

CHC Foundation Board of Directors Quarterly Meeting

**Thurs., Sept. 17, 2021
4:00p.m. – 5:30p.m.
ZOOM**

Attendees:

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> Phong Nguyen (Pres.) | <input checked="" type="checkbox"/> Damian Garcia | <input type="checkbox"/> Barbara Smith | <input checked="" type="checkbox"/> Madeleine Boone-SS Pres |
| <input checked="" type="checkbox"/> Amy Minjares (VP) | <input type="checkbox"/> Gloria Harrison | <input type="checkbox"/> Mike Smith | Crafton Staff: |
| <input checked="" type="checkbox"/> Kevin Horan (Sec.) | <input checked="" type="checkbox"/> Sam Irwin | <input checked="" type="checkbox"/> Mark Snowwhite | <input checked="" type="checkbox"/> Carrie Audet (staff) |
| <input checked="" type="checkbox"/> Mike Strong (CFO) | <input checked="" type="checkbox"/> William Nassar | <input checked="" type="checkbox"/> Lillian Vasquez | <input type="checkbox"/> Ericka Paddock (staff) |
| <input type="checkbox"/> Denise Allen | <input checked="" type="checkbox"/> Tommi Ng | <input type="checkbox"/> Robert Visconti | <input checked="" type="checkbox"/> Michelle Riggs (staff_ |
| <input type="checkbox"/> Anthony Abate | <input checked="" type="checkbox"/> Rosaura Solis-Parsons | <input checked="" type="checkbox"/> June Yamamoto | <input type="checkbox"/> Delmy Spencer (staff) |
| <input checked="" type="checkbox"/> Ray Casey | <input checked="" type="checkbox"/> Col. David Raley | <input checked="" type="checkbox"/> Brandi Bailes-AS Pres | <input checked="" type="checkbox"/> Keith Wurtz (staff) |
| <input checked="" type="checkbox"/> Donna Ferracone | <input type="checkbox"/> Linda Roberts-Ross | <input type="checkbox"/> Vacant-CS Pres | <input type="checkbox"/> |

TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Thursday, September 16, 2021 at 4:00 p.m.	
Call to Order & Opening Comments	Meeting called to order by Dr. Phong Nguyen at 4:00 p.m.	
Consent Agenda	<p>Consent Agenda:</p> <ol style="list-style-type: none"> a. Approve minutes of the 06-17-21 meeting b. Appoint Brandice Mello as Classified Senate President as voting member to serve as Appointed Foundation Director to replace Herberth "Alex" Jaco. c. Accept recent donations above \$2,500: <ul style="list-style-type: none"> • \$125,000 – Foundation for Community Colleges 7-27-21 500-General 804-Emergency Assistance Fund 730-Finish Line Scholarship • \$60,0000 – Nelda Rankin 8-16-21 707-Leon H. Berger Scholarship 738-Marie Lena Wallis Olson Scholarship 711-Harry C. Berger Scholarship 744-William Rankin Scholarship • \$25,000 – Edison International 4-30-21 786-Fire Academy Scholarship 500-Foundation General • \$10,000 – David Avila 8-11-21 754-Avila Scholarship • \$5,000 – DLR Group 8-26-21 400-Endowment Fund • \$4,450 – Community College League of California 8-11-21 707-Leon H. Berger Scholarship 738-Marie Lena Wallis Olson Scholarship • \$4,200 – Foundation for Community Colleges 1-21-21 736-Osher Scholarship • \$2,750 – OmniTrans 6-9-21 845-Gala Sponsorship 857.05-Roadrunner Rally <p>Motion to approve made by: Mark Snowwhite Motion seconded by: June Yamamoto Motion was unanimously approved.</p>	

Updates

Mark Snowwhite gave 50th Anniversary publication update:

- College opened on September 11, 1972
- Publication should be complete by May 2022
- It will include history of college
- Already have a timeline and drafts of some narratives
- Advisory committee has been formed
- Lots of pictures
- "Bet you didn't know" section
- Open forum on 9-22-21 at 3:00-4:30 via zoom for anyone to contribute information.
- Our print shop will be working on the layout and printing

Investment Committee - Mike

- Investment committee met on September 1st.
- Market value of the investment is \$3,425.878
- Looking at the timeline there is a dip that represents a 17% decrease at the start of Covid. But since then it has been increasing nicely and we've seen a cumulative growth rate since that point of 23.5% in our portfolio so that is great news for us.
- Since the beginning of the portfolio in 2013, our annualized growth has averaged 9.74%. Our benchmark was 9.19% so we are performing better than our benchmarks.

Budget Committee - Mike

- Total budget currently we have
\$127,478.57 revenue
\$ 80,236.21 expenditures (15%)
- Emergency Textbook loans have expended \$36.38 and currently has a balance of \$7,903.76.
- Emergency Funds-grants has expended \$18,750.00 and we still have a balance of \$115,675.63. You can see we have been actively supporting students with emergency funds (mostly \$500.00 grants each) to be able to help them stay in college.
- We received \$100,000 for the Finish Line Grant and we have expended \$80,000 so far.
- We have \$552,500 in our checking account at Cal West Bank
- We have \$688,706.17 on the books for Endowment Fund with \$284,000 pledged from Student Senate still coming.

Motion to accept the Investment and Budget Update by Bill Nassar

Motion seconded by Ray Casey

Motion unanimously approved

Dr. Horan gave a college update:

- CHC had a catastrophic water main break on 9-15-21 and we closed campus Wednesday afternoon and all day today. They have hopefully fixed the break and are charging the system now. They put in a new valve so if it happens again, we can actually run our water off the reservoir tank.
- Last year under the pandemic conditions we did actually exceptionally well in enrollment. We were within 2% of our target for enrollment throughout the year and we were one of the best in the entire Inland Empire region. This semester we brought back about 40-45% of our classes in person. However, enrollment showed a steep decline this fall compared to last year when we

	<p>were almost entirely remote, except for some of our CTE programs.</p> <ul style="list-style-type: none"> • Dr. Wurtz did a survey with other colleges in the region and the results indicate a strong correlation with the more classes you have on campus, the lower your enrollment is going to drop. This signifies there's a lot of concern out there still in the community about coming back to campus and in-person classes. In Spring we will be reducing our in-person classes down to 25%. • We require masks inside regardless of vaccine status and outside only if unable to socially distance. • Covid Re-Opening Task force is currently drafting a resolution that will implement a vaccine mandate for all employees and students (either taking in-person classes or participating in student services on campus) to be fully vaccinated in order to continue to be on campus. There will be religious and medical exemptions available and a testing requirement in place for those exemptions. There will be an open study session next week. Over half of the college districts in California have approved some type of vaccine mandates. • Madeleine asked a question about how they would enforce the vaccine mandate. Kevin indicated the details are still murky but there are several platforms out there that enable vaccinated individuals to show their vaccination credentials and it would be recorded and tied to their student registration record and/or personnel records. 	
<p>Continuing Business</p>	<p>Gala Committee – Amy Minjares</p> <ul style="list-style-type: none"> • Next gala will be our 50th Anniversary • Possibly using the Performing Arts Center as well • Looking at reception or dinner outside • Tentative date is Thursday, April 21, 2022 <p>Development Committee: Mark Snowwhite</p> <ul style="list-style-type: none"> • Development Committee met last week • Continuing outreach from last year • Endowment fund should be in good shape. Our goal is \$1 million and we are over three quarters of the way there. • Trying to build our donor base • Successful in handling alumni (keeping track of graduates) 	
<p>New Business</p>	<p>a. Approve contract with Brent Hunter – Michelle Riggs</p> <p>He has retired from Fullerton where he was the executive director and wants to work for us part time</p> <p>He will be receiving \$75.00 per hour and working 6-8 hours per week, approximately \$1,800 per month.</p> <p>From 2015 to 2019 he has worked with many of our donors and was successful in helping us with endowments.</p> <p>Over that period we paid him \$140,500 and the gifts he cultivated during that time was \$303,000</p> <p>He also helped us start our fire academy alumni association</p> <p>Some of the projects he is proposing is working on naming rights for the spaces within our new performing Art Center which is slated to open in Spring 2024, including naming theater seats; help us focus on planned gifts; and charitable gift annuities with our retirees and other donors.</p> <p>Length of contract? Per Michelle not stated in the contract but we could end the contract at any time.</p> <p>Motion to approve contract with Brent Hunter by Mark Snowwhite.</p>	

	<p>Seconded by William Nassar. Motion unanimously approved.</p> <p>b. Added a new business item: Linda Roberts-Ross is moving to Idaho and she has asked to withdraw as a foundation director and resign. Motion to accept Linda Roberts-Ross resignation by Kevin Horan. Seconded by Bill Nassar. Motion unanimously approved.</p> <p>c. Approve Greg Wessels as Foundation Director with term expiring 6-30-23.</p> <p>d. Approve Leslie Wessels as Foundation Director with term expiring 6-30-23.</p> <p>e. Approve Wynona Duvall as Foundatin Director with term expiring 6-30-23. It was noted that she was a Calimesa City Council member (not Yucaipa as indicated in the agenda).</p> <p>Motion to accept Greg Wessels, Leslie Wessels and Wynona Duvall as new Foundation Directors made by William Nassar. Seconded by June Yamamoto. Motion unanimously approved.</p>	
<p>Reports</p>	<p>a. Development Report – Michelle</p> <p>Amy Minjares endowed a scholarship with her mother in memory of her father. It will be our first endowed scholarship to support a respiratory therapy program. Thank you Amy!</p> <p>Captain Mike Orland recently passed away. He was sponsoring one fire cadet each Academy with a full ride scholarship and his estate will continue his legacy.</p> <p>We submitted our San Manuel grant application for \$100,000. After review, San Manuel asked us to resubmit our application based on their new funding priorities. Michelle worked with several people at Crafton and we resubmitted a new proposal on 8-30-21 for \$1.8 million grant payable over 5 years, with a goal of eventually earning or raising a \$5 million endowment that would fund all out of pocket expenses for the fire academy. We have not heard back from that yet. Hopefully by next Thursday. Our fire cadets are really struggling as state certifications continue to rise and out of pocket expenses exceed \$3,000.00 each.</p> <p>Events planned for this year:</p> <ul style="list-style-type: none"> • #TeamCrafton Appreciation Event. Thursday 9-30-21 5:00-7:00 p.m., Escape Brewery, Redlands • Theatre Performance "Meet the Cast" event, Sunday 10-3-21 at 1:00 p.m. CHC PAC. The production is <i>Helen, Goddess of Arson</i>. You can meet the cast and director and if you'd like to stay to watch the performance, it starts at 2:00 p.m. Working on invitation now. • President's Circle Event on 11-4-21 (date not yet confirmed). Meet with Brett Waterman of DIY Restore television show. 	

	<ul style="list-style-type: none"> • Theater Performance "Meet the Cast" event, Friday, 11-5-21, at 7:00 p.m. Can attend the performance that starts at 8:00 p.m. Different production and cast. • Friends of CHC Foundation Luncheon, Friday, 12-3-21 at 11:30-1:00 p.m. This is the state of the college update featuring our fire academy and will be held in the apparatus/engine bay at Crafton Hills College. • Foundation Gala, Thursday, 4-21-22 at 5:30-9:30 p.m. 	
Adjournment	Adjourned at: 5:04 p.m.	
Next Board Meeting	December 16, 2021, 4:00 p.m.	