, program or facility, or to add a second name shall adhere to the criteria outlined elsewhere in this document. In addition, these principles shall be followed:

1. Any proposal to rename a property, program or facility, in recognition of a gift shall be reviewed by Legal Counsel. The review shall include any gift documents pertaining to the original gift and related naming, as well as the gift documents pertaining to the subsequent gift and proposed renaming.
2. When a facility has been renamed in recognition of a gift, has reached the end of its useful life and will be replaced or substantially renovated, the replaced, or renovated facility may be renamed in recognition of another gift.
3. When an area or portion of a structure will be developed for another use, the new facility may be renamed in recognition of a gift.
  1. Appropriate recognition of earlier donors shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas.
5. When a property, program or facility is proposed for renaming, College representatives will make all reasonable efforts to inform in advance the original donors, or honorees or immediate family members.

**Other Changes**

If the College proposes to change the function of a named facility or area, it must document the review of related gift agreements to determine if the proposed use is consistent with the restrictions that may have been previously stipulated. If the proposal for change in use is inconsistent, Legal Counsel shall be consulted.

If at any time following the approval of a naming, circumstances change substantially so that the continued use of that name may compromise the public trust, the Legal Counsel of the College will consult regarding further action.

**Related Policies and Documents**

1. Foundation’s Gift Acceptance Policy
2. College of the Siskiyous Naming Guidelines

**Revision History**

<i>File Name</i>	<i>Revision</i>	<i>Author</i>	<i>Date</i>
<i>Naming_06092009_draft</i>	<i>Initial</i>	<i>G. Messer</i>	<i>06/09/2009; Revised 7/6/09, 7/24/09</i>
<i>Under review as of 1/20/15</i>			

# Foundation Mailing List and Donor Privacy Policy

## Introduction

The COS Foundation strives to earn the trust of its donors and beneficiaries by adhering to the highest ethical standards.

Maintaining and strengthening this trust will always be a paramount concern to the Foundation.

The COS Foundation maintains a database of names and addresses of College's alumni, those donors who have supported us financially, and those who have otherwise indicated an interest in our activities. From time to time these lists are used by the Foundation to mail information to persons on the list or to seek financial support from them.

To assure ethical use of the mailing list, the Foundation has adopted the following policies:

## Mailing List Policies

1. The COS Foundation does not share its mailing list with other organizations. The list will absolutely not be exchanged, rented or sold for marketing or any other use unrelated to Foundation business.
2. From time to time, individuals involved with a specific Foundation fund may request from the Foundation the names of individuals who have contributed to that fund for uses related only to that fund. The Executive Director must approve each use of the mailing list and the piece to be mailed. The list will be provided to either the COS Foundation staff or professional mail service provider for one-time use only.
3. The list, or any portion of the list, may be used by COS Foundation for institutional purposes. Requests for use of the list, or any part thereof, must be made in writing to the Executive Director and must specify what names are desired, the intended mailing date, and the purpose of the mailing. The Executive Director must approve each use of the mailing list and the piece to be mailed. The list will be provided to either the institution or COS Foundation for one-time use only.
4. The COS Foundation will not rent or buy names from political candidates, political parties, organizations or committees that support a candidate or that solicit funds for use in political campaigns, or organizations that spend a substantial amount of their time and revenue lobbying government. Lists will not be rented from organizations whose purpose would damage the goodwill and trust between the Foundation and its donors.
5. In the case of official co-sponsored events between the COS Foundation and a commercial or non-profit entity in which the COS Foundation is the beneficiary, the COS Foundation will allow use of its list on a one-time use, in-house basis only. In that case, the COS Foundation reserves the right to review and approve the mail piece prior to its mailing. Once approved, changes cannot be made to the mail piece without seeking Foundation approval.
6. In the case of official co-sponsored events in which a commercial or non-profit entity shares its list with the COS Foundation for a specific mailing, the Foundation will retain the names mailed only as a record of the mailing. The names will not be added to the Foundation's mailing list and will not be reused without the written consent of the owner of the list.
7. The COS Foundation will maintain complete and accurate records of all uses of membership and donor lists for fund raising purposes.
8. The Foundation Board of Directors, through the Executive Director, reserves the right to reject any mailing list request which is in opposition to its mission, its by-laws, or its governance policies.

**Donor Privacy**

1. The COS Foundation will provide donors with a means by which their names may be suppressed upon request and will suppress names as requested. Donors who wish to be removed from a specific mailing list or all mailing lists may contact the Foundation Office by mail at College of the Siskiyous, College Foundation, 800 College Avenue, Weed, CA 96094; by e-mail at [pio@siskiyous.edu](mailto:pio@siskiyous.edu); or by telephone (530) 938-5373.
2. The COS Foundation periodically publishes the names of its donors. Donors who wish to remain anonymous must advise the Foundation of their preference at the time of their donation, or may contact the Foundation office by mail at College of the Siskiyous, Foundation Office, 800 College Avenue, Weed, CA 96094.

The Foundation staff will annually review this mailing list policy and make recommendations to the Board of Directors for revisions, when appropriate. The Board of Directors must approve with a majority vote any revisions to this policy.

*Approved by the Foundation Executive Committee 3/11/08*

# Foundation Donor Confidentiality Policy

It is the policy of the Foundation that board members, volunteers and employees of the Foundation may not disclose, divulge, or make accessible confidential information belonging to or obtained through their affiliation with the Foundation, to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Foundation has authorized disclosure. Board members, volunteers and employees shall use confidential information solely for the purpose of performing services for the Foundation. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Cell phone conversations, emails, and conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members, volunteers and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from using speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the request of the Foundation, all documents, papers, and other materials, regardless of medium, which may be obtained or derived from confidential information, shall be returned.

At the end of a board member's term in office, the Foundation will encourage the outgoing board member to return materials that might contain confidential donor information directly to the Foundation for appropriate disposition.

*Under review as of 1/2012*



# Records Retention and Destruction

## **College of the Siskiyou Board Policy 3310**

Policy Reference: Title 5, Sections 59020, et seq. ; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure — in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

*Adopted by Board of Trustees 1/11/94*

*Revised: 9/2/08; 10/07/08*

*Reviewed: 6/5/12*

## **College of the Siskiyou Administrative Procedure 3310**

“Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

The Superintendent/President shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.

### **Classification of Records**

- A. The Superintendent/President or his/her designee shall annually review documents and papers received or produced during the prior year and classify them as Class I - Permanent, Class II - Optional, or Class III - Disposable.
- B. Records originating during a current academic year shall not be classified during that year.
- C. Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be reclassified until such usefulness has ceased.

- D. Whenever an original Class I - Permanent Record is photographed, microfilmed, or otherwise reproduced, the copy thus made is classified as Class I - Permanent. The original record, unless classified as Class II - Optional, may be classified as Class III - Disposable, and may then be destroyed in accordance with this policy.

### **Categories of Documents for Retention**

- A. Class I - Permanent Records: The original of each of the records listed in this section or one exact copy thereof when the original is required by law to be filed with another agency, is a Class I - Permanent Record, and shall be retained indefinitely unless microfilmed.
  - A. Annual Reports
    - a. Official budget.
    - b. Financial report of all funds, including cafeteria and student body funds
    - c. Audit of all funds.
    - d. Full-time Equivalent Students (FTES), including Period 1 and Period 2 reports.
    - e. Other major annual reports, including:
      - a. Those containing information relating to property, activities, financial condition, or transactions.
      - b. Those declared by the Board minutes to be permanent.
  - B. Official Actions
    - a. Minutes of the Board of Trustees thereof, including the text of a rule regulation, policy, or resolution not set forth verbatim in the Minutes, but included therein by reference only.
    - b. Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted, or canvassed by the Board of Trustees for a Board member, the Board member's recall, issuance of bonds, incurring any long term liability, change in maximum tax rates, reorganization, or any other purpose.
  - C. Personnel Records of Employee
    - 1. All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered termination or dismissal of an employee in any position, sick leave record, and rate of compensation.
    - 2. Salaries or wages paid deductions or withholdings made and the person or agency to which such amounts were paid. In lieu of the detail payroll records, a complete proven summary payroll record for every employee of the school district containing the same data may be classified as Class I - Permanent, and the detail records may then be classified as Class III - Disposable.
  - D. Student Records - The records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include, but need not be limited to:
    - a. Name of student.
    - b. Date of birth.
    - c. Place of birth.
    - d. Name and address of parent having custody or a guardian, if the student is a minor.
    - e. Entering and leaving date for each school year and for any summer session or other extra session.
    - f. Subjects taken during each year, half year, summer session, or quarter.
    - g. If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.

- E. Property Records - All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class I - Permanent, and the detail records may then be classified as Class III - Disposable, if the property ledger includes:
- a. All fixed assets.
  - b. An equipment inventory.
  - c. For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

B. Class II - Optional Records

Any record worthy of further preservation but not classified as Class I - Permanent may be classified as Class II - Optional and shall then be retained until classified as Class III - Disposable. If the Superintendent/ President or designee determines that classification should not be made by the time specified in "I" above, all records of the prior year may be classified as Class II, Optional, pending further review and classification within one year.

C. Class III -

Disposable Records

All records, other than Continuing Records, not classified as Class I - Permanent, or Class II - Optional, shall be classified as Class III - Disposable, including, but not limited to, detail records relating to:

1. Records Basic to Audit, including those relating to attendance, FTES, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks, and stubs, student body and cafeteria fund records, etc.) and detail records used in the preparation of any other report.
2. Periodic Reports, such as daily, weekly, and monthly reports, bulletins, and instructions.
3. Student enrollment documents, e.g., application for admission and add/drop forms.

III. Retention Period

- A. Generally, a Class III, Disposable Record, unless otherwise specified in this policy should be destroyed during the third school year after the school year in which it originated, e.g., 1991-92 plus 3 = 1994-95.
- B. Records Basic to an Audit. A Class III, Disposable Record shall not be destroyed until after the third July 1 succeeding the completion of an audit required by Education Code Section 84040 or of any other legally required audit, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.
- C. Continuing Records. A continuing record shall not be destroyed until the third year after it has been classified as Class III, Disposable.

IV. Procedures for Destruction

- A. The Superintendent/President or his/her designee shall personally:
  1. Supervise the classification of records.
  2. Mark each file or container as to classification and the school year in which the records originated. If the records are classified as Class III - Disposable, the Superintendent/President or designee shall also mark the school year in which the records are to be destroyed.

3. The Superintendent/President shall submit to the Board of Trustees a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with this policy.
- B. The Board of Trustees shall:
1. Approve or disapprove the recommendation of the Superintendent/President.
  2. Order a reclassification when necessary or desirable.
  3. Order by action recorded in the Board minutes, with lists attached, the destruction or records in accordance with these regulations.
- C. Manner of Destruction
- The specific records shall be permanently destroyed by shredding, burning or pulping and shall be supervised by the Superintendent/President or his/her designee

*Administrative Procedure 3310*

*Adoption Date: 10/7/08*

*Review Date: 7/25/12*

# Foundation Conflict-Of-Interest

## Article I: Purpose

College of the Siskiyous Foundation strives to maintain the highest ethical standards in all policies, procedures, and programs and to avoid any conflicts of interest. The purpose of the conflict-of-interest policy is to protect this tax- exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction.

This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Article II: Definitions

### 1. Interested Person

Any trustee, officer, member of a committee with board-delegated powers, or employee who has a direct or indirect financial interest (as defined in Section 2) or duality of interest (as defined in Section 3), is an interested person.

### 2. Financial Interest

If a member of the governing body or any committee thereof has a financial interest conflicting with the interest of the foundation in any manner (such as whether to enter into a contract with such individual or with an organization with which such individual is associated), then the individual must bring the conflict to the attention of the other members and refrain from deliberating or voting in any decision with respect to the matter.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family.

- a. An ownership or investment interest in any entity with which the foundation has a transaction or arrangement, or
- b. A compensation arrangement with the foundation or with any entity or individual with which the foundation has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the foundation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

### 3. Duality of Interest

A duality of interest exists when a trustee, officer, committee member, or employee of the foundation is affiliated with an organization seeking to request a grant from the foundation. Such affiliation exists if the person is a director, trustee, officer, or employee of the organization, or has an unofficial role such as significant donor, volunteer, advocate, or advisor.

### **Article III: Procedures**

#### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest or duality of interest, an interested person must disclose the existence of his or her financial interest or affiliation and all material facts to the trustees and members of committees with board-delegated powers considering the proposed transaction or arrangement. The disclosure should be made either when the interest becomes a matter of board or committee action or as part of a periodic procedure to be established by the board.

#### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### **3. Procedures For Addressing the Interest**

- a) An interested person may make a presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest or duality of interest.
- b) The chair of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the board or committee shall determine whether the foundation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the foundation's best interest and for its own benefit and whether the transaction is fair and reasonable to the foundation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

#### **4. Violations of the Policy**

- a) If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interests or duality of interest, it shall inform the member of the basis of such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest or duality of interest, it shall take appropriate disciplinary and corrective action.

**Article IV: Records of Proceedings**

The minutes of the board and all committees with board-delegated powers shall contain

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest or duality of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest or duality of interest was present, and the board's or committee's decision as to whether a conflict of interest or duality of interest in fact existed
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith

**Article V: Compensation Committee**

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Foundation for services is precluded from voting on matters pertaining to that member's compensation.

**Article VI: Annual Statements**

Each trustee, officer, member of a committee with board-delegated powers, and employee shall annually sign a statement that affirms that such person

- a. Has received a copy of the conflict-of-interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands that the foundation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

## CONFLICT-OF-INTEREST DISCLOSURE STATEMENT – 2016

Please initial in the space at the end of **Item A OR complete Item B**, whichever is appropriate; complete the balance of the form; sign and date the statement; and return it to the foundation office.

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and College of the Siskiyou Foundation on the other.  
Initials: \_\_\_\_\_

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and College of the Siskiyou  
\_\_\_\_\_ Foundation on the other.  
Initials: \_\_\_\_\_

**Please complete the following:**

Corporate (either nonprofit or for-profit) directorships, positions, and employment:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following

Organizations: Other relationships and activities:

My primary business or occupation at this time:

I have read and understand College of the Siskiyou Foundation's Conflict-of-Interest Policy and agree to be bound by it. I will promptly inform the board chair of College of the Siskiyou Foundation of any material change that develops in the information contained in the foregoing statement.

---

Type/Print Name

Signature

Date



# Compensation

## College of the Siskiyous Board Policy 7130

Policy Reference:

Education Code Sections 70902(b)(4);

87801: 88160; Government Code

Section 53200

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Board.

Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

*Adopted by Board of Trustees*

*Revised: 12/7/93; 3/7/00; 08/18/09; 5/1/12*

*Reviewed: 5/3/11*

# Whistleblower

## **College of the Siskiyou Board Policy 7700**

Policy Reference:

Education Code Sections 87160-87164; Labor Code Section 1102.5; Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2698); Affordable Care Act (29 U.S.C. 218C)

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees. The Superintendent/President shall also establish procedure regarding the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities with- out fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, district employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

*Adopted by Board of Trustees 6/7/11*

*Revised 2/4/14*

*Reviewed 4/3/12*

## **College of the Siskiyou Administrative Procedure 7700**

Policy Reference:

Education Code Sections 87160-87164; Government Code Section 53296; Labor Code Section 1102.5; Private Attorney General Act of 2004 (Labor Code Section 2698); Affordable Care Act (29 U.S.C. 218C)

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

### **Filing a Report of Suspected Unlawful Activities**

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to re- port anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President, the report should be made to the president of the board of trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the Superintendent/President who will confer with the president of the board of trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the Superintendent/President of the college where the alleged activity has occurred. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

**Protection from Retaliation**

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the Superintendent/President. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the Superintendent/President, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

**Whistleblower Contact Information**

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community Colleges Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

**Other Remedies and Appropriate Agencies**

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

*Adopted by Board of Trustees 12/10/13*

# Employee Travel (Expense Reimbursement)

## College of the Siskiyous Board Policy 7400

Policy Reference: Education Code Section 87032

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement. All travel outside the United States must be approved in advance by the Board.

*Adopted by Board of Trustees 6/7/11*

*Reviewed: 4/3/12*

## College of the Siskiyous Administrative Procedure 7400

Adoption Date: 10/96

Revision Date: 09/08/98; 02/08/00; 01/23/03; May 12, 2015

Responsible Office: Vice President, Administrative Services

Policy Reference: Board Policy 7400; Education Code Sections 87032

A. Purpose: The purpose of this regulation is to explain, for College employees, the procedural details involved in the administration of Board Policy 7400, "Employee Travel." Employees are expected to be familiar with the provisions of that policy. It is important that employees and other individuals who incur travel-related expenses, while acting on behalf of the College, are reimbursed in an equitable and timely fashion. It is also important that College travel funds be used effectively, in accordance with all applicable legal and regulatory restrictions. Assistance with this regulation and the related processes is available in the Business Office.

B. Process Description and Clarification: The usual process of travel and reimbursement involves the following steps: Travel Requests are prepared and approved, in advance of travel, for all employees planning to travel, whether or not they expect to claim reimbursement. Documentation is expected for all expenses except meals. Documentation is commonly in the form of original itemized receipts for payment. Itemization usually includes the name of the vendor, the name of the traveler, the date of the transaction, and a description of the goods or services purchased, with charges detailed. To expedite the reimbursement process, travelers are asked to include, with their claims, written explanations of any unusual items or situations. The phrase "actual and necessary costs" refers to the actual amounts paid by travelers for goods or services necessary to accomplish the purposes of the travel, for the benefit of the College.

C. Transportation: Travelers who use private automobiles are reimbursed for transportation costs at the rate in effect for federal tax purposes. The rate will be updated annually as IRS releases new rates. Travelers are reimbursed for the actual and necessary cost of other usual forms of transportation, including commercial airfare, if the charges were not paid directly by the College. Reimbursement requests must be submitted within two weeks of return from travel. The actual costs of taxis required in destination cities, however, are reimbursable in full, based on itemized receipts, excluding tips.

D. Lodging: When a stay-over is necessary, travelers are reimbursed for actual and necessary lodging costs. Anticipated stay-overs are included on Travel Requests. Reimbursement amounts are based on itemized receipts submitted with the claims. Meal, telephone, and other non-lodging charges commonly shown on hotel and motel receipts are not included in the determination of reimbursable lodging costs.

E. Meals: Travelers are reimbursed for the costs for meals at the rates below. Receipts are not required to support meal claims up to these limits. Breakfast \$ 12.00 Lunch 15.00 Dinner 25.00 NOTE: No reimbursement will be provided for breakfast if travel begins after 6 a.m. or for dinner if travel ends before 8 p.m. Meals that are part of conferences or other events connected with the reasons for travel may result in higher costs than the limits shown above; travelers are reimbursed for such meals when receipts are submitted with travel claims. Travelers are not reimbursed for meals included in a registration fee paid directly by the College. Travelers are not reimbursed for the cost of alcoholic beverages.

F. Meals and One-Day Travel: No reimbursement for meals will be made for one-day travel per IRS regulations.

G. Other: Travelers are reimbursed for other actual and necessary travel-related expenses on the basis of itemized receipts submitted by the claims. Such expenses include, but are not limited to, the costs of taxis, tolls, parking, baggage handling and College-related telephone calls made necessary by prolonged travel. Personal calls not being claimed as College-related should be lined out of any telephone documentation submitted. If travelers are unsure whether any items are reimbursable, they should include written explanations of the circumstances.

H. College Credit Cards: College credit cards are available to assist travelers with major expenditures, such as lodging and transportation expenses; except in unusual circumstances, credit cards are not used for meals or incidental expenses. Personal charges on College credit cards are not allowed.

I. Cash Advances: Cash advances are available to assist with gas, meals and exceptional expenses, for travelers expecting to incur significant cash expenditures. Except in unusual circumstances, cash advances are not made for one-day travel. Amounts advanced are usually based on trip mileage and meal limits for the anticipated duration of travel, but travelers may request additional amounts for exceptional expenses anticipated. Travelers are expected to repay cash advances and submit reimbursement claims promptly within 10 days upon completion of the travel. For the convenience of travelers, amounts advanced are deducted from the reimbursement amounts when claims are processed, unless travelers request otherwise..

# Auxiliary Organizations

## College of the Siskiyou Administrative Procedure 3600

Policy Reference: Education Code Sections 72670, et seq.; Government Code Sections 12580 et seq.; Title 5 Sections 59250, et seq.

### Definitions

Board of Directors: The term board of directors as used herein means the governing board of an auxiliary organization. Board of Trustees: The term Board of Trustees as used herein means the Board of Trustees of the District.

Board of Governors: The term Board of Governors as used herein means the Board of Governors of the California Community Colleges.

Superintendent/President: The term Superintendent/President as used herein means the Chancellor or Superintendent of the District or designee.

District: The term District as used herein means the Siskiyou Joint Community College District.

Associated Student Body: The terms Associated Student Body, Associated Student Organization, Student Association, Student Organization, or ASB as used herein means an organization formed by any group of students from a College of the District in accordance with the provisions of Education Code Section 76060. All clubs and organizations recognized by an Associated Student Body or Organization shall be included in any auxiliary organization established by the Student Body or Organization.

### Recognition and Establishment of Auxiliary Organizations

- The Superintendent/President shall submit a recommendation to the Board of Trustees to establish an auxiliary organization when the organization will serve the District. The recommendation includes, but is not limited to, the following:
  - The purpose(s) for which the auxiliary organization is to be established;
  - Whether the proposed auxiliary organization will primarily serve the District or a particular District;
- The functions which the auxiliary organization is intended to perform;
- The proposed bylaws and articles of incorporation for the auxiliary organization, including the size and composition of the board of directors; and the proposed written agreement between the auxiliary organization and the District, as required in Title 5 Section 59259.

The process of recognition shall be as follows:

- When the Superintendent/President receives a request to establish an auxiliary organization, the Superintendent/ President shall submit a recommendation concerning the establishment of said organization to the Board of Trustees within three months.
- The Board of Trustees shall hold a public hearing on each recommendation concerning the establishment of an auxiliary organization.
- At a subsequent scheduled meeting after the public hearing, the board shall announce its decision concerning the establishment of the organization, and, if approved, authorize the functions it may perform, identify the number and category or categories of the board of directors and approve contractual arrangements.

At such time as the District recognizes an auxiliary organization, it shall submit to the California Community College Chancellor's Office any written agreements with the auxiliary organization, as well as the articles of incorporation, bylaws, or other governing instruments.

### **Recognized Services, Programs and Functions**

Auxiliary organizations may be recognized and established by the Board of Trustees to perform the following services, programs and functions which are an integral part of the community college education programs. The following supportive services and specified programs have been determined to be appropriate:

- Student association or organization activities;
- Bookstores;
- Food and campus services;
- Student union programs;
- Facilities and equipment, including parking;
- Loans, scholarships, grants-in-aid;
- Workshops, conferences, institutes and federal and specially funded projects;
- Alumni activities;
- Supplementary health services;
- Gifts, bequests, devises, endowments and trusts; and
- Public relations programs.

This section shall not be construed to prohibit an auxiliary organization from taking actions essential to satisfy the non-profit corporation or tax laws of the State of California or the Federal tax laws.

Operations of commercial services on a campus shall be self-supporting when operated by an auxiliary organization.

### **Authority and Responsibility of Auxiliary Organizations**

Participation in workshops, conferences, or institutes offered by auxiliary organizations shall not be included in reports to the state for the purpose of receiving apportionment funding.

All services, programs and activities that may be undertaken by an auxiliary organization shall be maintained for the general benefit of the educational program of the District. Upon Board of Trustees approval, an auxiliary organization may assume any of the services, programs and activities listed in these procedures in order:

- To provide the fiscal means and the management procedures that allow the District to carry on educationally related activities not normally funded by State apportionment;
- To eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing and other fiscal controls except as expressly prohibited by the Education Code or Title 5, or the District's procedures; or
- To provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the District in accordance with sound business practices.

### **Composition of Boards of Directors**

The Board of Directors of each auxiliary organization shall have the following composition:



Student Associations or Organizations: The Board of Directors shall consist primarily of students. The Assistant Director of Student Housing and Student Activities may attend and participate in meetings of the Board of Directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.

Other Auxiliary Organizations: Any other District approved auxiliary organization that is established pursuant to Section 72670 et seq. of the Education Code shall have a Board of Directors appointed in accordance with the organization's articles of incorporation or bylaws and consisting of voting membership from one or more of the following categories: administration, staff; members of the community; students.

The size of the Board of Directors of an auxiliary organization shall be at least large enough to accommodate the one or more categories from which board members are selected.

The Board of Directors shall have the advice and counsel of at least one attorney admitted to practice in California and at least one certified public accountant. Upon being notified of the certified public accountant selected by an auxiliary organization, the district shall forward the applicable auditing and reporting procedures to the selected certified public accountant.

#### **Conduct of Boards of Directors**

No member of the Board of Directors of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he/she is a member. Any contract or transaction entered into in violation of this section is void.

No contract or other transaction entered into by the board of directors of an auxiliary organization is void under the provisions of Education Code Section 72677; nor shall any member of such board be disqualified or deemed guilty of misconduct in office under such provisions, if pursuant to Education Code Section 72678 both of the following conditions are met:

- The fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes, and the board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members.
- The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

The provisions of Education Code Section 72678 above shall not be applicable if any of the following conditions are met:

- The contract or transaction is between an auxiliary organization and a member of the Board of Directors of that auxiliary organization.
- The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest. The contract or transaction is between an auxiliary organization and a corporation in which any member of the Board of Directors of that auxiliary organization is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock.
- A member of the Board of Directors of an auxiliary organization is interested in a contract or

transaction within the meaning of Education Code Section 72677 and without first disclosing such interest to the governing board at a public meeting of the Board, influences or attempts to influence another member or members of the Board to enter into the contract or transaction.

It is unlawful for any person to utilize any information, not a matter of public record, which is received by the person by reason of his/her membership on the Board of Directors of an auxiliary organization, for personal pecuniary gain, regardless of whether he or she is or is not a member of the board at the time such gain is realized.

### **Bylaws**

The bylaws of an auxiliary organization shall include, but not be limited to, specifying:

- The number of members of the Board of Directors, the categories from which members shall be selected and the method by which they shall be selected.
- The size of the Board of Directors.
- That at least one public business meeting will be held each quarter.
- The time table for the preparation and adoption of its program and annual budget and the submission of both for review to the Superintendent/President.
- That an attorney admitted to practice in this state and a licensed certified public accountant shall be selected to provide advice and counsel to the Board of Directors. Each shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the board which he/she serves. Neither the attorney nor the certified public accountant needs to be a member of the board of directors.
- The procedures for approving expenditures.
- The procedures for accepting gifts, donations, bequests, trusts and specially funded grants and other income.

### **Master Agreement between District and Auxiliary Organizations**

In the recognition and establishment of an auxiliary organization, there shall be a written agreement between the District and the auxiliary organization which sets forth the purposes of the auxiliary organization as permitted under this Regulation, and Title 5 Section 59259.

Should an auxiliary organization provide more than one service, program or function, such service, program or function may be authorized in one of more written contracts with the District. Such services, programs and functions thereby performed by an auxiliary organization may also be part of a joint powers agreement in accordance with Education Code Section 72671 and Government Code Sections 6500 et seq.

An auxiliary organization shall provide only those services, programs or functions authorized by a written agreement. No other service, program or function shall be permitted or performed unless a written agreement between the District and the auxiliary organization is amended to provide otherwise.

The agreement shall include, but is not limited to, the following provisions:

- The services, programs, or functions the auxiliary organization is to manage, operate or administer.
- A statement of the reasons for administration of the functions by the auxiliary organization instead of by the District under usual District procedures.
- The areas of authority and responsibility of the auxiliary organization and the District or College.
- The facilities and services to be made available by the District to permit the auxiliary organization to perform the services, programs or functions specified in the written agreement.
- The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall be identified in sufficient time before it is incurred so that the organization may determine to what extent it is liable.
- Full reimbursement to the District for services performed by the District or by District employees in support of the auxiliary organization. No more than 50% of the reimbursement may be made in the form of non-monetary benefits that the auxiliary organization provides to the District, such as increased community awareness or other such benefits that are agreed upon by authorized District officials and the auxiliary organization. The District shall assign a good-faith reimbursement value to such non-monetary benefits. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services. Methods of proration where services are performed by District employees for the organization shall be as mutually determined.
- A mutually agreed upon method of determining in advance to what extent the organization shall be liable for indirect costs relating to specially funded programs (including federally sponsored programs).
- The responsibility for maintenance and payment of operating expenses.
- Proposed expenditures for public relations or other purposes which would serve to augment District appropriations for operation of the District. With respect to these expenditures, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the Board of Directors of the auxiliary organization. The Board of Directors shall file with the Superintendent/President a statement of such policy on accumulation and use of public relations funds. The statement shall include the policy and procedure on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control.
- The disposition to be made of net earnings derived from the operation of the auxiliary organization, including earnings derived from facilities owned or leased by the auxiliary organization, and provisions for reserves.
- The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of the operations under the agreement.
- The covenant of the auxiliary organization to maintain its organization and to operate in accordance with Sections 72670 through 72682 of the Education Code and with the regulations contained in Title 5, Sections 59250 et seq., as well as District Board Policy.
- The understanding that the auxiliary organization shall obtain the services and counsel of an attorney admitted to practice in the State of California whenever the need arises.
- The understanding that the auxiliary organization shall not enter into any contract or other business arrangement involving real property either by lease involving payments of more than \$25,000 per annum and duration terms of more than one year, or by purchase without prior notification and consultation with the Superintendent/President.

## Personnel

Each auxiliary organization shall develop general regulations to govern its operations, including policies and regulations concerning the salaries, working conditions and benefits of its employees.

The aforesaid regulations shall not conflict with the implementing policies adopted by the Board of Trustees or with these procedures.

Except as otherwise provided in any board rules, the Board of Directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be comparable to the salaries prevailing in other educational institutions in the area or commercial operations of like nature in the area.

Regular District employees may be employed by the auxiliary organization. District employees must resign or request a personal leave of absence from the District in order to accept employment with the auxiliary organization. District officers and employees who are required by the District's Conflict of Interest Code (AP 2712) to file disclosure of financial information are responsible to determine whether or not they are eligible to accept employment with the auxiliary organization immediately upon resignation from the District:

- Educational Administrators or other Management Employees may be granted a personal leave of absence for two semesters, which may be extended to a maximum of ten consecutive semesters. Classified management employees may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.
- Academic (faculty) employees may be granted personal leave of absence for two semesters. The leave may be extended for not more than six consecutive semesters.
- Classified employees may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.

The Board of Directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees. For the purposes of this Procedure, a temporary employee is:

- An employee employed for a specific research project, workshop, institute or other special project funded by any grant, contract or gift; or
- An employee whose contract of employment is for a fixed term not exceeding three years.

The Board of Directors of each auxiliary organization may withhold permanent status benefits from executive employees. For the purposes of this procedure, an executive employee is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, managers, directors and the like, as determined by the board of directors of each auxiliary organization.

Should retirement benefits be provided, they may but need not be provided by the Public Employees'

Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.

An auxiliary organization may contract with the District for the services of a District employee and reimburse the District for that portion of the employee's full-time assignment (and corresponding benefits) that is spent in providing said services.

### **Accounting and Reporting for Auxiliary Organizations**

The fiscal year of the auxiliary organization shall coincide with that of the District.

Each auxiliary organization shall develop an accounting system that is in accordance with generally accepted accounting principles.

The auxiliary organization shall implement financial practices that will assure its fiscal viability. Such standards shall include professional management, adequate working capital, and adequate reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements.

Each auxiliary organization serving the District shall submit its programs and budgets for review at a time and in a manner specified by the Superintendent/President.

Funds derived from indirect cost payments shall only be appropriated with the specific approval of the Superintendent/President. All uses of such funds shall be regularly reported to the District Governing Board.

Should the Superintendent/President determine that any program or appropriation planned by an auxiliary organization is not consistent with District policy, the program or appropriation shall not be implemented. Further, should a program or appropriation which has received approval, upon review, be determined by the Superintendent/President to be operating outside the acceptable policy of the Board of Governors or the District, then that program or appropriation shall be discontinued by direction of the Superintendent/President until further review is accomplished and an appropriate adjustment is made.

The Board of Directors of an auxiliary organization shall approve all expenditure authorizations. If the auxiliary organization receives or accrues in any fiscal year gross revenue of two million dollars (\$2,000,000) or more, it shall also include in its bylaws an audit committee appointed by the board of directors. The audit committee may include persons who are not members of the board of directors, but the member or members of the audit committee shall not include any members of the staff, including the president or chief executive officer and the treasurer or chief financial officer. If the auxiliary committee has a finance committee, it must be separate from the audit committee.

Members of the audit committee shall not receive any compensation from the corporation in excess of the compensation, if any, received by members of the Board of Directors for service on the board and shall not have a material financial interest in any entity doing business with the corporation. Subject to the supervision of the Board of Directors, the audit committee shall be responsible for recommending to the Board of Directors the retention and termination of the independent auditor and may negotiate the independent auditor's compensation, on behalf of the Board of Directors.

The audited financial statements shall be available for inspection by the Attorney General and shall be made available to members of the public.

The Board of Directors, or an authorized committee of the Board, shall review and approve the compensation, including benefits, of the President or Chief Executive Officer and the Treasurer or Chief Financial Officer to assure that it is just and reasonable. This review and approval shall occur initially upon the hiring of the officer, whenever the term of employment, if any, of the officer is renewed or extended, and whenever the officer's compensation is modified. Separate review and approval shall not be required if a modification of compensation extends to substantially all employees.

### **Records and Annual Report of Auxiliary Organizations**

Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.

Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five years.

Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.

An annual report shall be submitted to the Board of directors of the auxiliary organization and to the Superintendent/ President by September 15. The report shall include, but is not limited to:

- All financial statements required to be filed with the state Chancellor's Office
- A comparison of budgeted and actual expenditures
- A description of major accomplishments of the organization
- A description of improvements proposed for operation of the organization.

Records maintained by an auxiliary organization shall be available to the public to inspect or copy at all times during the office hours of the auxiliary organization, pursuant to and with the exceptions provided in Education Code Sections 72690 et seq.

### **Annual Audit**

Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Chancellor. Copies of the annual audit report shall be submitted to the Board of Trustees and to the state Chancellor's Office within 30 days after it is received by the auxiliary organization. Thereafter, it shall be a public record, except as otherwise provided by law. Such audits may be conducted as part of a fiscal audit of the District itself.

Auxiliary organizations shall annually publish an audited statement of their financial condition, which shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing a copy. An auxiliary organization shall comply with this requirement by:

- Publishing the audited financial statement in a campus newspaper; or
- Publishing a notice in a campus newspaper indicating the on-campus location where copies of the financial statement may be obtained or reviewed; or
- Publishing or noticing the audited statement in a campus bulletin or other appropriate medium if a campus newspaper is unavailable.

## **Insurance**

An auxiliary organization shall secure and maintain insurance adequate to protect its operations from catastrophic losses and as required by law, including but not limited to, the following:

- Comprehensive liability;
- Property and extended coverage, when applicable;
- All risks, money and securities;
- Fidelity and performance bonds covering its chief fiscal officer;
- Automotive liability when applicable; and
- Workers' Compensation

In any insurance policy secured by the auxiliary organization, the District shall be named as additional insured.

A copy of each policy or endorsement or insurance certificates setting forth the coverage and limits shall be provided to the District within 30 days from the receipt of the document.

In obtaining the insurance coverage, the auxiliary organization may secure the insurance directly through its own broker or through the District.

## **Auxiliary Organizations: Use of Facilities**

Facilities may be made available by the District to an auxiliary organization to perform the functions specified in these regulations or in an agreement, under the following circumstances:

- The auxiliary organization may occupy, operate and use such District facilities as are mutually identified as appropriate for the functions and/or activities that have been undertaken by the auxiliary organization.
- The auxiliary organization shall pay to the District a charge or rental for the District facilities to be used by it in connection with the performance of its function or functions.
- The charge or rental to be paid by the auxiliary organization shall not require involved methods of computation, and shall be identified by the District and the auxiliary organization in sufficient time before it is incurred so that the auxiliary organization may determine to what extent it shall be liable.
- The charge or rental to be incurred by an auxiliary organization for use of District facilities in excess of five days shall be incorporated into the agreement between the parties.
- An auxiliary organization shall provide full reimbursement to the District for any services performed by District employees under the direction of the auxiliary organization. Methods of proration where services are performed by District employees for the auxiliary organization shall be simple and equitable.

## **List of Auxiliary Organizations in Good Standing**

Each year, the Superintendent/President shall provide to the Board of Trustees a list of all auxiliary organizations in good standing. All auxiliary organizations which, after periodic review in the manner specified hereinafter in these regulations, are found to be in compliance with applicable laws, policies and regulations shall be included in the list.

When the Superintendent/President has reason to believe that a particular organization should be removed from the list of auxiliary organizations in good standing, a conference shall be held to determine whether such grounds for removal do in fact exist. The board of directors of such

organization shall be entitled to participate in this conference, and shall have a minimum of one month notice to prepare response to the issues which have been raised.

Based upon such conference, the Superintendent/President shall decide whether the particular organization shall be removed from the list of auxiliary organizations in good standing.

An organization so removed shall not be permitted to do any of the following:

- Use the name of the District;
- Have as a director any official in the District acting in his/her official capacity;
- Operate a commercial service for the benefit of the District or any of its Colleges; and Receive gifts, property or funds to be used for the benefit of the District or any of its Colleges.

If the auxiliary organization is dissolved or ceases operations upon removal from the list of organizations in good standing, its net assets and liabilities shall be distributed according to the terms of the written agreement between the organization and the District.

#### **Limitation on Transfer of Funds to Auxiliary Organizations**

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital out- lay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

#### **Compliance Review by Superintendent/President**

All auxiliary organization procedures and practices shall be reviewed to determine compliance with Education Code Sections 72670 et seq., and the policies, rules and regulations of the Board of Governors, and of the District. The Superintendent/President shall designate the individual to conduct this review, which shall be conducted at the end of the first complete fiscal year after its establishment and at least once every three years thereafter.

When the Superintendent/President's designee determines, after inspection and review, that certain auxiliary organization procedures and practices are not in compliance with policies, rules and regulations of the Board of Governors and the District, a recommendation concerning the items of noncompliance shall be communicated in writing to the Superintendent/President and to the Board of Directors of the auxiliary organization. The Board of Directors shall reply in writing within one month, either describing the actions which will be taken, including time table, to bring said procedures and practices into compliance; or describing the reasons why the board considers the procedures already to be in compliance.

If the Superintendent/President's designee considers the proposed corrective actions to be acceptable, the auxiliary organization shall be so informed. A second compliance review shall be held at the end of the time agreed to and the results communicated in writing to the Superintendent/President and to the Board of Directors.

When the auxiliary organization fails to provide an acceptable proposal for corrective actions or fails to implement successful corrective actions within the agreed upon time, the Superintendent/President



shall inform the Board of Directors of such further action as he/she considers appropriate, which may include a recommendation to the Board of Trustees for termination of the contract.

**Revision of Rules and Procedures and Reports to the State Chancellor's Office**

Rules and procedures for the administration of auxiliary organizations may be revised as necessary by the Superintendent/President or designee. The Board of Directors of each auxiliary organization in good standing shall be promptly notified in writing of such revisions and be informed of the date by which any changes in the organization's procedures must be accomplished.

Any such revisions shall be submitted to the State Chancellor's Office for approval.

The District shall report, as may be required from time to time, on the operation of its auxiliary organizations.

*Adopted 10/7/08; Revised 9/11/12*

# Employee Mini-Grant

As funds are available, the Foundation provides staff mini-grants to support innovative activities that advance the College mission. The Foundation seeks to increase involvement in interdisciplinary learning opportunities for faculty and staff and support the Educational Master Plan of the College.

It is expected that proposals will:

- Enhance the College’s ability to strengthen its programs and services.
- Support faculty and staff development with a learning community environment.
- Support the use of technology for enhancing the educational opportunities of students, staff and faculty.

## REQUEST FOR PROPOSALS

Funding Source: COS Foundation  
Funding Period: Fiscal Year 20\_\_\_\_-20\_\_\_\_  
Number of Awards: Varies – 0 to \$1,000  
Requests Due By: September 15, by 3:30 p.m. to Foundation Office (date subject to change)

**Purpose / Use of Funds:** The purpose of these awards is to offer wider monetary support for innovative educational opportunities at College of the Siskiyous.

**Need:** The Foundation Grants provide incentive to support innovative, even experimental activities that advance the College mission. The Foundation seeks to otherwise increase involvement in interdisciplinary learning opportunities for faculty and staff and support the planning agenda of the College.

**Objectives:** It is expected that the proposals will:

- Enhance the College’s ability to strengthen its programs and services.
- Support faculty and staff development within a learning community environment.
- Support the use of technology for enhancing the educational opportunities of students, staff and faculty.

**Procedures:** Grant proposals may be developed and submitted by all individuals or campus units.

- Proposals are to be delivered to the Foundation Office no later than 3:30 p.m., September 15.
- Please see form where these items should be addressed:
  1. Indicate how this request fits into your department’s goals/plans or those of the entire College.
  2. Include a statement of need addressing how the funds will support the request and who will benefit from the project.
  3. If the request will involve using resources of other departments, please specify.
  4. If the request will involve using resources of other departments, the appropriate vice president must also sign the grant request.
  5. Identify your objectives and how they will be measured.
  6. Provide a projected time line.
  7. Provide a detailed budget including costs over the requested amount.
    - A Foundation committee will review the proposals and select recipients.
    - Lobbying is not allowed.

**Final Evaluation / Performance Outcomes**

Each funded applicant is required to submit a final progress and expenditure report by June 30, 2013. Any unused funds will automatically revert to the Foundation. The final report must describe the project and performance outcomes, as well as a final budget.

**Information**

If you have questions or need more information regarding the RFP, please contact Dawnie Slabaugh – [slabaugh@siskiyous.edu](mailto:slabaugh@siskiyous.edu).

Requesting Individual: \_\_\_\_\_ Department: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Requested: \$\_\_\_\_\_ (max amount - \$1,000)

Please type statement – use as much space as needed

- 1) Please indicate how this request fits into your department’s goals and plans or those of the College as a whole.
  
- 2) Statement of need addressing how the funds will support the request and who will benefit from the project.
  
- 3) If the request will involve using resources of other departments, please specify.
  
- 4) Please identify your objectives and how they will be measured.
  
- 5) Please provide a projected timeline for the project.
  
- 6) Please provide a detailed budget including costs which may also exceed the requested amount and any other funding sources or matching dollars.

This request should be reviewed by and must include signature of approval / support from your immediate Supervisor and Vice President.

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Vice President

*Updated August 2012*

## Special/Emergency Funding Requests

It is the Foundation's policy to only fund requests during its annual grant funding cycle. Grant awards are announced annually in October/November (during annual campus planning day). Other requests are not normally accepted or funded unless an emergency, or at the special request of the College's Superintendent/President. The Foundation also takes into consideration its own mission as well as if the request is coming from an on-campus program or if it is from an off-campus non-profit or for-profit group.

If emergency or special funding requests are made, the following steps must be followed:

1. The Request for Funding Proposal must be obtained from the Foundation Office and filled out and returned to the Foundation Office.
2. The Request for Funding Proposal will be added to the next monthly agenda of the Foundation's Executive Committee, which meets the second Tuesday of every month.
3. The Executive Committee will review the Request for Funding Proposal, and if needed, request the applicant give a presentation to the Executive Committee.
4. If the request is found to be an emergency need, or at the special request of the College Superintendent/ President, the request will be forwarded to the next Foundation Board of Director's meeting (January, April, July, October) for discussion and approval.
5. Applicant will be notified following the decision of the Foundation Board of Directors.

*Approved by the Foundation Executive Committee 2/14/06*

## REQUEST FOR SPECIAL/EMERGENCY FUNDING FORM

Request for Funding: College of the Siskiyou Foundation  
Funding Source: COS Foundation  
Funding Year: \_\_\_\_\_  
Name of Requester: \_\_\_\_\_  
Proposals funded: Dependent upon Foundation Board of Directors  
Date Proposal Submitted: \_\_\_\_\_

**Purpose and Need for Funds:** The purpose for this funding request must clearly outline the need for funding, justify request outside of normal grant process, show emergency need, and provide a list of names of other departments or individuals approached for funding support. All requests must support the mission of the College of the Siskiyou Foundation.

**Need:** Outside of the annual grant cycle, the Foundation will consider funding only emergency requests or special request made by the Superintendent/President. Emergency items will be considered on a request-by-request basis.

Through its annual grant process, the Foundation seeks to increase involvement in interdisciplinary learning opportunities for faculty and staff and support the annual planning agenda for the College.

**Request Procedures:** Funding request proposals may be developed and submitted by all individuals or campus units.

- Request proposals are to be completed and delivered to the Foundation office.
- Requests should be limited to one-page narrative and must address the following points:
  1. Indicate how request and need for immediate funding applies to your department's annual plans, an urgent need or an emergency.
  2. Include a letter of support from the appropriate vice president.
  3. Include a statement of need and how this funding will address the issue.
  4. List who will benefit from the funding and how they will benefit.
  5. Provide a detailed budget including costs covering the requested amount.
- The Executive Committee meets the second Tuesday of each month. The Committee will review requests as received at the next Executive Committee.
- If the Executive Committee needs additional information, the Committee will request the applicant give a presentation to the Executive Committee.
- If the Executive Committee finds the request (need) worthy of funding, it will forward the request to the Foundation Board of Directors next meeting (Foundation Board of Directors meets quarterly).
- The Foundation Board of Directors will make the final decision on funding the request.
- The Foundation Director will notify the applicant of the decision.

**Final Evaluation/Performance Outcomes:** Each funded applicant is required to submit a final progress and expenditure report by June 30. Any unused funds automatically revert to the Foundation. The final report must address the project and performance outcomes including the final budget.

**Information:** If you have questions or need more information regarding the Request for Special/Emergency Funding Proposal, contact the Foundation Director.

*Created January 23, 2006.*

# Community Service

## College of the Siskiyou Board Policy 4400

Policy Reference: Education Code Section 78300

The District shall maintain a community services program that offers classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics. The community services program shall be designed to contribute to the physical, mental, moral, economic or civic development of the individuals or groups enrolled in it.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

*Adopted by Board of Trustees 11/4/08*

*Reviewed: 11/6/12*

## College of the Siskiyou Administrative Procedure 4400

Policy Reference; Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b), College Vision Statement.

### Definition

College of the Siskiyou establishes and maintains Community Services offerings in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, dance, art, handicraft, science, literature, nature study, nature contacting, aquatic activities and sports. Community service offerings shall not be referred to as noncredit courses and may not be claimed for apportionment purposes. In the past, COS has also referred to the program as "Community Education" and "Lifelong Learning."

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them. Offerings shall provide subject matter content, resource materials, and teaching methods which the district governing board or its designee deems appropriate for the enrolled students. Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit. Minors who can benefit from the offerings may have varying minimum ages depending on the course, as suggested by the instructor and approved by the governing board or its designee. All minors need to submit the special admissions request form.

### Fees

General fund moneys are not expended to establish and maintain community service offerings. Students enrolled in community service offerings may be charged a fee (not to exceed the cost of maintaining community service classes), or classes may be provided for remuneration by contract, or

with contributions or donations of individuals or groups. Community Service classes also require payment of the mandatory health fee; and additional material fees may apply.

### **Course Initiation and Approval**

No courses shall be offered prior to approval. Approval shall be granted by the District if conditions outlined in AP

4022-Course Approval are met. These include:

1. Community Education courses may be developed when the need and interest are identified.
2. The course proposal may be submitted by a person qualified to teach the course.
3. The Superintendent or his/her designee shall review the proposal and make an appropriate decision.
4. The approved community education course shall be presented to Curriculum Committee and Board of Trustees as an information item.

*Revised 12/09; 3/2/10; 9/24/13*

## **COS Extension (Community Education/Community Service)**

### **Program under review**

College of the Siskiyous Foundation began managing the COS Extension Program in 2011 when the State of California began strict adherence to Education Code section 78300 and related requirements to be self-supporting. The California Community College Chancellor's Office provided guidelines for Community Services offerings in September 2012.

In accordance to Title 5, section 55002, a Community Service offering must meet the following minimum requirements:

1. is approved by the district governing board;
2. is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
3. provide subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
4. is conducted in accordance with a predetermined strategy or plan;
5. is open to all members of the community willing to pay fees to cover the cost of the offering; and,
6. may not be claimed for apportionment purposes.

## **Eagle's Nest Resale Shop -- 123 Main Street, Weed**

The Eagle's Nest Resale Shop is owned by the College of the Siskiyou Foundation, under the direction of Thrift Store Manager, the Foundation Director, College Vice President of Administrative Services, and the Foundation Board of Directors. Additionally, the Eagle's Nest has a committed Advisory Committee who provides input and guidance for continued success.

The Eagle's Nest opened December 2, 1997. It is the Foundation's largest continuing source of revenue. Eagle's Nest Resale Shop provides funding to the College of the Siskiyou Foundation to support scholarships, equipment, and supplies to improve the postsecondary educational experience for the students at COS. Since its founding in 1997, the Eagle's Nest has raised over \$500,000 through the help of 130 volunteers who have donated more than 36,000 hours of volunteer service. This has allowed the Foundation to provide more than 300 students with scholarships.

The Eagle's Nest staff strives to meet the following objectives:

- To increase the awareness of the COS Foundation and its mission to support the educational needs of students within Siskiyou County.
- To provide Eagle's Nest customers with quality clothing, merchandise and furnishings, within a clean and pleasant shopping environment.
- To offer students and community members the opportunity to purchase quality used professional attire as they enter the work force with the most reasonable prices possible.
- To support the training needs of the volunteer staff and student workers by providing retail business skills, merchandising, advertising and customer relations training.

The success of this community-based shop is due to the dedication of the 25+ community volunteers along with the exceptional quality of the merchandise donated by generous community members. Since 2007 the Eagle's Nest celebrates the many volunteer hours contributed by recognizing a volunteer with the Volunteer of the Year Award during National Volunteer Month in April.

Besides clothing the shop accepts small working appliances, books, shoes, jewelry, antiques, home decor, and kitchen items. All furniture items are previewed before acceptance. Items not accepted include: large appliances, computers and computer related items (fax machines, copiers), children's toys, pillows, and mattresses.

Donations are accepted at the side back door Tuesday through Saturday from Open until 3 p.m. (unless the Shop is closed). "If it's good enough to lend to your best friend and clean enough to make your mother proud, we'd love to have it."

## **Internal Fiscal Sponsorships**

The Foundation approves the establishment of restricted funds to receive donations of cash and other property earmarked for support of specific campus activity, and makes disbursement of funds in support of the activity's mission. The COS Foundation acts as the fiscal manager of the activity by receiving assets and incoming contributions and donations as identified by the activity beginning on an effective date, and will restrict the funds to pursue the objectives for which the activity was designed.



# Alumni Association

The mission of the College of the Siskiyous Alumni Association & Circle of Friends (AACF) is to serve the College by establishing mutually beneficial alumni relationships in accordance with the COS mission statement, and in doing so, assist COS in maintaining academic excellence and community goodwill.

The COS Alumni Association and Circle of Friends was created to involve COS graduates in the growth and future of the College. It also provides a valuable opportunity to renew friendships and maintain ties with the College community.

Membership in the Association is open to all who have attended COS and those who are friends of the College.

The Association offers numerous membership benefits and services:

- Discount rates to campus athletic events.
- Discount rates to campus theatrical events for student performances.
- Discount to Performing Arts Series events.
- Use of the COS Bookstore, Library, Career Center, and Job Placement Center.
- Invitations to special campus events.
- Catch up on Eagle sports, alumni, faculty members and campus news with the Newsletter.
- Keep up with the Association events via the Alumni Web Page.

## **Membership Fees**

\$25 individual membership

\$50 family membership

\$500 lifetime membership

# COS Foundation Meeting Notes Form

Committee Name: \_\_\_\_\_ Date  
of Meeting: \_\_\_\_\_ Time of Meeting: \_\_\_\_\_ Place of  
Meeting: \_\_\_\_\_ Attendees:

- 
- 
- 

Agenda Item #1 \_\_\_\_\_

Agenda Item #2 \_\_\_\_\_

Agenda Item #3 \_\_\_\_\_

Agenda Item #4 \_\_\_\_\_



College of the Siskiyous Foundation Scholarship Program

Memorandum of Agreement to Establish:

Scholarship Name: \_\_\_\_\_

Sponsoring Individual/Organization: \_\_\_\_\_

Scholarship Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Choose the type of scholarship you wish to fund:

\_\_\_ **Endowed Scholarship:** The Donor has contributed or has agreed to contribute funds to endow a scholarship with the COS Foundation. Minimum amount due for an endowed scholarship is \$10,000. This amount will provide a minimum scholarship award of \$500 per year.

The Foundation accepts this gift and agrees that the proceeds from these funds shall be used for the purposes and subject to the conditions hereinafter stated. The available earnings shall be used to award scholarships to deserving student(s) meeting eligibility criteria.

Annual Scholarship Award Amount: \_\_\_\_\_ Amount donated as Scholarship Corpus: \_\_\_\_\_

\_\_\_ **Annual Pass Through or One-Time Scholarship:** The Foundation accepts this gift and agrees that all of the funds shall be used to award scholarship(s) to deserving student(s) meeting eligibility criteria.

Annual Scholarship Award Amount: \_\_\_\_\_ Amount donated to fund Scholarship: \_\_\_\_\_

*Whenever possible the Foundation encourages donors not to designate specific criteria because there are many deserving students who do not fit donor established criteria.*

\_\_\_ I authorize the Scholarship Committee to select a deserving student to receive this scholarship.

\_\_\_ The Foundation accepts this gift and agrees that the funds will be used to award scholarship(s) to deserving student(s) meeting the following eligibility criteria as set by the donor.

- Specific Course of Study: Required Academic Standing: (minimum) 2.0 2.5 3.0 3.5 4.0
- Enrollment Status: Full-time Part-time Full- or Part-time
- Financial Constraints: Need based Need not considered
- Other Criteria: \_\_\_\_\_
- Additional Application Requirements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recognition of the Scholarship**

\_\_\_ This scholarship may be publicized and listed as sponsored by me/my organization.

For press release purposes, please enclose any information about your organization or the individual the scholarship honors.

---

Endowed scholarships are established with a minimum donation of \$10,000. If an endowed scholarship is established with less than \$10,000, it will be considered an "emerging endowment" and all interest will go into the principal until the \$10,000 level is attained at which time it will become an endowed scholarship.

**Not with standing, the foregoing, if the emerging scholarship endowment does not reach its \$10,000 corpus (minimum balance) within five (5) years of signing this agreement, the funds will be transferred to the general scholarship fund to be used as the Foundation Board of Directors determine appropriate. An attempt will be made to notify the Donor or the Donor's representative in writing prior to the transfer of funds.**

The Foundation shall have authority and discretion to: invest and reinvest said funds (with any other funds owned or held by it absolutely or in its fiduciary capacity) in undivided interests in obligations, or separately in whole interests, or in any other manner, the choice of such investments to be determined by the Foundation or its agent at its discretion; pay all expenses from the endowed scholarship incurred in the administration of the endowed scholarship or emerging endowment, including reasonable compensation to the Foundation for its services, and reasonable compensation to agents and counsel, including investment counsel; exercise all general authority not otherwise provided for herein in its discretion for the administration, control and management of the endowed scholarship or emerging endowment.

The Donor, or other persons/organizations, may at any time add to the fund additional monies, securities, or other assets, which, if accepted by the Foundation, shall become subject to all the covenants, terms and conditions of this agreement.

If, at any time in the future, the College of the Siskiyou Foundation Board determines a need does not exist for this scholarship fund, then the Foundation Board shall have the authority to select an appropriate use for this fund, which in the Foundation's exclusive determination will be representative of the wishes of the Donor(s). If changed circumstances make illegal, impractical, or impossible the expenditure of the funds in accordance with the terms of the gift and the donor is not able to agree to proposed changes in the terms, the institution will seek the advice of the California Attorney General.

Representing the Donor(s) Date

Mailing Address Phone

Representing the COS Foundation Date

File: ScholarshipFundAgreement\_Final2012

Approved by Scholarship Committee: 1111112

# Historical Information

## Past Foundation Recognition Awardees

**Lawrence Moran Distinguished Service Award** - Recognizes an individual for their distinguished service to the College and the Foundation.

2005 - Lawrence Moran, Etna

2005 - Gene and Peggy Greenland, Mt. Shasta

2006 - Ann Kaster, Yreka

2007 - John Fryer, Mt. Shasta

2008 - Margaret Dean, Weed

2009 - Rand Roselli, Weed

2010 - Robert Rice, Grenada

2011 - Dennis Freeman, Mt. Shasta

2015 – Connie Marmet, Mt. Shasta

**COS Distinguished Alumni Award** - Recognizes former alumni for their professional achievements.

2006 - Dennis DeRoss, Weed

2007 - Roger Emerson, Mt. Shasta

2008 - Sarah Alvarado Galewick, Redding

2009 - Larry Alexander, Etna

2010 - Brian Witherell, Mt. Shasta

2011 - Karen Zeigler, Mt. Shasta

2015 – Mark Healy, Weed

**COS Partner of the Year Award** - Recognizes business and organizations who have contributed to the success of the College of the Foundation.

2005 - Mercy Medical Center, Mt. Shasta

2006 - California Department of Forestry & Fire Protection, Siskiyou Unit

2007 - Edgewood Custom Interiors

2008 - Morgan Siskiyou Foundation, Eagle Point, Oregon

2009 - McConnell Foundation, Redding

2010 - Lake Shastina Golf Resort, Weed

2011 - Fairchild Medical Center, Yreka

2015 – Nor Cal Products, Yreka

**Volunteer of the Year Award** - Recognizes an individual for their outstanding volunteer service to the College or Foundation.

2006 - Peggy Greenland, Mt. Shasta

2007 - Margaret Lane, Weed

2008 - June Paulson, Weed

2009 - Meredith Neill, Weed

2010 - Georgia Serna, Weed

2011 - Priscilla Dawson, Mt. Shasta

2012 - Sally Thornton, Weed

2013 - Kathy Valdez, Weed

2014 – Jean Rucker, Weed

## **Past COS President/ Superintendents**

Dr. Myron J. Greenshields	1957-1960
Dr. Eddie Roberts	1961-1970
Eugene Schumacher, Ed.D.	1970-1991
Martha Romero, Ph.D.	1992-2001
Carl Ehman	2001-2002
W. David Pelham, Ed.D.	2002-2008
Peggy Moore	March-October 2008
Randall C. Lawrence	2009-2013
Robert Frost, Ph.D.	2013-2014
Scotty Thomason	2014-Present

## **Past COS Foundation Presidents**

Larry Moran	1991-1995
John Fryer	1996-2000
Ann Kaster	2001-2003
Ron Childers	2004-2005
Rand Roselli	2006-2008
Kathy Suvia	2009
Jack Cook	2010-2011
Greg Messer	2012-2014
Dawna Cozzalio	2015 to Present



800 College Avenue  
Weed, CA 96094  
530-938-5373

[pio@siskiyous.edu](mailto:pio@siskiyous.edu)

[www.siskiyous.edu/ia/foundation](http://www.siskiyous.edu/ia/foundation)

Facebook: College of the Siskiyous (COS)

Twitter: @COS\_InfoNow

Last updated / Reviewed and approved:  
January 19, 2016