

# **CSN Foundation Board of Trustees Meeting Minutes**

10/28/2021

## **1) Welcome and Call to Order**

Edgar Patino called the CSN Foundation Board of Trustees meeting to order at 08:08am on 10/28/2021 live at Charleston Campus and via WebEx and Facebook Live.

## **2) Roll Call**

The following members were present: Matthew Frazier, Edgar Patino, James York, Reed Radosevich, David Garcia, John Hester, Lindy Schumacher, and Laura Lee.

The following representatives of CSN were present: Lynda King, Jocelyn Metoxen, Dr. Bill Dial, Dr. Federico Zaragoza, Lawrence Weekly and Frank Woodbeck

## **3) Public Comment**

No public comment

## **4) Approval of Minutes**

Approval of meeting minutes for June 16, 2021. Motion by Reed Radosevich and second by John Hester. Motion passed.

## **5) President's Report**

Dr. Zaragoza provided updates on CSN, including: COVID-19, Enrollment and Campus updates.

- a) 2021 enrollment for Community Colleges nationally is down 15%. CSN has stabilized enrollment compared to pre-pandemic.
- b) Ms. Danita Simons has accepted CSN's offer of employment as CSN Foundation Executive Director, and has a start date of December 13, 2021.
- c) Dr. Zaragoza spoke about CSN's 50<sup>th</sup> Anniversary events which included the opening of a time capsule from 1971.
- d) The Betty Engelstad Health & Sciences building was completed on time and under budget.
- e) COVID safety protocols on campus have not changed. Testing and vaccines available on campus. All students and staff must have COVID vaccines for Spring semester.

- f) CSN has started Men's and Women's Cross Country for the Fall semester.
- g) Another 4,000 full time students will receive free laptops.
- h) CSN air conditioning students have installed commercial quality level systems at Shade Tree and other local non-profits, as a part of their training.
- i) CSN is engaged with Blackstone Launch Pad to provide counseling and support for small minority businesses; and CSN is also providing our DACA students and other students with free legal services.
- j) Dr. Zaragoza and Frank Woodbeck have been closing deals that will be beneficial to the foundation efforts to support college activities. We have received a \$20,000 donation from the Gene Haas Foundation, \$10,000 from Wells Fargo, \$5,000 from Cox Communications and \$100,000 from Bank of America.
- k) Working with the Nevada Gold Mines team, they will donate \$130,000 annually to underwrite dual enrollment training programs in diesel technology and industrial maintenance; and Nevada Gold Mines will provide employment opportunities to the successful students.
- l) Lindy Schumacher asked if there has been any pushback from the students about getting vaccinated?
  - (1) Dr. Z. responded that did initially get pushback; and a survey was done where 30% of our students said they would opt out of enrollment if it is required, but we are hopeful that changes.
- m) Edgar Patino asked if the needs of students will change over time since we have 55% of the students online.
  - (1) Dr. Z responds that we are doing surveys on an ongoing basis regarding student demand. Still waiting on student success data going forward.
  - (2) Lindy Schumacher asked when will we see student success data?
    - (a) Dr. Z responds we are collecting that data now we should have preliminary data by the end of the semester.

## 6) Governance Chair's Report

Governance Chair Reed Radosevich provided the following report.

- a) Board approved a resolution giving the ability of a non-board member to join our various committees as long as we had at least two board members on those committees.

- b) Board provided ratification for the resolution to have a non-board member join committees. David Garcia motioned and Jeff Cooper seconded. Motion passes.
- c) We currently have 14 board members and we are seeking to grow our board. Members were asked to please provide names of any candidates to Reed Radosevich, Edgar Patino or Frank Woodbeck.
- d) The Chair is seeking to have all board members assign to at least one committee.
- e) David Garcia said we do need more board members and suggests all board members bring some candidates' names to the next board meeting.
- f) Reed Radosevich suggested we look at possible candidates who are CPA's from Local Firms, or Doctors.
- g) Lindy Schumacher suggests someone from a local hospital, such as a hospital executive.

#### **7) Chairman's Report**

Chair Edgar Patino presented the Chairman's Report

- a) The grand opening celebration of the Science Building was Aug 25<sup>th</sup>. During the ceremony I provided expressing our gratitude and thanked everyone involved in this momentous fund raising effort.
- b) Executive search offer was extended and accepted for a new Executive Director, as reported earlier. The Board was included in the search process for the candidate.

#### **8) Executive Director Search Report**

Dr. Bill Dial presented the Executive Director Search Report

- a) Ms. Danita Simons has accepted our offer and comes from West Dakota Technical College where she held a similar role.
- b) The hiring process is nearly complete.
- c) Onboarding process will begin to occur prior to her December 13 start date.

#### **9) Audit and Finance Committee Report**

Frank Woodbeck presented the Audit & Finance Committee report on behalf of Chair Jeff Cooper

- a) Ellsworth Stout has already been approved to do the audit and they are currently working on our 990 return for taxes. There have been no formal findings in the audit.
- b) We engaged an outside firm to do our bookkeeping work for the next year. The firm is Umbrella Bookkeeping.
- c) Chairman Edgar Patino will need to appoint second board member to the Investment Policy Subcommittee and we will have two outside subject matter experts as additional members. These will be appointed by Chair Jeff Cooper.

#### **10) CSN 50<sup>th</sup> Anniversary Celebration Plan**

Celebration Chair Lawrence Weekly gave a report on the plans for 50<sup>th</sup> Anniversary.

- a) We have hosted a number of events in honor of the 50<sup>th</sup> Anniversary. For example, we have partnered with the Women in Education, the Latino Alliance, North Las Vegas Fire Department, Pink Box Doughnuts, LGBTQIA+, City of Las Vegas, MGM, Craig Ranch Park and the City of North Las Vegas. We hosted a Town Hall event with Miss Nevada USA, the first transgender contestant; we had a Salute to Veterans with the City of Las Vegas; and joined with Carol Fimmen and our International education students.
- b) Working on 50<sup>th</sup> anniversary Gala, and trying to confirm a venue. It's been narrowed down to 4, including Allegiant Stadium.
- c) We plan on sending out Save the Date notices by December 15<sup>th</sup>, 2021. Anticipating September 10<sup>th</sup>, 2022, for the gala.
- d) Goal is 500 guests at the Gala at \$150 per person. We are drafting letters to target sponsors for tables.
- e) Asking approval from board for \$25,000 to fund a deposit on the event venue. Lindy Schumacher motioned and Reed Radosevich seconded. Motion passes.
- f) Matthew Frazier suggested Saturday might not be the best time at Allegiant Stadium due to UNLV Football games. Also, consider the possibility for in-house event, maybe at the new Science building.
- g) Any assistance would be greatly appreciated in finding venues or sponsors for the 50<sup>th</sup> Anniversary Gala. David Garcia volunteered to help.
- h) John Hester has attended an event at Allegiant Stadium and says it was an amazing venue, and was held on a Thursday night.

### **11) Executive Director Report**

Interim Executive Director Frank Woodbeck presented his report.

- a) Jocelyn Metoxen is working on upcoming year scholarships. She is also working on a report from the past scholarship year.
- b) We canceled the December 8<sup>th</sup> board meeting since we do not have a new ED in place.
- c) First meeting with new Executive director will be February 9<sup>th</sup>, 2022.

### **12) Scholarship Update**

Jocelyn Metoxen, Foundation Philanthropy Coordinator joined to present an update.

- a) Next meeting, I will have some scholarship recipients thank-you letters to share with everyone.

### **13) New Business**

- a) No new business

### **14) Public Comment**

- a) No public comment.

### **15) Adjournment**

Edgar Patino adjourned the meeting at 9:38am.