

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

DATE: September 18, 2008

LOCATION: Crafton Center

PRESIDING: Donald J. Nydam, President

ATTENDANCE: **Present:** Marie Alonzo, Lynn Baldi, Cheryl Bardowell, Judi Battey, Win Carl, Cheryl Cox, Patrick Fite, Kimmi Grulke, Gloria Harrison, Charlie Ng, Ray Quinto, David Raley, Betty Jo Wood
Absent: Daniel Bahner, Gordon Clopine, Donna Ferracone, Mick Gallagher, James Ramos, Claire Marie Teeters, Gene Wood
Guests: Ericka Paddock, Director of Student Life
Arcadio Torres & Via Aquino, Phi Beta Lamda (Future Bus. Leaders)
Stefan Colvey, Student Trustee – SBCCD
Seth Pro, President; Associated Students

1. Call to Order

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

2. Opening Comments

Pres. Nydam observed, "Things are moving...dirt, equipment, trees..." It's a time of growth and development for Crafton Hills College as we move forward with *our heroic venture*.

He welcomed guests, and invited the representatives from Phi Beta Lamda to speak. Their request was that the Foundation support the attendance of eight members at the "Fall Business Leadership Conference" in Berkeley on Nov. 8. The students indicated that local service clubs had pledged some support and were asked by the Board to report back to the Foundation Assistant Secretary after those pledges had been fulfilled.

Ms. Harrison suggested that she would like to see the PBL offer workshops in re: "How to Handle Your Finances." Ms. Alonzo stated that Arrowhead Credit Union has a financial education program, and that she would contact Ms. Harrison for discussion.

Pres. Nydam invited all Board members to attend monthly executive committee meetings, and informed that a retreat is in the planning stages for January, 2009, specifically targeted to the causes the Board chooses as its focus in the primary work of "supporting the College and Gloria."

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

Ms. Harrison reported that the College has had an increase in full-time-equivalent (FTE) students for every term (Spring, Summer and Fall) since 2005. While CHC has experienced an 8-9%

growth, the State has established a 2% growth cap, so we'll have students for whom we won't get state money. She reported that our staffing figures have remained "fairly flat", and stated that the staff is very efficient, and that "we are good stewards of our resources." She added that CHC has seen an increase in the number of remedial students, including those with learning and physical disabilities, and in the number of returning veterans, and that new services are required to meet the needs of these students.

(a) Student Book Program – Ms. Harrison stated that the College had received requests for book loans from students enrolled in the Summer 2008 Term, and that this has never happened during summer before. A \$5,000 book fund was quickly depleted to under \$500. She stated that that five weeks in to the current Fall Term, 500 students had dropped, leaving a remaining 5,800, and that book costs were a major reason. "CHC faculty is diligently seeking solutions such as internet downloads, etc. The book fund need is absolutely critical. Valley College has a pilot program that we're looking at." She added that books are a critical factor in the number of units students are taking. "Our marketing efforts are producing great results, but we need to serve, and retain them. How many persist in furthering their studies? These are critical concerns in the accreditation process."

Pres. Nydam added that books cost \$125-130, and that Col. Raley has agreed to chair a Book Committee, whose members are to include Mr. Carl, Mr. Ng, Ms. Grulke, Mr. Quinto, and Stefan Colvey, CHC's current SBCCD student trustee.

Mr. Raley related that the California congress has passed a bill that won't become effective until 2010, and that it's not very concrete, mostly informative. He distributed a graph entitled "Where the New Text book Dollar Goes". He also reminded the Board that the profits from the CHC bookstore fund the operation of the cafeteria. He briefly mentioned the option of a buy-back program, but reiterated that the downside is the "someone has to operate it." He urged that, "In the short term, we just need to encourage giving to our Emergency Textbook Fund, and encourage students to return their books."

Pres. Nydam suggested the idea of a book loan program, wherein faculty agrees to use books for two to three years. The Foundation could buy books and loan them to students throughout that time frame.

(b) Student Scholarships – there was no discussion in regard to student scholarships.

(c) Campus Beautification – Ms. Harrison stated that the trees that have been removed from the campus will be replaced at least tree-for-tree. She informed that two more sets of concrete tables and chairs were being installed on that very day, funded by donations to the campus beautification fund, and that the sets, including donor plaques, cost about \$1,000 each. She also stated that the Campus Beautification Fund provides for the planting of "color beds" of seasonal flowers on the CHC campus.

IT WAS MOVED by Ms. Alonzo, Seconded by Mr. Quinto, and unanimously carried, to approve student book programs, student scholarships and campus beautification as the causes on which the Foundation will focus its support.

Mr. Ng posed the question, "What does our campus want to be known for. Pres. Nydam invited Mr. Ng to present ideas, and invited him to attend the next Executive Committee meeting for further discussion on that important question.

4. Minutes of the Meeting

IT WAS MOVED by Ms. Harrison, Seconded by Ms. Grulke, and unanimously carried, to approve the minutes of the Annual Meeting of June 19, 2008, as read.

5. Financials – Win Carl

- (a) **Treasurer's Report** – Mr. Carl stated that we are still in double-digit growth over a year ago. He stated that the 900 account (interest controlling) figure is "very high", but that interest would be transferred to the appropriate accounts within the week following the meeting.
- (b) **Gifts to College**
- (c) **Balance Sheet Previous Year Comparison**
- (d) **Financial Recap**

Pres. Nydam lead the Board in commending Mr. Carl and Ms. Cox for their quality reporting.

6. Plans for 2008 – Cheryl Bardowell

Per Ms. Bardowell's request, this report was deferred, to be combined with her development report, Item 8.

7. The Board – Don Nydam

- (a) **Our Commitment** – Pres. Nydam stated that we need board members who can provide "The Three W's – Wisdom, Work and Wealth.", and that "We need the wealth." Ms. Harrison urged that we approach our contractors and sub-contractors, 85% of whom are local (Riverside and San Bernardino County-based firms) to support the College from which they are deriving tremendous income. Ms. Baldi concurred, stating that we must approach them with an appeal before December of this year, while their budgets are being set.
- (b) **Our Involvement** – The Foundation will focus its attention on promoting the three areas voted on earlier in the meeting. (See 3 a, b and c)
- (c) **Prospective Board Member** – Ms. Bardowell proposed for membership Joanna Averett, V.P. & Wealth Management Advisor, First American Trust. She distributed Ms. Averett's resume for the Board's review, and stated that she had previously been with Arrowhead Credit Union.

IT WAS MOVED by Ms. Alonzo, Seconded by Ms. Grulke and unanimously carried, to invite Ms. Averett to join the Board of Directors.

8. Development – Cheryl Bardowell

Ms. Bardowell informed that the Children's Fund is presenting a check in the amount of \$24,000 to be applied to scholarships for students who grew up as part of the state's foster care system. The presentation ceremony will be held on Thursday, Sept. 25, at 8:00 A.M. in San Bernardino. Board members are invited to attend.

Ms. Bardowell also invited board members to attend the "Alumni & Friends" reception on Thursday, Oct. 16, at 5:30 P.M. The "invitation only" event is targeted to alumni, present and retired CHC faculty, board members and donors. Complimentary wine and heavy hors d'oeuvres will be served by SBVC's culinary arts class.

Ms. Bardowell also stated that the Blackbaud "Raiser's Edge" software problems are being resolved, and her staff is able to enter and retrieve relevant data and produce meaningful reports. Ms. Harrison reminded the board that the software had been purchased through the federal government Title V grant.

9. Other

Ms. Harrison presented a request from Angela Soward to approve a scholarship she was awarded, even though Ms. Soward is only taking 8 of the 12 required units at the present time, due to impending surgery and recovery.

IT WAS MOVED by Ms. Harrison, seconded by Ms. Grulke and unanimously carried, to award the scholarship to Angela Soward.

Ms. Paddock, Director of Student Life, stated that CHC has eleven charter clubs on campus at the present time, with the expectation of having 20 by the end of the semester. She recommended the Board establish a policy regarding budgeted contributions/assistance to campus groups.

10. Adjournment – Don Nydam

The Meeting was adjourned by Pres. Nydam at 8:00 A.M.

Next Regular Meeting Date: – Thursday, December 11, 2008 ~ 7:00 A.M. ~ CHC Crafton Center