



# Foundation

**EXECUTIVE COMMITTEE**  
Regular Committee Meeting  
Monday, October 12, 2020

## 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 (late)	<input type="checkbox"/>	Anneka Scranton
<input checked="" type="checkbox"/>	Rob Garcia	<input checked="" type="checkbox"/>	Jill Stearns
<input checked="" type="checkbox"/>	Doug Hilton	<input checked="" type="checkbox"/>	Pete Sysak (late)
<input checked="" type="checkbox"/>	Grigger Jones	<input type="checkbox"/>	Dan Troy
<input checked="" type="checkbox"/>	Debbie Perrault	<input type="checkbox"/>	Tim Williams
<input 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:** Hilton/Garcia — **Passed** by a majority vote of the Foundation Executive Committee and unanimously by those members present to approve the agenda for Monday, September 14, 2020 as presented.

- **Yes – (5)** Garcia, Hilton, Jones, Perrault and Stearns.
- **No – (0)** none to report.
- **Absent – (6)** Darnton, Robinson, Scranton, Sysak, Troy and Williams.
- **Abstention – (0)** none to report.

**D. PUBLIC COMMENT**

No comment.

**E. APPROVAL OF MINUTES**

**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 Foundation Executive Committee minutes for Monday, September 14, 2020 as presented.

- **Yes – (5)** Garcia, Hilton, Jones, Perrault and Stearns.
- **No – (0)** none to report.
- **Absent – (6)** Darnton, Robinson, Scranton, Sysak, Troy and Williams.
- **Abstention – (0)** none to report.

## F. REPORTS

### a) Foundation President

Foundation President Perrault reported the following:

- She attended the Accreditation forums and was very proud to hear from many faculty and staff all the collaboration, support and care students have received during these trying pandemic times.

### b) Superintendent/President

Superintendent/President Stearns reported the following:

- The Accreditation process and visit was virtual this year. The exit report included only accolades. The final report should come in February 2021. The next visit will now be seven years instead of six years.
- The spring semester will look very similar to the fall semester with most classes remaining remote. Athletics for the spring semester has not been determined and it is not a local decision.
- She will continue to work closely with local agencies as K-12's, Cal Poly and the San Luis Obispo County of Public Health Department.

### c) Board of Trustees

San Luis Obispo County Community College District Trustee Sysak deferred his report to Stearns as he was not at the last meeting. Stearns reported the following:

- Faculty member Gary Rubin was a highlight, providing a sabbatical report on his recent research around entrepreneurship in the mindset of entrepreneurs.
- The final budget for this year was adopted.

### d) Executive Director

Executive Director Hill reported the following:

- The last Board of Trustees meeting also included a sentimental tribute to Dr. Frank Martinez. The family has been discussing dedicating a bench on the San Luis Obispo Campus in his honor and memory.

- Varian Ranch update: a new large gift to match the Foundation has been pledged, supporting sustainability, environmental and program needs such as ranch management and horsemanship.
- We received a Title IX federal grant to support the South County. We are looking for \$100,000 for the next five years with a match up to \$500,000 for a total of a \$1 million.
- Foundation staff and longtime Cuesta employee, Karen Tacket has put in for her retirement and will be leaving us in June 2021.

### Committee Chair Reports

#### **Alumni Committee**

Vice President of Alumni Relations Hilton reported the following:

- Due to COVID-19 county restrictions, there will not be an Awards Luncheon this year however there will be a prerecorded video that will feature this year's awardees.
- The committee is looking for nominations for 2021.

#### **Development Committee (Annual Fund Campaign)**

Vice President of Development Darnton reported the following:

- The 2020-2021 Cuesta Fund Goal is \$240,000.
- The Foundation Development Committee met on September 17, 2020. They discussed a different approach to raising monies for the Cuesta Fund (areas of greatest need) and grants that were submitted to the Foundation last Spring. The goal is that board members will identify friends or family members who have a passion in a certain area who might want to directly fund those projects.
- Karen Tacket is setting up appointments with the development committee members to go over prospect assignments and discuss what kind of assistance each member might need to make these asks happen.
- Update on timeline: The fall 2020 direct mailer is being drafted and is scheduled to hit mailboxes on October 16<sup>th</sup>. The mailing is segmented into four groups: Cuesta retirees, donors and friends, parents of current students and San Luis Obispo County alumni.
- An area looking to expand is the Business Partners program.

#### **Finance Committee**

Secretary-Treasurer Garcia reported the following:

- The Foundation Finance Committee met with advisors from J.P. Morgan recently.
- It was recommended to have written policy and procedures for cash management, moving funds.

- The August 2020 quarterly Endowment Allocation and Performance Report reflected that the market value of the endowment fund was over \$33.2 million.

#### **Nominating Committee**

Vice President of Membership Scranton was absent.

### **G. BUSINESS AGENDA**

#### **1. Budget Update**

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

### **H. ACTION ITEMS**

#### **1. Audit 2019-2020**

Rick Camarillo presented the 2019-2020 audit of the Foundation's financial statements on behalf of the Foundation Audit Committee. The committee reviewed, discussed and acted on the Audit 2019-2020.

It was recommended to include a summary in the action item. This would highlight items simplifying the audit report.

**Motion to approve as presented:** Jones/Garcia — **Passed** by a majority vote of the Foundation Executive Committee and unanimously by those members present to approve a recommendation of the 2019-2020 Audit to the Board of Directors as presented.

- **Yes – (7)** Darnton Garcia, Hilton, Jones, Perrault, Stearns and Sysak.
- **No – (0)** none to report.
- **Absent – (4)** Robinson, Scranton, Troy and Williams.
- **Abstention – (0)** none to report.

#### **2. November 2, 2020 Foundation Board of Directors Meeting Agenda**

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

- **Presentation:** Recommendation to ask faculty members to present from EMT and/or Automotive.

**Motion to approve as presented:** Darnton/Hilton — **Passed** by a majority vote of the Foundation Executive Committee and unanimously by those members present to approve the November 2, 2020 Foundation Board of Directors Meeting Agenda as presented with modifications.

- **Yes – (7)** Darnton Garcia, Hilton, Jones, Perrault, Stearns and Sysak.

- **No – (0)** none to report.
- **Absent – (4)** Robinson, Scranton, Troy and Williams.
- **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, December 7, 2020

ZOOM Meeting