



**Copper Mountain College Foundation  
Joshua Tree, CA**

**Minutes of the Annual Meeting, Board of Directors  
Bell Center Community Room, Monday September 24, 2018 5:30 pm**

**In attendance:** Sue Tsuda, Dean Pieper, Renee Anderson, Ginger Cowan, Kevin Cosgriff, Jeff Cummings, Elaine Harman, Sherry Harwin, Nancy Huntington, Cathy Larson, Mary Lombardo, Meredith Plummer, Marcelino Ryan, Mario Villescas, Sandy Smith, Sara Hutson.

**Not in attendance:** Barbara Dunn, Jessica Fairfield, Jane Smith, Chuck Uyeda.

**Honorary Board Members in attendance:** none

**Guests:** none

**Call to Order:** 5:30pm by President, Sue Tsuda.

**Public Comment:** None

**Agenda Approval:** Motion to approve the agenda: Sherry Harwin; Seconded: Mario Villescas; Motion approved and carried.

**Approval of Minutes:** Motion to approve the minutes of the August 27, 2018 meeting as amended: Discussion: Amend meeting minutes to correct item G from met to not meet with Bruce. Motion: Cathy Larson; Seconded: Sherry Harwin; Motion approved and carried.

**Executive Director Report:** Presented by Sandy Smith in writing.

**Treasurer's Report:** Chair Ginger Cowan presented in writing.

**CMC Superintendent/President's Report:** Jeff Cummings stated that it is very busy on campus and everyone is deep in the throes of the Fall Semester. He attended The Generals Community Leaders Luncheon on base last week with Tom Baumgarten, who had been ill and everyone is glad he's back and doing better and that he made the Fall Dinner on the 22<sup>nd</sup>. Everyone is working diligently on the accreditation institutional self-evaluation report that is due to the accreditors on December 15, 2018. Faculty and staff are all engaged in program reviews. Program reviews is how our constituency mechanism allow programs to report on needs and if they may have deficiencies that may be identified within the program, and that is the beginning of our resource allocation prioritization process. If it is not in program review it is much more unlikely that a request will be funded because program review is the thoughtful background on the mechanism that allows the institution to have dialog around what really needs to meet the condition of the College and that will turn into a list of resource of allocations and requests and non-resource allocation requests for programs and then those items are prioritized and then they on the budget they fund at a level while going down that list of institutionally prioritized items so it is the cornerstone of how we function as an institution and it all starts at program review which is due by the end of September. Staffing requests also come through the program reviews, full time faculty requests also come through that process

and then are also prioritized by the Academic Senate then that recommendation goes to the Superintendent/President's desk for further consideration.

**Information and Possible Action Items:**

- A. Real Estate Report: Chair Barbara Dunn – none
- B. Audit Committee Report: Chair Kevin Cosgriff met with Paul Messner and had a wrap up review with him. Paul Messner said that the audit is clear but had a couple of recommendation notes.
  - Review chart of accounts in QuickBooks and condense down if appropriate. Discussion was had about the Profit and Loss Report to the Board and the chart of accounts. Sandy Smith will adjust to show more of a roll up instead of full breakdowns and the Profit and Loss Report to the Board will be presented both ways for several months for the boards review but we are in compliance with ASB117.
  - Adjust the BNY Mellon tracking sheet if appropriate.
  - Book BNY Mellon quarterly instead of monthly if appropriate.
  - Paul Messner will send a written report to be reviewed.
- C. IRS Form 990 - First Read: Finance Committee Chair Ginger Cowan. Discussion was had and it was noted that there are little items to be amended by Paul Messner such as the board listing for FY 2017-2018. Sue Tsuda will sign as Board President. Motion to approve the IRS Form 990: Meredith Plummer; Seconded: Mario Villescas; Motion approved and carried.
- D. Finance Committee: Chair Ginger Cowan  
Recommendation to the Board Development Committee, determine account signatory authorizations and develop an appropriate procedure for Board approval. Discussion was had and Nancy Huntington heard and received for the Board Development committee. Motion: Nancy Huntington; Seconded: Mary Lombardo; Motion approved and carried.
- E. Funding Requests:
  - 1) Facilities and Operations – Replacement Furniture, Flooring and Electrical, \$53,217.90. Discussion was had and it was noted by Meredith Plummer that these are way overdue and the district does not have the funds to make these major need updates that are sorely needed on campus. It was stated that this would be the appropriate use of the Bell Funds. Motion: Kevin Cosgriff; Seconded: Cathy Larson; Motion approved and carried.
  - 2) Copper Mountain Community College District – Update CMC's Emergency operations plan, training, prepare District's first hazard mitigation plan, \$50,000.00. Discussion was had and Jeff Cummings stated that CMC would not be eligible for FEMA if the Local Hazard Mitigation Plan is not in place. This plan is due by January 1,2019. The District has applied for a CalOES grant for development of this plan on September 21, 2018. They are also in discussions with a consultant who works with MUSD for this plan and are working on engaging in a contract with said consultant. It should not exceed \$50,000 and will not be in a lump sum, funding would be drawn out for over a year. The

District is asking for the Foundation to commit to funding as a safety net incase the grant funds do not come through. The Foundation would be reimbursed for funds put out with grant funds when they come through. It was also noted that this would be an appropriate use of the Bell Center Funds. Motion: Renee Anderson; Seconded: Kevin Cosgriff; Motion approved and carried.

F. President: Sue Tsuda

Athletic Booster Club relationship with the Foundation. Discussion was had and Nancy Huntington noted that the Foundation was asked by the District for a funding commitment, not included as a parent to the committee. Mario Villescas stated that with the current structure there are not many volunteers. It was also noted that the Athletic Booster Club runs their events through the Foundation as a 501c3 and that the Foundation helps with the flow of their funds. There are 100 Charter Members that are the original donors and not an active "body". Mario Villescas would like to see the Boosters as a separate fundraising committee under the Foundation, like the Alumni, as they are not currently self-sustaining and asking for help and support from the Foundation and its Board. The Alumni is part of the Foundations donor base as graduates of CMC. It was said that the Coaches and Director of the Athletic Department should be more active with the boosters, along with their assistant coach(s) and trainer(s). The Boosters were overwhelmed last year. It was asked what the Foundation and the Executive Director's roll should be. It was said that their role should be guiding only for a 501c3 protection and with staff doing their accounting. The Booster Club was to augment the CMC Athletic Program and bring in new donors. The District needs the Boosters as there are expenditures for the Athletic Department that the District is unable to pay and the constituency frame is already there. It was asked how bringing it to the Foundation going to build the Boosters? What are the options? It was stated that the Boosters were started with an idea of being an independent constituency under the Foundations 501c3. Someone said that the boosters should ultimately be under the Athletic Department. It was requested that this discussion be tabled until January 2019 and be returned to at that time. Motion: Sue Tsuda; Seconded: Renee Anderson; Motion approved and carried.

G. Academic Senate: Vice President Dean Pieper. HOWL Editorial Practices. Dean Pieper stated that the academic Senate has raised concerns regarding the editorial practices of the HOWL publication. He then gave background of the 20 plus years of the HOWL. Dean Pieper said that there is a concern that there is a lack of transparency in the editorial practices that may not be fair to the students and it is questioned on who has publication priority. Who has the responsibility for the HOWL? Who supervises the Faculty Advisor and the process of the publication? Last year some changes were made that affects the faculty program reviews needed for all other functions on campus but the HOWL does not fall under this at this time. There is a concern over it being a community publication. Sandy Smith read part of a statement from Ellen Baird the Faculty Advisor of the HOWL where she thanked the Foundation for their continued monetary support of the publication. It was stated that there is a MOU between Human Resources of CMC and Ellen Baird for the HOWL publication. Dean Pieper

recommends that the Foundation turn the HOWL over to the district. Meredith Plummer see's the funding as a gift of public funds. Sherry Harwin sits on the HOWL committee and said that the Foundation helps fund the HOWL and has nothing to do with the editorial aspect of the publication. She said that Ellen Baird is the Faculty Advisor and has put the publication together for several years and keeps it functioning. She pointed out that Greg Gilbert once said that the HOWL is our gift to the community and spoke to the HOWL process. Someone mentioned the Copper Penny, an eJournal that is the non-fiction publication and is over seen by Mike Danza and Michelle Walker and the faculty chooses who is published. The Foundation Board referred back to Dean Pieper and requested that he take back to Academic Senate to take the issue to the District as the HOWL is not under the Foundation.

- H. Give Big Overview: Executive Director Sandy Smith spoke to Give Big 2018. This event has helped make donating go viral. She said that the funds raised by the Foundation this year will be earmarked for KC's Special which is running at about \$500 a week for the Hunger Free Campus program. She asked the Board members to please help publicize and help support Give Big 2018. Sherry Harwin said she helped out last year. She said that there is a tally that shows the total on Facebook and on the Give Big website during the 24-hour event. Sandy Smith said that every hour has a monetary prize for the participants based on the donations received and that this event helps keep the Foundation in the community's face and helps raise awareness.
- I. Board Training: Nancy Huntington presented the Standing Committee: Finance. Nancy Huntington spoke to the fact that this committee currently is not making quorums. If you are signed up for a committee, please make the meetings or resign from the committee, don't mess with their quorums if you know you cannot make their meetings at a standing time. This committee does not make decisions but does make recommendations to the board, they cannot do so if they do not have committee members present during the meetings. Sue Tsuda also said that you can let the chair and/or Foundation staff know if you will not be making a committee meeting as soon as you know you will be unavailable or running late.
- J. Board Development Committee/Board Task Force: Nancy Huntington said that they received the Finance Committee's recommendation of determining account signatory authorizations and develop an appropriate procedure to go back to the Finance Committee for review and recommendation for Board approval.

**Next Meeting Information or Possible Action Items:**

**Written Reports/Director Comments:**

There being no further business, the meeting adjourned at 7:07pm.

Respectfully submitted,  
Sara Hutson, Clerk for the Meeting  
And Renee Anderson, Secretary



Renee Anderson

**The next meeting of the Foundation Board will be October 22, 2107 at 5:30pm  
In the Bell Center Community Room.**

