

CHC Foundation Executive Committee Meeting Notes

Tuesday, June 9, 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 7:47am by Sam Irwin	
Old Business	<ul style="list-style-type: none"> Approval of Minutes from 5/12/2020 – *Motioned by David 2nd by Kevin, unanimously approved. 	
Continuing Business	<p>Accountant Position</p> <ul style="list-style-type: none"> District is currently on a hiring freeze due to pending budget from the state. <p>Audit</p> <ul style="list-style-type: none"> We have received invoice from Ray Ashworth, he is finishing up a few items, but can expect a draft of the audit by our next Exec. meeting. <p>Review Full Board Agenda</p> <p>Consent Agenda:</p> <p>Review Annual Forms</p> <ul style="list-style-type: none"> Committee discussed the purpose of each form and determined that only the Whistleblower and Conflict of Interest form will be required for Compliance purposes and the information regarding Affiliations will be requested by Michelle annually so that she will have current information when applying for grants. Kevin motioned to remove Individual Assessment and Affiliation forms from the required forms from the agenda. Second motion made by David, committee unanimously approved. <p>Fire Engine Donations</p> <ul style="list-style-type: none"> Two engines are being donated to the Fire Academy. They will be accepted by the Foundation and paperwork will be turned over to the District. <p>Auditor</p> <ul style="list-style-type: none"> Exec. Committee recommends approving Ray’s contract <p>New Board Member Applications</p> <ul style="list-style-type: none"> Linda Roberts-Ross – approved for the consent agenda Frances Rodriguez – committee discussed and determined there are currently no available seats on the Board. <p>Board Members with Terms Expiring</p>	<p>MR – to make updates to the Consent Agenda.</p> <p>MR – to update Frances regarding application status.</p>

	<ul style="list-style-type: none"> Michelle is following up with Board members to see if they wish to continue serving and renew their terms. <p>Election of Officers/Account Signers</p> <ul style="list-style-type: none"> All to remain the same <p>Other Officers</p> <ul style="list-style-type: none"> Jake Fuller – Student Senate President Brandi Bailes – Academic Senate President Alex Jaco – Classified Senate President <p>Budget will be covered all at one time</p> <p>Committees</p> <ul style="list-style-type: none"> All Directors to be on at least one committee. 	<p>MR – to ensure Ray, Denise and Linda are on at least one committee.</p>
<p>New Business</p>	<p>Budget Update 2019-2020</p> <ul style="list-style-type: none"> Expenses are much less, due to campus closure, no events/activities President's Circle – up to almost \$40k, with a prediction of \$25k Scholarships – we received more than was projected, but will be close to expenses by the end of June, closer to \$126k. San Manuel Grant – employment portion is less than anticipated due to campus closure. Actual YTD Revenues are \$609k; Projected was \$554k Actual YTD Expenses are \$246k; Projected was \$539k Artwork – projecting to write of \$38k (primarily Peele canvases) by 6/30/20, last year wrote off \$30k <p>2020-2021</p> <ul style="list-style-type: none"> President's Circle membership – project a slight increase Gala – optimistic to have a gala next spring, in the budget San Manuel – we are expecting to be able to spend the funds, just differently that written out in the original grant. Job training opportunities have been resubmitted to San Manuel so that the funds are still being used for their original intent, but in a different format. Michelle waiting to hear back from San Manuel. Endowed Scholarships – not spending down, since only expensing the interest earned and new endowments get established. <p>*Motion to take budget to the Board made by Mike. Sam seconded and committee approved.</p>	<p>MR – to add gala update to Full Board Agenda</p>
<p>College Report, Kevin Horan</p>	<p>Campus Remote Learning Environment</p> <ul style="list-style-type: none"> The governor is expected to release the guideline for re-opening schools. Due to the social distancing requirements, this is not possible in the traditional environment. Most IE community colleges are going to remote instruction. <p>Enrollment</p> <ul style="list-style-type: none"> Enrollment is up compared to this time last year Main factors being higher unemployment rate and 4-year universities going online, so more students will take gen. ed. units at a community college. 	

	<p>CARES Act – Federal Funding for Financial Aid Students</p> <ul style="list-style-type: none"> • Crafton has received \$900k in funding for students who were enrolled in the spring. Funds are being disbursed based on the number of units enrolled, ranging from \$100-\$600 per students. 	
Resource Development Report, Michelle Riggs	<p>Scholarships – Donor Cards</p> <ul style="list-style-type: none"> • Carrie has started on pulling together the donor cards to mail out to all of the scholarship donors. <p>Emergency Funds</p> <ul style="list-style-type: none"> • We have been processing a lot of applications for these funds. <p>Grants Update</p> <ul style="list-style-type: none"> • Edison and Wells Fargo – final reports due. • Growing Inland Achievement - \$10k grant received • Sam Hlavaty is working on a \$25k gift from one of his clients to support Paramedic/EMT students. <p>Revisit meeting dates/times for new year</p> <ul style="list-style-type: none"> • Committee discussed and decided to keep the current day of 2nd Tuesday at 7:45am, as it works for everyone. • July meeting to be cancelled and committee will reconvene on August 11th 	
Adjourn	Meeting adjourned at 8:32am	
Next Meeting	Tuesday, August 11 th , 2020, 7:45am, Zoom Conference Meeting	