

CHC Foundation Board of Directors Board Meeting MINUTES

Thurs., December 15, 2022
4:00p.m.
LRC 226

Attendees:

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> Phong Nguyen (Pres.) | <input checked="" type="checkbox"/> Rosaura Solis-Parsons | <input checked="" type="checkbox"/> Brandi Bailes-AS Pres | Crafton Staff: |
| <input checked="" type="checkbox"/> Amy Minjares (VP) | <input type="checkbox"/> Col. David Raley | <input type="checkbox"/> Kevin Palkki-CS Pres | <input checked="" type="checkbox"/> Carrie Audet (staff) |
| <input checked="" type="checkbox"/> Kevin Horan (Sec.) | <input checked="" type="checkbox"/> Celeste Reid | <input type="checkbox"/> Sean Ceballos-SS Pres | <input checked="" type="checkbox"/> Brent Hunter (staff) |
| <input checked="" type="checkbox"/> Mike Strong (CFO) | <input checked="" type="checkbox"/> Barbara Smith | | <input checked="" type="checkbox"/> Ericka Paddock (staff) |
| <input checked="" type="checkbox"/> David Avila | <input type="checkbox"/> Mike Smith | | <input checked="" type="checkbox"/> Michelle Riggs (staff) |
| <input type="checkbox"/> Ray Casey | <input checked="" type="checkbox"/> Mark Snowwhite | | <input type="checkbox"/> Delmy Spencer (staff) |
| <input checked="" type="checkbox"/> Wynona Duvall | <input type="checkbox"/> Lillian Vasquez | | <input checked="" type="checkbox"/> Cyndie St. Jean (staff) |
| <input checked="" type="checkbox"/> Donna Ferracone | <input type="checkbox"/> Robert Visconti | | <input type="checkbox"/> Keith Wurtz (staff) |
| <input type="checkbox"/> Gloria Harrison | <input checked="" type="checkbox"/> Greg Wessels | | <input type="checkbox"/> Gio Sosa (staff) |
| <input type="checkbox"/> Dr. John Jones | <input checked="" type="checkbox"/> Leslie Wessels | | <input checked="" type="checkbox"/> Guest Speaker – Anthony Estrada |
| <input type="checkbox"/> William Nassar | <input checked="" type="checkbox"/> June Yamamoto | | |

TOPIC	DISCUSSION	FURTHER ACTION
Date/Time	Thursday, December 15, 2022 at 4:00 p.m.	
Call to Order & Opening Comments	Meeting called to order by Dr. Phong Nguyen at 4:03 p.m.	
Guest Presenter	<p>Student Presenter Anthony Estrada, Paramedic Student</p> <p>Had a very challenging family life, grandfather raised him, single mother with three children. Started taking general education courses after high school and witnessed a car accident. The fire engines and fire fighter paramedics went to work in an organized fashion, ambulances came, and everyone was removed and off to the hospital. He spoke with the fire fighter/paramedic personnel and they told him how to become a paramedic. They had a volunteer/paid call fire agency they offer. He went through the hiring process and became the president of the volunteer company for that station. Now it needed his EMT. He changed from general education classes to EMS classes in 2012 and went through the fire academy in 2013 and was picked up by Care Ambulance in LA County to get all of his ambulance time. He changed courses and went to the US Forest Service and fought wildland fires for 7 years. Came back and went to paramedic school at CHC. His education goals are to be a full-time fire fighter paramedic, teach at Crafton and be a preceptor. He is currently completing an internship with San Bernardino County Fire. He was laid off of his job and needed some personal assistance to help finish his classes. He reached out to Amanda Ward and emailed her with his situation. She forwarded it to the Foundation. The foundation board agreed to help him financially. He is very blessed. He was going to have to take a leave of absence from the program without this financial help. It means the world to him. Because of you, he is able to graduate on December 20th with the rest of his class!! Thank you so much!!!</p> <p>Michelle asked what a Preceptor is. The course includes completing 400 hours of book time (Jan-May) and then go to clinical side. We have designated ER hospitals where we learn IVs, assessments, pushing medications. We have to complete 200 hours. Then we go into the field where we are observed by a preceptor who is an experienced fire fighter-paramedic. When we show up to a 911 call, it is the student who is responsible for the entire scene: the scene is safe, find out what is wrong</p>	

	with patient, treating patient, calling hospital and riding in with patient to hospital. The preceptor makes sure we are on the right track.	
Consent Agenda	<p>Consent Agenda:</p> <ul style="list-style-type: none"> a. Approve minutes of the 9/29/22 meeting b. Accept donations \$2,500 and above: <ul style="list-style-type: none"> • \$100,000 – Barbara Smith (c) 09/14/22 400-Endowment • \$23,500 – Edison International 10/14/22 789-Fire Academy Endowment • \$22,500 – Edison International 08/25/22 783 - Edison STEM • \$9,500 – Katherine Wright 09/22/22 714 – Thornton Scholarship • \$9,000 – Bill & Gloria Harrison 10/20/22 400 - Endowment • \$5,000 – David Avila 12/05/22 754 – Avila (Fire) Scholarship • \$5,000 – National Board for Respiratory Therapists 11/21/22 784 – Pass Through Scholarships • \$5,000 – Forrest Greek 08/31/22 443 – Greek Endowed Fund • \$5,000 – Forrest Greek 10/31/22 443 – Greek Endowed Fund • \$5,000 – Dr. Phong Nguyen 10/31/22 760 – Dr. Phong Nguyen Paramedic Scholarship • \$5,000 – S. Edward Jones 10/26/22 825.01 – Jones Paramedic Fund • \$4,000 – Edison International 10/14/22 1200 – Gala and 500 – Foundation General • \$4,000 – Bill & Gloria Harrison 10/20/22 729 – Gloria Harrison Scholarship • \$3,000 – John Burton Advocates for Youth 8/31/22 819 – EOPS • \$2,500 – Edison International 08/25/22 500 – Foundation General <p>Motion to approve made by: Mark Snowwhite Motion seconded by: Amy Minjares Motion was unanimously approved.</p>	
New Business	<p>A. Audit and 990's from FY end 6/30/22</p> <ul style="list-style-type: none"> a. Approve Audit and 990s for Fiscal Year ending 6-30-2022 <p>Mike stated we are late in our audit. We have been revamping our Chart of Accounts. Our contributions have grown and our investments have grown. The auditor met with the executive committee and went through the management letter. No findings but addressed some areas of concern that we are working on including the reconciliation of net assets is being done on a monthly basis. He made a prior year adjustment based on the net asset beginning balance so our balance sheet is accurate, remove the controlling accounts and reconcile monthly.</p> <p>Celeste indicated we will have a correction to Merrill Lynch adjusted cost basis on note 12 on page 13. Also had one cosmetic change.</p> <p>The management letter did not get sent to everyone. We will postpone approval of this item. Michelle said she would resend out the audit, 990s, the management letter back out to everyone, allow everyone to look at it, and approve it via email.</p>	

B. Financial Update – Mike Strong
Investment Committee Report

a. Approve revised investment management fee

Investment performance highlights: our total portfolio since the inception on 4-23-13 has earned (net of fees) 6.29% over the life of the investment. Last year was not a good year but we have seen some gains this year. Since 7-1-22, we have gained approximately \$161,000. The income statement shows the losses and gains.

Mike would like to propose the evolution of the investment committee to become the finance committee. We help your help and expertise in the financial oversight. We also need your help in the enhancement of our financial policies. He has spoken with the executive committee and would like to meet with investment committee in January to draft a charge for the financial committee to determine what is their role is. Mike will email out some draft policies in February and they will meet later in the month so they can look at them and make any revisions and then be able to bring them to the March board for approval.

Motion to approve revised investment management fee by June Yamamoto
Motion seconded by Mark Snowwhite
Motion was unanimously approved

b. Approve budget report

The budget report is a direct reflection of the profit and loss. There is an approved budget column and we updated the actuals column as of the end of November. Total annual revenue we received to date is \$1.37 million. Overall budget of 2.0 million and we are on track due to San Manuel donation to create the endowment for the fire academy. \$137,000 of this revenue is for non-endowed scholarships and \$45,00 is for endowed scholarships. This has continued to grow each year.

On the expense side our total YTD expenses of \$317,000 and income of 1.3 million, net income of about 1 million. \$246,000 of the expenses are for scholarships. \$20,000 going directly to support our programs.

Not able to share this report and Michelle suggested we approve this by email.

C. Approve Green Naming Agreement

This was a memo sent by email. Forrest and Valerie Greek have committed to gifts of \$20,000 each year for the past two years and are continuing with that commitment in the future. In addition, they have left several homes in their estate plan so when they pass away, we will receive the equity from those homes. One specific home they have dedicated to this particular purpose - to name a classroom in the PSAH building after Forrest's daughter Kirsten who went through the respiratory care program and passed away a few years ago. This is in addition to their annual gifts. These annual gifts will allow us to support every single respiratory graduate with \$250.00 that will help them pay for their state licensing and registration fees that are due at the end of their program. That begins tonight. For the very first time at the respiratory care graduation program tonight we will give each graduate a check for \$250.00 because of Forrest and Valerie's donations. That naming ceremony will be on Saturday, January 21, 2023, at 1:00 p.m. in the PSAH building. We will have invitations out shortly. Hope that you will come and support the Greeks in this ceremony. It is important for our foundation directors there to say thank you and make sure they know how much we appreciate their support of our students. Need approval

	<p>according to our policy from this Foundation Board that we are going to accept this gift in exchange for naming. It has been approved by the Board of Trustees.</p> <p>Motion to approve made by: Mark Snowwhite Motion seconded by: Wynona Duvall Motion was unanimously approved.</p>	
<p>Old Business</p>	<p>A. Feasibility Student update</p> <p>We did some initial interviews with Ron Huddleston in November and met with nine individuals to help us develop a list of 60-70 names and what we found was that those philanthropists in our area that have high capacity, have zero connection or relationship with Crafton Hills College. After these initial nine interviews, rather than interviewing 60-70 people who will probably not even say yes to the interview because they don't know anything about Crafton Hills College, that we do some leadership briefings. These will be an event at an individual's home. That individual will help us develop a guest list of about 10 people that will come to this very small event to meet us, hear from a student and how the foundation is helping them and hear from Kevin about these areas that we have identified as our areas of need that make up the 10 million campaign that are hoping to launch. They will not be asked for money. They will be just asked to hear about what is going on at Crafton. From there, they will be asked to participate in an interview. During the interview they will not be asked for money either. They will be asked to give their opinions on whether they think these areas are something that our community would support or what areas we need to develop more. Give us advice on how they view the college and how they view the college and the community. If Ron comes back after these interviews and says that the people in this area really think highly of Crafton and we think you will be able to raise the \$10 million dollars, then we will launch the campaign and then we will start to ask for money. Next step is to introduce people who really don't know much about Crafton but are philanthropic or have capacity to give that they come to these events and learn more about us so we can generate more interest and support for our foundation. Kevin has graciously offered his home up for one of these events and we will be holding one along with one of our trustees at his house. Paul Barich has also agreed to open his home. If any of you are interested or know someone who might be interested in helping us by offering up your home and helping, please see Michelle so we can work together to plan an event. Dr. Nguyen said we need two or three more homes. Michelle indicated that she will bring the food, drinks, and students.</p> <p>B. Review results from retreat activities at September Board Retreat Dr, Nguyen stated that at the retreat these items were discussed:</p> <ul style="list-style-type: none"> ➤ Everyone agreed they enjoy all the activities i.e. scholarship lunch, gala, friends luncheon ➤ Trying to improve Alummi engagement ➤ Need to engage at all Campus events ➤ Speak in the community. Where? ➤ Committee Involvement – everyone needs to commit to at least one committee ➤ Gala committee needs more people ➤ Scholarship committee needs more people 	
<p>Reports</p>	<p>a. College Update – Dr. Kevin Horan</p> <p>Tonight is respiratory care graduation ceremony. We were fully approved to offer a baccalaureate program in respiratory care. We are one of three community colleges in California, the only one in Southern California that offer a baccalaureate degree in this field. This will meet a great workforce need and very excited about that.</p>	

	<p>There is a ground-breaking ceremony on 1-20-23 for the public safety training center. This is our simulation building for the fire academy and hope you will all be able to attend.</p> <p>Our enrollment, this is the first semester since Spring 2020 that we have not gone down.</p> <p>We have assembled a new infrastructure in an outreach team and they have made tremendous difference in the college and we are really looking forward to the fruits of their labor in how its going to help us in Spring and Fall. We will have them come and make a presentation to a future board meeting about what we are doing with outreach.</p> <p>We are closing in on the final stages of our revised Educational Master Plan. In the Spring semester, we will be going to through the constituency review process by taking it out to all the senates and getting feedback. It hopefully will be going to the Board of Trustees for approval in March or April. After that we will be completing an update to the Facilities Master Plan.</p> <p>In addition, we will be sending to the Board in January the updated Student Equity Plan. It is a robust and bold plan and we believe it will make a tremendous difference in eliminating disproportionate impact of our most disparaged students. Very excited about the efforts being put into this. To tie into the feasibility study, one of the areas is STEM. We believe, we have not received the official word yet, that we will be the recipient of the new MESA Grant from the state for 1.2 million dollars over five years that will enable us to staff up our STEM Center and enhance our STEM center program offerings. Hopefully we will hear at the end of January.</p> <p>b. Development Update – Michelle Riggs Submitted written report via email. No questions.</p> <p>Michelle stated the ground breaking ceremony on 1-20-23 will have a bagpiper to open the ceremony, a big check presentation from San Manuel Band of Mission Indians for the \$1.8 million dollars we are receiving and shovels in the ground. Plese come support this event.</p> <p>Michelle indicated the 4-19-23 President's Circle event was not on the below list. It is a meet the author event including dinner.</p> <p>c. Major and Planning Giving Updates – Brent Hunter Submitted written report via email. No questions</p>	
Upcoming Dates	<ul style="list-style-type: none"> • 12-15-22, Respiratory Graduation, 5:00 p.m., PAC • 12-16-22, Fire Academy Graduation, 6:00 p.m., PAC • 01-20-23, Regional Training Center Groundbreaking Ceremony, 1:00 p.m., Lot I • 01-20-23, Paramedic Graduation, 6:00 p.m., PAC • 01-21-23, Greek Naming Ceremony, 1:00 p.m., PSAH 115 • 04/06/23, Gala, TBD. 	
Adjournment	Board meeting adjourned by Dr. Nguyen at 5:00 p.m.	
Next Board Meeting	March 16, 2023, at 4:00 p.m., LRC 226	