

**CHC Foundation
Board of Directors Meeting
MINUTES**

**Thursday March 7, 2023
4:00-5:30 p.m.
Crafton Hills College – LRC 226**

- | | | | |
|-------------------------------------|-----------------------|------------------------------|------------------|
| ■ 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																																				
Call to Order	<p>Meeting called to order by Dr. Phong Nguyen, Foundation President at 4:04 p.m.</p> <p>Phong announced that Dr. Jones wishes to resign from the board and introduced our newest board member Chief Rich Sessler.</p>																																					
Presentation	<p>Sabrina Bruni spoke. She completed the CRY-ROP program her senior year, she started taking classes at Crafton in 2016. She applied for a paramedic scholarship opportunity and was selected for the Kean memorial scholarship for two years. This paid for her books and relief to be able to pay for classes. She is a paramedic student who has just completed class 101 and graduated in January 2024, and it wouldn't have been possible without emergency funds for a car payment, gas and food from the Foundation. She was selected to receive the Clinical Award. She will be the student highlight at the Gala this year.</p>																																					
Consent Agenda	<p>Consent Agenda:</p> <ol style="list-style-type: none"> a. Approve minutes of the 12-7-23 meeting. b. Approve minutes of the 12-13-23 email meeting. c. Approve contract with Darren Diess for \$6,500. d. Approve Zachary Ring as a member of the Alumni committee. e. Accept donations \$2,500 and above: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 30%;">Donor</th> <th style="width: 30%;">Fund</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td>12/8/23</td> <td>Gloria Harrison</td> <td>Various</td> <td>\$10,000</td> </tr> <tr> <td>12/12/23</td> <td>Diane Pfahler</td> <td>Scholarships</td> <td>\$4,000</td> </tr> <tr> <td>12/19/23</td> <td>Ed Yarnelle</td> <td>Betty Byron Scholarship</td> <td>\$5,000</td> </tr> <tr> <td>12/18/23</td> <td>P2S</td> <td>Gala</td> <td>\$2,500</td> </tr> <tr> <td>12/18/23</td> <td>Ed Jones</td> <td>Paramedic Fund</td> <td>\$5,000</td> </tr> <tr> <td>12/18/23</td> <td>Nancy Kasin</td> <td>Ellerman Scholarship</td> <td>\$3,000</td> </tr> <tr> <td>12/22/23</td> <td>Paul & Joann Barich</td> <td>Fire Academy Match</td> <td>\$25,000</td> </tr> <tr> <td>12/31/23</td> <td>Pryke Foundation</td> <td>Honors</td> <td>\$30,000</td> </tr> </tbody> </table>	Date	Donor	Fund	Amount	12/8/23	Gloria Harrison	Various	\$10,000	12/12/23	Diane Pfahler	Scholarships	\$4,000	12/19/23	Ed Yarnelle	Betty Byron Scholarship	\$5,000	12/18/23	P2S	Gala	\$2,500	12/18/23	Ed Jones	Paramedic Fund	\$5,000	12/18/23	Nancy Kasin	Ellerman Scholarship	\$3,000	12/22/23	Paul & Joann Barich	Fire Academy Match	\$25,000	12/31/23	Pryke Foundation	Honors	\$30,000	
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	1/4/24	Paul & Joann Barich	Gala	\$2,500	
	1/9/24	Oak Glen Fire	Fire Academy	\$3,232	
	1/9/24	IECF	Scholarships	\$8,692	
	1/9/24	Bill Lemann	PC/PAC seats	\$5,000	
	1/22/24	Pauline Kimbrough	Scholarship	\$7,838	
	1/10/24	Foundation for CCC	Osher Scholarships	\$5,075	
	1/11/24	Yucaipa Rotary	Scholarships	\$3,500	
	1/25/24	JBAY Foundation	EOPS	\$2,500	
	2/5/24	Elaine Rosen	PAC Endowment	\$20,000	
	2/8/24	SGH Architects	Gala	\$2,500	
	2/9/24	Schools First CU	Gala/Scholarships	\$4,500	
	<p>f. Accept the resignation of Dr. John Jones as a Foundation Director (this was added to the consent agenda during this meeting).</p> <p>Motion to approve made by: Meridyth McLaren Motion seconded by: Enggie Ocampo Motion was unanimously approved.</p>				
New Business	<p>a. Consideration to approve Rich Sessler as a Foundation Director term ending 6/20/2026.</p> <p>Motion by Kevin Horan Seconded by Mark Snowwhite Motion was unanimously approved.</p> <p>b. Consideration to approve updates to finance policies and procedures as recommended by the Finance Committee.</p> <p>Mike Strong stated the Finance Committee is proposing an additional statement be included in the finance policies and procedures to develop and formalize a year-end procedure to distribute the annual net income on the balance sheet to the appropriate equity accounts (unrestricted, temporarily restricted or permanently restricted net asset accounts). This formalizes that and is presented for approval.</p> <p>Motion by Chris Markarian Seconded by Enggie Ocampo Motion was unanimously approved.</p> <p>c. Consideration to approve mid-year budget adjustments as recommended by the Finance Committee.</p> <p>The Finance Committee looked at the actual year-to-date numbers as opposed to the adopted budget that was approved last June. Overall, there is an increase in total annual revenue of \$26,000 and proposed expenses decreased by \$9,000 which gave us a projected increase in our net income at the end of the year. Details of the adjustments are marked in red.</p>				

<p>New Business (Continued)</p>	<p>Motion by David Avila Seconded by Chris Markarian Motion was unanimously approved.</p> <p>d. Review Director Agreement. Fiscal Responsibilities – District Coverage for Directors of Foundation.</p> <p>After discussion, it was agreed to add verbiage to include procedure if director fails to participate as agreed or hold accountable. Dr. Nguyen also indicated that we should also add that each director needs to be on a committee. Kevin Horan suggested a statement at the end that says the inability to uphold these principles may result in the Executive Committee asking for resignation. Michelle indicated this will go to the Executive Board for discussion and will be placed on the next agenda in June.</p> <p>In addition, there was discussion regarding liability insurance for foundation directors. We currently have an MOU with the SBCCD, and we are covered under their policy for errors and omissions with a limit of \$10 million. They can elect for additional coverage if needed. After discussion, it was determined the current coverage was sufficient.</p>	
<p>Continuing Business</p>	<p>a. Consideration to approve and adopt updated values statements for Crafton Hills College Foundation:</p> <p>Values: IDEAL</p> <p>Integrity: Committed to honesty, transparency, and accountability in the management of resources.</p> <p>Dedication: Student-Centeredness: Foster an equitable educational environment with the necessary resources to support students' individual needs.</p> <p>Equity: Inclusivity: Encourage a respectful environment that embraces and respects the difference among individuals to create a stronger and more inclusive organization.</p> <p>Alliance: Community-Connectedness: Create opportunities for interaction and collaboration amongst individuals, groups, and organizations for mutual support.</p> <p>Leadership Service: Promote advocacy and provide leadership and expertise to ensure that resources are available for students' educational success.</p> <p>Motion by Chris Markarian Seconded by Karen Peterson. Motion was unanimously approved.</p>	

<p>Committee Reports</p>	<p>b. Alumni – Celeste Reid</p> <p>Celeste indicated they have been meeting monthly and recently had two events – Sneak a Peek for the training center where they invited fire alumni and fire chiefs. Also had an acknowledgement for Valentines Day with the creation of a video “Have you Found Love at Crafton” where two students met and got married in the 70’s.</p> <p>Now they are looking to support our Theatre program by inviting alumni to come free to a showing of Legally Blonde theater production program on Saturday 4-27-24 at 6:45 p.m. They get to mingle and meet with some of the cast.</p> <p>In addition, a newsletter for alumni has been started.</p>	
<p>Reports</p>	<p>a. Crafton Hills College- Kevin Horan</p> <p>George Takei campus event on 4-9-24 and we have released tickets for President’s Circle and already have 160 seats reserved. Any remaining tickets will be released as general seating. It is a free event, and we anticipate a full house.</p> <p>The new Performing Arts Center is moving ahead in construction, and we anticipate opening in Fall 2025. Crafton Hall will close in April for renovations.</p> <p>We launched a certified nursing assistant program and it’s growing fast including some dual enrollment partnerships. We have 15 students in the first Respiratory Care BA program.</p> <p>The state budget continues to have issues. There is a growing discrepancy between the Legislative Analyst’s Office and the Governor’s office with a \$50 Million deficit now up to \$72 Million deficit. Waiting for the State to come up with their solutions to the budget issues.</p> <p>The district offered an early retirement incentive for employees with a minimum of 10 years of service and age 55 in the amount of \$50,000.00 one-time payment. It has been approved with most employees retiring in June 2024. 42 employees took advantage of the SERP with 12 from Crafton. They have until Friday to rescind.</p> <p>We have done very well in enrollment recovery. We have already hit our annual enrollment goals but are still down from pre-COVID</p>	

	<p>numbers, which is partly due to lower birthrates and less HS graduates. The college is doing amazing things to get students back on campus, back to events, and back in courses so we are on the right track. We are on a good trajectory, but the hold harmless period ends FY 25/26 so not sure about funding levels. We have a plan to get back to pre-COVID enrollment numbers, so we don't see a drop.</p> <p>The college has been in discussions with all senates and several committees regarding converting to a compressed calendar. This would reduce a traditional semester from 17.5 weeks to 16 weeks. Additional weeks are added to the summer. This allows us to offer a pattern of courses to part-time students (70% are part-time), allowing them to take as many classes as full-time students and significantly increases their success rates across the board. We also get a slight bump in funding. We must do this as a district (not just Crafton). We are in the middle of these discussions now. We need to inform the State Chancellor's Office by June 30th if we want to make this change. If we do, we have one year before we implement it. If we do, it would be implemented in Fall 2025. 67 of the 116 colleges in our system have already moved to compressed calendar. Once agreed upon, we spend the year before negotiating with our labor unions about working conditions related around that schedule.</p>	
Upcoming Dates	<ul style="list-style-type: none"> a. 03/08/24 – Zanja Peak Hike, 3:30 p.m., Trailhead (Optional) b. 04/09/24 – George Takei Campus Visit, 4:30 p.m., PAC c. 04/18/24 – Fundraising Gala, 5:30 p.m., Fire Academy d. 04/27/24 – Alumni Night – Legally Blonde: The Musical, 6:45 p.m., PAC 	
Adjournment	<p>Dr. Nguyen thanked the directors for being so supportive. We have 20 board member positions and 5 are open. If you have a potential board member, contact Michelle and she will set up a lunch with Dr. Nguyen and Michelle to discuss.</p> <p>Meeting was adjourned at 5:15 p.m.</p>	

