



# Foundation

## Cuesta College Foundation Executive Committee Meeting Minutes

Monday, March 2, 2026 | 3 p.m.

Zoom Conference Call

### A. Call To Order

Foundation Board President Craig Darnell called the meeting to order at 3:01 p.m.

### B. Roll Call

A quorum was present.

<b>Board Members Present:</b> Jim Anderson Craig Darnell, <i>President</i> Jeff Darnton Janice Fong Wolf Grigger Jones Patrick Mullen Debbie Perrault Jill Stearns, Ph.D.	<b>Board Members Absent:</b> Stuart Campbell Scott Lathrop	<b>Foundation Staff Present:</b> Rick Camarillo Andrea Horvath Katie Osman Jessica Strano
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### C. Approval of Agenda

**Motion:** Approve as presented. (Mullen/Perrault)

**Result:** Motion passed unanimously.

### D. Public Comment

None.

### E. Approval of Minutes

**Motion:** Approve minutes from Jan. 12, 2026. (Mullen/Fong Wolf)

**Result:** Motion passed unanimously.



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## **F. Executive Reports**

### **1. Foundation Board President**

Foundation Board President Craig Darnell reported on the Foundation's ongoing efforts to ensure scholarship practices align with applicable regulations, donor intent, and institutional priorities. As part of this work, scholarship criteria are being reviewed and updated, as appropriate, in coordination with donors. Craig also shared that input gathered from recent Board Retreats is informing the development of the Foundation's Strategic Plan. The plan is being developed in collaboration with Foundation and College leadership to ensure alignment with institutional priorities and will be presented to the Board for review, with a target implementation date of July 1. No action was taken.

### **2. Superintendent/President**

Superintendent/President Dr. Jill Stearns reported on recent efforts to represent Cuesta College through regional media engagements and community outreach. She expressed appreciation for the Board's participation in recent planning discussions and its continued engagement in advancing the mission of the Foundation. Dr. Stearns noted that Cuesta College continues to be recognized as a strong community partner, particularly in supporting workforce development and student success. She emphasized the importance of ongoing Board leadership as the Foundation works to expand its impact and support future opportunities for the College and the communities it serves. No action was taken.

### **3. Board of Trustees**

Trustee Patrick Mullen shared an update on the South County Campus project, noting recent public coverage highlighting its progress. He expressed enthusiasm for the advancement of the project, which was included in the College's long-range planning efforts, and acknowledged the collaborative work that has supported its development. Trustee Mullen also noted that the Board of Trustees is scheduled to meet in the coming week. No action was taken.

### **4. Foundation Executive Director**

Executive Director Katie Osman reported on continued momentum across the



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Foundation, highlighting efforts to strengthen governance practices and position the organization for long-term sustainability and growth, with new processes anticipated to take effect July 1. She shared updates on increased media visibility for the College, including student-focused stories that highlight impact and success. Katie also noted the reinstatement of the J. Vard Loomis Award nomination process and expanded opportunities for Board engagement, including participation in the scholarship review process. In addition, she reported on collaborative efforts with regional partners, including a shared scholarship initiative supporting Bachelor's Pathway programs. She highlighted continued progress in formalizing donor stewardship practices and provided an update on planning and support for the Foundation's upcoming May 14 fundraising event. No action was taken.

## **G. Committee Chair Reports**

### **1. Alumni Relations Committee (Fong Wolf)**

Janice Fong Wolf reported that the Alumni Relations Committee recently convened its first meeting and reviewed the Honored Alumni nomination process. She shared that outreach efforts are underway to support nominations and increase participation. The committee also discussed initial opportunities to strengthen alumni engagement, including activities connected to commencement and other Foundation events. No action was taken.

### **2. Development Committee (Darnton)**

Jeff Darnton reported that the Annual Fund has exceeded its fundraising goal, driven in part by major gifts, and is approaching \$500,000. He also shared that additional fundraising efforts, including campaigns and events, are ongoing in support of the Foundation's priorities. A Development Committee meeting is being scheduled. No action was taken.

### **3. Finance Committee (Campbell)**

Rick Camarillo spoke in Stuart Campbell's absence and provided an update on investment performance, including a brief overview of current market conditions and portfolio activity. He noted that the Foundation is maintaining its current position on private equity investments.



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## 4. Nominating Committee (Lathrop)

No report provided.

## H. Business Agenda

### 1. Financial Report

Rick Camarillo presented the Mercer investment report, noting that overall performance remains strong and aligned with benchmark targets. He reviewed total gifts from July 1, 2025, through January 31, 2026, and concluded with an overview of income and expenditures. No action was taken.

### I. Action Items

#### 1. Board Member Position Description:

Craig Darnell presented the Board Member Position Description, outlining the roles, responsibilities, and expectations for service on the Board of Directors. The document affirms the Board's governance role in supporting the Foundation's mission to benefit Cuesta College and its students. It includes expectations related to Board service, committee participation, philanthropic support, and fiduciary oversight.

**Motion:** Approve the Board Member Position Description as presented and recommend it to the full Board for approval. (Fong Wolf/Jones)

**Result:** Motion passed unanimously.

#### 2. Campus Fundraising Policy

Katie Osman presented the draft Campus Fundraising Policy, which establishes a coordinated process for fundraising conducted on behalf of Cuesta College. The policy affirms the Foundation's role in overseeing fundraising activities to ensure alignment with institutional priorities, compliance with applicable regulations, and consistent stewardship of donor contributions. The policy outlines a review and approval process for fundraising efforts and the appropriate use of the College's name and brand in related materials.

**Motion:** Approve the Campus Fundraising Policy, as modified, and forward it to the full Board. (Fong Wolf/Perrault)

**Result:** Motion passed unanimously.



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## **3. Conflict of Interest Policy and Annual Acknowledgement and Disclosure Form**

Katie Osman presented the Conflict of Interest Policy, which establishes a framework for identifying, disclosing, and addressing potential conflicts of interest among Board members, officers, and key employees. The policy supports transparency and accountability and aligns with applicable legal and ethical standards. The policy includes an annual disclosure requirement for all covered individuals.

**Motion:** Approve the Conflict of Interest Policy as presented and forward it to the full Board. (Mullen/Jones)

**Result:** Motion passed unanimously.

## **4. Agreement for Services, Facilities, and Equipment between the San Luis Obispo County Community College District and the Cuesta College Foundation**

Craig Darnell presented the 2026–2027 draft agreement between the San Luis Obispo County Community College District and the Cuesta College Foundation. The agreement outlines the District’s support of Foundation operations, including staffing, facilities, and administrative resources, and affirms the collaborative relationship between the College and the Foundation in advancing shared priorities.

The agreement is effective through June 30, 2027.

**Motion:** Approve the agreement as presented and forward it to the full Board. (Jones/Perrault)

**Result:** Motion passed unanimously.

## **5. Foundation Board of Directors Meeting Agenda for Monday, April 6, 2026**

Craig Darnell presented the proposed agenda for the April 6, 2026 Board of Directors meeting. The agenda was prepared in accordance with applicable open meeting requirements.

Motion: Approve the agenda as presented. (Perrault/Fong Wolf)

Result: Motion passed unanimously.

## **J. Comments by Staff**

None.



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## **K. Comments by Committee Members**

Debbie Perrault inquired about the status of the early childhood playground equipment and whether the Board would have an opportunity to view it. Dr. Stearns responded that the timeline is estimated at 9–12 months, as the process will require hiring a construction management team to coordinate with the Division of the State Architect (DSA) for the removal of the existing equipment.

## **Adjournment**

Meeting adjourned at 4:05 p.m.

**Next Executive Committee Meeting Date:** Monday, May 4, 2026, on Zoom.