



## **Foundation Special Executive Committee Meeting**

**Minutes for Tuesday, December 22, 2020**

**1:00PM**

**Zoom Video:**

<https://cccconfer.zoom.us/j/96047913646?pwd=ODRvaitjZmxPV01IQkpBSWZIV2IYUT09>

### **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 and Ruben Perez

#### **Committee Members Not Present**

Joel Kinnamon, John Ramont and Bonnie Stefan

#### **Recorder**

Eve-Marie Dehondt

#### **Guests:**

Kirstien Renna

### **Meeting Minutes**

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

The meeting was called to order at 1:01PM.

#### **2. Action Items**

##### **2.1 Approval of Agenda: Special Foundation Executive Committee Meeting of December 22, 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).

**2.1 Confirmation of Agenda:** Approval of Agenda for the Special Executive Committee Meeting of December 22, 2020 with any addition, correction or deletions.

**2.1 Conclusion**

Barbara Fromm asked to add a discussion on the CV Strategies contract. This will be added as item 5.2 of the agenda.

Joanne Mintz moved to approve the agenda as amended, Barbara Fromm seconded. Motion carried.

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

**3. Minutes**

**3.1 Approval of Special Foundation Executive Committee Meeting Minutes – November 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 is allowed and will be accepted by email until December 21, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

**5. Discussion Items**

**5.1 Discuss Financial Transfer from the 30/30 Campaign Fund towards the Student Emergency Fund**

The Committee discussed a potential transfer from the 30/30 campaign fund towards the Student Emergency Fund.

Catherine Abbott indicated that the funds raised from that 30/30 Campaign opened an opportunity to raise money for the important cause that is the Student Emergency Fund. Catherine Abbott discussed with Vice President of Student Services, Jeff Baker, to see what was the conversation between District and the Foundation when the Student Emergency Fund was activated, and he confirmed that there were no specific criteria for it, and that the fund was dedicated to help support students who are in a crisis. As the Situation has evolved over the past 9 months due to COVID, the focus has been made on provided funding for rent, utilities, food and gas.

Kirstien Renna informed the Committee know that the current balance available for the Student Emergency Fund will be around \$15K after the disbursements from this week will be sent. She confirmed that the District sends out to the Foundation the requests for Funding that have been previously signed and reviewed by the Vice President, along with some back-up documentation on what the funds are being used. Then the Foundation reviews these documents and processes with payment. Students can submit a secondary request for funding, however, the District is working on equitability and funding are very rarely distributed twice to the same student.

Tom Minder have been signing the checks over the past week and was not fully satisfied with some of the backup documents provided by the District, which did not apparently meet any particular criteria.

Christine Anderson noted that the District must have been following the Cares Act's criteria for eligibility. The Committee discussed the fact that the Foundation did not add any particular criteria or limitations for students to receive the funding previously, and if decided to be changed, this would require a conversation with the District to clarify what is needed for future requests.

Diane Rubin was concerned that she could not find evidence that the 30/30 program fund would be eligible to be moved under Student Emergency Fund. Kirstien Renna indicated that when the Foundation originally looked at the 30/30 campaign's criteria and the brochure showed that the funds for this campaign would be dedicated to pay for student's scholarships textbook and for student's services. The 'Student services' corresponds to the Student Emergency Fund in the fact that it helped student stay in school. Diane Rubin indicated that these were academic needs and believed it was a stretch to use them for Student Emergency Fund.

## 5.1 Conclusion

Tom Minder required seeing all the future checks issued for the Student Emergency Fund to ensure that they include satisfactory documentation on eligibility criteria from the students.

The Committee recommended completing the round with the current student Emergency Fund requests received which have already been promised to the students.

Catherine Abbott will discuss with Jeff Baker to gather more information on the eligibility criteria required to receive the Student Emergency Fund. She will also ask him to inform the students of their approved funding only after the Foundation has received satisfactory documentation for each request.

The Board of Directors will be consulted on whether they would like to transfer the 30/30 campaign funds to the Student Emergency Fund.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
Tom Minder required seeing all the future checks issued for the Student Emergency Fund to ensure that they include satisfactory eligibility criteria from the students.	Catherine Abbott	January 2021
Catherine Abbott will discuss with Jeff Baker to gather more information on the eligibility criteria required to receive the Student Emergency Fund. She will also ask him to inform the students of their approved funding only after the Foundation has received satisfactory documentation for each request.	Catherine Abbott	January 2021

## 5.2 Discuss the CV Strategies Contract

The Committee discussed the CV Strategies Contract and Catherine Abbott confirmed that they are currently involved in many projects and working on several marketing material for the Foundation required for the Stepping Up for COD Campaign and the President's Circle Brochure.

The Committee recommended performing an evaluation of CV Strategies' services before their contract ends in June 2021, in case an RFP needs to be written for a new marketing provider to be hired for the new fiscal year.

Catherine Abbott is working on this evaluation and reminded the Committee that this is a co-joint contract with the District and that we will need to work with them if an FRP deems being necessary. She also confirmed that all the issues that were previously identified in the past have now been resolved.

## 5.2 Conclusion

5.2 Follow-up Items	5.2 Task of	5.2 Due by
The Committee recommended starting conversation with the College on doing an RFP with other marketing firms when the contract concludes.	Catherine Abbott	

## 6. Other Discussions

Bill Chunowitz shared that the Nominating Committee asked the Executive Committee to come up with a recommendation for a full Succession Planning for the Board Officers, to be proposed for Board’s approval.

The Nominating Committee suggested extending the Officers’ term and making the Vice President’s role to serve as a training for them to become the next President. This item will be added to the next Executive Committee meeting agenda.

## 7. Adjournment

The Chair adjourned the meeting at 2:38PM.

**Next Meeting:** Wednesday, January 13, 1PM - Zoom