

# CHC Foundation Executive Committee Meeting Notes

Tuesday, August 11, 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 7:48am by Bill Nassar   |  |
| Old Business               | <ul style="list-style-type: none"> <li>Approval of Minutes from 6/9/2020 – *Motioned by Kevin 2<sup>nd</sup> by Sam, unanimously approved.</li> </ul>  |  |
| Continuing Business        | <p>Accountant Position</p> <ul style="list-style-type: none"> <li>Mike has helped to utilize the Account Clerk in the BURSAR Office to help fill the position with the Foundation Office.</li> <li>She has been helping Mike with checks and deposits, will assume that role and gradually add thank you letters, Bloomerang entries, invoicing and more.</li> <li>Kevin thanked Mike and Michelle for working with HR to be able to transition this role to help with the Foundation Accounting role. Michelle thanked Mike for his help.</li> </ul> <p>Audit</p> <ul style="list-style-type: none"> <li>Ray was approved at the June Full Board meeting to conduct the 19/20 audit.</li> <li>He is currently finalizing the 18/19 audit and reconciling net assets, while navigating some family emergencies and the changes due to COVID-19. Will resume again shortly.</li> <li>The balance transfers are being finalized to close out 19/20 and begin 20/21.</li> </ul> | <p>MR to get paperwork to bank to release info to Ray for 19/20 audit.</p> <p>Would like to take 18/19 audit to Sept. Board for full approval.</p> |
| New Business               | No New Business  |  |
| Budget Report, Mike Strong | <p>Balance Sheet Review – June 30,2019 vs June 30, 2020</p> <ul style="list-style-type: none"> <li>Checking went from \$188k to \$515k</li> <li>Total Assets went from \$305k to \$636k</li> <li>Fixed Assets went from \$199k to \$161k</li> <li>Investments went from \$2.3million to \$2.5million</li> <li>Total Assets went from \$2.9million to \$3.4million</li> </ul> <p>*Interest distribution has not been completed yet.</p> <p>*Fundraising down due primarily to postponed gala</p> <ul style="list-style-type: none"> <li>President's Circle went from \$52k to \$76k</li> <li>Non-Endowed scholarships from \$215k to \$247k</li> <li>Endowed scholarships from \$312k to \$388k</li> <li>Program Support went from \$63k to \$59k, due to no money from gala fundraiser</li> <li>Total Liabilities &amp; Equities from \$2.9million to \$3.4million</li> </ul>  | <p>Committee liked this report and would like to use for further discussions with the full Board.</p>  |

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|   | *Theater account to be moved to a trust account for ticket sales and to better support the needs of the theater department.   |  |
| College Report, Kevin Horan                 | <p>In-Service Day – this Wednesday</p> <ul style="list-style-type: none"> <li>The kick-off for welcoming staff and faculty to the new fall semester</li> </ul> <p>Campus Update</p> <ul style="list-style-type: none"> <li>Fall to be fully remote (94%) with a few exceptions from Fire, Public Safety/Allied Health courses and some labs.</li> <li>Decision about Spring to be made by mid-September due to planning and scheduling that needs to occur for the courses.</li> <li>Would be difficult to transition mid-term from remote to in-person classes, so will finish each semester how they begin.</li> </ul> <p>Enrollment Update</p> <ul style="list-style-type: none"> <li>Enrollment is down 17-23% from last fall, Valley down 28%, across the state is similar or even greater drops in enrollment.</li> <li>Currently waiting for state's projected tax revenue in October</li> <li>May or may not trigger potential reductions in funding.</li> <li>Real challenge will be the next academic year, 2021-2022.</li> <li>Recruitment for full time positions has been frozen until we know budget for next fiscal year.</li> </ul> <p>Student Services/Instruction</p> <ul style="list-style-type: none"> <li>Good News – many processes have been streamlined, more faculty getting trained to teach online, instructors have embraced the challenge, some have received additional training to be certified to teach online.</li> </ul>  |  |
| Resource Development Report, Michelle Riggs | <p>San Manuel</p> <ul style="list-style-type: none"> <li>Approved re-allocation of funds from \$180k ISEEK grant; will now use the student employment funds for Career Services to train students on employment skills as well as a program to help prepare students for interviews.</li> <li>\$50k – Emergency Funds</li> <li>\$5k – Transfer Fee Waivers</li> <li>\$25k – mentoring program with San Manuel</li> <li>\$10k – Equifax Tool for research to help better reporting and follow up of ISEEK participants.</li> </ul> <p>Grants Update</p> <ul style="list-style-type: none"> <li>Bank of America – donating 10k masks to help with classes on campus</li> <li>IEUW - \$12,500k for Emergency Funds approved</li> <li>Wells Fargo – Application for \$20k Emergency submitted</li> <li>Edison final reports submitted. Crafton was the only fire academy in the state to complete the spring semester, so the majority of funds set aside for other colleges may allow us to receive additional funds for this year. Fire Academy costs have gone up this year, so this would help the cadets tremendously. Generally we get \$25k for Fire and \$25k for STEM; this year we are hoping for an additional \$10k for Fire.</li> </ul> <p>Donor Cultivation Projects</p> <ul style="list-style-type: none"> <li>Scholarship Donor Cards - being worked on, should go out in the next month or so.</li> <li>Video being put together to send to donors</li> </ul> <p>Gala</p> <ul style="list-style-type: none"> <li>Notice of cancellation went out to guests and invitees</li> </ul> |  |

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|              | <ul style="list-style-type: none"> <li>• Request of donations to the endowment in lieu of gala</li> <li>• So far we have received a few new President Circle members from this.</li> </ul> <p>Development Committee</p> <ul style="list-style-type: none"> <li>• Working on the Annual Appeal (fall)</li> <li>• 2 Alumni Stories to be shared</li> <li>• All dollars raised will go to the Endowment Fund</li> </ul> |  |
| Adjourn      | Meeting adjourned at 8:19am  |  |
| Other        | David is willing to help a student who may not otherwise be eligible for emergency assistance (if needed).   |  |
| Next Meeting | Tuesday, September 8 <sup>th</sup> , 2020, 7:45am, Zoom Conference Meeting   |  |