

**College of the Siskiyous  
Foundation Board Meeting  
Minutes of April 17, 2012**

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**Foundation Board: (10 members)**

|               |                |                |              |
|---------------|----------------|----------------|--------------|
| Greg Messer   | Sue Boston     | Ronda Gubetta  | Jack Runnels |
| Jack Cook     | Rennie Cleland | Randy Lawrence |              |
| Margaret Dean | Dawna Cozzalio | Connie Marmet  |              |

**Constituent Representatives: (3 members)**

|                |                 |              |
|----------------|-----------------|--------------|
| Sharon Swingle | Elaine Schaefer | Karen Tedsen |
|----------------|-----------------|--------------|

**Staff: (4 members)**

|              |                 |              |               |
|--------------|-----------------|--------------|---------------|
| Sonia Wright | Dawnie Slabaugh | Angel Fisher | Connie Warren |
|--------------|-----------------|--------------|---------------|

**Absent: (8 members)**

|                 |                 |                   |              |
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| Deborra Brannon | Bob Rice        | Robin Styers      | Chris Vancil |
| Bob Davis       | Dennis Sbarbaro | Sharon Stromsness | Cheri Young  |

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**ACTION ITEMS**

Item 1:           **Call to Order and Attendance**  
President Greg Messer called the meeting to order at 8:01 a.m.

**Regular Agenda:**

Item 2:           **New and/or Unfinished Business**  
Ms. Wright said the District has requested the Foundation consider purchasing furniture for the new Science Building lobby areas (first and second floors). The total cost is estimated at \$19,000. Mr. Lawrence said he believes this is a great opportunity to show visibility and support of the College right now during the budget crisis. Mr. Messer requested a motion from the Foundation to approval the furniture purchase request.

*Motion was made (Marmet / Cook) to approve the Foundation's purchase of furniture for the two Science Building lobby's up to \$19,000 (any funding in excess of this amount will need Foundation approval). Motion passed.*

Item 3:           **Treasures Report – Review of Foundation Fiscal Report**  
The Board reviewed and discussed the Treasures Report for fiscal period: July 1, 2011 to February 29, 2012. Ms. Warren reported the Foundation investments are slowly improving and the Community Education account has been completely transferred over to the Foundation. She also noted the Expense/Revenue Summary now includes a line item in the General Fund showing the cash reserve amount received from the “callable bond fund” in the Long Term Investment account.

Item 4:           **Committee Reports**  
a) ***Investment and Finance*** –Mr. Cook reported the next meeting is scheduled for May 8. He also said at the February 14 Investment Due Diligence Committee meeting,

the Committee reviewed, discussed, and approved a sample spending policy. Recommended was a 4% spending cap on the interest earned in the Investment accounts (all funds). The Investment Committee also agreed to cash out one callable bond and put the funds in the Foundation General Fund as cash flow reserve (approximately \$27,000).

- b) **Board Governance** –Ms. Brannon reported that the Board Governance Committee has “re-engineered” and updated the Board matrix. The Committee will also be updating the system used for recruiting new members to the Board. In addition, the Bylaws are also under review.
- c) **Scholarship Committee** –Ms. Brannon, Interim Scholarship Committee Chair, reported the Scholarship Readers held a very successful meeting to determine COS Foundation Scholarship Recipients for 2012/2013 on April 7. Mr. Runnels said it was a great group of Readers and the selection process went very smoothly. Total amount of Scholarship Awards for 2012/2013 is \$29,950. The next meeting of the Scholarship Committee will be May 22. At that time the Committee will begin planning the fundraising dinner event to be held on August 25 at St. Michaels Hall in Weed
- d) **Fund Development** – No report.
- e) **Enterprise Operations** – Ms. Wright gave an update on the status of the COS Extension / Community Education Program. Although the Community Education (not-for-credit) staff person resigned fall 2011, COS has continued to provide a small number of classes each semester. For the fall semester (2011) we offered 39 classes but only 17 classes had adequate enrollment to be held (10 or more students). This spring (2012) we offered 24 classes but only 8 of the classes filled. This seems to be an overall reflection of the economy as the instructors have heard that many students cannot afford to take classes for their own pleasure any more. Community Education classes are priced according to direct cost recovery, which means we haven’t taken into account the indirect costs of staff arranging for the classes, booking space, etc. To break even on the direct costs we need a minimum of 15 students per class and we have been more vigilant about cancelling classes with low enrollment. Pre-registration is encouraged to assure the class is not cancelled for lack of enrollment. We don’t want to compete with local businesses so we discourage duplication of courses already offered in the community. Additionally, the Office of Student Learning has taken on the responsibility for all contract education.

Mr. Messer said the Foundation has been offered the opportunity to sell unused, over-stocked insulation purchased as building material for the new Science Building. The insulation is made from recycled jeans and is used in “green” building projects. Ms. Wright said she is waiting for additional information from the COS Maintenance Department regarding the quantity of material available as well as a cost.

Ms. Fisher provided the following written report on the activity of the Eagle’s Nest:

### **Recycling**

We have been working with a recycling company Tiedemann Globe out of Arizona since November 2011. We partnered with Weed's other thrift store the New Life Thrift. Between our store and the New Life store we managed to fill the entire 40 foot container in three and a half months. By using this company we have kept 16,174 pounds of clothing, 836 pounds of shoes, and 1246 pounds of books out of our local landfill. If either store would have paid for the disposal of these items it would have cost \$7,500 in dump fees. Instead, Tiedemann Globe sent us a check for \$462. As you can see this is a fantastic resource for us as a business and our local landfills.

### **Community Involvement – Local High Schools**

Two of our local high school seniors have completed their required community service hours to graduate.

- Mt. Shasta High School senior, Taylor Yoakum completed 20 hours for graduation credit.
- Weed High School senior, Doug Horner has partnered with us to complete his senior project requirements. As the mentor for his project, it has been very enlightening to see a young person mature and complete this part of his project. He has enjoyed his experience so much he plans to return in the fall as a student worker.

### **Upcoming Events** – save the date

- April 20 at 5:30 p.m. at the Lake Shastina Golf Resort - Volunteers Appreciation Dinner
- May 16 – 19: Furniture Round up (call to schedule your pick up)
- June 2 from 10 a.m. to 4p.m. Customer Appreciation Day
- Time to get a jump on spring cleaning we are in need of all donations. Household and linen items mostly, however we will take your gently used clothing items. Please contact the Shop at 938-4663 for more information on acceptable items and conditions.

In addition to the written report, Ms. Fisher reported sales are up \$25,000 YTD over the same period in 2011. This is an overall increase of 51.73%. She also told the Executive Committee the lease for the old shop is no longer in effect (it ends April 30) and the property owner has returned the security deposit in full. Mr. Cook asked how close the actual sales for the Shop are to Mr. Messer's three-year projection and was informed "it's actually exceeding expectations."

f) ***Events Coordination*** – Mr. Messer reported on the following items:

- ***Finding a new Firewood Coordinator*** – Mr. Messer said a volunteer is needed to work with the Athletic Department (or Coaches) to see if any may be interested in partnering with the Foundation to gather and prepare firewood for sale.
- ***Golf Tournament*** – Ms. Wright reported the Athletic Department and the Associated Student Body will be working to promote and coordinate the Golf Tournament. They are responsible for getting sponsors, donors, and prizes for the event. Funds raised by the tournament will benefit the Athletic Department.

- **PAS** – Ms. Marmet said she will be hosting a dinner meeting for the PAS and COS Performing Arts staff/faculty to discuss the 2012/2013 season. Also planned is a Donor Reception to be held on April 29 following the spring musical finale performance.

**Consent Agenda:**

Item 5: **Approval of Meeting Minutes – January 24, 2012**  
The Board reviewed the Foundation Meeting minutes of January 24, 2012

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

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

Item 7: **Upcoming Event Dates:**

- Eagle’s Nest Volunteer Dinner – April 20, 2012 (Lake Shastina Golf Resort)
- Golf Tournament – June 3, 2012 (Lake Shastina Golf Resort)

*Motion was made (Cozzalio / Boston) to approve the Consent Agenda. Motion passed.*

**Non Action Items / Reports:**

Item 8: **Report from the Office of the President**  
Mr. Lawrence said the College is expecting a visit from the AACCCJ Accrediting Team on April 18. He expects the visit to go well and looks forward to a good response from the Team. The college expects to hear from the AACCCJ on the visit in June/July.

Item 9: **Report from the Director of Institutional Advancement**  
Ms. Wright reported the RHSI has established a fiscal sponsorship activity with the Foundation. It will support the annual Rural Health Summit held in August. She also said she has received a report from the Technology Services Department regarding the cost of replacing computer equipment as a possible Foundation funded project.

Item 10: **Adjournment**  
Meeting was adjourned at 9:17 a.m.

Respectfully Submitted:



Sonia Wright, CFRE  
Director - COS Institutional Advancement

Prepared By:



Dawnie Slabaugh, Recording Secretary  
COS Institutional Advancement (Public Relations / Foundation)