

CHC Foundation Executive Committee Meeting Notes

Tuesday, April. 14, 2020
7:45 a.m.
Zoom Conference Meeting

Attendees:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Bill Nassar – Pres. | <input checked="" type="checkbox"/> David Raley |
| <input checked="" type="checkbox"/> Sam Irwin – VP | <input checked="" type="checkbox"/> Michelle Riggs |
| <input checked="" type="checkbox"/> Kevin Horan – Sec. | <input checked="" type="checkbox"/> Carrie Audet - Note Taker |
| <input checked="" type="checkbox"/> Michael Strong – CFO | |

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	Meeting called to order at 7:52am by Bill Nassar	
Old Business	<ul style="list-style-type: none"> Approval of Minutes from 2/11/2020 – Motioned by Sam 2nd by Kevin, unanimously approved. 	
Continuing Business	<p>Accountant Position Update – Kevin/Michelle</p> <ul style="list-style-type: none"> All HR searches have been put on hold since the COVID-19 stay at home order began. The position had been posted and there are 12 applicants who met the minimum qualifications. HR is moving forward to prepare for interviews to be conducted via Zoom. New timelines are being set for searches. <p>Audit Update – Mike Strong</p> <ul style="list-style-type: none"> Mike met with Ray approx. 3 weeks ago to make some adjustments and answer questions regarding a few of the accounts. Ray is finishing up on P&L and the validation of a few accounts, along with a couple other items. Overall, we are close to completing the audit. <p>Scholarship Update</p> <ul style="list-style-type: none"> Students to be notified by May 15th No event this year 60 total (44 reviewed, 16 pending review) Approx. 500 applicants, 150 awards \$120k to award to students 	
New Business	<p>New Director Application: Linda Roberts-Ross</p> <ul style="list-style-type: none"> Committee discussed anyone who may know Linda personally and whether or not she may be add value to the current Board of Directors. Committee decided to move forward with including Linda on the June full board agenda. 	Michelle to include on June full board agenda

<p>Budget Report, Mike Strong</p>	<p>Investment Committee</p> <ul style="list-style-type: none"> • The committee will be meeting on Thursday, April 16 with Raul Aballi and Whitney Zick from Merrill Lynch for an update on investments. • Committee to discuss recommendation for best time to move excess funds from checking to investment account in light of recent financial changes affected by COVID-19. <p>Balance Sheet/P&Ls as of 3-31-20</p> <ul style="list-style-type: none"> • Current Balance in checking account is \$403k <p>P&Ls as of 3-31-20</p> <ul style="list-style-type: none"> • Approx \$76k has been spent for scholarships so far this year • Approx \$20k has been spent on direct student support <p>San Manuel Student Employment funds</p> <ul style="list-style-type: none"> • \$180k was sent to the District to cover payroll for student employment; however, the first 23 students who were submitted to HR had not been approved before the stay-at-home order was issued, so they never actually started working. • Michelle has been working on getting the funds returned from the District so that they can be used for Emergency Funding needs. • So far, the Foundation has only received a few requests for assistance. A survey has gone out to the student body to find out who has needs to be met to better assess our ability to support them. • Michelle will be reaching out to San Manuel to see if: 1) financial assistance can be provided to the 23 students who were supposed to start working, 2) the grant deadline can be extended past December with the expectation that students will return to school in the fall. 	
<p>College Report, Kevin Horan</p>	<p>Bond Update</p> <ul style="list-style-type: none"> • Initially Crafton was supposed to have about \$94 million to use for campus improvements; however, after various meetings and negotiations, that amount has increased to approximately \$167 million for Crafton. • Crafton Administration has been working with the District to re-prioritize projects on campus. • It has been decided that the existing PAC is to be demolished due to the fact that it would cost more to retrofit and upgrade than to build a new structure. • The old gym is scheduled to start demo around the end of September and a new PAC will be built in its place. As soon as the new PAC is completed, demo will begin on current PAC structure. • The location of the old PAC will be used for a new instructional building, which will create more efficiencies with the buildings on campus. • Re-prioritizing projects and timelines will also save some of the funding that would have been used for swing space since temporary spaces will not have to be created. • Construction is expected to take place over the next 5 years. • Central Complex 2 to begin programming for use of space and renovations needed to become more efficient. 	

	<ul style="list-style-type: none"> • Programming for new PAC is already underway. • Sam asked why Crafton is not partnering with Yucaipa Performing Arts Center. • Kevin stated that the two biggest issues as to why Crafton is not looking to partner with the City of Yucaipa for use of the YPAC is 1) that it would be an extra expense to utilize the YPAC (not currently in the budget), and 2) it would create barriers for students scheduling courses because it is off-site. • Mike confirmed that approximately 1/3 of the funding will be used for renovations while the other 2/3 will be used for new construction on the new PAC, Instruction Building, and Regional Fire Training Center. <p>Chancellor Search Update</p> <ul style="list-style-type: none"> • New timeline has been recommended to move the expected hire date from June/July to October/November. • Other community college districts have also pushed back their expected search timelines. 	
Resource Development Report, Michelle Riggs	<p>San Manuel Update</p> <ul style="list-style-type: none"> • Already covered during the Budget report <p>Gala</p> <ul style="list-style-type: none"> • Has been rescheduled for Saturday, October 3rd. • All sponsors have been notified of new event date. • Committee to research other events that may conflict with future spring/fall gala date options. • Darren would like to do a virtual event, but committee doesn't think it would be a good idea. <p>Development Committee</p> <ul style="list-style-type: none"> • Meeting scheduled today has been postponed until next month. • Reviewing timeline of appeal since it may conflict with new gala date. 	<p>Kevin and Michelle to talk about a general communication to the sponsors that event will happen.</p> <p>Michelle to add gala discussion to the full board agenda.</p>
Adjourn	Meeting adjourned at 8:25am	
Next Meeting	Tuesday, May 12 th , 2020, 7:45am, Zoom Conference Meeting	