

Crafton Hills College Foundation Board of Directors

Regular Meeting Minutes

September 19, 2013

Directors Present: David Raley, Don Nydam, Cheryl Marshall, Mike Strong, Lynn Bogh Baldi, Gordon Clopine, Gloria Macías Harrison, Denise Allen, Sam Irwin, William Lindsey, Tommi Ng, Michelle Tinoco, Lillian Vasquez and Betty Jo Wood.

Absent: Joanna Averett, Cheryl Cox, Donna Ferracone, Bill Nassar, James Ramos, and Robert Temple.

Staff Present: Karen Childers, Michelle Riggs, Rebeccah Warren-Marlatt, Donna Hoffmann and Cyndie St. Jean.

1. **Call to Order and Opening Comments** – Vice President Don Nydam called the meeting to order at 3:14 p.m. and called the Committee members' attention to the Foundation's Mission, Values and Vision Statement. Self introductions were made.

The Board approved Sam Irwin as the CHC Foundation representative on the Citizens Bond Oversight Committee.

2. College Happenings – Cheryl Marshall

Dr. Marshall reported that the college is up 100 FTE (full time equivalent) students over last fall and also expects an increase in Spring enrollment.

Crafton has partnered with KVCR and will present a screening of the PBS series, Latino Americans, on Monday, September 23, 2013 at 6:30 p.m. There will be a panel discussion afterwards of local Latinos who will share their stories of struggles and success.

The Friends of Crafton Hills College will host their second annual luncheon, please bring your friends. This is an opportunity to introduce more community members to the good work of Crafton Hills College.

We will be hosting a Come to College Family Fest on Saturday, October 12, 2013 from 9:00-3:00. There will be workshops, college information, career

demonstrations and much more. San Jacinto Community College and San Bernardino Valley College will also attend. Yucaipa/Calimesa Joint Unified School District will give information about their STEM program.

Presidential Inauguration will be Friday, September 27, 2013.

3. Approval of Minutes of March 21, 2013 – All

Gordon Clopine made a motion to approve the minutes of June 20, 2013, as presented; the motion was seconded by Gloria Harrison and passed unanimously.

4. Financial Report – Mike Strong

Mike Strong reviewed the draft Use of Krasovec Funds policy. He indicated that the Krasovec donation partially funded in March for about \$579,000. The estate is in the process of selling some land in Fontana and we will get a portion of the proceeds of that sale.

Gloria Harrison made a motion to approve the Use of Krasovec Funds policy as presented; the motion was seconded by Mike Strong and passed unanimously.

Mike Strong reviewed the draft Use of Unrestricted Funds policy. This includes President's Circle, annual fundraising at the Gala, interest or investment earnings and contributions that are not designated as restricted and/or designated "unrestricted".

Cheryl Marshall stated each unit on campus reviews their program every three years, analyzes how well they are doing and requests resources. General fund monies might not cover the entire expense and President's Circle funds could be used to pay for the balance.

Gloria was concerned that the parameters listed for President's Circle funds may be too restrictive. In the past it was up to the discretion of the President for use of President's Circle monies and the Foundation honors the President's discretion. She suggested "may" instead of "shall" or "should." She also indicated that in the future the Foundation may be asked to cover administrative costs.

David Raley stated we have a fiduciary duty to donors to spend this money wisely.

After discussion, the Board asked that staff make the suggested changes and present at the next Foundation Board meeting.

Mike Strong went over the investment portfolio summaries from Merrill Lynch. Our investments have been up and down and he reminded everyone this is a long term process. He also reported that September is showing a net gain of \$28,000+ so far.

A CD for \$87,399 matured and was deposited into the Merrill Lynch account in August. The Foundation's Quickbooks software keeps track of which Merrill Lynch monies are from Krasovec and which monies are from other sources.

Mike Strong reviewed the CHC Foundation budget for 2013-2014. This is the first budget presented. The income side is based on historical data and interest we are expecting. Each Foundation Board meeting will include an updated budget to show our progress.

It was moved by Don Nydam that we adopt the Foundation budget for 2013-2014 as presented; the motion was seconded by Gloria Harrison and passed unanimously.

5. Development – Karen Childers

Michelle Riggs reminded everyone that the VIP luncheon prior to the Presidential Inauguration on Friday, September 27, 2013, is at 12:30 p.m. in LRC 226. After lunch we will be unveiling the updated Wall of Distinction. If you are bringing your own regalia, you may drop it off at the Performing Arts Center (PAC) prior to lunch. Each Board member will have a Foundation Board sash to wear with their regalia. She will be sending an email out on Monday to all participants with additional information.

Karen stated the Friends of CHC luncheon is Tuesday, October 8, 2013. Last year our focus was Summer School 2013 and we raised \$57,982. Rebeccah made sure that our donation did not affect apportionment. This year our

focus is Left Lane Project that helps students bridging from high school to the first year here and naming opportunities on our new construction buildings. David Raley encouraged everyone to please come and bring a friend.

The Foundation's strategic plan includes several committees to aid the Foundation in achieving its goals. Karen distributed a sign-up sheet for all Board members to be on a committee. Committees will be set up by a convener staff person but the team lead will be a board member. Committees generally meet once a month.

Karen reported on two grants the Foundation recently received: Community Stories grant from CalHumanities is for \$10,000.00. A theatrical performance of "The Dream Act" is about the issues and challenges facing undocumented students in California. The other grant is the Way of Wellbeing grant from Bringing Theory to practice for \$1,000.00. We will have a Health and Wellness Day on January 22, 2014 (tentative date) that includes workshops on nutrition, yoga meditation, health screenings and guest presenters. It will be open to students, faculty, staff and the community. Lillian Vasquez asked that KVCR have a booth for autism. These have been previously approved at the Executive Committee but need to get ratified by the full board.

A motion was made by Gloria Harrison to accept the two grants as presented; it was seconded by Gordon Clopine and passed unanimously.

Lillian Vasquez will do a press release on the two grants.

Michelle and Karen are currently working on an Edison STEM scholarship grant for \$5,000.00. Michelle reported there is a donor scholarship reception on Tuesday, October 15, 2013, in the Crafton Hills College cafeteria from 4:00-6:00 p.m.

The meeting was adjourned at 4:25 p.m.

The next meeting will be: Thursday, December 5, 2013, at 3:00 p.m. in the Learning Resource Center, Room 226.