



## **Foundation Regular Executive Committee Meeting**

**Minutes for Wednesday, January 13, 2021**

**1:00PM**

**Zoom Video:**

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

### **Meeting Participants**

#### **Committee Members Present**

Bill Chunowitz (Chair), 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**

Christine Anderson

#### **Recorder**

Eve-Marie Dehondt

#### **Guests**

Jeff Baker, Matt Durkan and Kirstien Renna

### **Meeting Minutes**

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

The meeting was called to order at 1:03PM.

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

##### **2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting**

**of January 13, 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 January 13, 2021 with any addition, correction or deletions.

Bill Chunowitz added agenda **item 5.4** "Recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes/"

**2.1 Conclusion**

Barbara Fromm moved to approve the agenda as updated, Jane Saltonstall 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 Regular Foundation Executive Committee Meeting Minutes – December 22, 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 January 13, 2021 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 & Action Items**

**5.1 Consultant’s Contracts for Approval**

The Committee discussed the Consultant’s Contracts for approval for Gailya Brown and Elizabeth Chambers, and asked to specify the number of hours that Elizabeth Chambers will be working monthly, for it to be consistent with the Gailya Brown’s contract.

## 5.1 Conclusion

Tom Minder moved to approve the Consultant's Contracts with the recommended update on the number of hours for Elizabeth Chambers, Jane Saltonstall seconded. Motion carried.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Elizabeth Chambers' contract to be updated to show the number of hours worked monthly.	Catherine Abbott	January 2021

## 5.2 Board Recruitment & Succession Planning:

### 5.2.1 Process for Committee Chairs/Member renewals and Officers renewals

Jane Saltonstall reported that the Nominating Committee met and discussed the process for Committee Chairs and Members renewals, and Officers Renewal. A draft organizational chart of the Executive Committee's roles, as well as draft of the Officers' roles and responsibilities have been created. The Nominating Committee is recommending that the Executive Committee form an Ad-hoc committee to work on finalizing these documents. The new structure will need to be added to the By-Laws and approved by the College of the Desert Board of Trustees once finalized and approved by the Foundation Board of Directors.

The Executive Committee agreed to form such Ad-Hoc Committee of the Executive Committee, which Jane Saltonstall agreed to chair. Catherine Abbott, Bill Chunowitz, Christine Anderson, Barbara Fromm and Joanne Mintz agreed to be part of this Executive Ad-Hoc Committee.

The Nominating Committee will follow the current structure in place to present this year's slate of Officers.

Jane Saltonstall provided an update on some of the candidates who will be moved forward to be considered as new Board Members by the Nominating Committee as below:

- Dale Landon
- Al Jones
- Leslie Usow
- Peggy Jacobs
- Rob Moon

These four candidates confirmed their interest and the Nominating Committee will be scheduling meetings with them to discuss the Foundation Board and Board members’ responsibilities, and answer their questions. Other candidates are in the pipeline and may be moved forward in the upcoming weeks.

**5.2.2 Nominating Committee recommended creating a position for a Student Board Member**

Jane Saltonstall reported that the Nominating Committee recommended creating a position for a Foundation Student Board Member. If created, this position would need to be included in the By-Laws and the voting status of this role would need to be specified. The Executive Committee indicated that they would like to have this role represent a different campus each year. The role could be similar to the College’s Board of Trustees Student’s Representative role. Christine Anderson and Catherine Abbott will work on exploring the process to elect this student with the College’s administration.

**5.2 Conclusion**

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>
Christine Anderson and Catherine Abbott will work on exploring the process to elect this student with the College’s administration.	Christine Anderson and Catherine Abbott	

**5.3 Recommendation for the full Board to approve transfer funds to the Student Emergency Fund**

**5.3.1 Student Emergency Fund PPT Presentation**

Catherine Abbott presented information on the Student Emergency Fund and addressed some of the questions that were raised during the last Executive Committee meeting. Jeff Baker, Vice President, Student Services, provided insight on the CARES Act criteria, and on how the funds have been distributed to the College’s students over the past months.

The Foundation has used the same the definition for the Student Emergency Fund as what has been used for the CARES Act, as no criteria were provided from the Foundation Board for the College to provide the funds. The Student Emergency Fund had a tremendous role in preventing students to drop their classes.

Tom Minder indicated that he felt the criteria in many of the students' requests for funding were insufficient, and recommended setting clear criteria for future requests.

Joel Kinnamon and Jeff Baker reassured the Committee that the College's Faculty and Staff were using discernment and following the CARES Act's guideline when granting students with emergency funds, since the Foundation did not set up any criteria in the past. They agreed to create some simple, but clear criteria for students to apply to the funds and they will bring their recommendation back for approval at the next Board Meeting.

Tom Minder and Jeff Baker will discuss the pending checks for Student Emergency checks to discuss the formulation of an application for student Emergency fund.

The Committee agreed to set a maximum of \$1K for the Student Emergency Fund for any checks coming after the ones that are already in process, and to set up a short application with clear and simple requirements.

Joanne Mintz moved the recommendation for full Board to transfer \$100,000 from the 30/30 Campaign Fund towards the Student Emergency Fund, Jane Saltonstall seconded. Motion carried.

### 5.3 Conclusion

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Create simple, but clear criteria for students to apply to the Student Emergency funds which will be brought back for approval at the next Board Meeting.	Jeff Baker and Catherine Abbott	January 26, 2021
Tom Minder and Jeff Baker will discuss the pending checks for Student Emergency checks to discuss the formulation of an application for student Emergency fund.	Tom Minder/Jeff Baker	January 14, 2021
Set a maximum of \$1K for the Student Emergency Fund and set up a short application with clear and simple requirements for students to apply.	Jeff Baker/Catherine Abbott	January 2021
Add the recommendation for full Board to transfer \$100,000 from the 30/30 Campaign Fund towards the Student Emergency Fund	Eve-Marie Dehondt	January 26, 2021

to the January 26, 2021 Board agenda.		
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**5.4 Recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes**

Barbara Fromm moved the recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes, Diane Rubin seconded. Motion Carried.

<b>5.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Add the recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes, to the January 26, 2021 Board agenda.	Eve-Marie Dehondt	January 26, 2021

**6. Other Discussions**

Joel Kinnamon thanked the Executive Committee for their recommendation to transfer the Funds for the Student Emergency Fund.

Joanne Mintz invited Jeff Baker to present on the Student Emergency needs and funds' disbursement at the January 26 Board of Directors meeting.

<b>5.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Jeff Baker to present on the Student Emergency Fund needs and funds' distribution at the January 26 Board of Directors meeting.	Jeff Baker and Catherine Abbott	January 26, 2021

**7. Adjournment**

The Chair adjourned the meeting at 2:45PM.

**Next meeting: February 10, 2021 – 1PM – Via Zoom**