

CHC Foundation Board of Directors Quarterly Meeting

**Thurs., June 17, 2021
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

- Damien Garcia
- Gloria Harrison
- Amy Minjares
- Tommi Ng
- Dr. Phong Nguyen
- Rosaura Parsons
- Col. David Raley
- Linda RobertsRoss

- Barbara Smith
- Mike Smith
- Mark Snowwhite
- Lillian Vasquez
- Robert Visconti
- June Yamamoto
- Brandi Bailes
- Alex Jaco

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, June 17, 2021 at 4:00 p.m.	
Call to Order & Opening Comments	Meeting called to order by Bill Nassar at 4:00 p.m.	
Consent Agenda	<p>Consent Agenda:</p> <ul style="list-style-type: none"> a. Approve minutes of the 03-18-21 meeting b. Amend donatons accepted from 3-18-21 consent agenda to reflect corrected dates: <ul style="list-style-type: none"> • \$13,216 – IECF – scholarships 12-21-20 • \$10,000 – Elaine Rosen – unrestricted endowment 12-21-20 c. Accept donations: <ul style="list-style-type: none"> • \$128,000 – Founation for California Community Colleges – emergency funds 2-1-21 • \$25,0000 – Nicolas Campos – paramedic and EMS scholarships 4-9-21 • \$10,000 – DLR Group – unrestricted endowment 5-18-21 • \$10,000 – Bank of America Grant – CTE Cert Fees 5-20-21 • \$5,000 – Pomona International Church - emergency funds 3-26-21 • \$5,000 - SoCal Gas – gala sponsorship 4-9-21 • \$5,000 - AECOM gala sponsorship 4-16-21 • \$3,000 – SBCF Training Officer Association – new endowed Fire Academy scholarship 5-25-21 • \$2,500 – P2S, Inc. – gala sponsorship 4-25-21 • \$2,500 – Kitchell – gala sponsorship 4-22-21 • \$2,500 – Port of Los Angeles – scholarship 4-9-21 • \$2,500 – Ed Jones – paramedic emergency funds 4-9-21 • \$2,500 – Champion Electric – gala sponsorship 5-6-21 • \$2,500 – Barbara Smith – unrestricted 5-6-21 d. Approve gift agreements: <ul style="list-style-type: none"> • Student Senate Endowed Fund • SBCTOA Endowed Scholarship e. Appoint David Raley as representative on CBOC f. Accept all signed and updated conflict of iinterest and whistleblower forms from foundation directors <p>Motion to approve made by: Mark Snowwhite Motion seconded by: Dr. Phong Nguyen Motion was unanimously approved.</p>	
Updates	We welcome a new foundation director, Damien Garcia to the meeting. He is a practicing attorney in the Ontario area and lives in Beaumont. He	

	<p>specializes in probate, litigation, business and real estate. He also does estate planning. He went to Crafton College for two years before he went to UCR.</p> <p>Dr. Horan gave a college update:</p> <ul style="list-style-type: none"> • New Chancellor has been selected: Diana Rodriguez, current president of SBVC. • Working with Michelle to schedule a special event meet and greet with the foundation board members and Diana Rodriguez. Should be happening in August. • Summer School continues to be on-line with some CTE programs in person. • Student Services will start in person services next week • Working on slowly bringing back staff starting next week, a couple days a week throughout the summer. • We should have everyone back to campus beginning of August in anticipation of in person Fall semester. • Enrollment for summer is down about 18% compared to the same time last year. We think we will bounce back when we get closer to the semester. • Enrollment during spring and fall was really good. We were down 8-9% compared to the region that was down closer to 25%. • Mike Strong is guiding our update to our facilities master plan document. All of our measure CC projects are mapped out and allocated and we will give you a full update at our next meeting. We were able to add a project - update our solar farm. Technology has changed to dramatically with solar that we will be able to produce almost twice the amount of our current with one third of the panels. Once all projects are complete, Crafton will be a net zero energy campus. This will eliminate about \$300,000-\$400,000 in bills from So Cal Edison. • Thank you to Bill Nassar for your leadership and you are a true asset to this board and the hard work that you've done on behalf of Crafton. • Thank you to Dr. Phong Nguyen for taking over as President of the board and thank you for the great work that you've done with the Development Committee. • Thank you to David Railey who will be stepping off of the Executive Committee. He has been on this committee for nearly 14 years and is a stout advocate of financial wisdom. Thank you for all your contributions. • Thank you to Amy Minjares for chairing our Gala efforts with our first virtual gala. It was an outstanding success and she did a great job innovating and leading us in those efforts. Thank you to Carrie and Michelle for all your hard work. Thank you to June with all the work in the background. Thank you to Lillian and KVCR who made this a total success. • Thank you to Sam for all your dedication and tenure on the executive committee. You have been an incredible asset. • Mark Snowwhite has agreed to take the lead on creating an historical document for our 50th anniversary over the next year. 	
<p>Continuing Business</p>	<p>Development Committee: Dr. Phong Nguyen</p> <ul style="list-style-type: none"> • \$107,731.22 raised by development committee, approximately 65% of our goal (\$175,000) • The Foundation directors brought in 58 donors • \$62,060.00 raised from the Gala • \$169,791.22 raised so far this year • \$284,234.00 Student Senate contribution 	

	<ul style="list-style-type: none"> • \$454,025.22 raised as of 5-18-21 • \$479,028.68 beginning balance • \$933,053.90 is our grand total raised • Only short of our 1 million dollar goal by \$66,946.10 <p>Gala Committee: Amy Minjares</p> <ul style="list-style-type: none"> • Thank you to all Michelle, Carrie, Celine, and June for all the behind the scenes work. • Thank you to Lillian and her team who made this Gala successful. • May 6, 2021, 4:00-5:00 p.m. • 128 attendees • Total raised \$119,260.00 • Raised \$5,410.99 for Sponsor-a-Student • Added 7 new President's Circle members for a total of 88 • 18 first time donors and raised \$3,956.00 from them <p>Scholarship Committee – Donna Ferracone</p> <ul style="list-style-type: none"> • This year we awarded a total of \$154,718 in scholarships. • 2021-2022 Scholarships \$109,318 • Spring 2021 (EMT/Paramedic/Fire) \$16,600.00 • Fall 2021 (EMT/Paramedic/Fire) \$28,800.00 • EMT-we give each graduate \$80 to help pay for their state testing • Paramedic-we give each graduate \$200 to help pay for their state testing • Fire Academy-four students of each academy receive \$400.00 each • Highest award \$5,000. • Average award \$762.50 • Lowest award \$250.00 • New Awards <ul style="list-style-type: none"> ➢ Carla Thornton Memorial Scholarship ➢ Charlie and Tommi Ng Endowed Scholarship ➢ Herbivore Activist Scholarship • Two Scholarships will be awarded next year-achieved endowment <ul style="list-style-type: none"> ➢ Dr. Cheryl Marshall Endowed Scholarship for Leadership ➢ Aaron and Robin Race Memorial Scholarship • There are different types of scholarships: pass-through scholarships, endowed scholarships, non-endowed scholarships, external scholarships and funding from grants. • Total of 48 scholarship reviewers 	
<p>New Business</p>	<p>a. Financial Update (Budget/Investment) – Michelle Riggs</p> <p>Consideration to adopt proposed 2021-2022 budget</p> <p>Michelle shared the projected revenue and expenses vs. the actual revenue and expenses. Some areas were different than originally anticipated. Some were lower and some were higher. Not all the deposits have been reconciled for the gala sponsorships. Overall we anticipated \$511,000 in revenue and expenses and actual was we received \$571,537.98 and expenses of \$615,493.81. The bulk of these expenditures was for emergency grants to students. The student employment program ISEEK, funded by San Manuel, we received \$300,000 last year but since we weren't able to hire students, we adjusted the program to an online budget program so students received workshops and training through our Career Center and they earned digital badges to put on their resume and they did mock interviews. The students received a stipend for completing this program. San Manuel has indicated they will not be funding this program in the future and their funds will be going to scholarships.</p>	

Next's years proposed budget was presented. There is a balance of \$74, 247 in the Student Employment fund and we anticipate spending \$30,000 for the continuation of the badge program (offered as scholarships for students who participate) and \$20,000 for the Cal Works Program.

We are anticipating our revenue is going to be \$627,000 and our projected expenses are going to be \$530,000 and that will end the year with an account balance of \$3.4 million in assets.

Motion to approve made by: Dr. Phong Nguyen

Motion seconded by: Ray Casey

Motion was unanimously approved.

b. Consideration to approve re-election of foundation directors to 3-year terms – expiring June 30, 2024 – all have agreed.

- Kevin Horan
- Mike Strong
- Amy Minjares
- Robert Visconti
- Rosaura Solis-Parsons
- Barbara Smith
- Mark Snowwhite

Motion to approve made by: Dr. Phong Nguyen

Motion seconded by: June Yamamoto

Motion was unanimously approved.

c. Consideration of election of officers

- President – Dr. Phong Nguyen
- Vice President – none
- Secretary – Dr. Kevin Horan
- Chief Financial Officer – Mike Strong
- Immediate Past President – William Nassar

No vice president was initially selected. After discussion, Bill Nassar nominated Amy Minjares. She agreed to be nominated.

Motion to nominate Amy Minjares as Vice President made by: Bill Nassar

Motion seconded by: Dr. Phong Nguyen

Motion was unanimously approved.

Motion to approve the election of all officers made by: Sam Irwin

Motion seconded by: June Yamamoto

Motion was unanimously approved.

d. Consideration of designated signers on foundation accounts, any TWO of which will be required to transact foundation business.

- Dr. Kevin Horan
- Mike Strong
- Dr. Phong Nguyen

	<p>Motion to approve made by: Sam Irwin Motion seconded by: David Raley Motion was unanimously approved.</p> <p>e. Consideration of appointment of Madeleine Boone, new student senate president as foundation director to replace outgoing student senate president Jake Fuller.</p> <p>f. Consideration of committee membership appointments for 2021-2022</p> <p>Development Committee – Rosaura Parsons, Phong Nguyen, June Yamamoto, Bill Nassar, Mike Smith, Mark Snowwhite, Kevin Horan, Barbara Smith, Alex Jaco</p> <p>Gala Committee - Amy Minjares (chair), Robert Visconti, June Yamamoto, Sherri Wilson, Brandi Bailes, Barbara Smith, Denise Allen, Linda Roberts-Ross, Madeleine Boone, Delmy Spencer, Mike Strong, Keith Wurtz, Kevin Horan, Ericka Paddock.</p> <p>Scholarship Committee - Donna Ferracone (chair), Mike Smith, Lillian Vasquez, Gloria Harrison, Barbara Smith, June Yamamoto, Ray Casey, Tommi Ng</p> <p>Investment Committee - Mike Strong (chair), Sam Irwin, David Raley, Rosaura Parsons, Amy Minjares</p> <p>NEW – Alumni Committee – Anthony Abate (chair), Damian Garcia, Lillian Vasquez</p> <p>Motion to approve made by: Ray Casey Motion seconded by: Dr. Phong Nguyen Motion was unanimously approved.</p>	
<p>Reports</p>	<p>a. Development Report – Michelle</p> <p>We submitted our San Manuel grant application for \$100,000 all of which will be for scholarships. We will use scholarships for students working with the Career Center and do the badge program, students who work with the Transfer Center and get transfer application fee waivers and general scholarships. We will know in the next few weeks if we will receive this funding.</p> <p>Edison grant - we received \$25,000 for our fire academy and just received word that we are eligible for \$25,000 for our stem scholarship program.</p> <p>Thank you to David, Bill and Sam who have served on the executive committee continuously since 2012 or 2013. This Foundation has grown quite substantially under your leadership and I really appreciate your time and effort into this Foundation.</p> <p>Thank you to Barbara for the largest donation from our foundation director for the gala this year. Thanks also to Lillian, Amy and June for their help with the gala.</p> <p>Thank you to Dr. Nguyen, June, Mark, Rosaura and everyone who helped with the Development Committee. It was our first time working on an annual appeal and everyone did such an amazing job.</p> <p>Thank you to Robert Visconti for being our donor of our largest scholarship from the Gas Company. One of our students received \$5,000.</p>	

Adjournment	Adjourned at: 4:55 pm	
Next Board Meeting	September 16, 2021, 4:00 pm – 5:30 pm Crafton Hills College (possibly via zoom)	