



**COD Foundation Development Committee
Minutes for Thursday, July 23, 2020 2:00
pm**

Zoom Video: <https://cccconfer.zoom.us/j/97235636886>
OR Dial: +1 669 900 6833 (US Toll) - Meeting ID: 972 3563 6886

Committee Members Present (total #): 9

Present: Joanne Mintz (Chair), Carol Bell Dean, Melinda Drickey, Jim Greene, Jim Johnson, Marlene O’Sullivan, Jim Williams

Absent: Rob Kincaid & Barbara Foster Monachino

Additional CODF Board/Staff Present:

Bill Chunowitz (Board President), Christine Anderson (Board member), Cathy Abbott (Executive Director), Development Staff: Gailya Brown, Liz Chambers, and Jane Saltonstall

Recorders: Eve-Marie Dehondt/Dorothy Stuebner

Quorum (51%): 5* **Subject to Brown Act: Yes**

1. Call to Order/Roll Call

1.1 Roll Call: Joanne Mintz (Committee Chair) called the meeting to order at 2:05 PM and verified a quorum was reached.

Joanne Mintz informed the Committee that Rob Kincaid resigned from the Development Committee due to other commitments, however he will remain on the Foundation Board.

2. Agenda

2.1 Approval of Agenda: Development Committee Meeting of July 23, 2020

Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee 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 Development Committee Meeting of July 23, 2020 with any addition, correction or deletions.

2. Conclusion

Jim Williams moved to approve the agenda as updated, Carol Bell Dean seconded. Motion carried.

2. Follow-up Items	2. Task of	2. Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes – June 18, 2020.

The minutes were approved as presented.

4. Comments from the Public

4.1 Comments From The Public: 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 was allowed and were accepted by email since July 22, 2020 at 4PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Development Advisory Committee Approvals (Bill Chunowitz)

5.1 Annual Report Advisory Committee – June through August

Bill Chunowitz announced the creation of the Annual Report Advisory Committee which will be ad-hoc, will operate from June 2020 to August 2021 and will be composed of a maximum of six (6) members. Bill Chunowitz and Joanne Mintz invited members of the Development Committee as well as Board members to join this committee.

Bill Chunowitz encouraged board members to invite other participants to this committee, upon verification that this is compliant with the Brown Act restrictions.

5.1 Conclusion

Joanne Mintz invited Jim Greene to discuss further chairing the Annual Report Advisory Committee.

5.1 Follow-up Items**5.1 Task of****5.1 Due by**

None	None	None
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5.2 Business Outreach Advisory Committee – October through May

Bill Chunowitz announced the creation of the Business Outreach Advisory Committee which will be ad-hoc and operate from October 2020 to May 2021 and will be composed of a maximum of 6 members. Bill Chunowitz and Joanne Mintz invited members of the Development Committee as well as Board members to join this committee.

Bill Chunowitz encouraged board members to invite other participants to this committee, upon verification that this is compliant with the Brown Act restrictions.

5.2 Follow-up Items**5.2 Task of****5.2 Due by**

None	None	None
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5.3 President’s Circle Advisory Committee – October through May

Bill Chunowitz confirmed the President’s Circle Advisory Committee will continue as ad-hoc and operate from October 2020 to May 2021 and will be composed of a maximum of 6 members. Bill Chunowitz and Joanne Mintz invited members of the Development Committee as well as Board members to join this committee.

Bill Chunowitz encouraged board members to invite other participants to this committee, upon verification that this is compliant with the Brown Act restrictions.

5.3 Follow-up Items**5.3 Task of****5.3 Due by**

None	None	None
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5.4 Campus Tours/Donors Advisory Committee – July through November

Bill Chunowitz announced the creation of the Business Outreach Advisory Committee which will be ad-hoc and operate from July 2020 to November 2020. and will be composed of a maximum of 6 members. Bill Chunowitz and Joanne Mintz invited members of the Development Committee as well as Board members to join this committee.

Bill Chunowitz also suggested board members invite other participants that they think would be beneficial to the committee.

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

None	None	None
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6. Development Advisory Committee Chair Appointments

6.1 Annual Report Advisory Committee

Joanne Mintz will discuss with Jim Greene on his interest in chairing the Annual Report Advisory Committee.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
Joanne Mintz will discuss with Jim Greene on his interest in chairing this committee	Joanne Mintz	August 2020

6.2 Business Outreach Advisory Committee

Jim Johnson volunteered to chair the Business Outreach Advisory Committee.

6.2 Follow-up Items	6.2 Task of	6.2 Due by
None	None	None

6.3 President's Circle Advisory Committee

Carol Bell Dean volunteered to remain the chair of the President's Circle Advisory Committee.

6.3 Follow-up Items	6.3 Task of	6.3 Due by
None	None	None

6.4 Campus Tours/Donors Advisory Committee

Jim Williams volunteered to chair the Campus Tours/Donors Advisory Committee.

6.4 Follow-up Items	6.4 Task of	6.4 Due by
None	None	None

7. Update from the Development Committee Members

7.1 Development Committee Member Updates

Carol Bell Dean: President's Circle Update

Carol Bell Dean shared that the outreach letters to the President's Circle are ready to go

out and will be sent once the video with Cathy Abbott's introductory message is completed.

Marlene O'Sullivan reported on progress with the proposal to work with the COD Culinary Arts program for an online cooking demonstration as one of the 2020/2021 President's Circle events:

- The logistics and budget are still being discussed but Douglas Benoit (Dean, School of Applied Sciences and Business) will provide some student names for potential student assistants for the cooking demonstration.
- Under discussion is a "Blue Apron" type option where folks can have a box of food sent to their homes so they prepare the dish while watching the demonstration.
- Additionally, alternative demonstration kitchens are being considered in case the COD kitchen is not available.
- The tentative date for this event is December 2020.
- Jane Saltonstall asked if major donors, that are not President's Circle members, could also be included as a cultivation tool. This suggestion was well received and recommended.

Jim Williams asked concurred and noted that it might be a stewardship tool to have major donors be automatically enrolled as members of the President's Circle so that they would be invited to these events. Cathy Abbott reported that she is working with the Development staff to design packages for donors that leverage the Foundation and College memberships and events for donors at various levels.

Jim Johnson: Business Outreach Update

Jim Johnson asked Cathy Abbott to share with the Committee their discussion about a program at her last institution (Victor Valley College). Cathy explained how the Chair of the Automotive Department received an NSF Grant for a pilot program to study using a cohort model (similar to nursing) for students in the automotive program:

- 25 students would stay together for classes for three semesters and then, for the fourth semester, they would have an externship with one of the local auto dealerships.
- The grant included a component to have the instructors also in the field at the dealerships observing the master technicians. In this way the instructors were also gaining experience in the latest technology and practices being used in the industry.
- Additionally, the instructors had access to the branded online training that the dealerships had for their technicians.
- And, the master technicians committed to teach some of the automotive courses at the college. They would be hired as adjunct faculty and paid a stipend through the grant funds.
- The dealership partners also purchased each a new set of automotive tools for each

student to use (which are very expensive) and upon successful completion of the program they could keep their tools.

- And, the dealerships provided uniforms to the students.
- The NSF grant was \$300,000 (\$100,000 per year for three years).

Jim Johnson noted what a wonderful model this was for building partnerships with the business community and for helping students gain employment right out of school because they have already been trained by these dealerships. And stated that he would contact the Victor Valley College program to discuss their experience. Then he will work to develop a phased plan to explore and implement something similar at COD. It could be a win-win-win situation for the students, COD instructors, and the local business community because these students are local and want to stay here.

Jane Saltonstall: Stepping Out for COD

Jane Saltonstall reported on behalf of her and Chris Anderson and confirmed earlier Committee discussions that Stepping Out for the next year would look very different than it has in the past. Due to current social distancing requirements this year’s event will not be held at the McCallum Theatre. Jane then asked Cathy Abbott to share some of the ideas raised about possible fundraisers to replace the McCallum Theatre event.

Cathy suggested that consideration be given to running a campaign that focuses on three areas:

- pLEDGE program, to help students cover tuition;
- Student Emergency Fund, to help students stay in school and cover living expenses; and,
- Workforce Development Services program, to build relationships with business leaders so that COD students have jobs when they go out into the community.

She reported that the campaign(s) would be fully discussed with President Kinnamon to identify and confirm the college’s priorities and that these priorities would be added to the Foundation’s strategic plan. Then, the plan would be brought back to the Board in October to review and discuss goals (both achievable goals and stretch goals).

7.1 Follow-up Items

7. 1 Task of

7.1 Due by

Continued development of events, donor outreach, and business community outreach plans	Development Committee	Ongoing
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8. Development Team update

8.1 Report on Development Team Activities (Jane Saltonstall)

Jane Saltonstall reported that Gailya Brown reviewed list of donors to cultivate.

The team is also working on strategies for President's Circle renewals and follow-ups and are working on creating a letter to be sent to Legacy leaders. Some new Legacy Leaders recently made an Estate Gift to the Foundation.

The Development Team is planning the virtual events such as Scholarship Day. CV strategies is creating some videos from students who will be thanking the donors, which are scheduled to be ready in mid-August.

8.1 Follow-up Items	8.1 Task of	8.1 Due by
Continued update on President's Circle mailing, Legacy Leaders Letter, and Virtual "Scholarship Day" events	Development Staff	Ongoing

9. New Business

There was no new business raised.

10. Next Meeting Date

The Committee agreed to meet next on Thursday, August 27, 2020, at 2 PM.

11. Adjournment

Motion was made, seconded, and carried to adjourn the meeting at 3:06 PM.

Next Scheduled Meeting: Thursday, August 27, 2020 at 2:00 PM