

Minutes of the Regular Meeting
of the
BOARD of DIRECTORS
Crafton Hills College Foundation

DATE: March 15, 2007

LOCATION: Crafton Center, Crafton Hills College

PRESIDING: David E. Raley, President

ATTENDANCE: Present: Donna Ferracone Kimmi Grulke
Judi Battey Patrick Fite
Gloria Harrison Cheryl Bardowell
Cheryl Cox Daniel Bahner
Gene Wood Gordon Clopine
Win Carl Don Nydam
Lynn Baldi David Raley
Betty Jo Wood

Absent: Charlie Ng Carleton Lockwood, Jr.
Ray Quinto James Ramos
Claire Marie Teeters

Guests: Ericka Paddock, Director of Student Life

1, **Call to Order**

The meeting was called to order by President Raley at 7:10 A.M.

2. **Minutes of the Meeting**

IT WAS MOVED by Daniel Bahner, seconded by Judi Battey, and unanimously carried to approve the minutes of the December 21, 2006, meeting, as read.

3. **Secretary's Report** - Harrison

(a) Introductions

Members and guests introduced themselves

(b) Gifts to the College

Ms. Harrison presented the report & asked if there was discussion in regard to the report. None was proposed.

(c) Master Plan

Ms. Harrison presented a detailed progress report and distributed the CHC Annual Report for 2005-2006, which features a master plan map, illustrating a "cluster campus" plan. Campus Vision 2025, an additional package, will add a new humanities cluster. It was hoped that ground would be broken in 2007, but it has been delayed until 2008. Ms. Harrison also named the principal firms involved in the Master Plan as follows:

Architects: Steinberg Architects

Program Managers: Kitchell / BRj

Construction Company: Tilden-Coil Constructors

She described the Natatorium complex, and stated that CHC would initiate a swim program, and stated that a teaching/therapy/wellness pool will be included in the complex. She advised that we will be entering into a fund-raising campaign to finance this project.

Mr. Bahner distributed printed information in re: the educational Master Plan, and described the Plan's components, which include its mission, resource allocation, values, goals, statement, and articulation of identity. He stated that, "By law, we must be 'everything to everybody'." but that we need to identify "Who are we?" He stated goals of creating a vibrant student life, community-centered involvement, and complying with the original concept of CHC as a "cluster" college, where students congregate for eating, talking, and using available technology. He used the acronym "S W O T", which he defined as identifying our Strengths, Weaknesses, Opportunities and Threats.

Mr. Bahner informed that there will be nine forums on campus to identify the mission & purpose, values, vision, and how to realize them, driven by a link between the mission and the allocation of resources by the accreditation board.

Pres. Raley suggested that Board members consider a particular forum, and it was decided that all member would be invited, via e-mail, to attend the forum on April 6, at 11:00 A.M.

Ms. Harrison presented relevant topics and activities, including:

1. Board Development Training
2. A Title V – funded "Feasibility Study"
3. Naming possibilities
4. Endowments

4. Chief Financial Officer's Report - Carl

Mr. Carl stated that the Foundation's assets are up 20% over a year ago, and double the sum of 3-4 years ago. He presented the

1. Financial Recap, noting that the Gala generated a lot of income
2. Balance Sheet Previous Year Comparison

(See attached copies of the Financial Recap and Balance Sheet)

3. Investment Policy – stating that the Finance committee recommends adoption, with the further recommendation of putting out a Request for Proposal (RFP) to select financial advisors, with the finance committee to select one from among them. He recommended that, as CD's mature, the Foundation would use a conservative amount of funds to invest, approximately 20% of the portfolio, balancing fixed investments with variable, weighing risk vs. gain, to grow in proportion to inflation and the cost of living. He stated that many foundations adopt such a policy.

Ms. Bardowell recapped input from board members, and further recommended that the finance/investment/audit committee interview advisors and engage one through an RFP process.

Mr. Wood suggested George Gorian as one willing and able to manage smaller portfolios of the approximate size of CHC.

Ms. Baldi stated that the Community Foundation engages an advisor in a program of "pass through funding", wherein the administrator is compensated via an administrator's fee.

Pres. Raley stated he agreed with Ms. Bardowell that the Board should initiate the process of accepting RFP's.

Mr. Carl stated that the Investment Policy had remained unchanged since the last board meeting, but that it is subject to approval by the Board.

IT WAS MOVED by Mr. Carl, seconded by Ms. Baldi, that the Board adopt the Investment Policy, including the recommendation to move forward with the submission of RFP's, with one advisor to be selected by the finance/investment committee. The motion unanimously carried.

5. Resource Development Report – Bardowell

(a) Title V Cooperative Strategies

Ms. Bardowell distributed a handout that provided a “snapshot” of the Title V Co-op grant. She suggested putting a portion of the Alturas and Gala proceeds into an endowment, and a portion to the Fire Technology program, with the particulars of the division of proceeds to be decided at the June meeting.

(b) Foundation committees - proposed

A draft of the committee structure was presented. Board members were asked to indicate committees of interest, or for which they have an interest.

Discussion: Mr. Bahner asked if any of the committees have a standing meeting time. Ms. Harrison concurred that it would be a “good practice.” Pres. Raley instructed, “If you are not on a committee, choose one.”

(c) Board Development Training – Target date: May, 2007

The Board assistant secretary is to distribute, via e-mail, a survey to determine which Friday in May would provide the opportunity for greatest participation.

(d) Event proceeds

Ms. Bardowell re-iterated that the distribution of proceeds will be discussed at the June board meeting.

6. 35th Anniversary Gala Report

Ms. Ferracone recommended the Board apportion \$4,000.00 to the Gala fund to offset expenses prior to the event.

It was moved by Mr. Bahner, seconded by Mr. Clopine, and unanimously carried.

Discussion: Ms. Ferracone requested an e-mail be sent by the asst. secretary, informing all board members of the need for volunteers on the day of the event. Pres. Raley asked that he be invited to the next meeting of the special events committee.

7. Other

Ms. Harrison stated that the Board had allocated \$1,500.00 to the Student Senate for the purchase of one 10' X 10" and one 10' X 15' “E-Z Up” shelters. Actual cost was \$1,680.90. Ms. Harrison proposed the Board give the Student Senate the additional \$180.90.

IT WAS MOVED by Mr. Clopine, seconded by Ms. Baldi, and unanimously carried.

Ms. Harrison asked that board members volunteer to present Foundation scholarships at the convocations at Yucaipa High School, Redlands High School, and Redlands East Valley High

School. The asst. secretary is to send an e-mail containing dates and times of the referenced events, and requesting response from board members.

Mr. Fite stated that several members of the press, some of whom are CHC alumni, will be seated at a "Media table" with him at the Gala.

8. Adjournment

The meeting was adjourned by Pres. Raley at 8:20 A.M.

The Annual meeting will be held on June 21, 2007.