



Foundation Regular Executive Committee Meeting

Minutes for Wednesday, February 10, 2021

1:00PM

Zoom Video:

<https://cccconfer.zoom.us/j/91435684770?pwd=VnlKaTBQajNFU3l6OFZiamZWVG1ydz09>

Meeting Participants

Committee Members Present

Bill Chunowitz (Chair), Christine Anderson, Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz, Diane Rubin and Jane Saltonstall

Non-Voting Committee Members Present

Catherine Abbott Joel Kinnamon, John Ramont and Bonnie Stefan

Committee Members Not Present

Recorder

Eve-Marie Dehondt

Guests

Matt Durkan and Kirstien Renna

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 1:00PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of February 10, 2021 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).

2.1 Confirmation of Agenda: Approval of Agenda for the Regular Executive Committee Meeting of February 10, 2021 with any addition, correction or deletions.

2.1 Conclusion

Barbara Fromm moved to approve the agenda as presented, Jane Saltonstall seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

2.1 3.1 Approval of Regular Foundation Executive Committee Meeting Minutes – January 13, 2021

Tom Minder asked for the minutes to be corrected as follow: The sentence “Tom Minder and Jeff Baker will discuss the pending checks to make sure the criteria are satisfying.” should be changed to “Tom Minder and Jeff Baker **will discuss the formulation of an application for student Emergency fund**”. This will be corrected in the two locations where the sentence appears in the minutes.

Jane Saltonstall asked to remove the name of ‘Jake Wuest’ as potential Board candidate as he was only being cultivated at that time. The names of two other potential Board candidates: Dale Landon and Al Jones should be added.

The minutes were approved as updated.

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 is allowed and will be accepted by email until February 9, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Action Items

5.1 Recommendation for the full Board to approve the Momentous Contract for College of the Desert State of the College 2021 - \$40,000

The Committee discussed the recommendation for the full Board to approve the Momentous Contract for College of the Desert State of the College 2021 - \$40,000.

Tom Minder pointed out that the amount of this contract is less than what has been budgeted for State of the College 2021, and the amount paid by the Foundation will be \$30,000 as a pledge of \$10,000 has been made by MAAS.

The Committee was informed that there were currently no other sponsors, however, Cathy Abbott and Matt Durkan will do some- additional fundraising for State of the College 2021.

5.1 Conclusion

Diane Rubin moved to approve the recommendation for the full Board to approve the Momentous Contract for College of the Desert State of the College 2021 for \$40,000. Barbara Fromm seconded. Motion carried.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
None	None	None

6. Discussion Items

6.1 Ad-Hoc Executive Committee Report on Recruitment & Succession Planning

6.1.1 Recommendation to form a Diversity Ad-Hoc Committee

Jane Saltonstall indicated that the Ad-Hoc Executive Committee met on February 3 to discuss the proposed structure for the Executive Committee, which they mostly found beneficial, as it would provide additional leadership to many directors.

Jane Saltonstall will provide a full report on the Ad-Hoc Committee and on the Nominating Committee meetings, including information on the board candidates that are being considered, at the full Board meeting on February 24. As new board members are being considered for election, the Committee should look at the structure to see how they would fit and think about succession planning.

Cathy Abbott presented the current structure to the Committee for their input. The structure included some boxes of responsibilities. However, it was noted that these boxes were not final and could move around after the main structure is approved by the Board.

The Committee required adding a legend to the chart to explain the color coding of the boxes: White boxes represent Standing Committee and blue boxes represent Ad-Hoc Committees. Some officer titles include some parentheses underneath their names with the potential Chair title. This may eventually be removed to avoid confusion from the Board.

The Committee discussed using the current process for this upcoming Annual Meeting election. Tom Minder indicated that a change in the by-law could be done within 24 hours and that the new structure could be used for the upcoming slate, if approved by the Board and the Trustees. The Committee agreed to ensure that the structure was robust and thoroughly thought through, before being presented to the Foundation Board and the Board of Trustees for approval and changed in the by-laws.

Only the main Officer positions should be included in the by-laws. The Secretary will be kept as a position in the by-laws and should be performed by the Executive Director.

The Committee agreed to present the main structure to the Board, highlighting the fact that it will provide a more organized Foundation, with better leadership opportunities to many Directors and be a great succession planning. Board members should be asked to provide their feedback and comments on the seven created positions versus the current structure, and will be presented the possible areas that could fall under each category, (however, the boxes will be removed to avoid confusion).

The Committee discussed forming a Diversity Ad-Hoc Committee. Jane Saltonstall recommended that this becomes an Executive Committee's responsibility as this will require approval from the full Board and pertains to all initiatives from the Foundation, not only the Board recruitment. Cathy Abbott mentioned that the College has a Diversity Committee in place that she will work with and consult to create the Foundation's Diversity Ad-Hoc Committee.

Christine Anderson reported the she and Catherine Abbott met with Carlos Maldonado, Director of Student Life at College of the Desert. They were able to download some of the Board of Trustees policies and administrative regulations.

Three things were to be considered for the Board to create a Board Student role:

- 1- **The amount of involvement required for this role.** If they only need to be involved once a month, the Board could consider having the Association Student of College of the Desert (ASCOD) President as their representative in the Board. The ASCOD is a governmental body composed of 19 students, within which 10 are Senators students and 9 are Officers. They are responsible for interacting with other groups within the Campus. ASCOD will be selecting the Student through the Senate for the Foundation.
- **If the role is a voting position or an advisory position,** knowing that the Student Board Trustee member has advisory vote.
- **Will they serve one or two-year term?** The standard is one-year, however serving a two-year term could be beneficial. The Committee discussed the option to allow student Board members to be renewed for a year, if they decide to serve for a year.

Christine Anderson was hopeful that the position may start in the Fall of 2021 if approved by the Board by then.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
None	None	None

6.2 AwardSpring Scholarship Platform has launched

Catherine Abbott reported that the AwardSpring Scholarship Platform has launched. The scholarship application season is open and students are now able to fill out one application to apply to multiple scholarships. The Foundation worked with multiple College departments on the selection of the Scholarship Platform, which helped strengthen its relationship with the Fiscal Services and Financial Aid departments. Catherine Abbott indicated she might provide a brief demo of the Platform to the Board to show the main features and its accessibility.

Catherine Abbott was pleased to announce that Juli Maxwell has been hired as the successful candidate for the Scholarship Administrative Assistant’s role with the Foundation.

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

6.3 Scholarship Virtual Events will be taking place in March 2021

Catherine Abbott reported that Scholarship Virtual Events will take place in March 2021. Several dates and letters will be sent to donors inviting them to attend the virtual events, which will replace the regular “Scholarship Day”. Board Members are encouraged to attend and will also receive an invitation to for these events.

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

7. Other Discussions

Bill Chunowitz and Marge Dodge encouraged all Committee members to join the Academic Angels and attend the Virtual Academic Angels event scheduled on March 11 at 4:45PM. Dr. Kinnamon and Catherine Abbott will provide an update on the College and the “Learning to Lead Program” will be presented by Shawn Abramowitz, from Leadership Coachella Valley. Invitations will be sent to the Board Members within the next couple days. Participating Academic Angels will receive a gift basket and wine.

Barbara Fromm suggested providing some bullet points on the Academic Angels’ mission to the Board members. Marge Dodge indicated that the Foundation website was updated recently with additional information on the mission and the “Learning to Lead” program. She will use this information to share with the Board.

Bill Chunowitz announced that Melinda Drickey resigned from the Foundation Board due to a time commitment issue. She considers returning to the Board when she will have more flexibility.

Bill Chunowitz reminded the Committee to complete and send back the survey that was sent regarding the officers positions. Joanne Mintz indicated she did not receive the survey and asked that it is resent to her.

Tom Minder reported a conversation he had with Mary Ingebrand-Pohlada, owner of the Ingebrand-Pohlada Foundation, who is also Vice Chair of the Palm Springs Art Museum. She showed interest in supporting the College of the Desert program allowing students to attend the college free of tuition. Tom Minder and Catherine Abbott will meet with her when she comes back to the Valley.

7.1 Follow-up Items	7.1 Task of	7.1 Due by
Tom Minder and Catherine Abbott will schedule a meeting with Mary Ingebrand-Pohlada when she comes back to the Valley.	Catherine Abbott	

8. Adjournment

The Chair adjourned the meeting at 2:00PM.

Next meeting: March 10, 2021 – 1PM – Via Zoom