

**CHC Foundation  
Board of Directors Meeting  
Minutes**

**Thursday June 15, 2023  
Crafton Hills College – LRC 226**

<input checked="" type="checkbox"/> Phong Nguyen (Pres)	<input type="checkbox"/> William Nassar	<input checked="" type="checkbox"/> Greg Wessels	<b>NON-DIRECTORS</b>
<input checked="" type="checkbox"/> Amy Minjares (VP)	<input type="checkbox"/> Rosaura Solis-Parsons	<input checked="" type="checkbox"/> Leslie Wessels	<input checked="" type="checkbox"/> Michelle Riggs
<input checked="" type="checkbox"/> Kevin Horan (Sec)	<input checked="" type="checkbox"/> Celeste Reid	<input checked="" type="checkbox"/> June Yamamoto	<input checked="" type="checkbox"/> Carrie Audet
<input checked="" type="checkbox"/> Mike Strong (CFO)	<input type="checkbox"/> Col. David E. Raley	<input checked="" type="checkbox"/> Meridyth McLaren - AS Pres	<input type="checkbox"/> Brent Hunter
<input checked="" type="checkbox"/> David Avila	<input checked="" type="checkbox"/> Barbara Smith	<input checked="" type="checkbox"/> Karen Peterson - CS Pres	<input type="checkbox"/> Ericka Paddock
<input checked="" type="checkbox"/> Wynona Duvall	<input checked="" type="checkbox"/> Mike Smith	<input type="checkbox"/> Enggie Ocampo - SS Pres	<input type="checkbox"/> Delmy Spencer
<input type="checkbox"/> Gloria Harrison	<input checked="" type="checkbox"/> Mark Snowwhite	<input type="checkbox"/>	<input type="checkbox"/> Keith Wurtz
<input checked="" type="checkbox"/> John Jones	<input checked="" type="checkbox"/> Lillian Vasquez	<input type="checkbox"/>	

TOPIC	DISCUSSION	FURTHER ACTION																																								
Call to Order	<p>Phong Nguyen, Foundation President, called the meeting to order at 4:15pm. In his opening remarks, he wished a happy Father’s Day to everyone in the room. He thanked Director Donna Ferracone for her service as a Foundation Director since 4/10/1993. Although she is stepping down as a director, she will continue to serve on the Scholarship Committee. President Nguyen also thanked Director Ray Casey for his service to the Foundation since 12/7/2017.</p> <p>At this time, he also invited new members Meridyth McLaren, CHC Academic Senate President, and Karen Peterson, CHC Classified Senate President to introduce themselves.</p>																																									
Consent Agenda	<p>A. Approve Minutes of the 3-16-2023 meeting. B. Accept donations \$2,500 and above:</p> <table border="1" data-bbox="324 1066 1383 1440"> <thead> <tr> <th>Date</th> <th>Donor</th> <th>Memo/Desc.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>3/6/2023</td> <td>P2S Inc</td> <td>Gala</td> <td>\$2,500</td> </tr> <tr> <td>3/15/2023</td> <td>Pepsi</td> <td>Foundation General</td> <td>\$26,859</td> </tr> <tr> <td>3/7/2023</td> <td>Shannon Steward</td> <td>Gala</td> <td>\$2,500</td> </tr> <tr> <td>4/6/2023</td> <td>Erickson Hall</td> <td>Gala</td> <td>\$2,500</td> </tr> <tr> <td>4/11/2023</td> <td>Mark &amp; Jamie Howder</td> <td>Gala</td> <td>\$5,320</td> </tr> <tr> <td>5/10/2023</td> <td>Diane Pfahler</td> <td>Scholarships</td> <td>\$7,210</td> </tr> <tr> <td>5/10/2023</td> <td>Don Averill</td> <td>Endowed Scholarship</td> <td>\$3,000</td> </tr> <tr> <td>5/16/2023</td> <td>Yucaipa Rotary</td> <td>Basic Needs Scholarships</td> <td>\$6,000</td> </tr> <tr> <td>5/25/2023</td> <td>Elaine Rosen</td> <td>Endowment Performing Arts</td> <td>\$10,000</td> </tr> </tbody> </table> <p>C. Accept updates to Bylaws. D. Accept signed and updated conflict of interest and whistleblower forms from foundation directors. E. Approve contract for audit and 990 preparation FY end 6-30-2023 with L. Ray Ashworth not to exceed \$18,750. F. Accept gala expenses and revenue report.</p> <p><b>Motion to approve made by Barbara Smith. Second made by Wynona Duvall. Motion was unanimously carried.</b></p>	Date	Donor	Memo/Desc.	Amount	3/6/2023	P2S Inc	Gala	\$2,500	3/15/2023	Pepsi	Foundation General	\$26,859	3/7/2023	Shannon Steward	Gala	\$2,500	4/6/2023	Erickson Hall	Gala	\$2,500	4/11/2023	Mark & Jamie Howder	Gala	\$5,320	5/10/2023	Diane Pfahler	Scholarships	\$7,210	5/10/2023	Don Averill	Endowed Scholarship	\$3,000	5/16/2023	Yucaipa Rotary	Basic Needs Scholarships	\$6,000	5/25/2023	Elaine Rosen	Endowment Performing Arts	\$10,000	
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New Business	<p>A. Financial update – Mike Strong a. Budget – Consideration to adopt proposed 2023-2024 budget CFO Mike Strong provided clarification on certain points in the proposed budget. Foundation staff allocation is lower than 22-23 because that budget included 100% funding for Michelle Riggs, Carrie Audet, and Cindy Calderon-Cruz, but should have been budgeted at 50%. Current</p>	<p>Mike to correct pg 4 at bottom of 23/24 budget.</p>																																								

actual revenues are lower than projections because revenue projections are based on pledges and come throughout the year. Some pledges are still coming in. There are currently 124 President's Circle Members. June Yamamoto asked for clarification on the allocation for a PT employee. Would this be a PT employee or FT with 50% funding from Foundation? Michelle Riggs said this would be a PT program assistant working 19 hours per week. The Foundation would pay the district for this employee's hours.

Celeste Reid asked about interest earnings as a funding source when this appears to be cited later as "unrealized gain." Mike Strong explained it is itemized as "unrealized" because it has not been touched.

Celeste Reid also asked if there is a process for committees to submit amendments to the budget. Mike Strong said we have not historically amended the budget but it may sometimes be a good idea.

**Motion to approve budget by Mark Snowwhite.**

**Seconded by Greg Wessels.**

**Motion was unanimously carried.**

- b. Investment – Consideration to approve investment report

**Motion to approve by June Yamamoto.**

**Seconded by Mark Snowwhite.**

**Motion was unanimously carried.**

President Nguyen proposed the approval of items B-F collectively. There was no objection.

- B. Consideration to approve election of foundation director to 3-year term expiring June 30, 2026.

President Nguyen noted there are currently 6 vacant positions on the Board and there was only 1 applicant. Michelle Riggs added that although Chris Markarian was not present at this meeting, he is ready to fully participate.

- a. Chris Markarian

- C. Consideration to approve re-election of foundation directors to 3-year terms expiring June 30, 2026

- a. Michael Smith
- b. June Yamamoto
- c. Col. David E. Raley

- D. Consideration of election of officers

- a. President – Dr. Phong Nguyen
- b. 1<sup>st</sup> Vice President – Amy Minjares
- c. Vice Presidents – David Avila, Wynona Duvall, Barbara Smith, Leslie Wessels, June Yamamoto
- d. Secretary – Dr. Kevin Horan
- e. Chief Financial Officer – Mike Strong

- E. Consideration of appointment of voting directors.

- a. Meridyth McLaren – Academic Senate President
- b. Karen Peterson – Classified Senate President
- c. Enggie Ocampo – Student Senate President

- F. Consideration of committee membership appointment for 2023-2024.

- a. Executive Committee – Phong Nguyen (President), Amy Minjares (1<sup>st</sup> Vice President), Kevin Horan (Secretary), Mike Strong (CFO), Bill Nassar (Past President), David Avila, Wynona Duvall, Barbara Smith, Leslie Wessels, June Yamamoto
- b. Development Committee – Mark Snowwhite, Barbara Smith
- c. Events Committee – Leslie Wessels (Chair), Wynona Duvall, Barbara Smith, Donna Ferracone

	<p>d. Finance Committee – Mike Strong (Chair), Amy Minjares, Greg Wessels, Rosaura Parsons, David Raley</p> <p>e. Alumni Committee – Phong Nguyen, Lillian Vasquez, Mike Smith, June Yamamoto, Celeste Reid</p> <p><b>Motion to approve items B-F by June Yamamoto. Seconded by Mark Snowwhite. Motion was unanimously carried.</b></p>	<p>Add David Avila to the Alumni Committee</p>
<p>Reports</p>	<p>A. College Update – Kevin Horan</p> <p>CHC President Kevin Horan began by thanking the Board members for being so active in year-end events including the Performing Arts Center groundbreaking and graduation.</p> <p>There has been a reorganization of Student Services with Dean Ivan Peña as overseeing Support Services and Dean Willie Blackmon overseeing Outreach and Admission &amp; Records. President Horan noted that both deans are doing fantastic work.</p> <p>The Outreach staff have become a strong presence at the high school campuses and in the community. They have been increasing campus tours. We have rebranded taglines and multi-lingual marketing resources.</p> <p>The Covid Relief Funds allocated by the State made it possible to forgive two years of outstanding fees for students. In addition, fee-free summer classes and free textbooks all contributed to a 25% spike in summer enrollment. Governor Newsom’s revised budget may cancel some funds, but President Horan assured that we will find the funds to fulfill our promises to students.</p> <p>The enrollment process for prospective students has gone from 6 steps to 3. Every student is now contacted by Financial Aid to determine need for students who might not have applied.</p> <p>AS President McLaren noted that her Child Development course usually fills one section each summer and this summer they have filled 4 sections.</p> <p>June Yamamoto praised the campus collaboration with the local Girl Scouts.</p> <p>Phong Nguyen said he is excited to see how the campus is growing and this is why we need to continue to grow our endowment.</p> <p>B. Development Update – Michelle Riggs</p> <p>Michelle Riggs distributed an updated flyer with naming opportunities for the new Performing Arts Center, which reflects pricing changes for theatre seats. They have already sold 6 seats. Riggs said she is hopeful they can sell all seats. Proceeds will go into an endowment to support arts students.</p> <p>Barbi Smith asked if the theatre seat pricing is an annual committee. Michelle said it is a one-time cost. It does not guarantee the donor gets to sit in that seat for theatre events.</p> <p>Michelle continued with the update that there are also naming opportunities for the Public Safety and Allied Health Building. Each graduate of the Respiratory Care program now receives \$300 to offset licensing fees, which have been a barrier to graduates moving into the workforce.</p> <p>David Avila mentioned the financial report included a \$10,000 gift from Elaine</p>	<p>Carrie to make a note for an idea on how to steward the seat naming donors with examples of 1<sup>st</sup> priority for show/event tickets for future performances.</p>

	<p>Rosen, as well as an additional \$15,000 for performing arts programs. The theatre faculty are looking into offering \$500 scholarships to local high schools students who attend CHC.</p> <p>C. Feasibility Study Update – Kevin Horan and Michelle Riggs Michelle and Kevin provided an update on the study to determine whether the Foundation is ready to launch a \$10 million campaign. After conducting 5 leadership briefings and interviewing 25 high net worth individuals in March, the conclusion is that we are not currently ready to launch a \$10 million campaign. Michelle emphasized the need to make the Foundation Board a part of our regular discussions, communicating better with potential partners, and raise awareness of the work we are doing.</p> <p>Kevin said they are still digesting how to move forward in light of these findings. During the process, there was good feedback and a few donations, so Kevin said one thing they learned was that when we make a compelling, specific case, the money comes in. When we make broader goals, we are less successful. He said we need to be clearer and more detailed with the needs. Our consultant had a lot of suggestions about how to move forward. The first recommendation was to increasing the number on our Executive committee.</p> <p>Michelle said the Exec Committee will be working through a plan for the Board retreat in September. They have also decided to extend the length of the March meeting to have enough time for business.</p> <p>President Nguyen agreed that specific goals make it easier to find donors and thanked Michelle for her report.</p>	
Adjournment	<p>Phong Nguyen, Foundation President – Closing Remarks President Nguyen said he is honored to serve as president of this Foundation and thanks all members for being involved and active. He asked all members to continue to show up and support events.</p> <p>A. Review calendar of events 6/22 9:00 a.m. – Retiree Brunch 6/28 8:30 a.m. – Campus Tour 6/29 8:30 a.m. – Campus Tour 8/10 9:00 a.m. – Scholarship Reception 8/25 6:00 p.m. – Paramedic Graduation</p> <p>Michelle Riggs announced next year’s Annual Fundraiser will be held on April 18, 2024 and the theme will be “Paradise.”</p> <p>Kevin Horan and Barbi Smith pledged theatre seats.</p> <p>David Avila encouraged everyone to take the campus tour because you can see so much of the campus. Leslie Wessels agreed and added the she saw things she had never seen. Barbi Smith added that the tour gives insight into the campus departments and what they need.</p> <p>The meeting was adjourned at 5:35 p.m.</p>	
Upcoming Dates	<p>Next full Board Meeting: Extended Board Retreat – September 21, 2023 – 4:00 p.m. – 7:00 p.m. Dinner will be served.</p>	

	<p>AGENDA: Review progress on Strategic Plan and adopt new Strategic Plan</p>	
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Next year's dates – please mark your calendars:

- 12/7/2023 4:00 – 5:30 p.m. Board meeting
- 3/7/2024 4:00 – 7:00 p.m. Extended Board meeting. Dinner will be served.
- 4/18/2024 5:30 – 8:00 p.m. Annual Fundraiser
- 6/20/2024 4:00 – 5:30 p.m. Board meeting