

# CHC Foundation Executive Committee Meeting Notes

Tuesday, Nov. 21, 2022  
3:00 p.m.  
Zoom Conference Meeting

**Attendees:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Dr. Phong Nguyen – Pres. | <input type="checkbox"/> William Nassar – Past Pres.          |
| <input type="checkbox"/> Amy Minjares – 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     | <input type="checkbox"/>                                      |

| TOPIC                   | DISCUSSION   | FURTHER ACTION  |
|-------------------------|--|---|
| Call to Order / Welcome | 3:10 – Welcome from Dr. Nguyen   |   |
| Old Business            | <p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>Approval of Exec Minutes from 10-17-2022 – <i>*Motioned by Mike, seconded by Kevin, unanimously approved.</i></li> </ul>  |   |
| New Business            | <p><b>Review of Full Board December Agenda</b></p> <ul style="list-style-type: none"> <li>Audit</li> <li>Feasibility Study Update</li> <li>Investment Committee updated charge</li> <li>Move Greek naming ceremony to different day than groundbreaking ceremony.</li> <li>Greek gift of \$300 to be presented at Respiratory graduation ceremony.</li> <li>Invite Directors to attend Respiratory graduation</li> </ul>   | Michelle to move the date of the Greek naming ceremony. |
| Continuing Business     | <p><b>Feasibility Study Update</b></p> <ul style="list-style-type: none"> <li>First 9 pre-interviews are done; will schedule small group meetings for January.</li> </ul>  |   |
| Reports                 | <p><b>Kevin – Crafton Hills College</b></p> <ul style="list-style-type: none"> <li>No major updates.</li> </ul> <p><b>Mike - Budget Update</b></p> <ul style="list-style-type: none"> <li>Budget/Audit updates previously provided.</li> <li>RTC groundbreaking to continue as scheduled – all bids are good to move forward with project. PAC project is going out to bid again with an estimated 6-mo. delay in that groundbreaking ceremony.</li> </ul> <p><b>Michelle – Resource Development</b></p> <ul style="list-style-type: none"> <li>2022 Annual Appeal – 2 letter groups to go out this year, a general and a CTE specific.</li> <li>We are doing a small online push for Giving Tuesday this year.</li> <li>Ann Martgan was recognized at the state level on Friday as an outstanding community college alumnus.</li> </ul> |   |

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|-----------------|---|--|
|                 | <ul style="list-style-type: none"> <li>• Damian Garcia's press release was submitted regarding his new appointment as judge and support of community colleges.</li> <li>• Institutional Advancement has hired a new Advancement Coordinator who will start on 12/12/22 to help support the marketing and communications at the college.</li> </ul>  |  |
| Upcoming Events | <p>Mark your calendar for the following upcoming Foundation Events:</p> <ul style="list-style-type: none"> <li>• Paramedic Graduation 12/9/22 6:00pm in PAC</li> <li>• Board Meeting 12/15/22 4:00 p.m.</li> <li>• Respiratory Graduation 12/15/22 5:00pm in PAC</li> <li>• Fire Academy Graduation 12/16/22 6:00pm in PAC</li> <li>• New Regional Training Center Groundbreaking Ceremony 1/20/23 1:00 p.m.</li> <li>• Greek Naming Ceremony in PSAH, 1/21/23 @ 1:00 pm</li> </ul> |  |
| Adjourn         | 3:46pm – meeting adjourned  |  |
| Next Meeting    | Monday, January 23 <sup>rd</sup> , 2022, 3:00 p.m., Zoom Conference Meeting   |  |