

CHC Foundation

Board of Directors Quarterly Meeting

Thu. September 17, 2015
3:00 p.m.
LRC 226

Attendees:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Sam Irwin (President) | <input type="checkbox"/> William Lindsey (Dir.) | <input type="checkbox"/> Betty Jo Wood (Dir.) | <input type="checkbox"/> Bryan Reece (Staff) |
| <input type="checkbox"/> Daniel Bahner (Vice Pres.) | <input checked="" type="checkbox"/> Amy Minjares (Dir.) | <input checked="" type="checkbox"/> Denise Hoyt (Dir.) | <input checked="" type="checkbox"/> Rebecca Warren-Marlatt (Staff) |
| <input checked="" type="checkbox"/> Cheryl Marshall (Secretary) | <input checked="" type="checkbox"/> William Nassar (Dir.) | <input type="checkbox"/> Michelle Tinoco (Dir.) | |
| <input checked="" type="checkbox"/> Mike Strong (CFO) | <input checked="" type="checkbox"/> Tommi Ng (Dir.) | <input checked="" type="checkbox"/> Aaron Burgess (Dir.) | |
| <input type="checkbox"/> Donna Ferracone (Dir.) | <input checked="" type="checkbox"/> David Raley (Dir.) | <input checked="" type="checkbox"/> Michelle Riggs (Staff) | |
| <input type="checkbox"/> Olga Forester (Dir.) | <input checked="" type="checkbox"/> Mike Smith (Dir.) | <input checked="" type="checkbox"/> Carrie Audet (Staff) | |
| <input checked="" type="checkbox"/> Gloria Macías Harrison (Dir.) | <input type="checkbox"/> Lillian Vasquez (Dir.) | <input type="checkbox"/> Donna Hoffman (Staff) | |
| <input checked="" type="checkbox"/> Jan Leja (Dir.) | <input checked="" type="checkbox"/> Robert Visconti (Dir.) | <input checked="" type="checkbox"/> Ericka Paddock (Staff) | |

TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Thursday, September 17 th , 2015 / 3:00pm – 4:30pm	
Call to Order & Opening Comments	President Sam Irwin called the meeting to order at 3:05 p.m.	
Approval of Minutes of Meeting June 18, 2015	William Nassar moved to approve minutes from June 18, 2015 as presented; the motion was seconded by David Raley. Vote passed by majority. Abstention: Jan Leja	
Presentation of President's Circle mini-grant support of student trip	Four students each spoke about their individual experiences on the field trip to visit universities in northern/central California. The schools visited were UC Berkeley, UC Davis, CSU Monterrey Bay, UC Santa Cruz, UC Santa Barbara and CSU Channel Islands. The trip lasted for 5 days and 4 nights and cost a total of approximately \$3000.00. With the help of the mini-grant and additional funding, the students only had to pay \$85 each to attend. A total of 13 students were selected for the field trip based on their applications and other requirements.	
Reports		
Strategic Planning Update, Sam Irwin	The Strategic Plan draft was included in the Board packet for September. Sam would like the Strategic Plan to be ready to approve at the December board meeting and asked that everyone please read and provide feedback on the current draft. Cheryl Marshall will be sending out the write ups for each of the "targets" and would appreciate feedback as well.	All: Please provide feedback on the draft so that a final draft is ready for approval in December. Cheryl Marshall to provide updates to "targets" as soon as they have been completed.
Events Update, Michelle Riggs	2016 Gala – Planning Update <ul style="list-style-type: none"> Saturday, 3/19/16 at Crafton Hills College Theme: "Live from Crafton, it's Saturday Night!" President's Circle Preview Parties <ul style="list-style-type: none"> 10/05/15 – Allied Health Building 10/20/15 – Crafton Center 11/10/15 – Canyon Hall 	
Investments & Budget/Financial Update, Mike Strong	Budget Update <ul style="list-style-type: none"> Mike presented an update to the budget showing an anticipated additional \$250,000.00 to income and an additional \$45,000 in expenses to cover the Planned Giving Consultant contract and anticipated gifts. The CHC General Fund Projected Revenue and Expenses were also added. 	

	<ul style="list-style-type: none"> • Motion to approve the revised budget was made by David Raley. The motion was seconded by Cheryl Marshall. After further discussion, the Board was supportive and passed the revised 2015-2016 budget unanimously. <p>Investment Committee Report</p> <ul style="list-style-type: none"> • A slight discrepancy was discovered with the investment portfolio and compliance with the Foundation's Investment Policy. Merrill Lynch has made the correction. <p>Investment Committee Recruitment</p> <ul style="list-style-type: none"> • The Investment Committee met last week and there were not enough members to have a quorum. There is a need for additional members. Amy Minjares has a banking background and volunteered to be added to the Investment Committee. <p>The Community Foundation (TCF)</p> <ul style="list-style-type: none"> • The investment committee was also going to discuss a possible recommendation to partner with The Community Foundation. The board discussed the pros and cons of this particular investment and it was decided that it should be thoroughly reviewed by the Investment Committee before voting. 	<p>Add Amy Minjares to Investment Committee</p> <p>The Investment Committee is to meet again and present a formal recommendation at the next board meeting on 12/3/15.</p>
College Update, Cheryl Marshall	<p>Promoting CHC</p> <ul style="list-style-type: none"> • Cheryl passed out samples of a new fact sheet and pamphlet to be used for promoting Crafton's programs and goals. • FTEs – CHC is currently 150 FTEs below where we were last fall. A 9-week session of courses has been added and promoted in an effort to increase the total FTEs for this semester. • The new buildings are coming along nicely, with the major grand openings scheduled for the spring. • Plans for the Athletics Program are moving forward with women's golf slated to begin in the fall of 2016 and the swim team to begin in the Spring of 2017. • Discussions continue with the City of Yucaipa and the proposed "College Village" to include apartments, a middle college, a training/education center and food/commercial businesses. • A new logo has been approved and is being updated. 	
Community Relations and Resource Development, Michelle Riggs	<ul style="list-style-type: none"> • A total of 66 bricks have been sold so far. • Donor/Scholar reception will be held on 9/24/15 and Directors are welcome to join to help fill donor gaps. • Auditors have been busy making adjustments and checking for compliance – will report findings at next meeting. • Alumni data is currently being indexed. • A total of 45 textbook loans have been issued this fall. • New Transfer application fee waiver has started and so far 2 students have been able to use it. 	
Consent Agenda	<p>David Raley motioned to approve the consent agenda and the motion was seconded by Cheryl Marshall. Motion carried.</p> <ul style="list-style-type: none"> • Accept resignation of Foundation Director, Cheryl Cox • Accept resignation of Foundation Director, Gordon Clopine 	

	<ul style="list-style-type: none"> • Accept USLI Directors and Officers Liability Coverage • Accept Donation of 1992 KME Renegade Pumper Fire Engine from City of Rancho Cucamonga and Donate to Crafton Hills College to be utilized for training purposes by the Fire Academy. 	
Action Agenda	<ul style="list-style-type: none"> • Consideration of new Directors (Visconti and Minjares) motioned by Bill Nassar, motion was seconded by Mike Smith and motion carried. • Consideration of Consultant contract for Brent Hunter was motioned by Bill Nassar, seconded by Gloria Macías Harrison and also passed unanimously following a short discussion on how the need for a planned giving consultant fits into the Strategic Plan. 	
Adjournment	<ul style="list-style-type: none"> • Bill Nassar moved to adjourn meeting; Gloria Macías Harrison seconded and motion carried. 	