



## Minutes

### Executive Committee Meeting

Wednesday, January 26, 2022 at 11:30 AM

In-Person – Administration Building 100 – Boardroom

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#### Open Session

##### **1. Call to Order and Roll Call**

- Meeting called to order at 11:42 AM
- **Executive Committee Members Present**
  - Mr. Joe Gibson, President
  - Ms. Star Alfaro, Vice President
  - Mr. Pat Frost
  - Mr. Hiram Oilar
  - Dr. Joe Wyse (Ex-Officio Non-Voting Member)
- **Executive Committee Members Absent**
  - Ms. Jennifer Finnegan, Secretary/Treasurer
  - Mr. Mike Mari
  - Ms. Rhonda Nehr, Representative for the Shasta College Board of Trustees

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

- None

##### **3. Discussion/Action Items**

**3.1 Motion to approve the minutes from the Executive Committee meeting held on October 26, 2021 was made by Hiram Oilar and second by Star Alfaro.**

Joe Gibson asked, were there any corrections? Hearing none, do we have a vote?

**The motion was approved with the following votes:**

- **Ayes:** Joe Gibson, Star Alfaro, Pat Frost, Hiram Oilar
- **Nays:** None

**3.2 Motion to approve the Operating Agreement with the Shasta-Tehama-Trinity Joint Community College District (attached) was made by Pat Frost and second by Hiram Oilar.**

Joe Gibson said the agreement can be found in the packet—any questions or comments? **The agreement has been attached hereto as Exhibit A.**

Dr. Wyse added this came from our attorneys. Once it's approved here it goes to our district Board.

Joe Gibson said thank you for including the salary schedule; a step system for salaries is good to have documented.

Dr. Joe Wyse said we'll need to note to review the exhibit after a couple of years.

**The motion was approved with the following votes:**

- **Ayes:** Joe Gibson, Star Alfaro, Pat Frost, Hiram Oilar
- **Nays:** None

Dr. Wyse said thank you--the main reason I didn't want to delay this meeting was so we can get the agreement on the February board agenda.

**3.3 Discussion of serving as the fiscal agent for Leadership Redding**

Dr. Wyse said we received an interesting request. Leadership Redding has been around for 20 or 30 years so you may be familiar with their work. The Community Foundation is currently their fiscal agent but, now that Leadership Redding is well established, the Community Foundation would like to shift the operations to another fiscal agent.

We do this for a few other organizations—North State Together, Expect More Tehama, and Reach Higher Shasta. It would be just a couple of transactions a month, and a few times a year we would receive 30 or 40 checks for membership or sponsor fees; overall, it's not a lot of work. Their annual operating budget is around \$40,000 a year. We wouldn't direct any funds, they would tell us where to send or hold funds. We could ask for a 5% administrative fee and, if this has a low impact on Foundation operations, it provides indirect funds to pay for the Foundation personnel. It would be a service to the community, and not a burden on the Foundation. This is not an action item.

Joe Gibson said they do a lot for the community. It's a nice program to develop local leaders. It's education related.

Dr. Wyse added they are looking to change fiscal agents next summer, and may be considering other organizations so we may not be chosen.

Joe Gibson said other places probably charge more than the Foundation charges.

Star Alfaro said it sounds like the Community Foundation is moving away from serving as a fiscal agent; if we say yes to this, will we get more inquiries from other organizations?

Dr. Wyse said potentially. We'll have to evaluate each one on a case by case basis. This is just an informational item to get your feedback. But, if we grow this service we could pay for our employee salaries so that all of donations go directly to students. It would be nice to be able to say that at some point.

The Board expressed support for the partnership.

### **3.4 Update on the Finish Line Scholars Grant**

Dr. Wyse said I'd like to give a shout out to Jennie Dougherty, Administrative Assistant I, and Andree Blanchier, Executive Assistant to the Superintendent/President and PIO: even though this report is one sheet of paper there is a lot of work behind this.

Eva Jimenez, former Executive Director of the Shasta College Foundation, set this up well—she is continuing to meet monthly with the cohort to stay engaged and stay enrolled. The statewide Foundation for California Community Colleges received \$100 million from the Jay Pritzker Foundation. Thirty to 40 California Community Colleges statewide also received funds and we're all learning best practices from each other. Since Andree Blanchier I will let her start the discussion.

Andree Blanchier said there are two different types of funds--scholarships and emergency aid--for students. For the Finish line cohort, in the fall you can see we had 24 students receive scholarships. We did have some students who didn't complete or were no longer eligible, but we had quite a few continue on in the spring. We also had a new cohort for the spring. We have given out all of the scholarship money and have \$11,450 in emergency aid to give in Spring 2022 to help students.

Joe Gibson asked has everyone been very positive?

Andree Blanchier responded, yes they are very appreciative. A few buy textbooks or laptops, and others have said they will use it to pay rent or other living expenses. The average payment was \$1,700, which will go a long way to help students stay focus on studies.

Hiram Oilar asked, how do you evaluate?

Dr. Joe Wyse said one of the conditions is to be a full-time student and the focus is to help people complete their degrees or certificates, so the focus is not on brand new students who have other resources available to them. This year we targeted certain groups of students who fit criteria like ACE—the Accelerated College Education program--where they are focused and trying to complete school as adults.

### **3.5 Update on the Survive and Thrive Fund**

Dr. Joe Wyse said the bottom part of the report shows the Survive and Thrive funds. We have given out \$37,000 to 148 students. We still have some \$11,000 in emergency aid to give out. As we're coming towards the end of the semester, we usually have requests from students with unexpected needs, like their car broke down but they need to repair it to attend class. It's good to see that we are helping a significant number of students.

### ***3.6 Update on the recruitment of the new Executive Director of the Foundation***

Guest – Dr. Marianne Williams, Associate Vice President of Human Resources

Dr. Williams introduced herself and said I'm here to update you on the hiring process. We're well under way in the process of selecting the Executive Director. We had the first committee meeting where we gave input on qualities we want to see in candidates, reviewed the applications and have selected potential interviewees. All have been invited for interviews. We set our interview date for February 11<sup>th</sup>, 2022. We will interview five candidates if they all accept (this is the one update I don't have—I'm not sure if all have accepted). There is some good talent out there with different skills sets, and the candidates are a broad group with a depth of experience. I think more of you are going to participate in the second level interviews, and that's when it becomes more personal and conversational. From that meeting, you'll have a recommendation to fill the position.

Dr. Wyse said this is a college hire that we are consulting with you about so I don't think it needs to come back to this board for approval.

Star Alfaro asked, is it because a separate sub-committee was already formed?

Dr. Wyse said yes, but also the college is hiring the person and assigning the role.

Dr. Williams said what's exciting is this is the first time there has been a full-time person dedicated to this position, and I think it will take this foundation to the next level.

Dr. Wyse said I think there are different skills sets to think about in selecting our Executive Director. Some may be skilled at keeping everything organized like an alumni database; there's the vivacious, outgoing creative type; or the capital campaigning type. But, I think we're looking for a generalist.

Star Alfaro asked, did we receive out-of-area or local candidates?

Dr. Williams replied, I would say more regional candidates.

Joe Gibson said the committee worked hard on the series of interview questions and to select the candidates that most exemplify those areas that Dr. Wyse mentioned.

Star Alfaro asked, will the second round be remote or in-person?

Dr. Williams said in-person.

Dr. Wyse said that we can use the board room to spread out.

### ***3.7 Executive Committee Member Updates***

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- Joe Gibson asked if any committee members had updates to share; Pat Frost and Star Alfaro said that they had no comments.
- Dr. Wyse said I would like to thank Star Alfaro for serving on the Citizens Bond Oversight Committee (CBOC) for the District.

**3.8 Setting of Future Meeting Date**

- The Board selected May 5<sup>th</sup>, 2022 at 11:30 a.m. as the next meeting date as there was not a suitable date in April for the next quarterly meeting.

**3.9 Other Business**

- The Executive Board decided, at Pat frost's suggestion, to recognize Eva Jimenez, former Executive Director and Executive Committee Member, for her service with a resolution, plaque or Starbucks gift card.
- Star Alfaro asked, was there any update on the Emeritus plaques?
- Dr. Wyse said, with the transition I had to cancel the Emeritus Association meeting, so I don't have an update on this.

**4. Public Comments from the Audience**

- None

**5. Motion to Adjourn at 12:16 PM.**

***The motion was approved with the following votes:***

- ***Ayes:*** Joe Gibson, Star Alfaro, Pat Frost, Hiram Oilar
- ***Nays:*** None

**Respectfully submitted by Jennie Dougherty, Administrative Secretary I (President's Office)**