



## Foundation Board Meeting

Minutes for Monday, May 4, 2020  
(3:00 pm – 5:11 pm)

Zoom Video: <https://cccconfer.zoom.us/j/96650142826>

### Meeting Participants

#### Voting Board Members Present (13)

Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Barbara Fromm, Jim Greene, Jim Johnson, Rob Kincaid, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan and Diane Rubin

#### Non-Voting Board Members Present (6)

Christine Anderson, Kim Dozier, Joel Kinnamon, Ruben Perez, John Ramont and Jane Saltonstall

#### Board Members Not Present

Norma Castaneda, Melinda Drickey, Donna MacMillan and Aurora Wilson

#### Guest(s)

Catherine Abbott, Kirstien Renna,

#### Recorder

Eve-Marie Dehondt

### Meeting Minutes

#### 1. Call to Order/Roll Call

##### 1.1 Call to Order

The meeting was called to order at 3:11PM.

Rob Kincaid joined the meeting at 3:22PM.

##### 1.2 Memoriam for Arlene Schnitzer

Bill Chunowitz shared memories about Arlene Schnitzer, who recently passed away. Mrs. Schnitzer was a long-time member of the College of the Desert Foundation.

##### 1.3 Welcome to New Board Member Paul Hinkes, Marlene O'Sullivan and Jim Williams

Bill Chunowitz welcomed the new Board Members Paul Hinkes, Marlene O’Sullivan and Jim Williams.

#### **1.4 Resignation of Gale Hackshaw**

Bill Chunowitz thanked Gale Hackshaw for her dedication and support to the College over the years, as she recently resigned from the Foundation Board of Directors.

#### **1.5 Vern Kozlen’s Estate Gift**

Bill Chunowitz acknowledged the Estate Gift of \$100,000 made by Board Member Vernon Kozlen. The gift was made from the Kozlen Family Foundation to support students in the Public Safety Academy and the Nursing Department.

Bill Chunowitz announced that Foundation Past President Donna Jean Darby made the decision to step off the Foundation Board. Donna Jean’s dedication, involvement and support over the past years as Past Foundation President will be recognized by the Board during their Fall retreat in 2020.

Joel Kinnamon welcomed and introduced new Foundation Executive Director, Catherine Abbott, who is scheduled to join the Foundation on June 1, 2020.

## **2. Approval of Agenda**

### **2.1 Approval of Agenda: Foundation Board of Directors meeting of May**

**4, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

### **2.2 Confirmation of Agenda: Approval of Agenda for the Regular Board Meeting of May 4, 2020 with any addition, correction or deletions.**

#### **2.2 Conclusion**

- The agenda was approved as presented, seconded. Motion carried.

#### **2.2 Follow-up Items**

#### **2.2 Task of**

#### **2.2 Due by**

None	None	None
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## **3. Approval of Minutes**

### 3.1 Approval of February 5, 2020 Regular Foundation Board Meeting Minutes

There were no changes required to the minutes.

#### 3.1 Conclusion

Barbara Fromm moved to approve the minutes, seconded. Motion Carried

#### 3.1 Follow-up Items

#### 3.1 Task of

#### 3.1 Due by

None	None	None
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### 3.2 Approval of February 11, 2020 Academic Angels Committee Meeting Minutes

There were no changes required to the minutes.

#### 3.2 Conclusion

Barbara Fromm moved to approve the minutes, seconded. Motion Carried

#### 3.2 Follow-up Items

#### 3.2 Task of

#### 3.2 Due by

None	None	None
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### 3.3 Approval of February 25, 2020 Nominating Committee Meeting Minute

There were no changes required to the minutes.

#### 3.3 Conclusion

Barbara Fromm moved to approve the minutes, seconded. Motion Carried

#### 3.3 Follow-up Items

#### 3.3 Task of

#### 3.3 Due by

None	None	None
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### 3.4 Approval of February 26, 2020 Development Committee Meeting Minutes

Marge Dodge was listed as attending the meeting and did not attend. The Minutes will have to be corrected accordingly.

#### 3.4 Conclusion

### 3.4 Follow-up Items

### 3.4 Task of

### 3.4 Due by

Marge Dodge was listed as attending the meeting and did not attend. The Minutes will have to be corrected accordingly.	Dorothy Stuebner	May 2020
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Barbara Fromm moved to approve the minutes as updated, seconded. Motion Carried

### 3.5 Approval of April 22, 2020 Finance & Investment Committee Meeting Minutes

There were no changes required to the minutes.

### 3.5 Conclusion

Barbara Fromm moved to approve the minutes, seconded. Motion Carried

### 3.5 Follow-up Items

### 3.5 Task of

### 3.5 Due by

None	None	None
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### 3.6 Approval of April 27, 2020 Executive Committee Meeting Minutes

There were no changes required to the minutes.

### 3.6 Conclusion

Barbara Fromm moved to approve the minutes, seconded. Motion Carried

### 3.6 Follow-up Items

### 3.6 Task of

### 3.6 Due by

None	None	None
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## 4. Comments from the Public

**4.1 Comments from the Public:** In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until May 3, 2020 at 4PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public.

**5. Foundation Committee Reports**

**5.1 Academic Angels**

Marge Dodge welcomed Marlene O’Sullivan to the Academic Angels Committee, and reported that the Academic Angels April 15 Luncheon was cancelled due to the COVID-19 quarantine. The deposit refund was provided from Cuistot. The Scholarship Day and the Academic Angels’ Reception at Barbara Fromm’s house were also cancelled, and will be rescheduled once the quarantine is over.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
None	None	None

**5.2 Audit Committee**

Tom Minder indicated that there was no report available at this time as the Committee did not meet.

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>
None	None	None

**5.3 Development Committee**

Joanne Mintz reported that the Development Committee’s theme for year 2019-2020 was “Ask, Thank, Report”, which will continue through the next fiscal year. The Committee is developing a Stewardship Plan, and an Outreach Stewardship Ad-Hoc Committee was created and has been meeting weekly on Zoom since April 9, to provide Stewardship to donors during the stay-at-home order. All recent donors, President’s Circle and Legacy Leaders have been reached by phone and the Committee received a good response.

The Committee is working on a way to replace Scholarship Day and a stewardship plan, which will both be presented to the new Executive Director, Catherine Abbott. Additionally, Barbara Foster Monachino is planning a President’s Circle Reception on December 4 at CV Rep. Finally, the Development Committee voted to change the name of the “Legacy Society” to “Legacy Leaders”.

<b>5.3 Follow-up Items</b>	<b>5.3</b>	<b>7.3 Due by</b>
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**5.3 Follow-up Items****5.3****7.3 Due by**

None	None	None
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**5.4 Executive Committee**

Bill Chunowitz reported that the Executive Committee met on April 27 and a copy of the minutes was provided in the Board packet.

**5.4 Follow-up Items****5.4 Task of****5.4 Due by**

None	None	None
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**5.5 Finance & Investment Committee**

Diane Rubin reported that the Finance & Investment Committee met on April 22, where a presentation from Merrill Lynch's Representative took place. The Finance & Investment Committee reviewed the proposed revisions to the 2019-2020 budget, the proposed 2020-2021 budget, and the Financial statements through March 31, 2020. All these items are being presented for board approval during this meeting.

**5.5 Follow-up Items****5.5 Task of****5.5 Due by**

None	None	None
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**5.6 Nominating Committee**

Barbara Fromm announced the list of Foundation Board Officers recommended by the Nominating Committee, and which will be presented for approval during this meeting for fiscal 2020-2021 as listed below:

- President: Bill Chunowitz
- Vice-President: Barbara Fromm
- Secretary: Marge Dodge
- Treasurer: Tom Minder

**5.6 Follow-up Items****5.6 Task of****5.6 Due by**

None	None	None
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## 5.7 Stepping Out for COD Committee

Christine Anderson reported that Stepping Out for College of the Desert sponsors were contacted to inform them of the event cancellation and the vast majority of donors indicated they were willing to have their sponsorship turned into a donation.

The Original Stepping Out for COD Donation Revenue was \$311,368.45 for the current year 2019-20. A total of five sponsors requested refunds totaling \$6,350.00.

The total expenditures amounted to \$64,983.25 after refund from several stakeholders, including the Matthew Morrison deposit. There are additional anticipated refunds from the Omni Hotel and the CA State Franchise Board.

Diane Rubin thanked all the donors and recognized Talent Acquisition Manager, Debbie Green, who played a major role in the organization of the event, and in obtaining refunds, particularly the deposit for Matthew Morrison's performance.

### 5.7 Follow-up Items

### 5.7 Task of

### 5.7 Due by

None	None	None
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## 6. Reports

### 6.1 Foundation Board President Report

There was no report at this time.

### 6.1 Follow-up Items

### 6.1 Task of

### 6.1 Due by

None	None	None
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### 6.2 College Superintendent/President

Joel Kinnamon introduced the new Executive Director, Catherine Abbott, who will join the Foundation on June 1, 2020.

Joel Kinnamon thanked Diane Rubin, as well as everyone who worked on Stepping Out, which provided resources to support the students.

Joel Kinnamon reported on the steps that were taken by the College's staff since the beginning of the COVID-19 crisis, which forced the College's closure on March 16, 2020. He thanked the Faculty and Staff, and particularly Academic Senate President, Kim Dozier, who led the Faculty to bring on a successful online platform on very short notice.

**6.2 Follow-up Items**

**6.2 Task of**

**6.2 Due by**

None	None	None
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**6.3 College Board of Trustees**

Ruben Perez thanked the Foundation on behalf of the Board of Trustees for their support during this transition and welcomed new Executive Director Catherine Abbott.

**6.3 Follow-up Items**

**6.3 Task of**

**6.3 Due by**

None	None	None
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**6.4 Interim Executive Director**

Christine Anderson welcomed new Executive Director Catherine Abbott and thanked Joel Kinnamon for the opportunity to step into the Interim Executive Director role, which provided her with a new perspective on the Foundation. She also thanked the Foundation Board, as well as the Foundation Staff, for their support during this transition.

**6.4 Follow-up Items**

**6.4 Task of**

**6.4 Due by**

None	None	None
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**7. Information Items**

**7.1 Audit Internships Partnerships for the 21-22 School Year – Christine Anderson, Bill Chunowitz, Jim Johnson**

Christine Anderson thanked Bill Chunowitz and Jim Johnson for the \$25,000 funding they donated to the Desert Sun Internships, which will cover the program through 2020-2021.

Jim Johnson recommended looking into additional Internships in the 21/22 school year. As many students are currently out of work due to COVID-19, the Board saw this as an opportunity for them to obtain paid positions while gaining experience in their field of study.

**7.1 Conclusion**



The Board will work with new Executive Director Catherine Abbott on setting up a strategic approach to identify and implement new internships programs, and recommended including these programs into an overall budget beginning in the 21/22 school year.

**7.1 Follow-up Items**

**7.1 Task of**

**7.1 Due by**

None	None	None
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**7.2 Student Emergency Fund Challenge – Christine Anderson**

Christine Anderson provided an update on actions that have been taken to help COD Students in need during the Covid-19, particularly through the Student Emergency Fund.

As the funding in the Student Emergency Fund was running low, on April 22, 2020, the Finance & Investment Committee transferred \$50,000 of available funding from the 3030 campaign from 2016 to the Student Emergency Fund. They then recommended going up to \$100,000, which was approved by the Executive Committee on April 27, 2020.

Bill Chunowitz informed the Board that Cynthia Williams, wife of Board member Jim Williams, has issued a challenge and will match every dollar the Board donates up to \$10,000 from the Cynthia Keenan Williams Family Giving Fund.

Board members Christine Anderson, Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Kim Dozier, Barbara Foster Monachino, Barbara Fromm, Paul Hinkes, Robert Kincaid, John Monahan, Marlene O’Sullivan, Joanne Mintz, Tom Minder and Jane Saltonstall responded to the challenge by pledging money towards to the Student Emergency fund.

**7.2 Follow-up Items**

**7.2 Task of**

**7.2 Due by**

None	None	None
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**7.3 pIEDGE-EDGE – Jane Saltonstall**

Jane Saltonstall shared some of the results from the EDGE-PIEDGE programs. A summary on these programs was provided to the Board in their Board packets.

**The EDGE program** began in 2015 to help students be more successful. EDGE is a college readiness initiative, EDGE, that initially offered a short and intensive

basic skills review to teach new students the skills they need for college. This program now uses a wraparound services model to address not only the academic needs of the student; but also their social, personal, and career needs. EDGE services include tutoring, financial aid assistance, support services, student success coaching, peer mentoring, and early alert mechanisms to assist more students, retain them at higher rates, and enable them to achieve their goals of graduation and transfer.

**The pLEDGE** program, started in 2017, provides two years of free tuition for local high school students enrolling at College of the Desert as a full-time student and completing ten hours of community service. The pLEDGE is the largest tuition-free College Promise program cohort in California. Food pantries, food bank distribution, free bus service, book vouchers, and mental/health/dental services have been added to support the student through their academic career at the College.

Jane Saltonstall recognized Board Member Melinda Drickey, Executive Director of the Richard Brooke Foundation, for stepping up and providing \$200,000.00 towards this highly successful and innovative program.

7.3 Follow-up Items	7.3 Task of	7.3 Due by
None	None	None

## 8. Action Items

### 8.1 Approve the Proposed List of the Board of Directors for 2020-2021

The List of Board of Directors for 2020-2021 was proposed for approval as below:

- Christine Anderson, Ed.D.
- Bill Chunowitz
- Norma Castaneda
- Peggy Cravens
- Carol Bell Dean
- Melinda Drickey
- Marge Dodge
- Kim Dozier (Ex-Officio)
- Barbara Fromm
- James Greene
- Paul Hinkes, M.D.
- James Johnson
- C. Robert Kincaid
- Joel L. Kinnamon, Ed.D. (Ex-Officio)
- Donna MacMillan
- Thomas Minder
- Joanne Mintz
- Barbara Foster Monachino
- John P. Monahan
- Marlene O’Sullivan
- Rubén AríAztlán Pérez (Ex-Officio)
- John Ramont (Ex-Officio)
- Diane Rubin
- Jane Saltonstall, Ed.D.
- James E. Williams

- Aurora Wilson

### 8.1 Conclusion

Diane Rubin moved to approve the Proposed List of the Board of Directors for 2020-2021, seconded. Motion carried.

8.1 Follow-up Items	8.1 Task of	8.1 Due by
None	None	None

### 8.2 Approve the Proposed Slate of Officers for 2020-2021

The Proposed Officers for 2020-2021 were listed as below:

- **Foundation Board President:** Bill Chunowitz
- **Foundation Board Vice President:** Barbara Fromm
- **Foundation Board Secretary:** Marge Dodge
- **Foundation Board Treasurer:** Tom Minder

### 8.2 Conclusion

Barbara Foster Monachino moved to approve the Proposed Slate of Officers for 2020-2021, seconded. Motion carried.

8.2 Follow-up Items	8.2 Task of	8.2 Due by
None	None	None

### 8.3 Approve the Committee Assignments and Chairs for 2020-2021

The Committee Assignments and Committee Chairs were listed as below:

#### **Academic Angels** - Marge Dodge – *Chair*

Christine Anderson, Carol Bell Dean, Norma Castaneda, Marlene O’Sullivan, Jane Saltonstall

#### **Audit Committee** - Diane Rubin – *Chair*

Jim Greene, Jim Johnson, John Monahan, John Ramont (*Ex-Officio*)

**Development Committee** - Joanne Mintz – *Chair*

Carol Bell Dean, Melinda Drickey, Jim Greene, Jim Johnson, Rob Kincaid, Barbara Foster Monachino, Marlene O’Sullivan  
Jim Williams

**Finance & Investment Committee** - Tom Minder– *Chair*

Barbara Foster Monachino, Barbara Fromm, Paul Hinkes, Jim Williams, John Ramont (*Ex-Officio*)

**Executive Committee** Bill S. Chunowitz - *President*

Barbara Fromm - *Vice President*

Marge Dodge – *Secretary & Chair of the Academic Angels Committee*

Tom Minder– *Treasurer & Chair of Fin. & Invest. Committee*

Joanne Mintz – *Development Committee Chair*

Jane Saltonstall – *President’s appointment*

Diane Rubin – *President’s Appointment*

Joel Kinnamon, Ph.D. – *COD President*

Ruben Perez – *Board of Trustees Representative*

John Ramont – *Vice President Admin. Services*

Christine Anderson – *Interim Executive Director*

**Nominating Committee** - Marge Dodge – *Interim Chair* - Jane Saltonstall - *Chair*

Christine Anderson, Norma Castaneda, Rob Kincaid, John Monahan, Diane Rubin

**Stepping Out for COD Committee** - Christine Anderson – *Chair*

Marge Dodge, Rob Kincaid, Joanne Mintz

(Additional members will be added in the future following Development Committee’s direction)

**8.3 Conclusion**

Barbara Fromm moved to approve the Committee Assignments and Chairs for 2020-2021, seconded. Motion carried.

**8.3 Follow-up Items**

**8.3 Task of**

**8.3 Due by**

None	None	None
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**8.4 Approve the Proposed Board Meeting Dates for 2020-2021**

The proposed Foundation Board Meeting dates for the 2020-2021 fiscal year were listed as below:

- Wednesday, October 28, 2020 -9:00AM- 5PM - Board Meeting and Retreat
- Wednesday, December 2, 2020- 3:00PM Board Meeting
- Tuesday, January 26, 2021 - 3:00PM Board Meeting
- Wednesday, March 24, 2021 -3:00PM Board meeting
- Wednesday, April 28, 2021 - 3:00PM Board Annual Meeting & Reception

Bill Chunowitz proposed to hold some of the Board meeting on the various College of the Desert campuses. Locations will be confirmed closer to the meeting dates.

**8.4 Conclusion**

Joanne Mintz moved to approve the Proposed Board Meeting Dates for 2020-2021, seconded. Motion carried.

**8.4 Follow-up Items**

**8.4 Task of**

**8.4 Due by**

None	None	None
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**8.5 Approve the Financial Statements from January to March 2020**

Kirstien Renna presented the Financial Statements from March 2020.

**8.5 Conclusion**

Diane Rubin moved to approve the Financial Statements from January to March 2020, seconded. Motion carried.

**8.5 Follow-up Items****8.5 Task of****8.5 Due by**

None	None	None
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**8.6 Approve the Proposed Revisions to the Fiscal Year 2019-20 Budget**

Tom Minder moved to approve the proposed Revisions to the Fiscal Year 2019-20 Budget, seconded. Motion carried.

**8.6 Follow-up Items****8.6 Task of****8.6 Due by**

None	None	None
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**8.7 Approve the 2020-2021 Proposed Budget**

Kirstien Renna presented the 2020-2021 Proposed Budget which was part of the material provided to the Board members for this meeting.

The Board discussed the non-financial aspect of the budget which includes the objectives that the Foundation wants to achieve in the fiscal year and the programs that they want to fund.

The Board asked to add the Foundation's funding objectives to the October 28 Board Retreat agenda.

**8.7 Conclusion**

Diane Rubin moved to approve the 2020-2021 Proposed Budget, seconded. Motion carried.

**8.7 Follow-up Items****8.7 Task of****8.7 Due by**

The Board asked to add the Foundation's funding objectives on the October 28 Board Retreat agenda.	Executive Director	October 2020
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**8.8 Approve the Updated Policies**

The Finance & Investment Committee discussed the proposed updated policies at their April 22, 2020 meeting, which are being recommended for Board approval.

## 8.8 Conclusion

Diane Rubin moved to approve the updated policies, seconded. Motion carried.

### 8.8 Follow-up Items

### 8.8 Task of

### 8.8 Due by

None	None	None
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## 8.9 Approve the 990 Tax Returns

Tom Minder moved to approve the 990 Tax Returns, seconded. Motion carried.

### 8.9 Follow-up Items

### 8.9 Task of

### 8.9 Due by

None	None	None
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## 9. Discussions

Bill Chunowitz will be looking into an Honorary Director recognition for Past President Donna Jean Darby, who has been part of the Foundation Board for many years and he announced that she will be recognized at the October Board meeting.

Bill Chunowitz and the Board extended their welcome to new Executive Director Catherine Abbott and are looking forward to working with her.

### 9.0 Follow-up Items

### 8.9 Task of

### 8.9 Due by

The Board will work on Honorary Status for Donna Jean Darby at their October Retreat	Executive Director	October 2020
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## 10. Adjournment

The meeting was adjourned at 5:11PM.

## Next Meeting

Wednesday, October 28, 2020 - 9:00AM