

**College of the Siskiyous
Foundation Board Meeting
Minutes of October 22, 2013**

Foundation Board:

Greg Messer	Margaret Dean	Bob Rice	Karen Tedsen (ASM)
Sue Boston	Robert Frost	Scotty Thomason	Sonia Wright
Rennie Cleland	Ronda Gubetta	Bob Winston	Dawnie Slabaugh (staff)
Jack Cook	Connie Marmet	Denise Mannion (CSEA)	

Excused:

Robin Styers	Deborra Brannon (LOA)	Denny Sbarbaro
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Absent:

Elaine Schaefer (Fac)

ACTION ITEMS

Item 1: **Call to Order and Attendance**
President Greg Messer called the meeting to order at 8:02 a.m.

Regular Agenda:

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

Item 3: **Committee Reports**

- a) ***Investment & Finance*** –The next Investment Due Diligence Committee meeting will be held January 14, 2014. At the last meeting, the committee took action to shift bond funds for greater return on the investments. No action taken.
- b) ***Board Governance*** –No report.
- c) ***Scholarship*** – The annual Scholarship Fundraising Dinner was held September 7. The event raised approximately \$7,000 to support the Siskiyou Scholars Program. No action taken.
- d) ***Enterprise Operations*** – Current initiatives under the Enterprise Operations include the operation of the Eagle’s Nest Shop and fiscal sponsorship of the MOM Grant. Under investigation as future prospects are campus advertising and the establishment / operation of a new antique store.
 - Ms. Fisher reported sales for the first quarter (July – September) were down (approximately -\$129.36). The decrease is believed to be the result of inconsistency in pricing, displaying of merchandise, and quality control while the manager was on medical leave. Sales for the second quarter (October – December) are off to a great start. During the first three days of October, sales totaled over \$3,500. Upcoming events include: Volunteer Meet & Greet / Fall

Clearance Sale on November 1 and the annual Volunteer Holiday Luncheon scheduled for December 12. No action taken.

- A three-year renewal request for the MOM Grant is anticipated to be submitted. Notification of renewal (or not) won't be received until mid-spring 2014. Sponsorship of this grant provides the Foundation with \$30,000 indirect support for management of the grant. No action taken.

e) **Gift Acceptance** –The Gift Acceptance Committee meets as needed. Mr. Messer is the Chair. Donations currently under consideration include forty sets of Structure Turnouts for use by the COS Fire Program. No action taken.

f) **Events** – Two Foundation coordinated events are scheduled to occur before the end of the year:

- **Performing Arts Series (PAS)** - Ms. Marmet reported the first two shows of the season - Mad Chad (co-sponsored with the COS Associated Student Body) and Joe Craven. Mad Chad, performed on September 6 and was a great show, lots of fun, but had a very small crowd. On October 4, Joe Craven performed to a crowd of approximately 87 people. This was also a great show, but lacked the number of audience members hoped for. Next for the PAS is The Nutcracker ballet on November 29. Ms. Marmet said she is a bit wary of how many people will attend as the performance is the day after Thanksgiving. No action taken.
- **Holiday Craft Fair** – Ms. Slabaugh said registration for the Holiday Craft Fair scheduled for December 6 and 7 has been doing quite well. Approximately 45 spaces (of 60 total) were sold as of October 1 (35 vendors). No action taken.

Item 4:

Future of Performing Arts Series (PAS)

Over the years PAS ticket sales have declined steadily, the cost to bring touring groups to the college has increased, and the PAS Committee membership has also decreased. Ms. Marmet said she believes the performing arts series has reached the end of an era and a new plan for the future will need to be developed. She proposed funds remaining in the PAS budget for 2013/2014 following the last show of the season are used to support COS Music and Theater performing groups in the same manner as Foundation Mini Grants for spring 2014. Ms. Marmet recommends the COS Music and Theater department staff/faculty develop proposals on how they would spend the funds with the following objectives as evaluation criteria:

- Increase the student learning experience
- Enhance performances offered to the community
- Improve marketing of performances and increase community attendance
- Use COS Talent for friend and fund raising
- Use COS Talent to enhance recruitment activities
- Bring visiting artists to COS

Ms. Marmet also noted this process enables the Foundation to work directly with the Music and Theater department in lieu of a Performing Arts Series Committee which will be almost non-existent by the end of the year. She recommended the Foundation

consider appointing a board member to coordinate with the Music and Theater department rather than having a Committee. No action taken.

Item 5: **Theater Landscape Enhancement Project**

The Board heard a proposal from Ms. Marmet to support landscaping in front of the Theater building. Ms. Marmet said she has met with Alison Varty (biology instructor) and Richard Giordanengo (maintenance / grounds keeper) about the project and what is needed to complete the project (plants, irrigation, etc.). Mr. Giordanengo provided Ms. Marmet with a drawing of how the completed landscape will look. She said it would cost approximately \$1,000 and requested the Foundation support the project and approve the funds. Ms. Marmet will work with Mr. Thomason and campus facilities team to ensure the landscape enhancement project is successful. Mr. Thomason stated the Foundation's financial support (\$1,000) would definitely help with the project.

Motion was made (Boston / Gubetta) to support the Theater Landscape Enhancement Project proposed by Ms. Marmet with funding not to exceed \$1,000. Motion passed.

Item 6: **COS Foundation 2013/2014 Business and Board Reorganization Plan**

Mr. Messer presented the Board with a power point presentation to “spark new energy and direction” into the Foundation. The full presentation may be viewed at: <http://www.siskiyous.edu/ia/foundation/documents/foundationbusinessrestructureplan2013-2014.pdf>

During the last few years, the Foundation has been loosely coupled with the direction and strategies of the college. In the presentation, Mr. Messer commented aside from the RHSI campaign and Eagle's Nest, proactive fundraising has been non-existent. The economy is beginning to see improvement and the college has been working to improve academic, faculty, staff and student health and effectiveness (relationship building). Throughout the history of the Foundation, the board has created value to students and the college through programs and committees (scholarships, performing arts, events, mini-grants, and funding specific needs of the college). Mr. Messer is proposing the Foundation “get in lock-step with the college” in a way that directly benefits the needs of the college, community, and COS students. He said he is willing to bring in a consultant to work with the Foundation to set up and maintain deliverables.

The following objectives and strategies are proposed:

- Promote and support a county of life-long learners – build and nurture partnerships with local educational, governmental, business and cultural organizations.
- Fundraise through innovation by leveraging community outreach, events, enterprise development, college resources, and technology.
- Enable (support) the Chancellor and College's strategies in Student Success.
- Initiate a Foundation Education and Quality Assurance Program.

COS Interim President, Dr. Robert Frost, commented it will take a lot of guts to take on this challenge and create a new plan for restructuring. This is the next evolution of the Foundation. Scotty Thomason, Interim VP of Administrative Services, said Mr. Messer has done an excellent job putting together a proposal for moving forward in the future.

Consent Agenda:

Item 7: **Approval of Meeting Minutes – July 23 2013**

The Board reviewed the Foundation Meeting minutes of July 23, 2013.

Item 8: **Approval of Foundation Mini Grant Recipients for 2013/2014**

The Board approved the 2013/2014 Foundation Mini Grant Recipients.

Item 9: **Approval of Leave of Absence Requests**

The Board approved Leave of Absence request from Foundation Board Member, Deborra Brannon (October 2013 to April 2014). Foundation Board Member, Jack Cook withdrew his leave of absence request prior to the start of the meeting.

Item 10: **Approval of Extension of President's Term for One Year – Suspend for 2014**

The Board approved the extension of the President's term for one year. (See Article III, Section 2.b. of Foundation Bylaws)

Item 11: **Treasurers Report – Review of Foundation Fiscal Report**

The Board reviewed the fiscal report for the period of July 1, 2012 through June 30, 2013.

Item 12: **Upcoming Foundation Board Meetings:**

- January 28, 2014
- Retreat – Date to be set (April 2014)
- July 22, 2014
- October 28, 2014

Item 13: **Upcoming Meetings / Event Dates:**

- Fall Play: The Crucible – October 25 & 26, November 1 & 2, November 3
- COS Campuses Closed – November 11 (Veteran's Day)
- Foundation Executive Committee Meeting – November 12
- Vocal Jazz Concert – November 15
- COS Campuses Closed – November 28 & 29 (Thanksgiving Holiday)
- PAS Presents The Nutcracker – November 29
- Craft Fair – December 6 and December 7
- Concert Band Performance – December 6
- Orchestra Concert – December 8 and December 9
- Foundation Executive Committee Meeting – December 10
- Eagles Nest Volunteer Holiday Luncheon – December 12
- Concert Choir & Ladies Chamber Singers Performance – December 14 and 15
- COS Campuses Closed – December 20 through January 1
- Spring Semester Begins – January 13, 2014

Motion was made (Marmet / Boston) to approve the Consent Agenda as presented with amendment to Item 9, removing Board Member, Jack Cook's request for leave of absence. Motion passed.

Non Action Items / Reports:

Item 14: **Report from the Office of the President**

Dr. Frost said he has been very busy attending meetings, both on campus and in the community. For him, this has been a part of the Presidency he both looked forward to but also dreaded. He has been able to work with the Executive Cabinet to develop a coverage plan that supports his philosophy of the President being involved in limited on-campus "management" time but also encourages the Administrators to share in civic engagement. As a result, the College will be more involved in Rotary, Chamber and associated economic and community development, but the President is less involved in day-to-day management.

The College recently hired Dr. Robert Taylor as the new CTE Dean. Dr. Frost said the Human Resources staff and hiring committees have been doing a phenomenal job making announcements, filling committees, setting timelines, and scheduling all the processes to make successful hires.

Enrollment for the fall semester is up. Partnerships and Instructional Service Agreements (ISAs) are really helping to keep enrollment up.

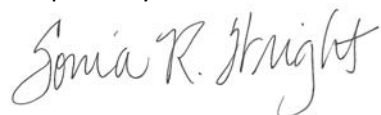
Item 15: **Report from the Director of Institutional Advancement**

Ms. Wright shared with the Board the Foundation received a \$20,000 bequest from the estate of Mary Mazzei for scholarships. She also commented it was a pleasure serving on the Mini-Grant Readers Committee with Greg Messer, Sharon Swingle, Karen Tedsen and Alison Varty and that it was wonderful to receive such a varied number of requests across all campus areas.

Item 16: **Adjournment**

Meeting was adjourned at 10:01 a.m.

Respectfully Submitted:



Sonia Wright, CFRE
Director - COS Institutional Advancement

Prepared By:



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