



Minutes

Executive Committee Meeting
Monday, December 14, 2020 at 11:00 AM
Virtual Meeting via Zoom – Telephone & Internet Access

Link: <https://shastacollege-edu.zoom.us/j/93347073674>

Call-in Number: +1 669 900 6833 US (US Toll)

Meeting ID: 933 4707 3674

Joining via Internet: Please click on the link above and follow all prompts to run the Zoom software. We recommend that you begin this process at least 15 minutes prior to the start of the meeting. Once you have successfully joined the meeting, you will be placed in a “waiting room” until the meeting begins.

Note: Only Executive Committee Members & presenters will have audio & video capability.

Open Session

1. Call to Order and Roll Call

- Meeting called to order at 11:00 AM
- **Executive Committee Members Present**
 - Ms. Star Alfaro, Vice President
 - Mr. Pat Carr, Representative for the Shasta College Board of Trustees
 - Ms. Jennifer Finnegan, Secretary/Treasurer
 - Mr. Pat Frost
 - Mr. Joe Gibson, President
 - Ms. Eva Jimenez, Executive Director
 - Mr. Mike Mari
 - Mr. Hiram Oilar

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- Mr. Robert Steinacher
- Dr. Joe Wyse, Ex-Officio Non-Voting Member
- **Executive Committee Members Absent**
 - There were none.

2. Call for Requests from the Audience to Speak to Any Item on the Agenda

- There were none.

3. Discussion/Action Items

3.1. Approval of Minutes from the 9/21/2020 Executive Committee Meeting

- ***Motion to approve the minutes from the Executive Committee Meeting held on September 21, 2020 was made by Pat Carr and seconded by Hiram Oilar.***
 - ***Ayes:*** Star Alfaro, Pat Carr, Jennifer Finnegan, Pat Frost, Joe Gibson, Mike Mari, and Hiram Oilar
 - ***Nays:*** None
 - ***Abstained:*** Robert Steinacher

3.2. Discussion of Accounting Service Provider

- Eva Jimenez stated that while CPA Tiffany Maxey's services were initially satisfactory, certain factors, including cross-country relocation, had affected that, and recommended selecting a local agency to take on that role.
- Eva introduced Ms. Jill Ault, Shasta College Associate Vice President of Business Services, who informed the board that the District has a fully staffed business office which can rapidly process transactions and utilizes a software which would further expedite payment and allow for greater transparency and reporting.

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- Ms. Ault also shared that the Foundation’s auditors had confirmed that it would be appropriate for her department to function as a contracted fiduciary agent.
- Shasta College would charge \$6,000 for their business services for the 2020-2021 fiscal year and \$5,000 for subsequent years, pending contractual agreement, versus the \$12,000 budgeted for Ms. Maxey’s services.
- A discussion regarding whether there would be any conflict of interest or public relations issues occurred. It was noted that this practice is common and determined that there were no substantial concerns.
- ***Motion to terminate the employment agreement with CPA Tiffany Maxey and to contract Shasta College as the fiduciary agent of the Shasta College Foundation was made by Pat Carr and seconded by Jennifer Finnegan.***
 - ***Ayes:*** Star Alfaro, Pat Carr, Pat Frost, Joe Gibson, Mike Mari, Hiram Oilar, and Robert Steinacher
 - ***Nays:*** None

3.3. Executive Director Updates

- a. Survive & Thrive Fund & Employee Emergency Relief Fund
 - Over \$100,000, as well as 78 laptops, were awarded to 476 students in need to date in 2020, thanks to funds contributed by the Foundation, local organizations and foundations, and individuals.
 - Over \$3,500 has been awarded to 12 District employees in need, thanks to donations made by individuals only.
 - It was noted that a press release will be issued.
- b. Giving Tuesday

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- The Foundation ran its Giving Tuesday campaign independently of the Community Foundation of the North State to reduce fees and broke out funds which donors could select rather than making a general donation, both of which are intended to be repeated for Giving Tuesday 2021.
- Contributions to the campaign were slightly lower than in 2019, which Pat Carr and Hiram Oilar addressed by pledging donations to the campaign.

c. Finish Line Scholars Grant/Scholarship Software

- Eva announced that the Foundation for California Community Colleges received a pledged donation of \$100,000,000 over the next 20 years which will be awarded to colleges or their associated foundations throughout the state.
- The Foundation applied for the maximum \$150,000 award amount for the Spring 2021 semester and was granted \$128,000, with the intent of processing applications and awards similarly the Survive & Thrive fund.
- The Foundation will be eligible to apply for up to \$150,000 for emergency grants and scholarships in future years.
- A portion of these funds can be retained as an administrative fee, which is intended to be used towards the cost of scholarship management software to streamline the process. There is a possibility of sharing costs with the District on a high-quality scholarship software which could assist with reporting and outreach to groups such as the alumni.

d. Student Relief Fund Grant: Foster Youth

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- Working in coordination with Shasta College's program for current and former foster youth, SCI*FI, the Foundation applied for a grant from the Foundation for California Community Colleges and was given the maximum award of \$10,665, the majority of which was already distributed to 21 students.

e. Emeritus Association

- The Foundation sent out the first semi-quarterly Emeritus Association newsletter with the hopes of building a more cohesive community of retired Shasta College staff members.
- The first Emeritus Association Advisory Committee meeting is to be held in January 2021. Board members were invited to participate.

f. Speaker Series 2021

- Discussions with The McConnell Foundation have already begun.
- The hope is to possibly be able to host two virtual community speaker series events over the course of the year.

3.4. Executive Committee Member Updates

- Pat Frost shared that he recruited a new regent: former Shasta College Board Member Rayola Pratt.

3.5. Discussion of Regent Concerns and Interests

- There was nothing to report.

3.6. Discussion of 2021 Officer Elections and Board Member Terms

- According to Foundation bylaws, directors are to serve three-year staggered terms.

This had been previously overlooked and began to be addressed in 2019.

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- Joe Gibson and Hiram Oilar's terms will expire in 2021, with the option to renew for an additional term.

3.7. Setting of Future Meeting Date

- The next meeting was set for March 29, 2021 at 11:00 AM.

3.9. Other Business

- Global Expedition Program: Operation Wallacea issued and was reimbursed for student refunds for the cancelled 2020 trip as approved at the September 2020 meeting.
- The 2019-2020 audit is complete and no issues were noted.
- A virtual CASE (Council for Advancement and Support of Education) Conference will take place on 2/16/2021-2/18/2021. The Foundation has available seats at its "table" and Board Members are welcome to attend.

4. Public Comments from the Audience

- There were none.

5. Adjourn

- The meeting was adjourned at 11:58 AM.