

**Minutes of the ANNUAL Meeting
of the
BOARD of DIRECTORS
Crafton Hills College Foundation**

DATE: June 19, 2008

LOCATION: Crafton Center

PRESIDING: Donald J. Nydam, President

ATTENDANCE: **Present:** Don Nydam, Gloria Harrison, Cheryl Cox, Betty Jo Wood,
Lynn Baldi, Claire Marie Teeters, Kimmi Grulke, Charlie Ng,
Judi Battey, Ray Quinto, Mick Gallagher, Donna Ferracone,
Gordon Clopine, Gene Wood, David Raley, Cheryl Bardowell,
Win Carl, Patrick Fite

Absent: Marie Alonzo, Daniel Bahner, James Ramos

Guests: Ericka Paddock, Director of Student Life

1. Call to Order

The meeting was called to order by Pres. Don Nydam at 7:05 A.M.

2. Opening Comments

Pres. Nydam welcomed all present, and thanked the board for its participation in the success of the \$500,000,000 bond measure, the 2008 Gala, and the Scholars Convocation and commencement ceremonies.

3. Secretary's Report - "Our Vision" - Gloria Harrison

Ms. Harrison reminded the Board of the "Roast 'n' Toast" event to be hosted in honor of the retiring SBCCD Chancellor, Dr. Don Averill, and informed that a new Chancellor, Dr. Noelia Vela, has been named, pending District Board approval. She lamented that "Dr. Averill was all broken in", but that the District, under its new leadership, would be looking forward to the most exciting and challenging times in its history. She stated that "our partners are all facing the same woes as we", of budget and economic woes, and admonished that we must all be creative and innovative. She continued, "The current circumstances do not stop our facilities plan. Our infrastructure is already started. We are underway." She said we hope to have a ground-breaking ceremony in September or October, and that CHC has completed a master list of projects to be submitted to the District, to ensure that work proceeds in a logical progression, so we're not doing things twice, to ensure a more economical process.

She said that the District budget will be the same as last year, but that 2009-2010 will present a challenge. She assured that we are planning for that concern, indicating that there might be "Budgets A, B & C." Retirement incentives to some faculty, replacing perhaps only 10 of every 25 people retiring, the use of more adjunct, part-time faculty and similar options are being considered.

The economy and fuel costs are also impacting those we serve. For the very first time, book loan requests were made by students during the Summer Session, since books now cost \$125.00, on average. Summer enrollment is up quite a bit, we have an increase in "dual enrollment" (students taking High School and College courses concurrently) and we anticipate that Fall may bring even

greater enrollment overall, as students seek to continue their education closer to home. She described this as an “exciting time”.

She reported on the progress of the group meeting with Patrick O’Reilly, stating that a “Message Deck” is being created, and described it as a story board, a tool that will help define our outreach. She reported that *The Message* has been defined, and that *The Look* is the next component to be covered over the next year. She anticipates that the “Message Deck” will be ready to present to the Board of Directors at the meeting in September.

Don Nydam thanked Ms. Harrison for her leadership during these challenging times.

4. Minutes of the Meeting

IT WAS MOVED by Ray Quinto, Seconded by Kimmi Grulke, and unanimously carried, to approve the minutes of the Regular Meeting of March 20, 2008, as read.

5. Financials – Win Carl

- (a) **Treasurer’s Report**
- (b) **Gifts to College**
- (c) **Balance Sheet Previous Year Comparison**
- (d) **Financial Recap**

Mr. Carl presented the reports listed above, as well as a proposed budget for FYE June 30, 2009, including a recommendation to transfer the sum of \$20,000.00 into the Endowment Fund.

IT WAS MOVED by Claire Marie Teeters, Seconded by David Raley, and unanimously carried, to approve the budget and recommended transfer of funds.

At Mr. Carl’s request, Ms. Harrison also related the details of a \$10,000 donation restricted for use in underwriting the costs of the student newspaper and the alumni newsletter for a period of approximately one year.

DISCUSSION: David Raley inquired in regard to how salaries of Title V – funded staff will be paid after the grant runs out. Ms. Harrison explained that the College has an obligation to make the position(s) permanent at the end of the grant term.

6. Elections

- (a) Election of Officers –
IT WAS MOVED by Claire Marie Teeters, Seconded by Mick Gallagher, and unanimously carried, to elect the current slate of officers to another term.
- (b) Election of Board Members – Board Members whose terms were subject to re-election included Donna Ferracone, Patrick Fite, Ray Quinto, David Raley, Daniel Bahner, James Ramos, Claire Marie Teeters, Kimmi Grulke and Charlie Ng.

IT WAS MOVED by Lynn Baldi, Seconded by Kimmi Grulke, and unanimously carried, to re-elect these board members with no exceptions to a renewed term of three years.

7. **The Board** – Don Nydam

- (a) **Our Involvement** – Pres. Nydam reminded that the bond measure “pays for the buildings”, which raises the questions in regard to the Foundation, of “What is our role, what do we raise money for?” He continued, “People give to causes.”
- (b) **Board Retreat** – Pres. Nydam informed that a Board Retreat is being planned, with a target date of late September to early October of this year.

DISCUSSION: Mr. Carl suggested that members of the College faculty and staff should be polled to suggest specific things they'd like to have, apart from their approved budgets, that the Foundation could assist in providing “things that would have sizzle.”

Ms. Harrison stated that, as part of the College's annual planning process, staff lists personnel needs, equipment needs, etc. Most suggestions will involve specific labs and signature programs. As an example, she stated that an individual firefighter's breathing apparatus costs \$4,500, and that our fire academy classes can number as high as 36 cadets. She noted that this equipment must be placed on a regular replacement schedule. She also noted that mannequins and cadavers used in our programs are extremely costly.

Ms. Baldi offered that books must be a top focus...and suggested that we get a catchy name for a book program. Col. Raley asked how much revenue the bookstore generates, and Mr. Ng stated that the bookstore subsidizes the cafeteria. Col. Raley asked if there is the possibility of reducing the cost of books purchased from the bookstore, with the Foundation making up the lack of funding to the cafeteria. Mr. Ng added that we would have to determine the contribution the Foundation could make in order to assess the feasibility of such a plan. Col. Raley asked, “If the bookstore sold books at cost, what would the Foundation have to contribute to offset that?” Mr. Ng suggested that a rough estimate would be approximately \$300,000 per year. Pres. Nydam asked what percent of books are purchased on-line by students. Ms. Ferracone said she hasn't seen a significant reduction in book purchases due to that practice, but that the student success rate is going down because students are going through courses with no books. She suggested the Foundation consider the purchase of one complete set of books to be kept in the library, to be reserved by students. Ms. Harrison said that the faculty is also looking to standardize books in all equivalent classes. She added that our 60 computers in the library make on-line access a possibility. She suggested the Foundation form a sub-committee to discuss options and to address the academic senate and students. Ms. Paddock provided the information that students are currently paying +/- \$845 per semester for books, and offered to assist with student feed-back. Mr. Wood admonished, “As a Foundation, we need to be concerned with raising the money, and let the College choose how best to use it.” Mr. Carl asked if there is a way to honor faculty who are able to reduce costs. Pres. Nydam suggested that Col. Raley serve on a Book Committee for the Foundation, since he currently sits on a statewide committee which addresses this concern. Col. Raley agreed to do so, as did Ms. Grulke and Ms. Paddock.

The DISCUSSION segued to the cafeteria. Mr. Quinto suggested replacing the cafeteria with vending machines. Ms. Battey added that many colleges the size of CHC have done so. Mr. Ng stated that current CHC evening students are very dissatisfied that the cafeteria is not open in the evening. Ms. Bardowell asked if the cafeteria could do more catering. Mr. Ng said there is not sufficient staffing to support that possibility.

Ms. Harrison closed the discussion of cost concerns by reporting that there is no definitive information in regard to the proposed tuition raise from \$20 to \$26 per unit. She said our state

budget “is no longer in limbo. It’s in purgatory!” She relayed a “reliable rumor” that the budget will be late. She stated that the District is assuming a mid-year cut, and is planning for it. She informed the Board that she will invite our incoming Chancellor, Dr. Vela, to meet with the Foundation Board of Directors, and that CHC may host an open house for that purpose.

8. Development – Cheryl Bardowell

Ms. Bardowell distributed an activity report of the Department of Resource Development, and drew the Board members’ attention to various activities both past and future. She stated that the Board would need to stipulate where endowment funds are to be used once the endowment reaches the \$100,000 goal.

Highlighted items from the activity report included

- A 13% increase in payroll deduction contributors from one year ago
- Eight people identified as currently or potentially planning to include CHC in estate plans
- The award of a grant from the State Chancellor’s Office in the amount of \$141,000 for the creation of an allied health simulation lab
- The impending award of a grant from The Children’s Fund in the amount of \$24,000

Pres. Nydam thanked Ms. Bardowell and her staff for their support and hard work.

9. Other

Pres. Nydam called for other discussion. There was none.

10. Adjournment – Don Nydam

The Annual Meeting was adjourned by Pres. Nydam at 8:10 A.M.

Next Regular Meeting Date: – Thursday, September 18, 2008 ~ 7:00 A.M. ~ CHC Crafton Center