CHC Foundation Executive Committee - Notes

Meeting Details

Date: Monday, May 18, 2026

Time: 8:00 a.m. - 9:00 a.m.

Location: Foundation Office

Members (Attendance)

Enter P (present) or A (absent) in the Attendance column.

Attendance (P/A)	Member	Role / Representation
P	Amy Minjares	President
P	Wynona Duvall	1st Vice President
P	David Avila	Vice President
P	James Cortz	Vice President
P	Barbara Smith	Vice President
P	Leslie Wessels	Vice President
P	June Yamamoto	Vice President
P	Kevin Horan	Secretary
P	Mike Strong	Chief Financial Officer
A	Phong Nguyen	Immediate Past President
P	Carrie Audet	Asst. Director of Development
P	Cinthia Calderon-Cruz	Account Technician
P	Jenny Cunvong	Development Coordinator
P	Michelle Riggs	Director of Development

Mission Statement

The Crafton Hills College Foundation is dedicated to cultivating meaningful relationships and raising funds that remove barriers, enhance opportunities, and empower students to strengthen our community.

Item, presenter, time	Minutes	Proposed action / next steps
Call to Order; Amy Minjares, 8:00 a.m.	A. Opening Comments	

Item, presenter, time	**Minutes**	**Proposed action / next steps**
New Business	A. Approval of Exec meeting notes 4/6/26 meeting • *Motion to approve minutes by Wynona Duvall, seconded by David Avila, motion passed unanimously.* B. Review Proposed Budget ’26 – ‘27 • Mike reviewed the current 2025–2026 budgeted annual revenue of $1,283,075 compared to the actual year-to-date revenue received of $1,322,068.51. • Proposed budget revenue for 2026–2027 is $1,670,000. • The proposed budget increases scholarship funding from $260,000 to $300,000. • *Motion to add the consent agenda item to the June meeting agenda approved by David Avila, seconded by Barbara Smith, motion passed unanimously.* C. Review Proposed Endowment Transfer for Seat Naming • The Foundation will use unrestricted funds to purchase 109 seats, with 26 seats remaining available for sponsorship. • *Motion to approve by Barbara Smith, seconded by David Avila, motion to move forward passed unanimously.* D. Review Brent Hunter Contract 26-27 • Brent’s contract is renewed annually to support his ongoing work with named and major gifts • Current contract rate is $88 per hour for up to 10 hours per week, not to exceed 40 hours per month. • *Motion to approve by David Avila, seconded by Wynona Duvall, motion passed unanimously.* E. Review Proposed Revisions to Gift Acceptance Policy • Reclassification as a 509(a)(1) organization allows the CHC Foundation to accept all qualified gifts directly. • *Motion to add the consent agenda item to the June meeting agenda approved by June Yamamoto, seconded by James Cortz, motion passed unanimously.*	

<table>
<tr><th>Item, presenter, time</th><th>Minutes</th><th>Proposed action / next steps</th></tr>
<tr><td>Continuing Business; Mike Strong, Michelle Riggs</td><td>A. Review June Board Agenda and Strategic Planning Session
• All directors will continue serving in the upcoming term
• Mike Strong proposed removing “Policies and Procedures” from the agenda.
• The June Board Meeting will include small-group breakout activities
B. IRS Determination Letter – Approved as 509(a)(1) 170(b)(1)(A)(iv)</td><td>Michelle will reach out to verify all committee members.

Michelle to provide more information on breakout activities.

Barbi and June will prepare an ice breaker activity for the June Board Meeting.</td></tr>
<tr><td>Reports</td><td>• Crafton Hills College – Kevin Horan
  ◦ Kevin reported that the recent commencement had the highest number of graduates in CHC history with 50 more this year than last.
  ◦ Next year’s graduation ceremony may need to be relocated to accommodate parking needs.
  ◦ Spring enrollment exceeded 11,000 unduplicated students with 5,100 full-time, unfunded students.
  ◦ Reported that 2 complaints filed against Foundation scholarships designated for women have been put to rest.
  ◦ CHC’s self-evaluation accreditation report yielded positive outcomes.
  ◦ Reported that Mike and Delmy Spencer worked to bring the BookSaver program into compliance with Opt-in/Opt-out options for students.
  ◦ Student Senate worked to lower the Student Activity Fee and the Recreation Fee.
  ◦ Additional funding from Measure E ($25M) will go towards planning a new athletic complex and collegiate field.
  ◦ A new LVN program will have orientation today
• Finance – Mike Strong
  ◦ On the Balance Sheet, Mike highlighted the Total for Assets is $10,128,082.09, and the Total for Bank Accounts (including checking and unrestricted funds) is $559,202.02, and the Total for 1700 Investments is $8,864,994.89.
• Development – Michelle Riggs
  ◦ Tim Evans interested in joining board
  ◦ Alumni Roll Call Campaign April 1 – 30, 2026
    ▪ Michelle noted the success of the alumni campaign, which reached 377 individuals
  ◦ Retiree Brunch May 28
  ◦ Multi-chamber Mixer June 2</td><td></td></tr>
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Item, presenter, time	Minutes	Proposed action / next steps
Upcoming Events	A. **Next Full Board Meeting** – June 4, 2026, 4:00 p.m. – 7:00 p.m. B. **Next Executive Committee Meeting** – August 3, 2026, 8:00 a.m.	
Adjourn; Amy Minjares, 9:04 a.m.	A. Closing Comments – Amy Minjares	

Foundation Events/ Meetings:

5/21/26 – Alumni Committee Meeting and Roadrunner Roll Call Debrief
5/28/26 – 9 a.m. – Retiree Brunch

6/2/26 – 5:30 p.m. – Multi Chamber Mixer
6/4/26 – 4:00 p.m. – Full Board Meeting

7/30/26 - 4:00 p.m. – Finance Committee Meeting
8/13/26 – 10 a.m. – Scholarship Reception

10/1/26 – Annual Fundraiser – Bright Nights, Brighter Futures!
11/6/26 – 2:30 p.m. – Legacy Wall Unveiling

Other Crafton Events:

5/26/26 and 5/27/26 6 p.m. – EMT Graduations