



Lassen College Foundation

FOUNDATION BOARD MINUTES October 7, 2019

I. Welcome/Roll Call/Pledge of Allegiance

Subject: 1.01 Roll Call and Pledge of Allegiance

1. Call to Order 6:00 PM
2. Pledge of Allegiance
3. Roll Call:
 - Michael O'Kelly, President (present – left early due to illness)
 - Sophia Wages, Vice President (present)
 - Dr. Marlon Hall, LCC President (present)
 - Aaron Dixon, Director (absent)
 - Gary Felt, Director (present)
 - Maurice Barnette, Director (absent)
 - Louis Hamilton, Director (present)
 - Richard St. Peter, Treasurer (present)
 - John Garvilla, Director of Development, Alumni and Community Relations (present)

II. Public Comment

Subject: 2.01 Public Comment on any items on the agenda

1. None

III. Approval of Agenda/Minutes

Subject: 3.01 Directors approve the agenda

1. Agenda Approved Richard - moved, Felt - seconded & Board - passed unanimously)

Subject: 3.02 Approval of Minutes September 9, 2019

1. Minutes Approved (Felt – moved, Hamilton – seconded & Board – passed unanimously)

IV. New Business

Subject: 4.01 Committee Report for Coppervale Ski Hill

1. Discussion: Board Members
 - Felt – 2 points for discussion
 - A. November 8th (Friday)
 - Letter needed for Beer & Wine sales – Dr. Hall confirmed he provided Norm with letter
 - Dr. Hall to send Gary copy of letter
 - Gary has secured individuals to serve beer and wine
 - B. Signage
 - Gary spoke to Christy Lynum, with SPI, about entry signage; Christy indicated they could assist with creating the sign; further discussion in near future
 - Dr. Hall asked about plaque to honor Norm and Gary indicated that was not discussed with Christy

- Dr. Hall & St. Peter
 - A. Management & Facility Improvements
 - Dr. Hall – Norm to remain in a management position for one more year
 - Richard – Meeting last week with Sam Glass (Afternoon Rotary President), Mike Ramsey, Greg Collins, Garvilla and Richard – discussion on potential project sponsored by Rotary and other pertinent issues
 - Richard & Dr. Hall – need to have Norm present at next meeting

Subject: 4.02 Life Legacy Initiative presentation by Sam Glass

1. Vote to institute program
 - Sam Glass not present
 - Garvilla to ensure invite to November meeting

Subject: 4.02 CTE Scholarship/Cougar Cash – Bridget Gowin

1. Presentation on CTE Scholarship/Cougar Cash & Updates– Bridget Gowin
 - Provided Scholarship Application and Scholarship Recipient Letter Request for CTE Scholarship increase from \$500 to \$1400
 - Request for CTE Scholarship recipients to include following:
 - Tuition and fees (health, student representative and ASB)
 - Books, supplies purchased at the Lassen Community College bookstore and charged to your student account
 - Meal Plan at the Cougar Café
 - Lassen College Student Housing (Dorms)
 - Lassen College Stall Fees
 - LCC FFA Field Day event scheduled for Oct. 19th cancelled due to low attendance
 - LCC Senior Day October 16 from 8:45 am-1 pm for a variety of interactive and success driven workshops
2. Discussion: Board & Bridget
 - Bridget - CTE programs such as Automotive difficult for students to carry 15 units
 - Dr. Hall – Scholarship recipients must register for 30 units; recommended Bridget include verbiage in scholarship policies stating exceptions for Certificate programs
 - Dr. Hall – CTE scholarship polices should parallel LCF scholarship policies such as Education Plan must be complete and verified by LCC Counselor
 - Richard – Raised question concerning Valedictorian and Salutatorian Scholarship offering; Dr. Hall replied has been done in the past and possibility to reinstitute
3. Vote to Approve CTE Scholarship Initial Draft and Request for Bridget to Submit Revised Drafts at November Foundation Board Meeting
 - Approved (Dr. Hall – moved, Felt – seconded & Board – approved unanimously)

Subject: 4.04 Zellamae Miles Scholarship

1. Presentation Follow-Up: Tara Bias & Monteil Ackley
 - Offer scholarship beginning Spring of 2020
 - Request to offer special Bookstore/Cafeteria Card offering for scholarship recipient(s) for meals and/or supplies – utilized to encourage former college students to return to college
2. Discussion: Board Members, Tara and Monteil
 - Dr. Hall – Take advantage of Care Counselor
 - Dr. Hall – Need to be more concerned about matriculation no matter if 2 or 3 years – scholarship critical to success

- Sophia – Incorporate in Foundation Scholarship program with all requirements and criteria the same for scholarship eligibility
- Board Members – Foundation to commit to \$900
- Tara – Scholarship recipients minimum of 1 and unlimited for maximum
- Louis – Requested confirmation that \$500 would have to be raised by Zellamae Miles Foundation for each recipient and Monteil confirmed
- Sophia – Tara & Monteil need to submit scholarship award benefits at November Foundation Board Meeting

Subject: 4.05 Consultation proposal for Director of Development, Alumni and Community Relations

1. Discussion: Board Members
 - Dr. Hall to research options for potential work in this area

V. Old Business

Subject: 5.01 Lassen Cougar Enterprises

- No Report

Subject: 5.02 Foundation Scholarship Report

1. Q & A: Richard St. Peter
 - Middleton Scholarship
 - Garvilla communicated via phone and several emails with Dr. Middleton's son; waiting on son for follow-up from family and friends on financial support and providing Garvilla with list of potential donors to contact
 - \$1,700 in Scholarship fund
 - Gunsmithing Scholarship
 - Dr. Hall – Richard & Garvilla research scholarship and report at next Foundation Board meeting
 - Foundation Scholarship
 - Q&A: Board Members

Subject: 5.03 Dow Scholarship Endowment Update

1. Report & Discussion: Richard & Board Members
 - Richard - \$160,000 in Scholarship Fund
 - Dr. Hall – We utilize interest only on the endowed scholarship to fund scholarships for the recipients each year
 - Garvilla – Contributions can be made to the scholarship fund

Subject: 5.04 Nicole Kelly contract proposal as a consultant to the LCF

1. Presentation: Dr. Hall
 - Dr. Hall – would submit Nicole Kelly's updated proposal for contracted services to LFC Board Members
 - Board Members to review at next meeting

VI. Reports

Subject: 6.01 President's Report

1. Presentation: Dr. Hall
 - Reviewed President's Report that would be presented on 10/8 at the LCC Board Meeting

Subject: 6.02 Treasurer's Report

1. Presentation: Richard
 - Distributed and reviewed August LCF Financial Statement

Subject: 6.03 Director of Development, Alumni and Community Relations Report

1. Presentation: Garvilla
 - September LFC Support Report (Report Attached)
 - LFC Support Brochure – Printing quantities and costs options
 - E-Greeting Cards – Design and distribution costs provided
 - E-newsletter – Design and distribution costs provided
2. Next Step: Sophie
 - Need to put on agenda for November for Board Vote

VII. Other Items to discuss

Subject: 7.01 Other items to discuss

1. Athletics Presentation: Glen Yonan
 - Golf Tournament
 - Foundation – \$ 2,795 (Net)
 - Athletics - \$ 2,795 (Net)
 - Nicole Kelly excellent job
 - Golf Cart shortage but may move tournament week after another tournament so as to allow sharing of costs for additional carts
 - More Teams this year
 - Sophia – Champions donated winnings back to LCF and LCC Athletics
 - November Banquet: Glen Yonan
 - Date and location – TBD
 - Featured Guest – Matt Williams, Former San Francisco Giant
 - Event Title – TBD
 - Ticket Prices - \$50 for Adults & \$25 for Children
 - Fundraiser primarily for Little League scoreboard

VIII. Items for Next Meeting

Subject: 8.01 Items to include on next month's agenda

1. List: Board Members
 - Zellamae Miles Scholarship
 - CTE Scholarship
 - Life Legacy Presentation – Michael Jones
 - Life Legacy Gift Vote – Sam Glass
 - Coppervale Management Discussion – Norm Wilson

IX. Future Meeting Dates

1. November 4th

X. Meeting Adjourned

1. Motion – Gary, Seconded – Richard and Board Vote Unanimous

Action Points

1. Board
 - Vote on following items next Foundation Board Meeting Nov. 4th.
 - CTE Scholarship Criteria and Application Document
 - Zellamae Miles Scholarship
 - Life Legacy Gift
 - Golf Tournament Contribution (\$500)
 - LCF marketing pieces
2. Dr. Hall
 - Copy of Liquor license letter for Nov. 8th Coppervale Fundraiser event to Gary Felt
3. Gary Felt
 - Secure bartenders for Nov 6th Coppervale Fundraiser event
4. Richard St. Peter & Garvilla
 - Gunsmith Scholarship Info report
5. Bridget Gowin
 - Revised draft of CTE Scholarship Letter to include Scholarship Criteria and Application Form
6. Tara Bias & Monteil Ackley
 - Revised draft of Zellamae Miles Scholarship plan to include Scholarship Criteria and Application Form
7. Glen Yonan
 - Submit Official Request for Nov. Banquet financial support
8. Garvilla
 - Invite Norm Wilson to next Foundation Board Meeting on Nov. 4th
 - Invite Sam Glass to next Foundation Board Meeting
 - Invite Michael Jones to next Foundation Board Meeting
 - Submit official request for marketing pieces