

CHC Foundation Board of Directors Meeting MINUTES

Thursday December 4, 2025
Crafton Hills College
Barbara L. Smith Event Center

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

TOPIC	DISCUSSION	FURTHER ACTION
Call to Order	Meeting called to order by Amy Minjares, Foundation President at 4:00 p.m.	
Presentation	CHC Honors Program Three CHC Honors students presented on the impact of the Honors Program, highlighting how it provides academic challenge, community, faculty connection, and expanded opportunities for students. They reviewed application criteria (3.25 GPA for high school or continuing students) and program requirements, including 15 units of Honors coursework, a 3.25 cumulative GPA, community service hours, and participation points. Students shared examples of enrichment activities such as campus engagement events, leadership conferences, research presentations, national Honors conferences, partnerships with the STEM Center and AAUW, and a week-long New York conference focused on professional networking and social capital. Presenters noted the Foundation's support in funding conference participation and student opportunities.	
New Business	a. Accept Governance Letter, Approve audit and 990s for fiscal year end 06/30/25 Mike Strong reported that Eadie and Payne conducted the annual audit, reviewed financial records, and met with the Finance and Executive Committees to discuss the draft audit. The auditors confirmed that the financial statements were fairly presented and reported no material findings. A governance letter to the Board identified a significant risk related to the improper recognition of revenue. Mike explained that minor year-end close reconciliation issues were identified after closing and were corrected in coordination with the auditors. These issues involved the charitable gift annuity account, Title V account, and Inland Empire Community Foundation accounts, and were attributed to reconciliation and internal control alignment rather than material errors. The audit noted this as a management override of internal control, which will be addressed in the next fiscal year through scheduled internal meetings to ensure alignment between financial reports and bank statement balances. Mike also noted that total assets increased from \$7.7 million at the end of FY 2024 to \$8.7 million at the end of FY 2025, with continued growth anticipated under Composition Wealth's financial management. The Form 990 tax filings were reviewed by the Finance Committee, comments were addressed, and the forms are ready for submission pending Board approval.	

	Motion to accept Governance Letter, approve audit and the 990s for fiscal year end 06-30-25 made by Dr. Nguyen Seconded by Wynona Duvall Motion was unanimously approved. b. Accept new Gift Acceptance Policy and Procedures Michelle stated that we have taken the new Gift Acceptance Policy and Procedures through Executive Committee a few times for review. This updates the policy that was old with new information and procedures that we will follow all the ethical standards and board policies that govern us. Motion to approve Gift Acceptance Policy and Procedures made by Mark Snowwhite Seconded by Dr. Nguyen Motion was unanimously approved. c. Appoint Ryan Holloway as Foundation Director with term expiring 6/30/28 Amy stated that Ryan Holloway applied to be a Foundation Director. Amy, Michelle and Kevin have spoken with him and felt he would be a good fit for the board, it went to the Executive Committee first, and we are presenting today for full board acceptance. Motion to approve Ryan Holloway as Foundation Director with term expiring 06/30/28 made by June Yamamoto Seconded by Rich Sessler Motion was unanimously approved.						
Continuing Business	Sponsor a Seat						
		\$ per seat	Reserved	Total Pledged	# to sell	\$ to sell	
	Row A	\$1,000	14	\$14,000	4	\$4,000	
	Row B	\$1,000	18	\$18,000	0	\$0	
	Row C	\$1,000	18	\$18,000	0	\$0	
	Row D	\$750	10	\$7,500	8	\$6,000	
	Row E	\$750	6	\$4,500	12	\$9,000	
	Row F	\$750	3	\$2,250	15	\$11,250	
	Row G	\$750	2	\$1,500	16	\$12,000	
	Row H	\$750	1	\$750	17	\$12,750	
	Row J	\$750	1	\$750	17	\$12,750	
	Row K	\$750	5	\$3,750	13	\$9,750	
	Row L	\$750	2	\$1,500	16	\$12,000	
	Row M	\$500	13	\$6,500	6	\$3,000	
	Row N	\$500	8	\$4,000	11	\$5,500	
	Row P	\$500	1	\$500	18	\$9,000	
	Totals:		98	\$83,500	141	\$95,000	
Consent Agenda	Consent Agenda: a. Approve minutes of the 9-4-25 meeting.						

	b. Accept donations received of \$2,500 and above:			
	<i>Date</i>	<i>Donor</i>	<i>Fund</i>	<i>Amount</i>
	9/2/25	Beaver Medical	Scholarship	\$2,500
	9/4/25	Leslie Wessels	Endowed Scholarship	\$5,000
	9/11/25	Markarian Law Group	Gala	\$2,500
	9/24/25	Dr. Nguyen/RYMG	Gala	\$2,500
	9/30/25	Forrest Greek	Endowment	\$4,000
	10/8/25	Edison	STEM Scholarships	\$25,000
	10/9/25	AECOM	Gala	\$2,500
	10/22/25	Leslie Wessels	Pres Circle, Gala	\$2,650
	10/27/25	Paul & Joann Barich	Gala	\$4,605
	10/27/25	Keith & Sherri Wurtz	Gala	\$3,245
	10/27/25	Stephanie Houston	Gala	\$2,550
	10/30/25	Adam Todd	Gala	\$2,800
	10/30/25	Redlands PFA	Endowed Scholarship	\$12,500
	11/5/25	David Avila	Endowed Scholarship	\$3,000
	11/10/25	Adriana Jauregui	Pres Circle	\$2,500
	11/11/25	Don Averill	Pres Circle/Schol/FA	\$5,400
	11/13/25	Stater Bros Charities	Fire Academy	\$2,500
	Motion to approve minutes of 9-4-25 meeting and accept donations received of \$2,500 and above made by Rich Sessler Motion seconded by: Phong Nguyen Motion was unanimously approved.			
Reports	a. Crafton Hills College – Kevin Horan Kevin thanked the students from the Honors Program on their presentation about the Honors program and congratulate them on their success. The new Instructional Building that is currently under construction where the theater used to be, will be called the Oosan Instructional Building. It will include the permanent Honors Lounge for the Honors Institute. We are very excited to create this permanent space for this wonderful program in order to help continue grow it and build it as well and hats off to Judy Cannon who is the coordinator for the Honors Program and she is amazing and what a mentor she is to our students. The Foundation has been heavily involved in the past providing book loans/emergency grants for textbooks. It is a wonderful effort for our Foundation, but it is unsustainable with the high costs of textbooks. I am pleased to report that starting in Spring, 51% of our sections will be zero textbook costs. This is done through the efforts of our faculty to create open educational resources for our students with no textbooks that need to be purchased. This is phenomenal progress. We have goals to hit 75% and we have significantly reduced these expenditures for students. Congratulations to faculty and teams that have been working on this. We have two holiday parades coming up. This Saturday is the Redlands Christmas Parade at 6:00 p.m. and we will have one of our fire engines, cadets, outreach ambassadors as well as our Women’s Water Polo team that recently won the Pacific Coast Championship. I hope you can join us. The following Saturday we will be participating in the Yucaipa parade. This is a daytime parade that starts at noon. Wish you a Merry Christmas and happy holidays. b. Finance – Mike Finance summary and budget handouts were presented. Total assets increased to \$9,576,764 as of October 31, 2025. Year-to-date revenue			

	through October 31, 2025 totaled \$637,852.82, with expenses of \$199,783, resulting in a net operating surplus of \$438,070, excluding investment activity. The transition of investment management from Merrill Lynch to Composition was reported as nearing completion after reconciliation challenges between accounting records and investment statements. Historical performance charts were reviewed, including a visible increase when assets were transferred to Composition and a separate historical performance record from Merrill Lynch covering 2013 through September 2024. Maintaining this investment history going forward was noted as important. Several budget variances were explained. A negative balance in revenue account 4002 (Unrestricted Endowment) resulted from the reclassification of revenue recognized in a prior year and moved to account 4102 in the current year. Expense overruns in accounts 5115 and 5685.03 were attributed to unanticipated student stipends requested by the MESA/STEM Center and funded through the Foundation. The Finance Committee will review these variances in February and bring any recommended budget adjustments to the March meeting. Investment performance was reviewed, showing \$468,980 in unrealized gains and \$24,225 in unrealized expenses, for a net unrealized income of \$444,754 through the end of October 2025. A question regarding labor expense category 5050 was addressed, noting that donated labor is recorded at year-end as both donated revenue and labor expense, offsetting to zero net impact, in accordance with audit requirements. c. Development – Michelle Riggs She provided a written report but she also wanted to share the video for our appeal. It has been a great quarter for us. We just kicked off our annual appeal this week. The donor spotlight in the video is Forrest and Valorie Greek and how their endowment is supporting respiratory care students.	
Upcoming Dates	Next full Board Meeting – Thursday, March 5, 2026 at 4:00 p.m. SAVE-THE-DATE: Upcoming Foundation Events: • 04/02/26 – President’s Circle Magic Night and Dinner • 10/01/26 – Annual Fundraiser – Bright Nights, Brighter Futures! Upcoming Foundation Meetings: • 01/12/26, 8:00 a.m. – Executive Committee Meeting • 01/22/26, 4:00 p.m. – Finance Committee Meeting • 01/27/26, 4:00 p.m. – Alumni Committee Meeting • 02/12/26 9:00 a.m. – Gala Committee Meeting-20-25 • 03/05/26 4:00 p.m. – Full Board Meeting Other Crafton Events: • 12/4/26, 6:00 p.m., 12/5 and 12/6 at 8:00 p.m. – Almost Maine • 12/06/26 6:00 p.m. – Redlands Holiday Parade • 12/13/25 noon – Yucaipa Holiday Parade • 12/18/25 5:00 p.m. – Respiratory Care Graduation • 12/19/25 6:00 p.m. – Fire Academy Graduation	
Adjournment	a. Meeting adjourned by Amy at 4:55 p.m.	