

CHC Foundation Executive Committee Meeting Notes

Tuesday, May. 12, 2020
7:45 a.m.
Zoom Conference Meeting

Attendees:

- | | |
|--|---|
| <input 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 7:50am by Sam Irwin	
Old Business	<ul style="list-style-type: none"> Approval of Minutes from 4/14/2020 – Motioned by David 2nd by Kevin, unanimously approved. 	
Continuing Business	<p>Audit Update – Mike Strong</p> <ul style="list-style-type: none"> Mike is working on the accounting to make sure transactions are being recorded correctly and reflected on the Balance Sheet correctly, as auditor (Ray) had some concerns with the current entries/processes. Carrie helped auditor (Ray) find and pull back-up docs to review for the audit. Michelle reported that update from Ray was that audit is 99% complete, he will work with Mike to need to finish the reconciliation of the net assets. New contract proposal between \$11,600 - \$13,250 for 2019-2020 audit and \$2300 to prepare the tax returns. Committee discussed new RFP, but decided should stay with Ray at least one more year before looking to possibly change. <p>Scholarship Update</p> <ul style="list-style-type: none"> 120 students to be awarded \$155,000 to be awarded Working on Award Letters and Website update featuring students. 	<p>Mike to follow up with Ray for a status update.</p> <p>Michelle to add Ray's 19/20 proposal to the June Board agenda.</p> <p>Mike to add auditor estimate to 20/21 budget.</p>
New Business	<p>Gala Update – rescheduled for Saturday, October 3, 2020</p> <ul style="list-style-type: none"> Kevin feels that it is still too early to make a decision and would like to reassess the situation and event guidelines closer Gala committee to target a spring contingency <p>Review June Full Board Agenda</p> <ul style="list-style-type: none"> Consent Agenda to include major gifts since last board meeting New Business to include new budget New Board member – Linda Roberts-Ross Re-Election of Directors, officers, Foundation account signers, appointment of senate presidents, and committee membership. Gala Discussion – add under “Continuing Business” 	<p>Add gala update to August agenda and June Full Board Agenda.</p> <p>Michelle to contact Directors to see if they would like to continue.</p>

	*Executive committee approved moving forward with June agenda with discussed changes.	
Budget / Investment Report, Mike Strong	<p>Investment Committee Update</p> <ul style="list-style-type: none"> • Inv. Comm. Decided to move forward with investing \$150k at 20% per month over the next 5 months. • First check of \$34,000 will be mailed to Merrill Lynch this week. • June 9 meeting – review proposed 20-21 budget, Mike to send it out to committee about a week prior to 6/9/20 meeting. <p>Budget Update</p> <ul style="list-style-type: none"> • Departments have been asked to submit their requests for the 20/21 school year. • Mike, Michelle and Kevin to review funding requests. • Budget to be set up and reviewed at next Exec. Meeting before full Board meeting. 	<p>Carrie to schedule Exec Mtg. June 9</p> <p>Michelle to add to agenda for June Exec. Comm.</p> <p>Mike to send out budget to Exec. prior to 6/9/20 meeting.</p>
College Report, Kevin Horan	<p>Chancellor Search Update</p> <ul style="list-style-type: none"> • The District Board moved to postpone the search to the fall, with an ideal hire date of Nov. 1st or spring. <p>Construction Update</p> <ul style="list-style-type: none"> • Campus is moving forward with programming efforts for the Regional Fire Training Center with user groups for CC2 renovation and PAC construction. • Team is working with the state to get state money for the new PAC to be where the old gym currently is located. <p>Promise Program Update</p> <ul style="list-style-type: none"> • 2nd cohort is moving forward, with significant modifications. • 2055 student cap, increase of 400 more than last year. • No textbooks, no cash aid, no high-touch services will be offered. Interraction with students will be modified. • Will be using one-time funding of FCC dollars to maintain Promise for 2nd co-hort. • Highly unlikely Promise Program will continue after 2nd cohort. <p>District Retirement Incentives</p> <ul style="list-style-type: none"> • Approx. 20 employees took advantage of the \$20k payout retirement incentive • Around 5 employees are from Crafton. <p>Fall 2020 Update</p> <ul style="list-style-type: none"> • Will continue remote online instruction • Decision made to move forward with early scheduling deadlines, social distancing guidelines and what will be determined, workers comp. liabilities, etc. • Lectures to be remote, assessing lab requirements and where allowances will be made for Allied Health, Fire, etc. programs as well. <p>CA Governor Update</p> <ul style="list-style-type: none"> • Projecting budget shortfalls (\$18 billion) to education. Unclear at this time how SBCCD will be affected, metrics expected to be doubled when compared to 08-09 recession. 	

	<ul style="list-style-type: none"> • State is expected to use the entire “rainy day fund” to finish the 19-20 year. • The next fiscal year, 20-21, will be tough <p>Enrollment</p> <ul style="list-style-type: none"> • Current enrollment is up compared to this time last year, even with announcement of remote learning environment. • Expect to lose some students, but gain others who were planning to go directly to a 4-year college. 	
Resource Development Report, Michelle Riggs	<p>Development Committee</p> <ul style="list-style-type: none"> • Because of You Campaign – not much progress, working on the design work, but still in development stages <p>ISEEK San Manuel Grant</p> <ul style="list-style-type: none"> • We have \$180k that was set aside for student employment which is not happening now, so need to request permission to re-utilize those funds. • Intention of continuing to pay the 23 students we had hired for the spring; however, they were not processed, so not technically hired and we are now working with Student Services to look into pre-employment training “badges” they could earn and would be compensated for the training. • Hopeful to submit a new proposal by the end of the week. 	
Adjourn	Meeting adjourned at 8:28am	
Next Meeting	Tuesday, June 9 th , 2020, 7:45am, Zoom Conference Meeting	