

| <b>CHC Foundation<br/>Board of Directors Meeting<br/>MINUTES</b>  |   | <b>Thursday June 6, 2024<br/>4:00-5:30 p.m.<br/>Crafton Hills College – LRC 226</b> |  |
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| <div> <div> ■ Phong Nguyen (Pres)<br/>■ Amy Minjares (1<sup>st</sup> VP)<br/>■ David Avila (VP)<br/>■ Wynona Duvall (VP)<br/><br/>■ Barbara Smith (VP)<br/>■ Leslie Wessels (VP)<br/>■ June Yamamoto (VP)<br/>■ Kevin Horan (Sec) </div> <div> ■ Mike Strong (CFO)<br/>■ Gloria Harrison<br/>■ Chris Markarian<br/>□ William Nassar<br/><br/>■ Celeste Reid<br/>■ Rich Sessler<br/>□ Mike Smith<br/>■ Mark Snowwhite </div> <div> □ Rosaura Solis-Parsons<br/>□ Lillian Vasquez<br/>■ Greg Wessels<br/>□ Meridyth McLaren (AS Pres)<br/>□ Karen Peterson (CS Pres)<br/>■ Thalia Radillo (SS Pres) </div> <div> ■ Michelle Riggs<br/>■ Carrie Audet<br/>■ Brent Hunter<br/>□ Ericka Paddock<br/><br/>□ Delmy Spencer<br/>□ Keith Wurtz<br/>□ Cyndie St. Jean </div> </div> |   |   |  |
| TOPIC   | DISCUSSION  | FURTHER ACTION  |  |
| Call to Order<br>Dr. Phong Nguyen   | <p>Meeting called to order by Dr. Phong Nguyen, Foundation President at 4:04 p.m.</p> <ul style="list-style-type: none"> <li>Thank you to Enggie Ocampo for her service as an appointed director for the Student Senate for the 2023-2024 year.</li> <li>Thank you to Col David E. Raley for his 29 years of dedicated service on the Foundation Board, from May 19, 1995, until his passing on June 2, 2024. An endowed scholarship is being established <a href="http://www.craftonhills.edu/raleys">www.craftonhills.edu/raleys</a>.</li> </ul>  |   |  |
| Ice-Breaker,<br>June Yamamoto   | June Yamamoto kicked off the meeting with an interactive game for all in attendance.  |   |  |
| Presentation,<br>Michelle Riggs   | <p>Overview of how the Foundation supported the College during the 23-24 FY:</p> <ul style="list-style-type: none"> <li>Updated Mission, Vision, Values &amp; Strategic Plan</li> <li>Increased total endowment to \$7.4 million</li> <li>Support for students with grants and scholarships</li> <li>New/continuing campaigns (Fire Academy, Performing Arts, Honors)</li> <li>Increase in #TeamCrafton (95) and President's Circle members (132)</li> <li>Planned Giving: New 3-Part gift option</li> <li>Alumni Engagement: 3 events and commencement celebration to welcome/congratulate new alumni</li> </ul> |   |  |
| Consent Agenda  | <p>Consent Agenda:</p> <ol style="list-style-type: none"> <li>Approve minutes of the 3-7-24 meeting.</li> <li>Approve and Adopt Strategic Plan</li> <li>Approve Updated Director Agreement</li> </ol>   |   |  |

- d. Accept signed and updated conflict of interest and whistleblower forms from foundation directors.
- e. Approve contract for audit and 990 preparation FY end 6-30-2024 with Eadie Payne not to exceed \$22,000.
- f. Accept donations \$2,500 and above:

| <i>Date</i> | <i>Donor</i>       | <i>Fund</i>                 | <i>Amount</i> |
|-------------|--------------------|-----------------------------|---------------|
| 3/19/24     | AECOM              | President's Circle and Gala | \$ 2,500      |
| 3/19/24     | Anonymous          | Paramedic Fund              | \$ 20,000     |
| 3/13/24     | Kitchell           | President's Circle and Gala | \$ 2,500      |
| 3/22/24     | Diane Pfahler      | Scholarships                | \$ 8,250      |
| 3/28/24     | Priority Ambulance | President's Circle and Gala | \$ 2,500      |
| 3/30/24     | Forrest Greek      | Greek Endowed Fund          | \$ 4,000      |
| 4/29/24     | Sara Clopine       | Clopine Scholarship & PC    | \$ 3,000      |
| 4/29/24     | Diane Pfahler      | Student Success Fund        | \$ 5,000      |
| 5/13/24     | Diane Pfahler      | Student Success Fund        | \$ 7,500      |

Motion to approve consent agenda made by: David Avila  
 Motion seconded by: Mark Snowwhite  
 Motion was unanimously approved.

#### New Business

- a. Financial Update – Mike Strong  
**New Auditor** – Eadie Payne was approved and will starting working with them in the next month or so.

#### **Budget**

**\*4005** – Pres. Circle pledges recorded as receivables on the balance sheet, so not all payments are reflected in “Actuals” on the budget. Mike is working on a solution so that the totals will be accounted for in the “Actuals”. Also, this only includes data as of 4/30/24 and does not include a lot of the gala commitments.

**5020 (Auditor)** – Increase in budget based on proposal from new auditors.

**5105.01 (Gala Expenses)** – not all expenses reflected yet.

**5685.04 (Textbook Loans)** – large increase in anticipated expense due to zero-cost textbook loan no longer available.

**Motion to approve 24-25 Budget** made by: Amy Minjares

Motion seconded by: Wynona Duvall

Motion was unanimously approved.

\*Thank you to the Finance Committee who helped to draft the budget and put these numbers together.

#### **Investment** – Merrill Lynch Report

*Investment Earnings since 2013:*

- Total Contributions: \$3,940,413

- Total Interest Earned: \$638,786
- Total Appreciation: \$1,127,276
- Closing Balance: \$5,706,475

b. Consideration to approve re-election of foundation director to 3-year terms (expiring June 30, 2027): Mike Strong, Amy Minjares, Rosaura Solis-Parsons, Barbara Smith, Mark Snowwhite, Kevin Horan, Greg Wessels, Leslie Wessels, Wynona Duvall.

c. Consideration of election of officers:  
 President – Dr. Phong Nguyen  
 1<sup>st</sup> Vice President – Amy Minjares  
 Vice Presidents – David Avila, Wynona Duvall, Barbara Smith, Leslie Wessels, June Yamamoto  
 Secretary – Kevin Horan  
 Chief Financial Officer – Mike Strong

d. Consideration of appointment of voting directors:  
 Meridyth McLaren – Academic Senate President  
 Karen Peterson – Classified Senate President  
 Thalia Radillo – Student Senate President

Thalia introduced herself to the Board:

- 3<sup>rd</sup> year at Crafton
- Fell in love with the campus and joined student senate
- Decided to run for president
- Major is marine biology but getting associate degrees in physics, math, chemistry and biology before transferring to San Diego for marine biology

e. Consideration of committee membership appointment for 2024-2025:

**Executive Committee** – Phong Nguyen, Amy Minjares, David Avila, Wynona Duvall, Barbara Smith, Leslie Wessels, June Yamamoto, William Nassar, Mike Strong, Kevin Horan

**Finance Committee** – Mike Strong, Gloria Macias Harrison, Mark Snowwhite, Rosaura Solis-Parsons, Greg Wessels, Amy Minjares

**Alumni Committee** – Phong Nguyen, David Avila, Celeste Reid, Rich Sessler, Michael Smith, Lillian Vasquez, Zachary Ring (non-Director)

**Gala Committee** – Phong Nguyen, Amy Minjares, Barbara Smith, June Yamamoto, Leslie Wessels, Christopher Markarian, Rich Sesler, Mark Snowwhite, Meridyth McLaren, Karen Peterson, Thalia Radillo

**Scholarship Committee** – Wynona Duvall, Barbara Smith, Leslie Wessels, Michael Smith, Chris Markarian, Lillian Vasquez

Dr. Nguyen mentioned that we have seats for 6 additional Directors on

Carrie to  
add Amy  
Minjares to  
the Finance  
Committee

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|                   | <p>the Foundation Board and to give Michelle a call if you know anyone who may be a good fit and is interested in joining.</p> <p><b>Motion to approve consent agenda items b - f</b> made by: Mark Snowwhite<br/> Motion seconded by: Chris Markarian<br/> Motion was unanimously approved.</p> <p>Chris Markarian suggested retired judge, Tara Reilly, and will share her information with Michelle.</p>   |  |
| Committee Reports | <p>a. Alumni – Celeste Reid<br/> Celeste thanked Michelle for her presentation.</p> <p><u>Alumni Highlights</u> – we formed a committee with consistent attendance and engagement; enhanced outreach efforts – updated website, created “Share Your Story” cards to distribute, Valentine’s Day outreach, and a newsletter for alumni has been shared.</p> <p><u>Lessons Learned</u> – alumni have potential to be the most vested group of donors as they know the benefits Crafton offers, need for database management to facilitate alumni outreach, need for a strategic plan at the beginning of the year for outreach activities, affinity groups enjoy seeing each other, there is a need for succession planning in committees.</p> <p><u>Alumni is serious business for Foundation</u> – resources for alumni need to be reviewed/assessed including database management, availability of staff, funding for events.</p> <p><u>Opportunities are endless</u> – would like Crafton to be the model for other community colleges to look at for building alumni community.</p> <p>b. Gala Highlights – Carrie Audet<br/> Total Revenue - \$195,947<br/> Total Expenses - \$24,378<br/> Net Proceeds - \$171,569<br/> *167 thank you letters have gone out and acknowledged PC memberships<br/> Sponsor a Student Wall – less this year, gift card frenzy went well, live auction was less (we did not have as many sports event tickets), silent auction did very well (more options, better spaced on tables, higher value packages).<br/> Top Donors – thank them for their support</p> |  |

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|         | <p>President's Circle – 59 paddles raised, 3 new members, 6 PC upgrades, 2 lapsed but re-joined.</p> <p>Save the Date: 10/16/25 for next gala</p>   |  |
| Reports | <p>Crafton Hills College – Kevin Horan</p> <p>Enrollment Update:</p> <ul style="list-style-type: none"> <li>• 23/24 Goal was exceeded</li> <li>• Summer goal to increase by 10%</li> </ul> <p>Other Updates:</p> <ul style="list-style-type: none"> <li>• Respiratory Care Bachelors Program – started with 13 students, 11 successfully completed and now recruiting for next cohort;</li> <li>• Respiratory Program was just given a Distinguished Credentialing Success Award for efforts in re-accreditation and have been invited to Utah in July to accept their award.</li> <li>• Commencement was great – no flags fell over this year; still working with photographer vendor issues, had approx. 340 students register for commencement and this is the largest registration we've had (outside of combining years to make up for COVID), event was 1 hour and 16 minutes</li> <li>• CHC is rated #1 in the Inland Empire for 2<sup>nd</sup> year in a row for the acceptance rate to UC schools.</li> <li>• New PAC is back on track from earlier delays</li> <li>• Central Complex renovation is slated on-time for Fall 24 classes</li> <li>• Bond Program – swing space has been eliminated with the multiple ongoing projects from the current bond for savings.</li> <li>• Crafton Hall – few delays, but moving to get back on track for renovations.</li> <li>• Classified Professionals Week – providing breakfast, managers lunch, and workshops</li> <li>• Statewide CC Athletics Commission – statewide legislation changed to allow late start classes to count toward student athletes' eligibility. Nearly 45% of CHC classes are late start, so this is significant to our athletes.</li> <li>• Inland Empire Athletic Conference – hosting 2<sup>nd</sup> annual summit on campus next week (6/10/24)</li> <li>• Pay It Forward campaign – we had our first cadet fully repay through the Pay it Forward campaign.</li> <li>• Cert. Nurse Asst., Phlebotomy and LVN programs recent additions to Crafton offerings</li> <li>• 2<sup>nd</sup> Bachelor's program in the works – creating a Bachelor's program for Paralegal Studies</li> <li>• Thank you to David Raley for his service to the CHC Foundation Board. He was always so supportive, out in the community, making sure introductions were happening with the Directors</li> <li>• Gloria Harrison will have her last meeting as a Trustee next week. We are sorry to see she is off the board, but excited to see her more at</li> </ul> |  |

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|                | <p>Crafton.</p> <p>Gloria added that the press release will be going out, so the Board will be appointing someone to take her place. Her reason for resigning is because she has moved out of her District and has moved to be closer to her family.</p> <p>Anyone who resides in the District area and is interested can submit an application to District. Anne Viricel is also resigning and her seat will be available as well to residents in her area.</p> |  |
| Upcoming Dates | <p>Next Full Board meeting – Thursday, September 5, 2024 at 4pm</p> <p>Presentation – Charitable Gift Annuities with Brent Hunter</p>  |  |
| Adjournment    | <p>Closing Remarks: Make a note of which committees you are in and mark you calendars for the meeting dates and times.</p> <p>Chris Markarian’s daughter graduated from high school and will be attending Crafton. His wife graduated adult school and will also be attending Crafton.</p> <p>Meeting was adjourned at 5:26 p.m.</p>   |  |

DRAFT