

**CHC Foundation  
Board of Directors Meeting  
MINUTES**

**Thursday June 5, 2025  
Crafton Hills College – Roadrunner Café**

|                                     |                       |                              |                   |
|-------------------------------------|-----------------------|------------------------------|-------------------|
| ■ Phong Nguyen (Pres)               | ■ James Cortz         | ■ Mike Smith                 | ■ Michelle Riggs  |
| ■ Amy Minjares (1 <sup>st</sup> VP) | ■ Gloria Harrison     | ■ Mark Snowwhite             | ■ Carrie Audet    |
| ■ David Avila (VP)                  | ■ Alicia Gyllenhammer | ■ Rosaura Solis-Parsons      | ■ Brent Hunter    |
| ■ Wynona Duvall (VP)                | ■ Chris Markarian     | □ Lillian Vasquez            | □ Ericka Paddock  |
| ■ Barbara Smith (VP)                | □ William Nassar      | □ Natalie Lopez (AS Pres)    | □ Delmy Spencer   |
| ■ Leslie Wessels (VP)               | ■ Colin Northcutt     | ■ Meridyth McLaren (AS Pres) | □ Keith Wurtz     |
| □ June Yamamoto (VP)                | ■ Robert Pettiford    | □ Karen Peterson (CS Pres)   | ■ Cyndie St. Jean |
| ■ Kevin Horan (Sec)                 | □ Celeste Reid        | ■ Jared Shaw (SS Pres)       | □                 |
| □ Mike Strong (CFO)                 | ■ Rich Sessler        |                              |                   |

**Mission Statement:** The Crafton Hills College Foundation is dedicated to cultivating meaningful relationships and raising funds that remove barriers, enhance opportunities, and empower students to strengthen our community.

| TOPIC         | DISCUSSION  | FURTHER ACTION |
|---------------|---|----------------|
| Call to Order | <p>Meeting called to order at 4:12 p.m. by Dr. Nguyen. Carrie reminded everyone they need three signed forms: current parking permits, name tag and business card requests if needed and verify information for roster.</p> <p>Dr. Nguyen thanked Bill Nassar as he steps off the board. He was on the board for the last fifteen years including many years as president. He also thanked Meridyth McLaren as she steps off the board as the CHC Academic Senate appointee as her term ends this month.</p>  |                |
| Ice-Breaker   | Amy Minjares  |                |
| Presentation  | <p>Overview Foundation - Michelle Riggs</p> <p>Michelle gave a power point presentation for Foundation history since 2013. Here are some of the highlights:</p> <p>The college was opened in 1972. Michelle a worked in the Foundation since 2013.</p> <ul style="list-style-type: none"> <li>• In 2013 we had: <ul style="list-style-type: none"> <li>➢ Under \$1million in the bank and no endowments. Funds were in CDs in several banks and records were on spreadsheets.</li> <li>➢ Textbook loan program which allowed students to borrow money (zero interest or fees) to buy books, they would pay it off when they got their Financial Aid or paychecks. We serviced over 1,000 students in this program.</li> <li>➢ Awarded approximately \$50,000 in scholarships.</li> <li>➢ President's Circle was started by Gloria Harrison with 11 people. The goal was to raise unrestricted funds used to support programs and initiatives on campus that couldn't be funded</li> </ul> </li> </ul> |                |

through other means. This includes starting the Honors Institute.

- We received our first major gift from Stanley Krasovec who left us 1/3 of his estate which was a little under \$1 million. We purchased equipment for a simulation lab and established an endowment with \$671,000. This endowment remains today and we use the interest earned to support our simulation lab for EMS, paramedic and respiratory care students.
- In 2015 we started the transfer fee application reimbursement program and have helped over 800 students over the last decade.
- In 2017 we started the emergency grant program which provides up to \$500 to help in unanticipated emergencies for students to remain in school. This is a one-time grant per student and we have awarded over \$40,000 annually.
- In 2018 we had three areas named with endowments for:
  - Henry Stone
  - Betty Byron
  - Dr. Daniel Bahner
- In 2019 Kevin Horan became president
  - He reorganized marketing and foundation offices and now call it Institutional Advancement.
  - Set a goal to raise a \$1 million unrestricted endowment by our 50<sup>th</sup> anniversary in 2022.
  - In January 2019, we established Team Crafton with 50 employees with monthly payroll deductions. Today, we have 79 employees in Team Crafton.
  - We set a goal to reach 100 President's Circle members by 2021. Growing from 37 members to our current 133 President's Circle members, including 100% of our Foundation Board members.
  - Revised our legacy giving program. A three-part gift: an initial gift, a long-term annual pledge and an irrevocable bequest to sustain the endowment.
- In 2022 we received:
  - A three-part gift was used to name the Kirsten Greek Respiratory Care classroom and provides each graduate of the respiratory care program with a \$300 check to offset their licensing fees.
  - The Alherns named a courtyard with a gift that sends our earth science students to present their research at conferences.

|              |  |  |
|--------------|--|--|
|              | <ul style="list-style-type: none"> <li>➤ We reached our goal of a \$1 million of unrestricted endowment by our 50<sup>th</sup> anniversary.</li> <li>➤ We received a \$1.8 million grant from Yuhaaviatam of San Manuel Nation. \$900,00 of this grant covers 100% of the uniforms, certifications, books and gear for 60 cadets each year for 5 years. It also provides a \$900,000 endowment that will be invested and a requirement of that grant is we need to match this \$900,000.</li> <li>• In 2023: <ul style="list-style-type: none"> <li>➤ We commissioned a consultant to conduct a \$10 Million feasibility study to think strategically about why we were raising the funds and what this will mean for our students.</li> <li>○ We organized our fundraising priorities into two areas: creating opportunities and removing barriers</li> <li>○ Building community awareness</li> <li>○ Adding to our executive team of the Foundation Board</li> <li>○ Developing case statements and materials</li> <li>○ Breaking the goals into smaller phases starting with raising \$900,000 for our first responder endowment. We have already raised \$765,000 and still need to raise an additional \$135,000 before June 30, 2027, to meet this match requirement.</li> <li>○ We launched the “Pay it Forward” Campaign</li> </ul> </li> <li>• In 2024: <ul style="list-style-type: none"> <li>➤ The Paul and Joanna Barch Terrace was named with the funds supporting our first responder endowment and helping us with our match requirement.</li> </ul> </li> <li>• In 2025: <ul style="list-style-type: none"> <li>➤ We currently manage assets over \$8 Million and track over 300 funds.</li> <li>➤ In January, Carrie Audet was promoted to Assistant Director of Development and will focus on alumni cultivation.</li> <li>➤ We gave out over \$300,000 in scholarships.</li> <li>➤ Gift agreements and pledged gifts over \$2 Million and project our current assets will double by 2030.</li> <li>➤ Our annual fundraiser will be held on October 16, 2025.</li> </ul> </li> </ul> |  |
| New Business | <p>a. Consideration to approve re-election of foundation directors to 3-year terms - expiring June 30, 2028 for Gloria Harrison, Lillian Vasquez, Phong Nguyen, Celeste Reid, David Avila.</p> <p>Motion to approve re-election of Foundation Directors to three-year terms</p>  |  |

made by Mark Snowwhite

Seconded by Chris Markarian

Motion was unanimously approved.

b. Consideration of election of officers for 2025-2026

President – Amy Minjares

1<sup>st</sup> Vice President – Wynona Duvall

Vice Presidents - David Avila, James Cortz, Barbara Smith, Leslie Wessels, June Yamamoto

Secretary - Kevin Horan

Chief Financial Officer - Mike Strong

Immediate Past President - Phong Nguyen

Motion to approve board officers for 2025-26 made by Chris Markarian

Seconded by Gloria Macias Harrison

Motion was unanimously approved,

c. Consideration of appointment of voting directors

Natalie Lopez – Academic Senate President

Karen Peterson – Classified Senate President

Jared Shaw – Student Senate President

Motion to approve appointment of voting directors made by Mark

Snowwhite

Seconded by Wynona Duvall

Motion was unanimously approved.

d. Consideration of committee membership appointment for 2025-2026.

**Executive Committee** – Amy Minjares, Phong Nguyen, Wynona Duvall,

Barbi Smith, Leslie Wessels, June Yamamoto, David Avila, Mike Strong,

Kevin Horan.

**Finance Committee** – Mike Strong, Amy Minjares, Gloria Macias Harrison, Colin Northcutt, Mark Snowwhite, Rosaura Solis-Parsons.

**Alumni Committee** – David Avila, Celeste Reid, Rich Sessler, Michael Smith, Lillian Vasquez.

**Gala Committee** – Phong Nguyen, Amy Minjares, Barbara Smith, June Yamamoto, Leslie Wessels, Alicia Gyllenhammer, Christopher Markarian, Rich Sessler, Mark Snowwhite, Karen Peterson.

**Scholarship Committee** – Wynona Duvall, Barbara Smith, Leslie Wessels, James Cortz, Alicia Gyllenhammer, Michael Smith, Chris Markarian, Robert Pettiford, Lillian Vasquez.

|                | <p>Motion to approve committee membership appointments for 2025-2026 made by Amy Minjares.<br/>Seconded by David Avila<br/>Motion was unanimously approved.</p>  |                       |          |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
|----------------|--|-----------------------|----------|------|--------|----------|--------------|--------------|----------|----------|------------------|----------------------|---------|----------|---------------|-----------------------|---------|----------|------------------|----------|---------|----------|-------------|---------|---------|----------|----------------------------|------------|---------|--|
| Consent Agenda | <p>a. Approve minutes of the 3-20-25 meeting.<br/> b. Accept the resignation of Greg Wessels effective May 12, 2025, and express gratitude for his service as a Foundation Director since September 2021.<br/> c. Accept the written financial reports submitted by Mike Strong, including the adoption of the 2025–2026 budget.<br/> d. Approve the gift agreement to name the event center located in Building 3 at Crafton Hills College as the Barbara L. Smith Event Center.<br/> e. Approve the gift agreement to name the music room located in the new Finkelstein Performing Arts Center as the Elaine S. Rosen Music Room.<br/> f. Accept signed and updated director agreements, conflict of interest and whistleblower forms from foundation directors.<br/> g. Approve contract for audit and 990 preparation FY end 6-30-2025 through FY end 6-30-27 with Eadie Payne.<br/> h. Approve continued contract with Brent Hunter for major and planned giving consulting services through 6-30-25.<br/> i. Accept donations \$2,500 and above:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Donor</th> <th>Fund</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>03/25/25</td> <td>Elaine Rosen</td> <td>PA Endowment</td> <td>\$15,000</td> </tr> <tr> <td>04/24/25</td> <td>Schools First CU</td> <td>PC/Gala/Scholarships</td> <td>\$4,500</td> </tr> <tr> <td>05/01/25</td> <td>Forrest Greek</td> <td>Resp/CDC/Scholarships</td> <td>\$4,000</td> </tr> <tr> <td>05/05/25</td> <td>Fire Academy 112</td> <td>Car Wash</td> <td>\$2,525</td> </tr> <tr> <td>05/07/25</td> <td>Tilden Coil</td> <td>PC/Gala</td> <td>\$2,500</td> </tr> <tr> <td>04/14/25</td> <td>Fire Academy 109, 110, 111</td> <td>Car Washes</td> <td>\$9,284</td> </tr> </tbody> </table> <p>Motion to approve consent agenda made by David Avila<br/>Seconded by Mark Snowwhite<br/>Motion unanimously approved.</p> | Date                  | Donor    | Fund | Amount | 03/25/25 | Elaine Rosen | PA Endowment | \$15,000 | 04/24/25 | Schools First CU | PC/Gala/Scholarships | \$4,500 | 05/01/25 | Forrest Greek | Resp/CDC/Scholarships | \$4,000 | 05/05/25 | Fire Academy 112 | Car Wash | \$2,525 | 05/07/25 | Tilden Coil | PC/Gala | \$2,500 | 04/14/25 | Fire Academy 109, 110, 111 | Car Washes | \$9,284 |  |
| Date           | Donor  | Fund                  | Amount   |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
| 03/25/25       | Elaine Rosen   | PA Endowment          | \$15,000 |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
| 04/24/25       | Schools First CU   | PC/Gala/Scholarships  | \$4,500  |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
| 05/01/25       | Forrest Greek  | Resp/CDC/Scholarships | \$4,000  |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
| 05/05/25       | Fire Academy 112   | Car Wash              | \$2,525  |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
| 05/07/25       | Tilden Coil  | PC/Gala               | \$2,500  |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
| 04/14/25       | Fire Academy 109, 110, 111   | Car Washes            | \$9,284  |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |
| Reports        | <p>a. Crafton Hills College- Kevin Horan<br/>Commencement was a couple of weeks ago with some milestones:<br/> <ul style="list-style-type: none"> <li>• Over 1,300 students graduating.</li> <li>• 370 students walked at commencement.</li> <li>• 1,600 degrees and certificates awarded.</li> <li>• An 11-year-old graduated with 2 associate degrees.</li> <li>• First cohort of bachelor's degrees awarded.</li> </ul> </p>  |                       |          |      |        |          |              |              |          |          |                  |                      |         |          |               |                       |         |          |                  |          |         |          |             |         |         |          |                            |            |         |  |

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|----------------|--|--|
|                | <ul style="list-style-type: none"> <li>Completed in 1 hour 6 minutes.</li> </ul> <p>We will be taking possession of the new Performing Arts Center toward the end of July and we will be taking possession of the new Barbara Smith Event Center about the same time. We will be able to seat 230 people and all modern AV and equipment.</p> <p>Our old Performing Arts Center will be demolished, and the new building will be named the Oosan Instructional Building. We have been working with San Manuel for over two years to incorporate our indigenous history in our building naming. Oosan means “to create” and will include the expanded tutoring center, fine arts program, and honors institute. As we get closer to that building being completed, we will be doing more programming around the recognition of the Yuhaaviatam of San Manuel Nation.</p>  |  |
| Upcoming Dates | <ul style="list-style-type: none"> <li>Next Full Board Meeting – Thursday, September 4, 2025, at 4 p.m.</li> <li>Save the Date – Upcoming Foundation Events: <ul style="list-style-type: none"> <li><b>July 31, 2025:</b> 5pm – President’s Circle Champagne Toast and Naming of Barbara L. Smith Event Center</li> <li><b>August 6, 2025</b> – 5pm – President’s Circle Champagne Toast and Naming of the Elaine S. Rosen Music Class</li> <li><b>August 14, 2025</b> – 10am – Scholarship Reception in Barbara L. Smith Event Center</li> <li><b>September 19, 2025</b> – 1pm – Public Grand Opening of the new Finkelstein Performing Arts Center</li> </ul> </li> <li>Upcoming Foundation Meetings: <ul style="list-style-type: none"> <li><b>July 17 (Thursday):</b> 4pm – Finance Committee, CCR-247</li> <li><b>July 29 (Tuesday):</b> 4pm – Alumni Committee Meeting, CCR-247</li> <li><b>August 4 (Monday):</b> 8am – Executive Committee Meeting, CCR-233</li> <li><b>August 12 (Monday):</b> 9am – Gala Committee Meeting, TBD</li> </ul> </li> </ul> |  |
| Adjournment    | <ul style="list-style-type: none"> <li>Phong Nguyen gave final words as outgoing president. He has really enjoyed being president and everyone is so supportive, and he thanked everyone.</li> <li>Meeting adjourned at 4:57 p.m.</li> </ul>   |  |