



Lassen College Foundation

FOUNDATION BOARD MINUTES May 5, 2020

1. Welcome/Roll Call/Pledge

Subject: 1.01 Roll Call

1. Call to Order 5:37 PM
2. Mike O'Kelly presided over meeting
3. Welcome/Roll Call/Pledge
4. Type: Discussion & Information
5. Roll Call:
 - Michael O'Kelly, President (present)
 - Sophia Wages, Vice President (present)
 - Dr. Trevor Albertson, LCC President (present)
 - Gary Felt, Director (absent)
 - Maurice Barnette, Director (absent)
 - Louis Hamilton, Director (present)
 - Richard St. Peter, Treasurer (present)
 - David Teeter, Director (absent)
 - Morgan Nugent, Director (absent)
 - Tim Nobles, Director (present)
 - Shantel Thompson (absent)
 - Rocky Deal, Director Emeritus (absent)
 - Gino Surian, Director Emeritus (absent)
 - John Garvilla, Director of Development, Alumni and Community Relations (present)

2. Public Comment

Subject: 2.01 Public Comment on any items on the agenda

1. None

3. Approval of Agenda/Minutes

Subject: 3.01 – Agenda Approval

Agenda Approved Motion by Sophia & Second by Lou Hamilton
Approved 6-0

Subject 3.02 – Minutes Approval

1. December – Motion by Trevor & Second by Lou
Approved 6-0

4. Reports

Subject: 4.01 President's Report

1. Report read at Board Meeting - Pertinent and timely for Foundation Board
 - Covid 19 has driven education at LCC from traditional to remote learning
 - It has emptied our dorms, ended Athletic teams' seasons and end of student life on campus - dramatically different on campus
 - Probably most challenging period encountered in history of LCC
 - Future of student education, employees careers and community, as a whole, stand in the balance

- Chartable course for the success of the college exists
 - Must act as a singular team
 - Must be continual and appropriate advocacy of the legislature, Governor and Chancellor's office to ensure proper budgetary support and regulatory dispensation
 - Must enter online education market with gusto and excellent product
 - Must double our marketing efforts to focus on outcomes
- If we can attain four aforementioned objectives college stands a chance for success
- We ALL need to take stock of our role and make decisions to commit to stated objectives
- Result – we will be successful and continue with the traditions that began in 1925
- Read so the Foundation knows and understands support needed
- Going to need support in the near future for marketing and an online consultant

Subject: 4.02 Treasurer's Report

1. No report
2. May need to look into alternative Accounting services due to not being able to obtain financial records and reports

Subject: 4.03 Director & Manager of Eagle Lake Marina and Campground Report

1. 2018 & 2019 PNL's
 - Received them from the Accountant
 - Initial drafts used for insurance purposes
 - Accountant needs to make some revisions
2. 2018 and 2019 Taxes have not been completed by Accountant
3. Campground & Marina Profits
 - 2018 – Campground: \$71,000+ & Marina \$3,000+ (Fire year)
 - 2019 – Campground: \$110,000+ & Marina \$5,000+
4. Budget for 2020
 - Covid situation makes it influx
 - Projection – same as 2019
 - Expenses roughly the same except for salary due to state-wide minimum wage increase to \$15.00
 - Camping fees to increase next year rather than this year
5. Opening of Campground
 - Not certain on opening date but made request to open, in writing, to Forest Service
 - Posting CDC posters used for parks for liability purposes
 - At this time 10 days from traditional opening date
 - Number of reservations called in
 - Fishing will open
 - Marina will be open
 - Concern about not opening campground due to being overrun by campers
 - Forest Service will abide by county recommendation
6. Questions – Dr. Albertson
 - County will probably raise following concerns as we attempt to open up Campground:
 1. Is there a documented plan to keep campers separated?
 2. How do we deal with an outbreak due to someone coming in infected by Covid 19?
 - Scott: CDC Guidance – if you're sick don't travel and if you arrive somewhere and discover you are sick return home; Keeping people apart CDC signage and guidance from Director keeping social distancing unless individuals are from same household.

- Dr. Albertson: we received gloves with Scott's name on box
- Scott: will pick them up
- Scott: Don't tend to have huge gatherings at campsites and when so, normally within families

Subject: 4.04 Director of Development, Alumni and Community Relations Report

1. Foundation Scholarship Report

- Applicants for Foundation Scholarship
 - 2019: 54 Applicants on Aug 6th
 - 2020: 22 Applicants on May 5th
- Sophia: List the schools, state and GPA on the 2020
- Sophia: Status of Lassen High School applicants – speak to James Hall
- Education Plan not being required until no later than two weeks into the semester instead of years past, when required to have plan in summer prior to their receiving Foundation Scholarship
- Trevor: What are we doing to provide ease of access for the scholarship and it appears as if it has been addressed
- Garvilla: Credit given to Bridget Gowin, Counselors and Coaches for recruiting and assistance in marketing LCF Scholarship

2. LCF April Support Report (attached)

- Trevor: Update on Banner Health Agreement – some verbiage on one area needs a bit of revision but confident agreement will come to fruition

5. Old Business

Subject: 5.01 Foundation Possession Update – Boat, Bus & Van

1. No report on Possessions

2. Report on Campus Usage – Dr. Albertson

- Trevor: County is interested in utilizing a campus parking lot for mass Covid testing
 - Good news as people in the county will have opportunity to be tested
 - A few questions via Mrs. Wages to the County – what type of testing and will everyone in the county be tested
 - Will report back when answers received

Subject: 5.02 Institution Comprehensive Scholarship Application

1. Presentation – Garvilla

- Bridget did an excellent job in creating the document
- Unfortunately no electronic submission – Jacob Frietas, in LCC IT, indicated Chrome doesn't work well with electronic submission and large number of young people utilize the server
- Goal to make online application user friendly

Subject: 5.03 Campus Beautification Project

1. Update: Garvilla & Dr. Albertson

- Julie Johnston had nothing to report due to situation with campus being closed at this time
- Dr. Albertson: Looking for employees to return in staggered approach June 1 – July 1
- Garvilla & Dr. Albertson: Zach has done a tremendous job in working on the campus appearance

Subject: 5.04 Promise Grant

1. Update: Garvilla
 - Davis Murphy no report at this time

6. New Business

Subject: 6.01 Credit by Examination Fees

1. Presentation: Dr. Brady Reed
 - Statement of student's account
 - Student desires to take 3 exams
 - Promise Grant does not cover Credit by Exam
 - Courses no longer offered due to cancellations so student unduly impacted
 - Mike O: Does the college receive credit for student taking the course?; Dr. Albertson confirmed college receives credit
 - Mike O: College gets credit and we desire to see our students graduate
 - Dr. Reed: Can we revise Board policy so we can charge less or waive the fees for the exams for low income students since Ed Plan does not require examination fee?
 - Mike O: Cannot speak for the Board but we can vote to cover exam fees
2. Sophia moved that payment be made, on behalf of the student, in the amount of \$414 for Credit by Examination; Dr. Albertson seconded; Vote: 5-1 in Favor

Subject: 6.02 Assistance with E-Newsletter

1. Presentation: Garvilla
 - Attempting to create inventory in order to raise corporate funding
 - Presented the template
 - Laid out all E-Newsletter features
 - Goal to drive viewers back to our website
 - Dr. Joslin and David Corley developed an electronic email database of 5,000+
 - Some stories from the Paw to be utilized along with new stories
 - Faculty, staff, alumni, students, vendors, prospective students and their families
 - Request to get Nicole Kelly to assist as an editor at \$500/edition (\$40/hr.); 4 editions/year to start
 - Motion by Mike O to provide \$500 quarterly for editing the E-Newsletter; Dr. Albertson Moved; Sophia seconded: Vote 5-1 in favor

7. Items for Next Meeting

Subject: 7:01 Items to include on next month's agenda

1. Review of Foundation Accounting Services
2. Review of LCC Budget – consideration for marketing position and state appropriation for current positions

8. Future Meeting Dates

Subject: 8:01 Future meeting dates of LC Foundation

1. June 2nd
2. July 7th
3. Aug 4th

9. Meeting Adjourned

- 7:34 pm – Motion to Adjourn Lou and second by Maurice