

CHC Foundation

Board of Directors Quarterly Meeting

Thurs., Sept. 17, 2020
4:00p.m. – 5:30p.m.
ZOOM

Attendees:

- William Nassar (Pres.)
- Sam Irwin (Vice Pres.)
- Kevin Horan (Sec.)
- Mike Strong (CFO)
- Denise Allen
- Anthony Abate
- Ray Casey
- Donna Ferracone
- Gloria Macías Harrison

- William Lindsey
- Amy Minjares
- Tommi Ng
- Dr. Phong Nguyen
- Rosaura Parsons
- Col. David Raley
- Linda Roberts-Ross
- Barbara Smith
- Mike Smith

- Mark Snowwhite
- Lillian Vasquez
- Robert Visconti
- Luke Wooley
- June Yamamoto
- Brandi Bailes
- Alex Jaco
- Jake Fuller
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Crafton Staff:

- Carrie Audet (Staff)
- Ericka Paddock (Staff)
- Michelle Riggs (Staff)
- Delmy Spencer (Staff)
- Keith Wurtz (Staff)
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TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Thursday, Sept. 17, 2020 at 4:00 p.m.	
Call to Order & Opening Comments	Meeting called to order by Bill Nassar at 4:05pm. Bill welcomed the Directors and said how proud he is of Crafton and everything the campus has been doing to keep the campus going during these times.	
Campus Update, Kevin Horan	<p>El Dorado Fire Update</p> <ul style="list-style-type: none"> • Campus was closed for 3 days due to employee and students affected by fire evacuations. • Online classes resumed last Friday. • This week, back to a “covid-normal” schedule. • Communication has been going out to students/staff regarding campus and community resources available such as Emergency Funding, COACH food and hygiene items, counseling, etc. <p>Spring Classes Update</p> <ul style="list-style-type: none"> • Will continue in remote format through 5/24/20. • Summer Session TBD in April <p>New Board Welcome/Introductions:</p> <ul style="list-style-type: none"> • Dr. Delmy Spencer, Vice President, Student Services at CHC • Brandi Bailes, Academic Senate President (Appointed Position) • Denise Allen, Returning Board Director (previous Academic Senate President) • Linda Roberts-Ross, New Board Director 	
Consent Agenda	<p>a. Approve Minutes of the 6/18/20 meeting</p> <p>b. Approve Recommendation from Investment Committee to update designated signers for Merrill Lynch account to align with signers on Checking/Savings accounts for 20-21. Dr. Kevin Horan, Mike Strong, and William M. Nassar</p> <p>c. Accept donation of a 2000 Pierce Hawk Type 3 Brush Engine (Equipment No. 18602/VIN 1HTSDADRR4YH259540) (Brush Engine); and a 2007 Ford E350 Type 2 Ambulance (Equipment No. 020902/VIN 1FDWE35P67DA88179) (Ambulance) and transfer to SBCCD for use by the CHC Fire Academy</p> <p>d. Approve Audit and 990s for Fiscal Year ending 6-30-2020</p> <p>Motion to approve made by Ray Casey, seconded by Mike Smith. Motion was unanimously approved.</p>	
Continuing Business	Gala Committee Update, Amy Minjares, Committee Chair	

	<ul style="list-style-type: none"> No Gala for 2020 – the committee has determined that a virtual gala would be too cumbersome to pull off with limited resources and technology needs. Focus now of a virtual spring event (March 2021) that will incorporate the “Giving Wall”, provide sponsorship opportunities and offer raffle prizes. Promotions to rely heavily on social media and getting the word out for the need for support. Will also start focusing on 50th anniversary gala for 2020. Lillian suggested other opportunities for fundraisers such as virtual bingo, drive-in comedy night, etc. <p>Development Committee Update, Dr. Nguyen, Committee Chair</p> <ul style="list-style-type: none"> Currently developing the appeal letter to go out in October Will be making personal calls to major donors and prospects Training session on 10/13 – Directors to RSVP if willing to help the committees to make calls. This is a great opportunity to start reaching out to our Alumni. Important to focus as much effort as possible with this committee since opportunities for fundraising events in person are not possible. <p>\$1Million Endowment Challenge, Michelle Riggs</p> <ul style="list-style-type: none"> The funds raised through the Development Committee effort are to support the \$1million Endowment Challenge. Goal is to raise \$1million by 2022, we are currently at \$513k, so over half-way there. Those funds are unrestricted and will be able to support college and students as the needs evolve and change over time. Current unforeseen need has been for Emergency Funds to help students affected by COVID-19 and the recent fires. The Foundation has provided over \$30,000 for 60 students in need. The CARES ACT has provided Crafton with over \$900,000 to support students who are currently receiving Financial Aid. This includes cash aid, technology support, etc. 	
<p>Reports</p>	<p>Investment Update as of 8/31/20, Mike Strong</p> <ul style="list-style-type: none"> Committee has been meeting to review Investment Policy. Rosaura has been helping with reviewing our current Investment Policy and portfolio and has some questions for Merrill Lynch. Committee is working with Merrill Lynch for responses to questions and concerns. Our portfolio is continuing to grow since 2015. We’ve made several contributions along with the interest that has been earned. Portfolio is continually growing – great news! Merrill Lynch has been good with following our Investment Policy guidelines. <p>Budget Update, Mike Strong</p> <ul style="list-style-type: none"> Review of accounts on comparison report. Community Foundation Investment has grown from \$100k to \$116,552.62. Hoping the annual appeal will help make up for some of the funds usually raised at the gala. Overall, we are in a great financial position. <p>Development Update, Michelle Riggs</p> <ul style="list-style-type: none"> San Manuel Grant – the student employment portion of the grant has been re-applied to offer students employability skills training through the Career Center. Some of these opportunities include earning electronic “badges” for successful completion of various online courses, resume writing workshops, mock interviews, and a mentoring program with San Manuel employees. The fund must be expended by 12/31/20 in order to reapply for another grant in February. \$5000 of the funds have 	

	<p>been applied to transfer application fee waivers to help the Transfer Center, and \$10,000 has been used to purchase an Equifax tool that will help us to better track our alumni into their careers. This will tell us if our alumni are getting jobs, where they transferred, if they graduated, etc. \$95,000 has been applied to the Emergency Grants. Also, we were able to re-allocate \$20,000 to provide our EOPS students with textbooks.</p> <ul style="list-style-type: none"> • Edison Grant – \$25,000 application submitted for STEM scholarships and \$30,000 application for Fire Academy cadet expenses. • Wells Fargo – \$12,500 grant received for Emergency Assistance Funding • Audit is complete – now working on next year’s audit. • Now focusing on the Development Committee and gala fundraiser. 	
Announcements	None	
Adjournment	<p>Bill closed the meeting with encouraging all to find a way to do things differently. Meeting adjourned at: 4:50pm</p>	
Next Board Meeting	<p>December 17th, 2020, 4:00pm – 5:30pm Location: ZOOM</p>	