



Board Members Present:

Edgar Patino, Chair
James York, Immediate Past Chair
Terry Shirey, Vice Chair
Jeffrey Cooper, Treasurer
Matthew Frazier, Secretary
James York, Immediate Past Chair

Chris Collins
David Garcia
Reed Radosevich

Board Member Absent:

John Hester
Chuck Johnston
Laura Lee

Dan Manilla
Marco Robles
Lindy Schumacher

Ex-Officio Present:

Dr. Federico Zaragoza, President, CSN
Mary Kaye Bailey, Vice President Finance & Administration, CSN
Danita Simons, Executive Director, CSN Foundation
Jocelyn Metoxen, Philanthropic Coordinator, CSN Foundation

Advisors Absent (available by mobile):

Lynda King, Interim General Counsel, CSN

Guests Present:

Pat Cowart, General Manager for the Las Vegas Branch of Schneider Electric Digital Buildings
Reinier Santana, President & COO of Ovation
Jason Stump, Senior Vice President & CIO of Wynn Resorts North America

I. Welcome, Call to Order and Roll Call

Edgar Patino, Chair, called the CSN Foundation Board of Trustees Annual Meeting to order at 8:17am on June 30, 2022, and performed roll call.

II. Public Comment

No public comment

III. Approval of Minutes

Approval of meeting minutes for April 20, 2022. Motion by Reed Radosevich and second by Jeff Cooper. All approved and motion passed.

IV. President's & Budget Reports

Dr. Zaragoza, President, CSN, provided the following highlights and updates:

- a) Shared updates and changes with NSHE Board of regents and appointment of Acting Chancellor, Dale A.R. Erquiaga, 18-month contract.

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- b) Board of Regents approved President's to appoint IAC's and allow for more local Flexibility.
- c) Board of Regents approved NSHE 2023-25 Biennial Budget proposal.
- d) Showcased CSN Commencement highlights and noted as the largest commencement in CSN history.
- e) CSN – Strategic Planning & Budget Considerations/Applied Analytics Data Analysis that included Regional Population Growth, Longitudinal Enrollment Trends, CSN Campus Locations, Regional Economic and Workforce Diversification, and CSN Strategic Priority Considerations.

Mary Kaye Bailey, Vice President Finance & Administration, CSN, provided an update on the CSN budget alignment, including capital improvement projects, student success, dual enrollment, and Workforce and Economic Diversification.

Dr. Zaragoza priorities for the CSN Foundation include scholarships opportunities, student emergency funds, capital improvements, and industry outreach and engagement.

V. Recess For Strategic Planning Session (9:18 – 10:09am)

The Board of Trustees discussed annual planning goals. All planning session ideas will be compiled by Danita Simons, Executive Director, and presented at the following CSN Foundation Board of Trustees board meeting in October 2022 for consideration and approval.

VI. Chairman's Report

Edgar Patino, Chair, presented the Chairman's Report:

- a) Looking back on FY2021-2022 and even further, the CSN Foundation has experienced many accomplishments. The Foundation completed the Betty Englestad Health and Sciences capital campaign in 2019, received some amazing gifts from donor's that allowed CSN to make a greater impact on student success, revised the bylaws, completed an executive director search, outsources bookkeeping services, hired a new executive director, improved financial reporting processes, assembled an ad hoc committee and revised the Investment Policy, awarded a record number of scholarships for Fall 2022, and increased Board of Trustee membership.
- b) Edgar Patino welcomed Terry Shirey as the new CSN Foundation Board Chair for FY2022-2023, effective July 1, 2022. Terry will do a remarkable job in leading the Foundation to even greater success.

VII. Governance Chair's Report

Reed Radosevich, Governance Chair, led the discussion with respect to Board of Trustee succession planning and Slate of Officers.

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- a) Presented the Slate of Officers; Terry Shirey, Chair, vacancy for Vice Chair, Jeffrey Cooper, Treasurer, Matthew Frazier, Secretary, and Edgar Patino, Immediate Past Chair, for consideration and approval; motion by David Garcia and second by James York. All approved and motion passed.
- b) Presented nominations for consideration of new members to the CSN Foundation Board; Patrick Cowart, Jason Stump, and Reinier Santana, for approval; motion by David Garcia and second by Matthew Frazier. All approved and motion passed.
- c) Proposed calendar of annual committee and board of trustee's meetings for approval; motion by Reed Radosevich and second by Edgar Patino. All approved and motion passed. Danita Simons, Executive Director, will schedule all meetings on everyone's calendars or the coming year.
- d) Proposed the reelection of four current Board of Trustees; Terry Shirey, Matthew Frazier, John Hester, and Lindy Schumacher, entering their next three-year term as presented for approval; motion by James York and second by Edgar Patino. All approved and motion passed.
- e) Presented the FY2021-2022 Conflict of Interest Policy for approval and signatures; motion by James York and second by Edgar Patino. All approved and motion passed.
- f) Items moving forward are to increase the CSN Foundation Board of Trustees membership with diverse members and industry. Terry Shirey, in coordination with the Governance Committee, will entertain conversations with board members to fill the vacant Vice Chair role.
- g) Reviewed committee memberships as each board member should be serving on a least one committee as good practice. Edgar Patino, Chair, appointment committee chairs for each CSN Foundation Committee.

VIII. Audit and Finance Committee Report

Jeff Cooper, Committee Chair, provided a report with respect to the following items:

- a) Foundation Office and Umbrella Bookkeeping are working to provide the required documentation for the Nevada Legislative Counsel Bureau audit. This is the first audit of the Foundation and will be finalized in the Fall.
- b) Foundation Office and Umbrella Bookkeeping are working to provide the required documentation to Ellsworth Stout for the Foundation's annual audit with a deadline of July 18th. The Financial Audit Report and 990 are due to CSN by August 22nd.
- c) Jeffrey Cooper, Treasurer, has reviewed and approved the May 2022 monthly financial and reconciliation reports. Danita Simons, Executive Director, also provides email correspondence on expenditures for approval by the Chair and Treasure.

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- d) Danita Simons, Executive Director, has prepared Annual Plan and Budget drafts for FY2022-2023. The goals, targets, and action steps will be defined and approved by the CSN Foundation Board of Directors. The final annual plan and budget drafts will be presented at a special board meeting in early August.

Jeffrey Cooper, Committee Chair, led discussion regarding the following items, which the Board may vote to approve:

- a) Danita Simons, Executive Director, submitted an email for board approval to move restricted and unrestricted funds from within Northern Trust accounts and from Northern Trust to Chase Bank on June 2, 2022. Jeffrey Cooper, Treasurer, proposed ratification for approval of email vote; motion by Reed Radosevich and second by David Garcia. All approved and motion passed.
- b) Jeffrey Cooper, Treasurer, proposed to add and remove bank signers for both Northern Trust and Chase Bank for FY 2022-2023; add Terry Shirey to Northern Trust and Chase Bank, remove: Frank Woodbeck and Edgar Patino, from Northern Trust and Chase Bank; motion by Reed Radosevich and second by David Garcia. All approved and motion passed.
- c) Jeffrey Cooper, Treasurer, presented the draft Investment Policy for review and approval; motion by Reed Radosevich and second by Terry Shirey. All approved and motion passed.

Northern Trust representatives provided the CSN Foundation Investment Portfolio Report for review and discussion.

IX. Marketing & Awareness Committee Update

Danita Simons, Executive Director, met with Chuck Johnston, Committee Chair, in review of a draft marketing and awareness plan. This committee will prioritize this plan and establish action steps.

X. Executive Director Report

Danita Simons, Executive Director, presented her report.

- a) Working with HR to fill a current open position. The new Manager of Donor Alumni Relations position will be a huge asset and add value in driving our fundraising efforts forward.
- b) The 50th Anniversary Celebration will be held on September 10th at the Las Vegas Convention Center. The 50th Anniversary Celebration Committee is seeking sponsors for this event. Danita Simons will connect with Lawrence Weekly for more information on event sponsorship levels for the CSN Foundation Board of Trustees.

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XI. RECESS FOR BOARD OF TRUSTEES TRAINING SESSION (11:05 – 11:15am)
Danita Simons, Executive Director, lead Roles and Responsibilities” training session for board members.

XII. Scholarship Update

Jocelyn Metoxen, Foundation Philanthropy Coordinator, provided a report with respect to scholarship activity.

- a) The Foundation Office is scheduled to award 237 scholarships for FY2022-2023. Included in these numbers are the scholarships available through the online application as well the ones awarded through financial aid. Through our online application We had 134 scholarships available, 556 unique students applied, which produced 1943 applications.
- b) 50th anniversary scholarships were also included on the application, and we have selected and awarded 82 additional scholarships. We are in the process of awarding the ENI scholarships (Empowerment Network Initiative) and the GED to Career scholarships through their respective programs.

XIII. New Business

No new business

XIV. Public Comment

No public comment

XV. Adjournment

Edgar Patino, Chair, adjourned the meeting at 11:26am on June 30, 2022.

**Next Board Meeting: Wednesday, October 19, 2022, In-Person Meeting.
This meeting will be held at West Charleston Campus in the Student Union,
NV Energy Ball Room, Microsoft Teams will be available.**

Minutes submitted by Danita Simons, Executive Director, CSN