

**Crafton Hills College Foundation Board of Directors**  
Annual Meeting Minutes  
June 20, 2013

**Directors Present:** David Raley, Cheryl Marshall, Joanna Averett, Lynn Bogh Baldi, Gordon Clopine, Cheryl Cox, Donna Ferracone, Gloria Macías Harrison, Denise Allen-Hoyt, Bill Nassar, Michelle Tinoco and Betty Jo Wood.

**Absent:** Marie Alonzo, Judith Battey, Charlie Ng, Don Nydam, Ray Quinto, James Ramos, Samantha Skaggs, Michael Strong and Robert Temple.

**Staff Present:** Karen Childers, Michelle Riggs, Rebecca Warren-Marlatt and Laura Cross.

**Guests:** Sam Irwin and Lillian Vasquez.

**1. Call to Order and Opening Comments – President David Raley**

David Raley called the meeting to order at 3:03 p.m. and called the Committee members' attention to the Foundation's Mission, Values and Vision Statement.

**2. College Happenings – Cheryl Marshall**

Cheryl Marshall reported that the college just finished the academic year and that our graduates are always a delightful reminder of why we're here and why we do what we do. We're in our summer session with 50 classes; only 7 classes were offered last summer. Our students are grateful for the added classes and Cheryl thanked the Board for helping to fund this summer session, along with funding from Proposition 30.

Construction projects are increasing with design and ground-breaking done. The OE2 building will come down in the next month (after asbestos abatement) and will be gone by mid-August. OE2 will be replaced with the new CTE Building. The new Crafton Center will go up where the library was, and construction will begin on the new science building. Campus tours have been going well; if you or a group would like a tour, we would be happy to organize one for you.

Due to the passage of Proposition 30 we were able to hire again. Open forums for the candidates for the position of Vice President of Instruction are coming up next week and it is hoped that they will be able to extend an offer and fill the position. There are also several faculty position recruitments at this time. Gordon Clopine asked if we experienced a decrease in faculty during the recent hard times; Cheryl replied yes, between 5 and 10%, and that we are planning to fill three positions (two faculty and one counselor) but it will take awhile to get back to previous staff levels.

Cheryl referred to the Income to the Foundation report that details the people who made contributions in the last year, and the Gala income of \$82,000+.

**3. Approval of Minutes of March 21, 2013 – All**

Gordon Clopine made a motion to approve the minutes of March 21, 2013, as presented; the motion was seconded by Cheryl Marshall and passed unanimously.

**4. Financial Report – Charlie Ng**

Karen Childers reported in the absence of both Charlie Ng and Mike Strong. She and Cheryl Cox are working on a transition of the management of QuickBooks to Resource Development effective July 1, 2013. It will be easier to report restricted, unrestricted and temporarily restricted funds, and there will be a new chart of accounts as well. Cheryl Cox has done a great job keeping these records that are being transferred.

Karen and Mike are working on a planning tool to manage the different pools of money, and will have a budget to present at the September board meeting.

The Investment committee presented the draft of the investment policy statement. The policy will formalize what is to be done with the CDs as the funds become due, and the floor was opened for comments from the Board Members. Joanna Averett commented that we are new to having money to manage and would like to see the funds invested at limited-risk. Karen reported that this is already being done with Krasovec funds and we have flexibility and will most likely want to make minimal changes in the future. Betty Jo Wood made motion to approve the investment policy statement the motion was seconded by Bill Nassar. Gordon Clopine commented that the

policy is conservative, with not all invested in equities and is a good idea. The motion passed unanimously.

Karen Childers reported on the Krasovec Estate, directing the board members to two Merrill Lynch report summaries that reflect an increase in the estate from \$579,050 to \$580,776 between March 19 and May 31, 2013. Summary statements of the account will be brought to each quarterly meeting. The Estate designated Allied Health and the Simulation Lab as the fund recipient. In a meeting with Dean June Yamamoto and Sim Lab Coordinator Gary Reese, a request for upgrades to Simulation Lab equipment was made (specifically for two mannequins and a ventilator for the respiratory program) at a cost of approximately \$117,000. Understanding that this may not be done every year, it is requested that the Board approve this one-time equipment purchase with the balance of the funds being invested for earnings, and occasional purchases of upgraded equipment. Discussion included:

- Board Members would like a written policy for expenditures of this fund; one that is general so as not to limit future funding;
- It is the sense of this Board that the Allied Health staff be informed that they need to operate within the earnings of the fund, unless they have some extraordinary need;
- Requests from Allied Health for use of the funds must come to the Board;
- This is not an endowed fund. The donor's wishes are that the funds go to Allied Health with special focus on the Stimulation Lab;
- A new ventilator would service our students for the next 5-7 years; current ventilators are more than 20 years old and put our students at a disadvantage in being hired;
- The balance of the funds would be invested for future earnings and occasional upgrades to equipment;
- The funds are not "Foundation unrestricted."

Lynn Bogh Baldi made motion to approve the expenditure of approximately \$117,000 for the purchase of two new mannequins and a new ventilator; the motion was seconded by Bill Nassar and passed unanimously.

The Foundation Executive Committee will draft the spending policy for the Krasovec Estate Funds and present it at the next Board meeting in September.

## 5. **Annual Meeting** – David Raley

David Raley introduced the re-election of two current Directors with terms to expire in 2016; Gloria Macías Harrison and Bill Nassar. Michelle Riggs recommended the election of new Directors Billy Lindsey, Tommi Ng and Lillian Vasquez. David Raley recommended the election of new Director Sam Irwin. Lynn Bogh Baldi made motion to approve the re-election/election of all six Directors; the motion was seconded by Bill Nassar and passed unanimously.

David Raley introduced the election of Officers for the next year and opened the floor for nominations from the Boar for the following positions:

- Foundation President (David Raley)
- Foundation Vice President (Don Nydam)
- Foundation Secretary (Cheryl Marshall)
- Foundation Chief Financial Officer (Michael Strong)

There being no nominations from the floor for additional candidates for these positions, and having the prior consent of David Raley, Don Nydam, Cheryl Marshall and Michael Strong to continue serving in these positions respectively for the 2013-2014 academic year, Bill Nassar made a motion to approve the current officers for the coming year; the motion was seconded by Gloria Macías Harrison and passed unanimously.

David Raley requested the Board's approval of the following list of signers for the Foundation bank accounts, any TWO of which will be required to transact Foundation business:

- Cheryl Marshall
- David Raley
- Michael Strong

Denise Allen-Hoyt made a motion to approve the three proposed signers for the coming year; the motion was seconded by Gordon Clopine and passed unanimously.

Ray Quinto, Marie Alonzo, Judi Battey, and Charlie Ng will not continue as active Board Directors in 2013-2014.

## 6. **Resource Development** – Karen Childers

Karen referred to the Board members to four forms, the *Conflict of Interest Policy* and the *Whistleblower Protection Policy*, which require signatures annually from each Board Member; the *Member Affiliations* form which each Director is asked to complete and submit so that the Foundation can take advantage of network opportunities; and the *Individual Assessment* which is more of a self-reflective form with bulleted points on what is requested of Board members. Please review the *Individual Assessment* and let David know your intentions. It is hoped that all will stay on and help another year.

Karen referred to the Gala receipts and expenses sheet. The gross total was over \$100,000 and she hopes everyone had a good time. The net income was just over \$89,000. Over 200 people attended. There was praise from every side, it was fun seeing one another, and the food and service were good. Planning for the Gala on March 29, 2014, starts again this August or October, and the Gala date doesn't conflict with Easter or the Headdress Ball; there is always an effort to avoid conflict with other local events. David Raley offered congratulations to Karen, and thanks to the Gala planning committee.

## 7. **Other Items**

David Raley asked Michelle Riggs to give an update on the Alumni Association. Michelle reported that one of the Strategic Goals is to enhance alumni engagement. A CHC Alumni Association Planning Committee was formed and has already met once to discuss goals and set direction. Committee members include Rachael Gustuson with the Yucaipa News Mirror, so the Alumni Association is getting good coverage with articles having appeared 3-4 times already. The committee is meeting monthly and focusing on reconnecting with Alumni to include them in the Inauguration Procession in September; hopes are that a representative will be found from each class of the last 40 years, and more than 20 alumni have already agreed to participate. Accounts/pages are set up on LinkedIn and Facebook with over 40 people following already. The Alumni database is out of date; Michelle is working with the IT department to update the software and locate missing alumni. A Fire Academy 30<sup>th</sup> Reunion was held April 12<sup>th</sup> and raised \$700 for the Academy through donations and sponsorships. Connections are now established with those alumni and they would like an annual reunion. An Alumni of the Year Award was given for the first time. Raquel Prieto was

chosen from seven nominees. The award was presented to her at the Gala in March and the story featured in the Yucaipa News Mirror. Michelle attended the Graduates' Breakfast on May 24<sup>th</sup> and conducted a student exit survey that included questions about future schools; 108 surveys were returned and an analysis of the survey will be distributed at the next Board meeting in September. License plate frames were given to alumni and graduates and were well received. Michelle would like to identify and include transfer students as alumni because they don't get into the database if they don't graduate.

David Raley asked if there was any other business or questions. There being none, Denise Allen-Hoyt made a motion to adjourn the meeting; the motion was seconded by Lynn Bogh Baldi and passed unanimously. The meeting was adjourned at 3:55 p.m. and David Raley invited the Board to stay for refreshments to celebrate the new Directors.

The next meeting will be:   Thursday, September 19, 2013  
  3:00 – 4:30 p.m.  
  Learning Resource Center, Room 226