

CHC Foundation

Board of Directors Quarterly Meeting

Thu. June 15, 2017
4:00 p.m.
VRC

Attendees:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Sam Irwin (President) | <input checked="" type="checkbox"/> Peter King (Dir.) | <input type="checkbox"/> Mike Smith (Dir.) | <input checked="" type="checkbox"/> Carrie Audet (Staff) |
| <input checked="" type="checkbox"/> William Nassar (Vice Pres.) | <input type="checkbox"/> Jan Leja (Dir.) | <input checked="" type="checkbox"/> Lillian Vasquez (Dir.) | <input checked="" type="checkbox"/> Donna Hoffmann (Staff) |
| <input checked="" type="checkbox"/> Wei Zhou (Secretary) | <input checked="" type="checkbox"/> William Lindsey (Dir.) | <input type="checkbox"/> Robert Visconti (Dir.) | <input checked="" type="checkbox"/> Brent Hunter (Staff) |
| <input checked="" type="checkbox"/> Mike Strong (CFO) | <input checked="" type="checkbox"/> Amy Minjares (Dir.) | <input checked="" type="checkbox"/> Betty Jo Wood (Dir.) | <input checked="" type="checkbox"/> Ericka Paddock (Staff) |
| <input checked="" type="checkbox"/> Brooke Duncan (Dir.) | <input type="checkbox"/> Rashid Mosavin | <input checked="" type="checkbox"/> June Yamamoto (Dir.) | <input checked="" type="checkbox"/> Michelle Riggs (Staff) |
| <input checked="" type="checkbox"/> Donna Ferracone (Dir.) | <input checked="" type="checkbox"/> Tommi Ng (Dir.) | <input type="checkbox"/> Ben Gamboa (Appt.) | <input checked="" type="checkbox"/> Rebecca Warren-Marlatt (Staff) |
| <input checked="" type="checkbox"/> Olga Forester (Dir.) | <input type="checkbox"/> Dr. Phong Nguyen (Dir.) | <input checked="" type="checkbox"/> Mark McConnell (Appt.) | |
| <input type="checkbox"/> Gloria Macias Harrison (Dir.) | <input type="checkbox"/> Col. David Raley (Dir.) | <input checked="" type="checkbox"/> Marcus McInerney (Appt.) | |

TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Thursday, June 15, 2017, 4:00pm	
Call to Order & Opening Comments	Bill Nassar called the meeting to order at 4:09pm Announcement regarding memorial services for Gloria's daughter.	
Consent Agenda	<p>Consent Agenda items:</p> <ol style="list-style-type: none"> Approve minutes of the March 2, 2017 meeting. Approve June Yamamoto as a new Foundation Director, term ending 6/30/2020. Approve Bank of America grant of \$10,000 to support the Veteran's Resource Center. Approve revised contract for Brent Hunter. Approve letter of engagement to prepare Audit and Tax returns for year ending 6/30/17. Confirmation of acceptance of annual meeting forms and agreements (Whistleblower Protection Policy, Conflict of Interest Policy, Individual Assessment, Affiliations). <p>June provided a brief introduction and background. Bill gave a brief overview of the reason for Brent's revised contract. Motion to approve the consent agenda by Donna Ferracone and seconded by Billy Lindsey. Motion carried unanimously.</p>	
Reports		
College Update, Wei Zhou	<ul style="list-style-type: none"> Thank you to the Foundation Board for your support of our school and our events. Many things we do not have funding for, so your support is critical. Crafton growth is currently at 1.5%, which is great when other colleges are seeing a decrease in enrollment and we are currently experiencing a "healthy" summer with enrollment at an all-time high for summer classes. We are looking into ways to serve our non-traditional students with more online and evening classes. CSU acceptance rate is 92%, where the state average is 67%. 	
Budget Report, Mike Strong	<p>Investments</p> <ul style="list-style-type: none"> Merrill Lynch beginning balance on 4/30/13: \$579,050.53. Merrill Lynch ending balance on 5/31/17: \$1,627,355.83 *This includes the Krasovec gift, transfer of CDs, earnings and fees associated with the account. Community Foundation beginning balance on 12/31/16: \$98,947.40. Ending balance on 3/31/17: \$109,799.56. This 	

	<p>includes all gains and fees associated with the account. Michelle and Brent have been working with Jose Marquez of the Community Foundation; however more work needs to be done in securing new donors for the CHC Foundation.</p> <ul style="list-style-type: none"> The Investment Committee has met and is in the process of getting RFPs from potential investment advisors. A timeline was presented and the committee anticipates making a decision for a recommendation to the Executive Board, and then the full Board at the 9/21/17 Board meeting. <p>Budget Report – Snapshot of Financial Support for Students = \$240,000</p> <ul style="list-style-type: none"> 2016-2017 Budget Status – Student employment (\$61,781); Scholarships (\$120,543); Student Recruitment (\$5,120); Student Engagement (\$2,993); Student Recognition (\$4,067); and other financial assistance to Career Center, Art Gallery, Veteran’s Center, Fire Academy, etc. <p>Proposed 2017-2018 Budget</p> <ul style="list-style-type: none"> Projected Revenue: \$499,500; Projected Expenses: \$435,900. <p>Motion to accept the proposed budget made by Donna Ferracone and seconded by Amy Minjares. Motion carried unanimously.</p> <p>Budget Goals as they advance the Strategic Plan:</p> <p>Goal 1: Enhancing Student Programs and Services</p> <ul style="list-style-type: none"> The Foundation has been increasing the number and amount of scholarships offered, nearly doubling the amount in the last five years. Michelle stated that there were close to 300 applications submitted and just over 100 scholarships awarded which resulted in close to 200 regret letters sent out to students who applied for and did not receive a scholarship this year and asked the Board to help recruit for more scholarships. Bill asked if we could use President Circle funds to provide more scholarships, and Michelle explained that the Foundation will be using more of those funds next year to support student engagement, recruitment and recognition activities and already supports one scholarship at \$1,000, but it can be considered. The Foundation provides an additional \$6,000 in scholarships each year for re-entry students and high school students. We have also been providing students opportunities to work on campus via the San Manuel grant. <p>Goal 2: Increase Financial Contributions</p> <ul style="list-style-type: none"> President’s Circle membership has increased and there has also been an increase in major/planned gifts. Current outstanding pledges are \$324,900. Total received for 2016-2017 is \$92,532.00, which has increased from \$47,977.00 during the last fiscal year (2015-2016). <p>Goal 3: Respond to the evolving needs of the college</p>	
<p>Community Relations & Resource Development, Michelle Riggs</p>	<p>Gala – 3/24/17</p> <ul style="list-style-type: none"> Total raised was \$99,000; 173 guests attended With construction wrapping up on campus, there will be a great need for additional sponsors next year. The gala planning committee will begin meeting earlier this year and can use more help from the Directors in getting sponsors, filling tables, bringing in new guests, auction items, etc. Bill offered his office as an alternate location for a meeting and also suggested live music, such as Billy Lindsey’s rock band. <p>Grants</p>	<p>Michelle to schedule first gala planning meeting in July/August.</p>

	<ul style="list-style-type: none"> San Manuel – has been submitted and we are scheduled to hear back regarding the status of the application by the end of June. Others in progress: Inland Empire United Way, the Community Foundation, Forester In-Kind grant. If anyone knows of any grant funders, please introduce them to Michelle or let her know. <p>Planned Giving</p> <ul style="list-style-type: none"> Brent has been doing a great job in increasing the number and amount of planned gifts and donations. <p>Upcoming Events</p> <ul style="list-style-type: none"> Veterans Resource Center Grand Opening – 8/18/17 Donor/Scholar Reception – 8/31/17 	<p>Michelle to send VRC Grand Opening information to Lillian Vasquez to put on the radio.</p>
<p>Old Business</p>	<p>Foundation/Resource Development Needs</p> <ul style="list-style-type: none"> Bill asked if the Foundation office has any needs that possibly the Directors can help with. Michelle stated that we have a contract for the printer/copier for one more year that we are not interested in buying out. Most of the expenses in the Foundation office are for the audit, printer/copier, and the Planned Giving Director (Brent). <p>New office announcement:</p> <ul style="list-style-type: none"> The Foundation office has officially moved to the Clock Tower Building, effective June 5th. Directors were encouraged to stop by. <p>Foundation Artwork:</p> <ul style="list-style-type: none"> Bill Nassar asked about the status of the artwork and whether the proposed incremental decrease in value has been implemented yet. Michelle Riggs stated that it will come up again in our audit for this year. <p>Motion to list artwork on Ebay in an effort to sell made by Lillian Vasquez and seconded by Peter King. Motion carried unanimously.</p>	<p>Michelle to look into selling artwork on Ebay.</p>
<p>Unfinished Business</p>	<p>New Director: Brooke Duncan</p> <ul style="list-style-type: none"> Brooke gave a self introduction, expressed intered in joining the gala committee and would like to get more information on the other committees before joining. Self introductions were also made around the room. <p>New Appointed Director: Marcus McInerney</p> <ul style="list-style-type: none"> Marcus gave a self introduction including his involvment at Crafton Hills College. 	
<p>New Business</p>	<ol style="list-style-type: none"> Consideration to approve re-election of Directors to 3-year terms, expiring in 2020. Consideration of re-election of current officers. Consideration of designated signers on Foundation accounts (Sam Irwin, Wei Zhou, Mike Strong) Consideration of Marcus McInerney (Student Senate President) as Foundation Director. Consideration of Mark McConnell (Academic Senate President) as Foundation Director. Consideration of Committee membership appointments: <p>Standing Committees</p> <ul style="list-style-type: none"> Executive – Irwin, Nassar, Strong, Raley, Zhou Investment – Strong (chair), Raley, Irwin, Averett, Minjares, Scholarship – Ferracone (chair), Smith, Vasquez, Ng, Warren-Marlatt, Paddock, Hoffmann, 	

	<ul style="list-style-type: none"> Gala – Cox, Wood, Lindsey, King, Forester, Yamamoto, Warren-Marlatt, Paddock, Hoffmann, Duncan <p>Ad-hoc Committees</p> <ul style="list-style-type: none"> Budget – Irwin, Stong, Raley, Minjares By-laws – Nassar, Macias-Harrison <p>Motion to approve New Business Consent Agenda with addition of Brooke Duncan to the gala committee by Donna Ferracone and seconded by Mike Strong. Motion carried unanimously.</p>	
Other	<p>Parking Permits</p> <ul style="list-style-type: none"> Carrie stated that the parking permits have been ordered and will be distributed when they are received. 	
Adjournment	Meeting adjourned at 5:15 pm, with Henry Stone Naming Ceremony immediately following.	
Upcoming Dates	Next Board Meeting: September 21 st , 2017, 4:00pm – 5:30pm Location: LRC-226	

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