



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

**Minutes of the Regular Meeting, Board of Directors  
Bell Center Room #637 on Monday, April 29, 2019**

**In attendance:** Sue Tsuda, Renee Anderson, Ginger Cowan, Kevin Cosgriff, Jeff Cummings, Jessica Fairfield, Sherry Harwin, Nancy Huntington, Cathy Larson, Mary Lombardo, Chuck Uyeda, Mario Villescas, Sandy Smith and Sara Hutson.

**Not in attendance:** Dean Piper, Barbara Dunn, Elaine Harman, Meredith Plummer, Marcelino Ryan.

**Honorary Board Members in attendance:** none

**Guests:** Kristina Suydam, Kris Mitchell and Liz Alvarez (all prospective board members)

**Call to Order:** Sue Tsuda called the meeting to order at 5:30 p.m.

**Public Comment:** Kristina Suydam and Kris Mitchell introduced themselves to the board.

**Agenda Approval:** Motion to approve the agenda as presented: Chuck Uyeda moved approval, seconded by Mario Villescas. Motion carried.

**Approval of Minutes:**

Motion to approve the minutes of the April 1, 2019 Board meeting as amended: under director comments change from: Nancy Huntington commented that with maintaining the corpus they didn't give a scholarship one year and now they fund up to a bachelor's degree  
Change to: Nancy Huntington commented that with the need to maintain the corpus the Foundation didn't give a scholarship one year and now the Foundation funds up to a bachelor's degree. Sherry Harwin moved approval of meeting minutes as amended, seconded by Nancy Huntington. Motion carried.

**Treasurer's Report:** Written handout. Cathy Larson asked to confirm that the Foundation has looked into the copier charges from AIS and verified them. The Board requested the Sandy Smith look into bids from copier companies and compare with price and services the Foundation is currently receiving.

**Executive Director's Report:** Written handout.

- Sandy Smith stated that Mildred Dindio has passed away.
- Sandy Smith stated that she had met with the Marketing Director of Tortoise Rock and the 29 Palms Band of Mission Indians on 4/26/19 and she is putting together a sponsorship package proposal for the coming year for them.
- Sandy Smith also noted her upcoming vacation dates and that Sara Hutson will be on medical leave starting June 12, 2019. Nancy Huntington has a discussion under operations:

She raised a concern on the Foundation office being closed for two weeks in July. There was discussion about the office being closed and having a student worker or a temp in the office during that time so that the office is not closed. Jeff Cummings said the best strategy might be transferring the Foundation lines to the President's office. He will confer with his Executive Assistant and see if she would mind fielding those calls during that two week time.

- Sandy Smith reminded the Board that the Foundation Office will be closed on Fridays during the months of June and July, same as in the past years.

### **CMC Superintendent/President's Report:**

CMC Superintendent/President Jeff Cummings reported the following:

- He and Meredith Plummer have discussed a funding request to come to the Foundation Board soon regarding the updating of CMC's Emergency operation plan, training, prepare District's first hazard mitigation plan. The grant that was discussed in September last year, was applied for but did not come through.
- He said he has been off campus today, it is not appropriate and awkward, for him to be present, with the Superintendent/President candidates being on campus for the forums and tours of the campus. He will also be off campus tomorrow for their interviews. He feels that the candidate pool is extraordinarily strong and that this speaks loudly about this little college's reputation and how it is building across the state and how the College is stable and functional and a good place to work.
- Meredith Plummer is working on budgetary challenges. The state apportionment of property tax funding is lower than expected. The estimate for the second disbursement will fall short, and puts the Colleges funding under, by an estimated one million dollars for the 2018-2019 general fund. The state mandate says that the College has to maintain a 5% reserve, CMCCD's Trustees' want a 10% reserve. Unfortunately this shortfall would put the College below the minimum. The college does everything in their power to budget appropriately, which is an extraordinarily complex process. He thinks that because the economy, etc. is going strong that this will not happen, that they will receive the funds promised and be fine but, just in case they are working with the budget to see what they can/need to do to backfill and end the 2018-2019 fiscal year in a good place financially. It is concerning but it is not a crisis.

### **Information and Possible Action Items:**

- a. Real Estate Report – none
- b. Board Manual Taskforce – Nancy Huntington
  - i. The Foundation & the Athletic Booster Club, informational overview and timeline.
  - ii. Memo – To the Board, Recommendations, 2<sup>nd</sup> Read.
    - a) The atypical aspects of the Athletic Booster Club, as a constituency, can be accommodated by an MOU defining the relationship with the Foundation and the parameters of acceptable fundraising activities. Jeff Cummings said that the District will work on the relationship between the District and the Athletic Boosters prior to him leaving as Superintendent/President. Chuck Uyeda moved approval of the recommendation, seconded by Cathy Larson. Motion carried.
    - b) Delete the Athletic Booster Club from all aspects of the Foundation financial accounting processes and create an independent reporting process for the constituency. Chuck Uyeda moved approval of the recommendation, seconded by Cathy Larson. Motion carried.
    - c) The Executive Director is to effectuate the separation of the Athletic Booster Club accounting from that of a Foundation “program” to a separate and independent

accounting process in order to clearly reflect the Athletic Booster Club as a CMC constituency. Sherry Harwin moved approval of the recommendation, seconded by Chuck Uyeda. Motion carried.

- c. Executive Director & Board Manual Taskforce
  - i. MOU – Between the Foundation & The Athletic Booster Club. The Board Manual Taskforce recommends accepting the MOU presented. Chuck Uyeda moved approval of the MOU as presented, seconded by Mario Villescas. Motion carried.
- d. Student Representative, Jessica Fairfield, Resignation
- e. Childcare Center Update – The Foundation owns the building and it is currently leased to a private provider, Neverland, at \$450.00 a month, which is under market value. The current lease on the building will be up July 31, 2019. Sue Tsuda asked if it was possible to move the lease to one that is month-to-month. Sandy Smith said yes, when this lease expires it automatically goes to month-to-month. There was discussion of increasing the rent to \$600 in August 2019. It was noted that Neverland is paying their own power bill. Jeff Cummings said that there has been complaints from students about the operations and that is it not a comfortable place and they do not seem to be providing quality care. It was noted that the child development faculty at CMC have a business plan to run the center as a lab school or as a non-profit. CMC management is looking to make the childcare center a more student friendly place. CMC is also considering the total cost of operating a childcare center. The Foundation is interested in upgrading building, getting estimates of work that would need to be done and bringing the building up to standards. Sandy Smith is to gather info on updating building and to look at possibly opening up for bids or proposals from new tenants.
- f. Funding Request: Copper Mountain College – Facilities – replace projector with TV in Bell Center Community Room \$15,000.00. Jeff Cummings and Mary Lombardo mentioned current projector is failing during presentations and not up to par. It can cost between \$2,500 and \$5,000 to replace the bulb. Kevin Cosgriff moved approval of the funding request, seconded by Mary Lombardo. Motion carried.
- g. CMCCD Project Update, Susan Luckie Reilly Trust – Meredith Plummer  
Sandy Smith said that this current project is on hold due to current budget. Nancy Huntington said that the Morongo Basin Conservation Association are looking into how to fund a net zero project on campus. The members of the MBCA were peers of Susan Luckie Reilly and they have an appointment with Meredith Plumber to discuss a net zero possibility and to look at partnerships that are available to facilitate this. Should have a full report at next board meeting.
- h. Finance Committee – 2019-2020 Budget Draft – Ginger Cowan asked Sandy Smith to present the draft report. Sandy Smith said that the yellow handout for the 2019-2020 Budget is a first draft. The Finance Committee is not looking for approval but they are looking for comments from the Board. There is a \$5,337 short fall and there is no wiggle room in the expenses. Need to look at increasing income to balance the budget. Sandy Smith said that the Fund Development Chair has some great ideas for filling this shortfall and balancing the budget.
- i. Installation Dinner June 24, 2019 will be in the Bell Center Community Room.
- j. Strategic Plan – Report and Goal Tracking Form presented.

**Board Training:**

Ad-Hoc Committee, Nominating – Nancy Huntington

At next Month’s board meeting there will be a slate of board members for approval by the sitting board.

**Director Comments:**

Sherry Harwin: The first HOWL reading event was held last Saturday at Mojave Moon and everyone had a great time. There are books here for anyone interested to take with them.

Nancy Huntington: She noted that the Finance Committee is not the appropriate place for a discussion of Sandy Smith, Executive Director Contract with the District and potentially taking it to an 11 month contract. Jeff Cummings asked for it to be agenized for the board. Nancy said that it is not appropriate to be discussed at a board meeting unless you are willing to take two hours to do so. Nancy said that this needs to be discussed in the Executive Director Advocacy Committee level to work through and the contract is already in the works. Jeff Cummings recommended to bring to the full board for approval. He would like to have discussion before he leaves his position. Renee Anderson asked for the Advocacy Committee to meet, then bring to the board for the next board meeting.

**Next Meeting Agenda Items:**

- o Real Estate Report
- o Funding Request - Copper Mountain Community College District – Update CMC’s Emergency operations plan, training, prepare District’s first hazard mitigation plan, \$50,000.00.
- o Childcare Center Update
- o Strategic Plan – Report and Goal Tracking Form
- o Executive Director 2019-2020 Contract
- o Finance Committee – 2019-2020 Budget Draft
- o Ad-Hoc Committee, Nominating – Nancy Huntington

**Written Reports/Director Comments.....All, as needed**

**Board Development Committee:**

No report.

**Board Manual Taskforce:**

Minutes 02.28.19 and 03.13.19

**Finance Committee:**

Minutes, draft 03.18.19

**Fund Development Committee:**

Minutes, draft 03.18.19

There being no further business President Sue Tsuda adjourned the meeting at 6:32 p.m.

Respectfully submitted,

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



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**THE NEXT CMCF BOARD OF DIRECTORS MEETING  
May 20, 2019 at Bell Center Community Room at 5:30pm**

