

**CHC Foundation
Board of Directors Meeting
MINUTES**

**Thursday September 21, 2023
4:00-4:30 p.m.
Crafton Hills College – Crafton Hall**

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| ■ Phong Nguyen (Pres) | ■ Mike Strong (CFO) | ■ Mark Snowwhite | ■ Michelle Riggs |
| □ Amy Minjares (1 st VP) | □ Gloria Harrison | □ Rosaura Solis-Parsons | ■ Carrie Audet |
| ■ David Avila (VP) | ■ John Jones | □ Lillian Vasquez | ■ Brent Hunter |
| ■ Wynona Duvall (VP) | ■ Chris Markarian | ■ Greg Wessels | □ Ericka Paddock |
| ■ Barbara Smith (VP) | ■ William Nassar | ■ Meridyth McLaren (AS Pres) | □ Delmy Spencer |
| ■ Leslie Wessels (VP) | □ Col. David E. Raley | ■ Karen Peterson (CS Pres) | □ Keith Wurtz |
| ■ June Yamamoto (VP) | ■ Celeste Reid | ■ Enggie Ocampo (SS Pres) | □ |
| ■ Kevin Horan (Sec) | ■ Mike Smith | □ | □ |

| TOPIC | DISCUSSION | FURTHER ACTION |
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| Call to Order | <p>Meeting called to order by Dr. Phong Nguyen, Foundation President at 4:05 p.m.</p> <p>Dr. Horan introduced Kristen Audibert as the new director of the MESA Program, and she started at CHC in July 2023. He shared that Kristen would be giving an overview presentation of what the program is and what she has done to launch the program.</p> <ul style="list-style-type: none"> • Newly funded program at CHC, program specifically targets the support for academics and transfers to universities. • Helps build community and sense of belonging with peers and faculty. • The MESA program supported by the California Community College Chancellor’s office and is a program recognized by the K-12, community college, and university pipeline. • Offers college prep programs and spreads to K-12, helps prepare students for the workforce. • Discussed student success steps being taken to implement the program: special events, scholarship support, student clustering, transfer prep & support, & professional development opportunities. • Reviewed MESA program and institutional objectives: <ol style="list-style-type: none"> 1. Administrative Component-Hired Kristen and looking to hire an administrative assistant 2. Student Center-Social gathering space for students 3. AEWs & HE practices-Academic support like one-on-one tutoring and study groups 4. Academic Counseling-Dedicated counselor in the STEM center to provide dedicated time and support to students. Making sure students have the most up to date education plan. 5. Orientation-The program wants to be very intentional with communication with students and personalized interactions with the program. 6. Student support services-Have meet with several departments | |

throughout campus that provide support to our students. The goal is to improve and support each other within departments.

7. Student outreach and recruitment-Have updated the MESA and STEM logo. Participated in the Roadrunner Rally on August 2, 2023. Will also be participating in an upcoming campus visit from the Colton Redlands Yucaipa ROP group where students will be able to have an opportunity to visit the STEM labs.

8. Working to get the application process live on LaserFiche and students can begin to apply to join program.

Goals for Fall 2023: first MESA cohort, complete MESA student lounge, build & starting relationships with staff and faculty, develop a MESA summer academy, MESA agreements with local university programs, integration of MESA into CHC infrastructures and culture.

Christopher Markarian introduced himself as a new member to the board.

Enggie Ocampo Student Senate President introduced herself to board members. Enggie shared she is also the treasurer for the Region 9 SSSCC. Dr. Nguyen welcomed her and thanked her for the student support to the Foundation and campus.

Carrie Audet shared a thank you letter with photo from a student that applied for emergency funding.

Consent Agenda:

- a. Approve Minutes of the 6-15-23 meeting.
- b. Approve Contract for Auction Event Solutions for \$3,330 to perform computerized check-in and checkout process at annual fundraising event.
- c. Accept donations \$2,500 and above:

| <i>Date</i> | <i>Donor</i> | <i>Fund</i> | <i>Amount</i> |
|-------------|------------------------------------|--|---------------|
| 6/2/23 | Jeff Barraza and Diana Rodriguez | Gala | \$2,525 |
| 6/5/23 | Bill & Paula Ahlborn | Endowment | \$5,000 |
| 6/6/23 | AECOM | Gala | \$5,000 |
| 7/19/23 | John Burton Grant | EOPS | \$2,500 |
| 7/19/23 | Pepsi | Operating Expenses | \$8,834 |
| 7/21/23 | CCC Foundation | Scholarships, Emergency funds, Operating | \$125,000 |
| 7/30/23 | Forrest Greek | Respiratory, Fire, Child Development | \$3,000 |
| 8/2/23 | CCC Foundation | Osher Scholarships | \$5,075 |
| 8/2/23 | Nick Giordano | Paramedic Scholarship | \$2,604 |
| 8/29/23 | Elaine Rosen | Rosen Endowment | \$10,000 |
| 8/29/23 | San Manuel Band of Mission Indians | Fire Academy | \$800,000 |
| 9/11/23 | Southern California Edison | STEM and Fire Scholarships | \$50,000 |

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| | <p>Motion to approve made by: Mark Snowwhite Motion seconded by: David Avila Motion was unanimously approved.</p> | |
| <p>Committee Reports</p> | <p>a. Alumni – Celeste Reid The purpose is to develop programs to allow the alumni to connect and engage to Crafton Hills College and to support the Foundation’s Mission and strategic goals. The committee has identified two programs to get started: Infinity Group Connection program, in August 2023, 100 paramedic students graduated. All prior classes were invited to come together for the event to connect and engage. In January 2024, there will be a Sneak Peak event for Alumni to see the Public Safety Training center and to participate in a ribbon cutting ceremony. Another program that is being discussed is the Share Your Story engagement program. They are asking Alumni to share their CHC story to share on the Foundation website with the opportunity to upload a video or a photo. We are asking board members to participate in this program. Please help by distributing the business cards created where you can scan a QR code that will link them to the website where they can enter data about themselves, upload a story, or photo of themselves. All members will receive an email with talking points for members to take out to their affinity groups and professional organizations within the community. New committee Roll Up Your Sleeves and Get Work Done. New Members: Dr. Nguyen, David Avila, June Yamamoto, Mike Smith, and Lillian Vasquez. The committee meets once a month for an hour. We are welcoming new members that like to have fun, participate in program development, and like to take action. Dr. Nguyen shared that it was great seeing around 50 Alumni during the paramedic graduation. The goal would be to have the Alumni participate in the Fire and Fine Arts programs as well.</p> <p>b. Annual Fundraiser – Michelle Riggs April 18, 2024, 5:30-8:30 Thursday in the engine bay at the fire academy. The website is up, there are sponsor brochures, and within the next week the save the date cards will go out. They need your help to secure sponsorships and share the information within the community and help find auction items for the silent and live auction. They also need your support with buying and selling tickets and tables to fill the room. This year it will be a Paradise theme, get your Hawaiian print shirts ready.</p> | |
| <p>Reports</p> | <p>a. Crafton Hills College- Kevin Horan Kevin shared enrollment has been steady and holding. We have had about 12% increase since last year and have surpassed our Fall goal by 7%.</p> <p>b. Financial Update – Mike Strong Mike Strong shared several financial reports documents. Overall Budget Report: A few highlights: Account 4102 is the Scholarship</p> | |

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| | <p>account, received over \$16,0000 in scholarship revenue with endowed scholarships and an additional \$6,000 non-endowed scholarships. Another highlight is line 4700, grant income \$800,000 this year from San Manuel, part of the \$1.8 million dollar grant received last year. Also have from the Community College Grant, the Finish line grant received \$100,000. Have also received from Edison \$15,0000. Since the last budget report was updated, we have also received additional funds. Wynona asked Mike Strong what the \$8,000 in other revenue from last year’s budget was. Mike is going to investigate the \$8,000 to get Wynona an answer to this question. Celeste asked about President’s Circle receiving about 3% and only about a third of the way for this year. What is the timing of President’s Circle, do we have peaks throughout the year? Mike shared that the trend is we receive slowly and steadily throughout the year from payroll deduction but receive a larger sum from the Gala. We have about 120 members in the President’s Circle and the estimated amount being received is about \$120,000. Expense lines 5306 65801 are being used to benefit the students in the Fire Academy. Under scholarships, we have given out \$56,860 this Fiscal Year. We are receiving a lot of money right because of the grant but will be spending that within the next 4 years. We hope to get more grants, but we also will have more expenses due to the construction. The highlight on the Merrill Lynch Statement is the gain on our investments of \$116,000 since July with loses of \$114,000, about \$2,000 in the black. As of the year, to date January, we have had a positive gain of \$409,000. Celeste asked about the budgeted amount for scholarships of \$250,000 and had only spent about \$70,000. She shared that it seems we are behind a little on giving scholarships and wanted to know if we had overbudgeted for scholarships or has there not been much of a need. Michelle Riggs shared that we started new process with disbursing scholarships with Financial Aid office. There was a slow start for the process and are trying to catch up as Financial Aid is sending the claim forms over to the Foundation. Scholarships should be disbursed within the next few months and are on track to \$250,000. Celeste asked for an update and status of the annual audit. Mike shared the audit ended on June 30,2023 and expect the draft to be complete within the next couple of weeks and then moving into the tax returns. Tax return and draft should be ready in the November 13th Executive Committee meeting.</p> | |
| <p>Adjournment</p> | <p>Board meeting adjourned at 4:43 p.m. Dinner and Foundation Board Retreat will immediately commence upon conclusion of this meeting.</p> | |
| <p>Upcoming Dates</p> | <ul style="list-style-type: none"> a. Legacy Wall Unveiling: Friday, Oct 20, 2:30 – 4 pm Crafton Center b. Birthday celebration for Dr. Phong Nguyen: Thursday, Oct 19, at A Dong Vietnamese Restaurant, 6:00 p.m. Please RSVP to put the menu together. Give RSVP to June or Wynona. | |

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| | c. CHC Career Day for the Girl Scouts on Allied Health and medical careers on Thursday, Oct 19 at 9:00-1:20. Please let June know if you would like to volunteer for this event. | |
| Next Board Meeting | December 7, 2023, at 4:00-5:30 p.m., LRC 226 | |