



Foundation

EXECUTIVE COMMITTEE
Regular Committee Meeting
Monday, January 11, 2021

APPROVED MINUTES

A. CALL TO ORDER

The Foundation President Debbie Perrault called the meeting to order at 3:00 pm.

B. ROLL CALL: ESTABLISH QUORUM

Present Absent

Board Members

<input checked="" type="checkbox"/>	Jeff Darnton	<input checked="" type="checkbox"/>	Anneka Scranton
<input checked="" type="checkbox"/>	Rob Garcia	<input checked="" type="checkbox"/>	Jill Stearns
<input checked="" type="checkbox"/>	Doug Hilton	<input type="checkbox"/>	Pete Sysak
<input checked="" type="checkbox"/>	Grigger Jones	<input type="checkbox"/>	Dan Troy
<input checked="" type="checkbox"/>	Debbie Perrault	<input checked="" type="checkbox"/>	Tim Williams
<input checked="" type="checkbox"/>	Anita Robinson		

Staff

<input checked="" type="checkbox"/>	Rick Camarillo	<input checked="" type="checkbox"/>	Jessica Strano
<input checked="" type="checkbox"/>	Shannon Hill		

Guests

None.

C. APPROVAL OF AGENDA

Motion to approve as presented: Jones/Hilton — **Passed** by a majority vote of the Foundation Executive Committee and unanimously by those members present to approve the agenda for Monday, January 11, 2021 as presented.

- **Yes – (9)** Darnton, Garcia, Hilton, Jones, Perrault, Robinson, Scranton, Stearns and Williams.
- **No – (0)** none to report.
- **Absent – (2)** Sysak and Troy.
- **Abstention – (0)** none to report.

D. PUBLIC COMMENT

No comment.

E. APPROVAL OF MINUTES

Motion to approve as presented: Jones/Scranton — **Passed** by a majority vote of the Foundation Executive Committee and unanimously by those members present to approve the Foundation Executive Committee minutes for Monday, October 12, 2020 and Monday, November 30, 2020 as presented.

- **Yes – (9)** Darnton, Garcia, Hilton, Jones, Perrault, Robinson, Scranton, Stearns and Williams.
- **No – (0)** none to report.
- **Absent – (2)** Sysak and Troy.
- **Abstention – (0)** none to report.

F. REPORTS

a) Foundation President

Foundation President Perrault reported the following:

- A big thank you to Foundation staff and Anneka Scranton to help deliver a thank you gift to all board members.
- Check out the new CCNEWS/Annual report which includes the Foundations new resolution, honored alumni and staff recognition.

b) Superintendent/President

Superintendent/President Stearns reported the following:

- Dr. Mark Sanchez, vice president of student success and support programs has been selected to be the new superintendent/president of Southwestern College in Chula Vista, California.
- Great outcome from fall semester:
 - Fall of 2019, approximately had 23% of our total course offerings were distance learning while fall of 2020 had 92% of our course offerings were distance education.
 - There is only a 1% difference in success rate from 2019 vs 2020.
 - Dr. Stearns is tremendously proud of our students, faculty and staff, even though exhaustion and pressure have weighed heavily. What faculty have put in place is working and the evidence is in the numbers we are seeing.
- Opening Day for the spring semester will be held this Friday, January 15, 2021.
 - The spring enrollment numbers are lower at this time than last year, right now there is a 13% difference with a goal to achieve only a 10% difference.
 - Most colleges are down in enrollment between 15-25%.
 - The way the Foundation stepped in to help students through emergency funds is believed to be a factor for continued student success.

- Starting January 21st, onsite testing for COVID-19 will be offered to students, faculty and staff.

c) Board of Trustees

San Luis Obispo County Community College District Trustee Sysak was absent. Shannon Hill stated that there are two new trustees: Danna Stroud and Debra Stakes.

d) Executive Director

Executive Director Hill reported the following:

- Shannon Hill welcomed the New Year!
- The Foundation Tax Return was emailed to board members today.
- Starting in June 2021, under the California Department of Education, Title V, the Foundation (as a 501c3) is required to provide a new report, commensurate return report, to the college; however, for our Foundation this report is not a challenge. The Foundation already reports monthly to the Board of Trustees including financial details to the Cuesta College Foundation and how the foundation activity supports the college.
- A huge thank you to our advisory committee leaders, Dee Lacey and Jeff Darnton for joining the Varian Ranch Project.
- Foundation staff are activity working on supporting the South County Center.
- In June 2021, Karen Tackett will be retiring. We will recruit for this position during this timeframe.

Committee Chair Reports

Alumni Committee

Vice President of Alumni Relations Hilton reported the following:

- Please, check the [new video](#), emailed to board members that highlights the annual Cuesta College honored alumni and volunteer awards.

Development Committee (Annual Fund Campaign)

Vice President of Development Darnton reported the following:

- The 2020-2021 Cuesta Fund Goal is \$240,000.
- *#GivingTuesday* took place on Tuesday, December 1, 2020. The focus for this campaign was to raise critical funds for the student emergency grants. Pacific Western Bank agreed, again to, donate matching funds to incentivize the campaign and committed to a \$20,000 match. This also inspired another long-time donor of Cuesta's to 'match their match' and they gave an additional gift of \$20,000. In total, we raised \$51,720.00 that *mostly* went toward the CASE Fund and a few other campus funds.

- On December 28, 29 and 30, 2020, Foundation staff launched a 3-day series of thank you end-of-year emails that included a “soft ask”. This is the first-time staff has done series. This resulted in an increase of 9 new online gifts compared to last year during the same timeframe.
- As of December 31, 2020 - **25 out of 37**, board members have given, we will continue to remind the remaining board members to “give or get” their annual gift(s) in, ideally before the end of March so the Foundation will have a good idea of how much in grants can be given out to the college.
- Activities planned for Spring include: a Spring direct mailer, a new campus-wide crowdfunding day, and an end-of fiscal year email solicitation.
- Our next, Foundation Development Committee Meeting is scheduled for January 21, 2021 via zoom.

Finance Committee

Secretary-Treasurer Garcia reported the following:

- The November 2020 quarterly Endowment Allocation and Performance Report reflected that the market value of the endowment fund was over \$34.9 million.

Nominating Committee

Vice President of Membership Scranton reported that they will be reaching out to members with terms due. The Foundation Nominating Committee will be meeting later in the month to review where new members are needed to keep growing the diversity on the board.

G. BUSINESS AGENDA

1. Budget Update

Rick Camarillo reported on the budget handouts presented at the meeting.

2. Code of Conduct

Shannon Hill presented examples from the college, other college foundations and other nonprofit organizations.

The committee discussed in full detail and created a code of conduct for Foundation Board of Directors. The Code of Conduct will be included in the next Board of Directors meeting on Monday, February 1, 2021 with a recommendation to have all members endorse this document annually for affirmation.

3. Mission Statement

Shannon Hill recommended including this item to the next Board of Directors meeting agenda on Monday, February 1, 2021 with a recommendation to create an ad hoc committee of three-four board members to update the mission for board approval.

It was also recommended after the mission statement is reviewed to further discuss a strategic plan to better align with the foundation’s work and the mission with that of the college.

H. ACTION ITEMS

1. February 1, 2021 Foundation Board of Directors Meeting Agenda

The Bylaws require that the executive committee determine the agenda for quarterly meetings of the board.

- **Add** - Action Item: Code of Conduct
- **Add** - Action Item: Mission Statement and Strategic Planning Review
- **Presentation:** Recommendation to ask Que Dang Director of Student Equity & Success Centers to provide an overview of Cuesta’s work on diversity, equity and inclusion in response to the board’s request for more information at the December 7, 2020 meeting.

Motion to approve as presented: Williams/Jones — **Passed** by a majority vote of the Foundation Executive Committee and unanimously by those members present to approve the Monday, February 1, 2021 Foundation Board of Directors Meeting Agenda as presented with modifications.

- **Yes – (8)** Darnton, Garcia, Hilton, Jones, Perrault, Robinson, Scranton and Williams.
- **No – (0)** none to report.
- **Absent – (3)** Stearns, Sysak and Troy.
- **Abstention – (0)** none to report.

I. COMMENTS BY STAFF

No comment.

J. COMMENTS BY COMMITTEE MEMBERS

No comment.

K. ADJOURNMENT

The meeting was adjourned at 3:53 p.m.

L. MINUTES

Minutes were submitted by Cuesta College Administrative Assistant to Executive Director, Foundation/Institutional Advancement and Foundation Board of Directors Jessica Strano and reviewed by Foundation/Institutional Advancement Executive Director Shannon Hill.

NEXT EXECUTIVE COMMITTEE MEETING DATE:

Monday, March 1, 2021

ZOOM Meeting