



The Lassen College Foundation supports the Lassen College mission of providing outstanding programs for all those pursuing higher education goals through student scholarships, support and advocacy.

Board Meeting Minutes
Monday, July 13, 2015
6:00 P.M.
Lassen College Board Room

1. Call to Order: 6:02 p.m.
2. Pledge Of Allegiance:
3. Roll Call:

Board Members:

Mike O'Kelly, President	Present
Sophia Wages, Vice-President	Not Present
Maria Nye, Secretary	Present
Dave Clausen, Treasurer	Present
Aaron Dixon, Member	Not present
Todd Eid, Member	Not present
Gary Felt, Member	Present
Dr. Marlon Hall, Lassen Community College President	Present
Bill McCabe, Member	Not Present

Emeritus Members:

Richard St. Peter	Not Present
Rocky Deal	Not Present
Gino Surian	Not Present

College:

John Larrivee, Resource Development, LCC	Present
Cheryl Auschenbach, LCC Title III Project Director	Present

Visitor:

Scott McCullough, Lassen Cougar Enterprise	Present
--	---------

4. Approval of the Agenda(action/information item) - Motion by Dr. Hall, second by Maria Nye, passed unanimously.
5. Public Comment: None
6. Approval of the minutes:
 - a. June 8, 2015 - Motion by Gary Felt, second by Dr. Hall, passed unanimously.

7. New Business(action/information items)

- a. Recruitment of new board members - Dr. Hall asked that each board member recruit one additional board member, Dave Clausen reminded board that candidates should have influence or affluence for fundraising, can include alumni. By-Laws have procedure for Nominations / Board Development Committee. List of candidates to be sent to board members.
- b. Three-year Business Plan - Topics to include in business plan: active board recruitment, double the size of the board in one year; support college plans (CIMP, Education Master Plan, Strategic Plan); grow beyond scholarships; use foundation Strategy Map as basis for three-year plan; grow the alumni association; have faculty representation; conduct donor cultivation for fundraising; prepare case statement and scripting for board members; produce newsletter and magazine; have more communications between foundation and college; construct donor recognition wall in library.
- c. LCC Board of Trustees Retreat on July 28th - Board of Trustees requested presentation on foundation activities, including general information, background, scope of activities, community perceptions, goals and objectives, Eagle Lake operations (Scott), selection process for foundation board members, CA Education Code, and how to model the traditional sense of a foundation. Mike O'Kelly to schedule.
- d. Compliance of Education Code, Master Agreement, and By-Laws - Review of 15 Points from Dr. Hall report last month; discussion regarding nature of relationship between foundation and college, role of the Superintendent/President, and requirement in AP3600 for a compliance review of auxiliary organizations every three years.
- e. Title III Grant Update - Pages from the grant regarding the foundation (pp. 18-19, 31-33) were distributed and summarized. Cheryl Auschenbach, Title III Project Director, reviewed the grant provisions for an endowment match: if the foundation raises \$100,000 endowment funds by September 2016 then the grant will match that with \$80,000; the intent is to provide a more solid financial base as the marina is one dimensional; college needs to know whether the foundation will raise the funds so it can make contingency plans for use of funds if goal is not met; board members are optimistic it can be raised (e.g. 1,000 \$100 gifts); question asked whether a donor-restricted gift could match the grant funds, response is that intent of grant is to not be specific or controlled by anyone, meant to be broad.
- f. Mission / Vision Statement - Mission statement from Truckee Meadows Community College was read; motion by Dr. Hall, second by Gary Felt that Dr. Hall and John Larrivee draft a new mission statement for the next meeting, passed unanimously.
- g. Fiduciary Responsibilities - Board training is being arranged and will be scheduled after additional board members are approved.
- h. Annual Plan / Budget - The Master Agreement and By-Laws call for an annual plan and budget to be presented to the Superintendent / President; an initial plan was presented at the May meeting and referred to as a starting point for the annual plan; Dave Clausen, Treasurer, presented two proposed budgets; no action was taken.

Scott McCullough reported marina and campground did better than projected recently until last week when revenues fell off, will refine projections for next meeting.

- i. Vehicles on campus (status) - Three foundation vehicles are on campus; food service mini-bus is licensed but cannot be used in California for food service, boat donated by Dave Foster in 2004 has not been used, RV coach with Nevada license was intended as donation but the transaction was never completed, owner is unknown. No action taken.
- j. Endowment Plan - discussed earlier in meeting. Scott McCullough suggested solicitation letters be sent to parents of scholarship recipients. Gary Felt volunteered to draft letter.
- k. Alumni Plan - Dr. Hall proposed that LCC Alumni license plate frames be given to each graduate at commencement. Sample and prices will be presented at next meeting.
- l. President's Report - Dr. Hall presented his college Presidential goals. He also presented his foundation goals (below):
 - i. Positive communication between the foundation board and the college administration
 - ii. Participation by foundation board members in at least one foundation sponsored activity
 - iii. Continue to build our fundraising activities
 - iv. Seek to build our alumni association and hold more alumni activities with foundation board participation
 - v. Professional development of our foundation board

8. Other items to discuss

- a. Scott McCullough reported on customer complaint, request from Sheriff's Department for law enforcement certification, and Rotary Club event at marina.
- b. Dr. Hall asked board members to volunteer at county fair booth.

9. Items to Discuss at Next Meeting: - Three-year plan, mission and vision statement, board members recruitment, Title III, annual plan and budget, endowment fund, alumni association, solicitation letter to scholarship recipients' parents.

10. Next Meeting: August 10, 2015.

11. Adjournment - At 8:28PM, motion by Dr. Hall, second by Gary Felt, passed unanimously.