



COLLEGE
of the
DESERT
FOUNDATION

FOUNDATION
BOARD OF DIRECTORS MEETING
JANUARY 26, 2022
3PM

IN PERSON:

College of the Desert Palm Desert
43500 Monterey Avenue
Palm Desert, CA 92260
Cravens Center Multipurpose Room

OR

ONLINE VIA ZOOM:

[https://cccconfer.zoom.us/j/98222065956?](https://cccconfer.zoom.us/j/98222065956?pwd=UDdCYXhqb1lzcXo2TWthaldpUm4rUT09)

[pwd=UDdCYXhqb1lzcXo2TWthaldpUm4rUT09](https://cccconfer.zoom.us/j/98222065956?pwd=UDdCYXhqb1lzcXo2TWthaldpUm4rUT09)

Passcode: 888478

OR Dial: +1 669 900 6833 (US Toll)

Meeting ID: 982 2206 5956



COLLEGE
of the DESERT
FOUNDATION

AGENDA



College of the Desert Foundation
Regular Meeting of the Board of Directors

Agenda for Wednesday, January 26, 2022
3 PM

IN PERSON *

COLLEGE OF THE DESERT – PALM DESERT
43500 Monterey Avenue,
Palm Desert, CA 92260
Cravens Center Multipurpose Room – **Mask Required*
&

Zoom Video:

<https://cccconfer.zoom.us/j/98222065956?pwd=UDdCYXhqb1lzcXo2TWthaldpUm4rUT09>

Passcode: 888478
OR Dial: +1 669 900 6833 (US Toll)
Meeting ID: 982 2206 5956

COLLEGE OF THE DESERT FOUNDATION MISSION: College of the Desert Foundation acts as advocates for the College and secures financial support enhancing educational opportunities for all students.

COLLEGE OF THE DESERT MISSION: College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the College of the Desert Foundation ("Foundation") as soon in advance of the Board meeting as possible. The Foundation minutes of the meeting are the official record of the actions of the Board. The Foundation meetings are governed by the Ralph M. Brown Act (California Code 54950 through 54962). The Foundation operates in accordance with the Non-Profit Benefit Corporations Law.

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Board Members (24)

Christine Anderson (Chair), Norma Castaneda, Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Carol Fragen, Barbara Fromm, Jim Greene, Paul Hinkes, Peggy Jacobs, Jim Johnson, Dale Landon, Donna MacMillan, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Rob Moon, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall, Leslie Usow, Jim Williams and Jake Wuest

Non-Voting Board Members (6)

Catherine Abbott, Kim Dozier, Martha Garcia, Amaris Guzman, John Ramont and Aurora Wilson

Quorum: 50%

Subject to Brown Act: Yes

1. Call to Order/Roll Call

1.1 Call to Order

2. Agenda

2.1 Regular Foundation Board of Directors Meeting of January 26, 2022 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 of the Regular Foundation Board Of Directors Meeting of January 26, 2022 with any additions, corrections or deletions

3. Minutes

3.1 Approval of December 1, 2021 Foundation Board of Directors Regular Meeting Minutes

4. Comments from the Public

4.1 Comments from the Public: Comments From The Public: Persons who wish to speak to the Board should complete the "request to address the Board" form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15)

minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

5. Mission Moment

5.1 Ed Master Plan Presentation (Dr. Jessica Enders)

6. Consent Agenda

Consent Agenda: Blanket Motion: All Consent items will be voted on in one motion. Any Board Member may request that any item(s) be moved to the Action Agenda-

6.1 Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and Determinations under AB 361 for Continued Virtual Meetings

6.2 Approve the Letter of retirement from Consultant Liz Chambers

6.3 Approve the Ratification of Gailya Brown's Consultant Contract

7. Action Agenda (Items pulled from the Consent Agenda for Separate discussion and Consideration)

8. Reports

8.1 College Superintendent/President– Dr. Martha Garcia

8.2 Board of Trustees – Aurora Wilson

8.3 Student Board Member Update – Amaris Guzman

8.4 Board President – Dr. Christine Anderson

8.5 Executive Director - Catherine Abbott

8.5.1 Budget Workshop Update

8.5.2 Budget Workshop Reminder:

8.5.2.1 Wed, February 2, at 9AM– on Zoom and in the COD Foundation Conference Room

8.6 Development Update – Matthew Durkan

8.6.1 Legacy Leaders Update (Liz Chambers)

8.6.2 Revenue Update (Matt Durkan)

8.6.3 Campus Tour Update (Matt Durkan)

9. Discussion & Action Items

9.1 Approval to postpone the February 23, 2022 meeting to Thursday March 10, 2022 and cancel the March 30, 2022 Board meeting (Christine Anderson)

9.2 Stepping Out for College of the Desert – March 31, 2022:

9.2.1 General Update (Barbara Foster Monachino & Jane Saltonstall)

9.2.2 Information/Update on Sponsorships (Matt Durkan/Catherine Abbott)

9.2.3 Presentation on the Donor Advised Fund donations for Stepping Out for College of the Desert (Catherine Abbott)

9.3 Update on other upcoming Events (Matt Durkan):

9.3.1 **State of the College** – Date to be confirmed

9.3.2 **President's Circle Reception** – April 8, 2022 – 5PM - Rob Moon and Bob Hammack's Residence

10. Other Discussions & Future Agenda Items

10.1 Recommendation from the Executive Committee to set a Quasi-Endowment for the \$600,000 Legacy Leaders Gift (Catherine Abbott)

10.2 Executive Committee Organizational Chart Restructuring Update (Christine Anderson)

11. Adjournment

Next meeting: Tentative Thu, March 10, 2022 – 3:30PM



COLLEGE
of the DESERT
FOUNDATION

MINUTES FOR APPROVAL



**Regular meeting of the Foundation Board
Minutes for Wednesday, December 1, 2021
12PM to 2PM**

Meeting Participants

Voting Board Members Present (21 members)

Christine Anderson (Chair), Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Carol Fragen, Barbara Fromm, Jim Greene, Paul Hinkes, Peggy Jacobs, Jim Johnson, Dale Landon, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Rob Moon, Diane Rubin, Jane Saltonstall, Leslie Usow, Jim Williams and Jake Wuest

Non-Voting Board Members Present

Catherine Abbott, Kim Dozier, Martha Garcia, Amaris Guzman and John Ramont

Board Members Not Present

Norma Castaneda, Donna MacMillan, Marlene O'Sullivan, and Bonnie Stefan

Guest(s) & Staff

Maria Avalos, Faviola Becerra (student), Gailya Brown, Tessie Cervantes, Liz Chambers, Matt Durkan, Jessica Enders, Juli Maxwell, Amanda McCarthy, Mac McGinnis, Lizbeth Ouellette (Student), Miguel Pena, Kirstien Renna and Jocelyn Vargas

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 12:01 PM.

Peggy Cravens joined the meeting at 12:05PM. Peggy Jacobs joined the meeting at 12:07PM. Jake Wuest left the meeting at 2PM.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors Regular meeting of December 1, 2021: 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 Board of Directors regular meeting of December 1, 2021 with any addition, correction or deletions.

Christine Anderson asked to switch agenda item 9.4 "**Bond Oversight Committee Annual Report**", to include it under agenda item 8.2.1 "Executive Director Report."

Tom Minder asked to add a discussion on the **Student Emergency Fund Balance**. This will be added as agenda item 9.5.

2.2 Conclusion

Bill Chunowitz moved to approve the agenda as updated, Jake Wuest seconded. Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Approval of Minutes

3.1 Approval of October 27, 2021 Foundation Board of Directors Meeting planning session Minutes

Barbara Fromm moved to approve the minutes as presented, Carol Fragen seconded. Motion Carried.

Rob Moon recused himself.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
None	None	None

4. Comments from the Public

4.1 Comments from the Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible

There were no comments from the public and no member of the public was present.

5. Mission Moment

5.1 Student testimonials

Students Faviola Becerra and Lizbeth Ouellette provided a presentation on their involvement with the in the Childcare Education program.

5.2 Presentation from Early Child Education Center Director (Maria Avalos)

Maria Avalos, Director of the Childcare Development Center at College of the Desert, provided a presentation on the Childhood Education program.

5. Follow-up Items	5. Task of	5. Due by
None	None	None

6. Consent Agenda Items

Consent Agenda: Blanket Motion: All Consent items were voted on in one motion. Any Board Member may request that any item(s) be moved to the Action Agenda.

6.1 Approve the Financial Statements for period ended September 30, 2021

Kirstien Renna provided a presentation to the Board at the request of Board members, and she and Catherine Abbott responded to questions from Board members. Approval of Financial Statements will no longer be added to the Consent Agenda, to allow for a full presentation to the Full Board.

6. Conclusion

Tom Minder moved to approve the consent agenda, Bill Chunowitz seconded. Motion carried.

6. Follow-up Items

6. Task of

6. Due by

Financial Statements approvals will no longer be added to the Consent Agenda, to allow for a full presentation to the Full Board.	Eve-Marie Dehondt	Future Board agendas
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7. Action Agenda (Items pulled from the Consent Agenda for Separate discussion and consideration)

There was no action item pulled from the agenda

7. Follow-up Items

7. Task of

7. Due By

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8. Reports

8.1 College Superintendent/President –Martha Garcia

Martha Garcia, Jessica Enders and Mac McGinnis provided a presentation on the College's activities and construction plans. They reaffirmed that the Palm Springs Campus and the Cathedral City Roadrunner Motors were still in the works and scheduled for construction following further due diligence by the District.

8.1 Follow-up Items

8.1 Task of

8.1 Due by

None	None	None
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8.2 Executive Director – Catherine Abbott

Catherine Abbott provided an overview of the College of the Desert and College of the Desert Foundation's recent activities to the Board. She informed the Board that Campus Tours would be scheduled in January for small groups and would ramp up in February as the campus reopens to all the students. A schedule will be put together and will be listed on the Foundation's website as the tours are being scheduled.

The Street Fair will also officially be back on the College of the Desert Palm Desert Campus at the beginning of January. Cathy Abbott also informed the Board that a photoshoot will be set on the Palm Desert Campus on Dec 7 and 8. Further information will be sent after this meeting

8.2.1 Annual Bond Committee Report (Diane Rubin)

Diane Rubin provided a presentation on the Annual Bond Committee Report. She invited the Board to join the next Bond Committee meeting on Zoom on December 14. The information to login will be provided to the Board before that meeting.

8.2 Follow-up Items	8.2 Task of	8.2 Due by
Information to join the next Bond Committee meeting on Zoom on December 14 will be sent to the Board.	Eve-Marie Dehondt	Dec 2, 2021
Information to join the Dec 7 and 8 photoshoots will be sent to the Board.	Eve-Marie Dehondt	Dec 2, 2021

8.3 Student Board Member Update – Amaris Guzman

Christine Anderson and Cathy Abbott welcomed Amaris Guzman, the new President of the ASCOD, as Hasan Rakipi just resigned. Amaris now becomes the new Student Foundation Board Member until the end of her term.

8.3 Follow-up Items	8.3 Task of	8.3 Due by
None	None	None

8.4 Development Update (Matt Durkan)

Matt Durkan provided an update on the recent activities from the Development Team and the significant gifts received since the last Board meeting. He also acknowledged the Board members who recently made a pledge or significant gifts for the current fiscal year. He provided an update on the recent President's Circle and Academic Angels events, and on the Stepping Out for College of the Desert, and the donations and pledges received, as of this day. Membership renewal letters for Academic Angels and President's Circle are being sent early December.

8.4.1 Legacy Leaders Update (Liz Chambers)

Liz Chambers and Peggy Cravens provided an update on the recent gift planning donations received, and on the November 21 Legacy Leader Reception that took place at Cuistot and which was well attended and successful.

8.4 Follow-up Items	8.4 Task of	8.4 Due by
None	None	None

9. Discussions & Action Items

9.1 Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and determinations under AB 361 for Continued Virtual Meetings (Catherine Abbott)

The resolution presented provides the ability for the Board and associated Committees to host hybrid meetings (Online and In-Person or fully online) for the next 30 days. The Board agreed that hybrid meetings were recommended.

Christine Anderson indicated that this resolution will be added to the Board next meeting agenda until the State of Emergency is lifted in California and that this recurrent agenda item should be added to the Consent Agenda in the future.

9.1 Conclusion

Diane Rubin moved to approve the Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and determinations under AB 361 for Continued Virtual Meetings. Tom Minder Seconded. Motion carried.

9.1 Follow-up Items	9.1 Task of	9.1 Due by
This resolution will be added to the Consent Agenda on the next Board agenda.	Eve-Marie Dehondt	January 2022

9.2 Recommendation to merge the Diversity Committee and the Nominating Committee (Barbara Fromm/Norma Castaneda)

Barbara Fromm provided background on the recommendation made to merge the Diversity Committee with the Nominating Committee, and have the Diversity Committee become an Ad-Hoc Committee of the Nominating Committee. Norma Castaneda, who was Chair of the Diversity Committee, will join the Nominating Committee. Their focus for this year will be to ensure diversity within the Board.

There was no further discussion.

9.2 Conclusion

Leslie Usow moved to approve the recommendation to merge the Diversity Committee with the Nominating Committee. Carol Fragen Seconded. Motion carried.

9.2 Follow-up Items	9.2 Task of	9.2 Due by
None	None	None

9.3 Recommendation to rename the Development Committee as Stewardship Committee (Joanne Mintz)

Joanne Mintz provided background on the recommendation made to rename Development Committee as the "Stewardship Committee". The Development has become a listening Committee with only reports and its members had agreed to refocus the committee on Stewardship and to rename it as such.

The Board discussed and agreed to postpone that name change, since it would require a By-Law change as the Development Committee is a Standing Committee. This could be done when the By-Laws will be reviewed and updated. In the meantime, the Development Committee will remain as such, and will focus on ensuring proper and systemized stewardship of the donors.

This item will be brought later in the year, when By-Laws are being updated.

9.3 Follow-up Items	9.3 Task of	9.3 Due by
This item will be brought later in the year, when By-Laws are being updated.	Catherine Abbott	End of 2022

9.4 Stepping Out For College of the Desert Update (Barbara Foster Monachino and Jane Saltonstall)

Barbara Foster Monachino and Jane Saltonstall provided an update on the Stepping Out for College of the Desert Gala.

9.4 Follow-up Items	9.4 Task of	9.4 Due by
None	None	None

9.5 Student Emergency Fund Balance

Tom Minder added this agenda item as the balance left in the Student Emergency Fund is at \$49,000, which represents approximately a month of funding, and the Board needed to discuss whether it should be replenished or if they should put it on a hiatus on the request received for Covid, as Covid is slowing down. To replenish this fund, fundraising would be required. The Student Emergency fund will continue to exist, but will remain in place for regular requests received and would not be Covid specific.

9.5 Conclusion

Tom Minder moved to put a pause on the Covid related Emergency Fund as of December 1, 2021, to be reviewed by the Foundation Board at their Board meeting scheduled in three months from this day, Barbara Fromm Seconded. Motion carried.

9.5 Follow-up Items	9.5 Task of	9.5 Due by
The Student Emergency Fund balance related to Covid will be reviewed in March 2022.	Tom Minder	March 2022

10. Other Discussions & Future Agenda Items

10.1 Executive Committee Organizational Chart Restructuring (Christine Anderson)

This item will be discussed in future meetings, as no new action have been taken.

10. Follow-up Items	10. Task of	10. Due by
None	None	None

11. Adjournment

The Foundation President adjourned the meeting at 2:35PM.

Next Meeting: Wednesday, January 26, 2021 – 3PM

LETTER OF RETIREMENT FROM CONSULTANT LIZ CHAMBERS

Elizabeth L. Chambers
440 Brooklawn Drive
Banning, CA 92220
Lizabeth.Chambers@yahoo.com
760-409-5024

January 1, 2022

Catherine Abbott
Executive Director
College of the Desert Foundation
43500 Monterey Avenue
Palm Desert, CA 92260

Dear Cathy,

During the holiday break I've had time to take inventory of my life and believe that because I am in my 90th year of life, it is time to retire from the professional I love, and from the College of the Desert Foundation.

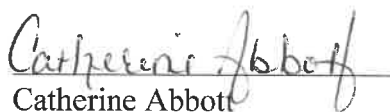
As you know, my contract expired on December 31, 2021, and with the board approval you are seeking, it will be extended until January 31, 2022. Although we had discussed a new contract that would end June 30, I want to begin this new chapter of my life on February 1, 2022.

Thank you for your kind consideration.

Sincerely,


Elizabeth (Liz) Chambers

Accepted:


Catherine Abbott
Executive Director
College of the Desert Foundation

APPROVE THE RATIFICATION OF GAILYA BROWN CONSULTANT'S CONTRACT





COLLEGE *of the* DESERT FOUNDATION

43-500 Monterey Ave Palm Desert, CA 92260

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This agreement made and entered into this 1st day of February, by and between the **COLLEGE OF THE DESERT FOUNDATION**, Riverside County, California, hereinafter referred to as the "FOUNDATION" and **Gailya Brown**, hereinafter referred to as the "CONTRACTOR".

SCOPE OF WORK

Objective

Development and Stewardship of new and existing donors including cultivation of Planned Giving prospects for the College of the Desert FOUNDATION.

Areas of Focus

CONTRACTOR will provide project services as a philanthropic advisor to the College of the Desert FOUNDATION. The primary outcomes established by the CONTRACTOR in this role shall be the following:

- Introduce Foundation Executive Director to philanthropists in the Coachella Valley.
- Work with Executive Director to make content updates on Foundation website for planned gift donation and education opportunities. Contractor will receive support from the Scholarship Administrative Assistant.
- Identify community business leaders and community friends with the capability of giving of \$1,000 or more.
- Support development team to increase President's Circle memberships by 10% (or 15 new members) by June 30, 2022.
- Develop strategies to recruit and involve volunteers and board members in cultivating, soliciting and stewarding "Stepping Out for COD" 2022 sponsorship gifts of \$1,000 to \$100,000.
- Work closely and advise Development Committee on implementing stewardship plan to thank donors who have made leadership level sponsorship gifts.
- Promote planned and outright gift opportunities that will include rollover IRA's, Charitable Gift Annuities, gifts of life insurance, bequest intentions, charitable trusts, gifts of appreciated securities, and gifts of real property.
- Prepare donor cultivation portfolio system for discussion during weekly meetings.
- Facilitate in identifying new business organizations that may be able to financially support the Foundation.
- Recommend campaign fundraising strategies for Foundation annual fund.

TIMELINE

CONTRACTOR agrees to provide the **FOUNDATION** the services of this Agreement under the following terms and conditions.

1. Project services shall begin on the 1st day of January, 2022 and shall end upon the 30th day of June, 2022, how the **CONTRACTOR** determines her schedule will be at the discretion of the **CONTRACTOR**. The **CONTRACTOR** will not be considered a full-time employee and may simultaneously provide services for several unrelated companies.
2. **CONTRACTOR** understands and agrees that she and/or all of her employees are not employees of the **FOUNDATION** and are not entitled to benefits of any kind or nature normally provided employees of the **FOUNDATION** and/or to which **FOUNDATION** employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. **CONTRACTOR** shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to **CONTRACTOR'S** employees.
3. **CONTRACTOR** shall furnish, at her own expense, all labor, materials, travel, equipment and other items necessary to carry out the terms of this Agreement.
4. In the performance of the work herein contemplated, **CONTRACTOR** is an independent contractor per IRS Publication 15-A page 4, with the authority to control and direct the performance of the details of the work, **FOUNDATION** being interested only in the results obtained.
5. **CONTRACTOR** agrees to defend, indemnify, and hold harmless the **FOUNDATION**, its Board of Trustees, employees, and agents from any and all liability or loss arising in any way out of **CONTRACTOR'S** negligence in the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by **CONTRACTOR**, and/or the **CONTRACTOR'S** employees or agents. **FOUNDATION** agrees to defend, indemnify, and hold harmless the **CONTRACTOR**, its employees and agents from any and all liability or loss arising in any way out of the negligence of the **FOUNDATION**, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by **FOUNDATION**, and/or **FOUNDATION'S** employees or agents.
6. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
7. **CONTRACTOR** shall provide **FOUNDATION** with a Certificate of Insurance showing a minimum of \$1 million combined single limit liability.
8. **CONTRACTOR** shall maintain automobile coverage as required by the State of California.
9. The work completed herein must meet the approval of the **FOUNDATION** and shall be subject to the **FOUNDATION'S** general right of inspection and supervision to secure the satisfactory

completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and FOUNDATION laws, rules and regulations that are now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

10. All invoices for services shall be presented to the FOUNDATION office for approval. Payments will be made by the FOUNDATION within 22 working days of presentation of invoice.

a. The total fees paid to the CONTRACTOR for the services rendered will be up to but not to exceed \$4,500 per month.

11. This agreement may be terminated by party notifying the other, in writing, no less than thirty (30) days prior to the date of termination.

COLLEGE OF THE DESERT FOUNDATION

Catherine Abbott

Catherine Abbott, Executive Director

INDEPENDENT CONTRACTOR

Gailya Brown

Gailya Brown

41920 FULTON ST. PD 95511



COLLEGE
of the DESERT
FOUNDATION

RESOLUTION
MAKING FINDINGS
AND
DETERMINATIONS
UNDER AB361 FOR
CONTINUED VIRTUAL
MEETINGS



RESOLUTION NO. ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COLLEGE OF THE DESERT FOUNDATION MAKING
FINDINGS AND DETERMINATIONS UNDER AB 361 FOR
CONTINUED VIRTUAL MEETINGS**

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 et seq.) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361 (AB 361), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Board of Directors finds that the Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act; and

WHEREAS, the Board of Directors has reconsidered the circumstances of the state of emergency and finds that state or local officials continue to recommend measures to promote social distancing; and

WHEREAS, the Board of Directors desires that the College of the Desert Foundation shall continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE COLLEGE OF
THE DESERT FOUNDATION DOES HEREBY RESOLVE AND FIND AS FOLLOWS:**

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Directors of the College of the Desert Foundation shall be authorized to continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3).

Section 3. This Resolution does not prevent or prohibit the Board of Directors from holding hybrid meetings (containing both virtual and in-person components) or from meeting in-person, provided such meetings comply with AB 361 and with all state and local health orders. Committees and other Brown Act bodies shall comply with all rules established by the Board for attendance at meetings.

Section 4. The Board of Directors shall take action to renew this Resolution every 30 days for as long as any state or local officials continue to recommend any measures to promote social distancing, but the Board of Directors may terminate the Resolution at any time. In the

event that more than 30 days pass between regular Board of Directors meetings, the Board of Directors shall take action to renew this Resolution prior to taking any action or engaging in any deliberation or discussion in a virtual meeting; renewal of this Resolution may occur either at the beginning of the next regular meeting or at a special meeting called for such purposes. In the event this Resolution has lapsed, and the Board of Directors has not terminated it, the Board of Directors shall be authorized to, and shall, make any required findings in order to meet virtually under AB 361.

Section 5. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Board of Directors declares that the Board of Directors would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 6. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Board of Directors of the College of the Desert Foundation at a regular meeting held on the ____ day of _____, 2021, by the following vote:

AYES:

NOES:

ABSENT:

Christine Anderson, Ed.D., President

College of the Desert Foundation

To: Board of Directors, College of the Desert Foundation

From: Best Best & Krieger, LLP, General Counsel

Subject: A Resolution to Continue Fully or Partially Virtual Public Meetings (AB 361)

Staff Recommendation:

It is recommended that the Board of Directors adopt Resolution No. 2021 - ____ to continue fully or partially virtual public meetings.

Background:

The Brown Act generally allows for teleconference or virtual meetings, provided that the physical locations of the board members joining by teleconference are posted on the agenda, that those locations are open to the public and that a quorum of the board members is located within the jurisdictional boundaries. Newly enacted AB 361 provides an exception to these procedures in order to allow for fully virtual meetings during proclaimed emergencies, including the COVID-19 pandemic.

In March of 2020, Governor Newsom issued Executive Order N-29-20, which suspended portions of the Brown Act relating to teleconferencing, enabling fully virtual meetings without having to post the location of the board members attending virtually. Many public agencies have been holding public meetings using virtual platforms since this time. In June of 2021, Governor Newsom issued Executive Order N-08-21, which provided that the exceptions contained in EO N-29-20 would sunset on September 30, 2021.

On September 10, 2021, the Legislature adopted AB 361, which allows public agencies to hold fully virtual meetings under certain circumstances. Governor Newsom signed the bill into law on September 16, 2021. Because it contained an urgency provision, it took immediate effect. The Governor then suspended AB 361 until October 2, allowing a transition period from the prior Executive Order.

Under AB 361, public agencies can hold meetings without a public meeting space and without providing notice of the board members' teleconference locations if there is a Governor-proclaimed state of emergency and either state or local officials are imposing or recommending measures to promote social distancing or the Board determines that meeting in person will be unsafe for attendees. If the virtual meeting is due to social distancing recommendations, the Board does not have to make any findings at its first meeting under AB 361. However, to continue meeting virtually, the Board must find that state or local officials still at least recommend measure to promote social distancing. The findings must be made within 30 days of the first meeting and every thirty days thereafter.

Discussion/Analysis:

On March 4th, 2020, the Governor proclaimed a state of emergency due to the COVID-19 pandemic. The state of emergency remains in effect as of the publication of this report.

Virtual meetings are currently allowed under AB 361 because state and local officials are continuing to recommend measures to promote social distancing. In the case of the pandemic, the requisite standards for holding virtual meetings are low. The Board would only have to find that any state or local official is recommending measures to promote social distancing. Under the plain language of the statute, there does not have to be an order requiring social distancing, and the recommendation only needs to come from a state or local official. Nothing in the bill requires that the recommendation be a formal recommendation of a local health officer or in any sort of formal guideline.

Under AB 361, the “local agency” may utilize virtual meetings if the “legislative body” makes the required findings. As defined in the Brown Act, a “legislative body” includes both the main legislative body and all committees and commissions. Because the Board is the most appropriate body to make findings and policy decisions on behalf of the College of the Desert Foundation, the proposed resolution contains a two-pronged approach: It provides that all commissions and committees shall be authorized to utilize virtual meeting procedures for 30 days, and authorizes each individual commission or committee to make findings in support of virtual meetings if the Board has not renewed or terminated the resolution. Thus, the proposed resolution provides the Board with the flexibility to allow its commissions and committees to host virtual meetings, while still maintaining the Board’s jurisdiction to require in-person meetings as warranted.

AB 361 allows the use of fully virtual meetings under the foregoing conditions, but it does not prohibit hybrid meetings. By adopting the proposed resolution, and continuing to renew it as conditions warrant, the Board and any subordinate committees are not precluded from holding meetings that have some traditional components and some virtual or telephonic components. The Board (and other committees) may hold meetings where some members join in person and some members join virtually. The Board may also continue to allow both live and virtual public comments, together with reduced capacity in the meeting room as conditions warrant. For any hybrid meetings, AB 361 requires that members of the public be able to make live public comments directly to the Board or other committee using telephonic or electronic means and that the agenda identify the means for making public comments.

As noted above, by adopting the proposed Resolution, the Board is not prohibited from returning to fully in-person meetings. The Resolution is intended to provide the option to utilize the AB 361 procedures in lieu of the Brown Act’s standard teleconferencing requirements. At future Board meetings, a consent calendar item will be placed on each agenda to reconsider and potentially renew the Resolution.

Attachment:

Resolution No. 2021- _____



COMMITTEE CHAIR REPORTS

Committee Chairs Reports

Wednesday, January 26, 2022

Audit Committee Report – Diane Rubin

There is no report as the committee did not meet.

Academic Angels Committee Report - Marge Dodge

Membership Renewal notices were sent in December with less than 50% renewal rate. A personal follow up will be made to those who did not renew. All Academic Angels memberships expire on December 31 of each year.

Learning to Lead program update: COD student Dakota De La Torre was selected by her classmates to represent them in a presentation to the Leadership Coachella Valley board of directors. Dakota did a wonderful job of presenting the class project to the board. The class project will be with the Galilee Center in Mecca, a non-profit helping those most in need with food, clothing and other basic needs. The project objective is to bring community awareness of the organization and to volunteer on several projects.

Due to a recent spike in COVID the February 16 luncheon at Big Horn is being rescheduled.

The committee is evaluating how they can participate in the State of the College event.

The January 11, 2022, committee meeting was held as a hybrid meeting but did not achieve a quorum, so we were unable to conduct the meeting. The next scheduled meeting is February 8, 2022.

Development Committee Report – Joanne Mintz

We have to wait for the By Laws to be changed before we can officially change the name of this Committee to The Stewardship Committee.

The tasks before us are:

- to follow-up with welcoming phone calls to all those going on a Campus Tour. Finding out their interests and where appropriate in item to join Academic Angels and/or President's Circle
- to contact by phone all the recent Scholarship Donors to thank them for their support and establish an ongoing relationship. There is nothing like a personal touch to keep donors engaged and feel appreciated.

Joanne Mintz will work with Gailya Brown to establish a system for keeping in touch with our Legacy Leaders and present this at our next Committee Meeting.

Finance & Investment Committee Report - Tom Minder

No report available as the Committee did not meet.

Legacy Leaders Report – Carol Bell Dean & Peggy Cravens

No report available as the Committee did not meet.

Nominating Committee Report – Barbara Fromm

The Nominating Committee held a meeting on January 10, 2022, with all committee members attending.

The goals for our Committee were clearly defined during the meeting with all members planning to participate in resourcing prospective Board candidates for future consideration.

Geographic and demographic and diversification are issues to be discussed at our next meeting which is scheduled for February 14, 2022.

President's Circle Membership Committee Report – Bill Chunowitz

The Foundation is currently receiving a steady stream of membership renewals and new members. Amanda McCarthy is running a comparison vs. last year. Currently past members that have not renew, will be getting an email reminding them to renew. An email will be drafted to send out as another reminder email for past members to renew, and will also include an invitation to join the PC Membership Committee. A letter will be sent out to all President's Circle members, from Carol Bell Dean, thanking them for their membership and letting them know what events are coming up. Matthew Durkan will also gather a list of new members and Bill Chunowitz and Matt Durkan will call them to thank them, and ask if they would like to join the committee.

The Foundation will start campus tours again probably the second week of February. Cathy Abbott has done the groundwork connecting with the Deans of the departments. Patrick Farrell will help with the dry runs for the tours.

The Committee discussed expanding the committee as there are only 3 people on this committee and suggested recruiting President's Circle members to serve, and also recruiting participants of the campus tours. This committee is the one that will grow its members and will help grow President's Circle through campus tours.

President's Circle Events Committee Report – Carol Bell Dean

The Presidents Circle committee met via Zoom at 3:30 pm on January 6, 2022. The "Meet and Greet" at the Cork Tree was discussed. There were two reasons we all agreed not to go forward— due to lack of time to organize it and the uptick in COVID. We will consider it next year.

There was an update on campus tours from Matt Durkan. For now, they have been cancelled. Having a board member at every tour is important to personally address the group at the end of the tour.

On April 8, 2022 Rob Moon and Bob Hammack will host a garden party in their Steve Chase home in Rancho Mirage. We are securing two bids for food — LuLu Catering and 849 (Willie Rhine). Valet parking available, an architectural representative from COD and hopefully Katherine Hough who has profound knowledge of the home and knew the designer personally.

The proceeds from the J.McLaughlin afternoon of shopping has been delivered. Their generous check for \$2347.50 represents 15% of the sales on November 19, 2021.

A letter has been written to all PC members thanking them for attending "Victories for Veterans" and being a member. Verbiage re: how they support students in many ways was identified. A note about the April 8, 2022 event at the Moon/Hammack resident in Rancho Mirage was delivered. More information to follow. Rob and Bob are taking care of the alcohol and valet parking expenses.

We are all thinking about events for the 22/23 school year. We endeavor to create fun and educational programs that all will enjoy.

Stepping Up for College of the Desert Committee Report – Barbara Foster Monachino and Jane Saltonstall

The meeting began with a review of sponsorships. We are pleased to report that we have at least 10 sponsors that are new contributors to COD. Many of our previous sponsors have contributed, but there are a large number that have not. Most of our directors have contributed, but again there are a few that have yet to pledge or commit. It was decided that we Barbara Foster Monachino, Diane Rubin, Jane Saltonstall and Cathy Abbott would meet on January 20th, divide up the list and assign members of the committee to call/reach out and try to get more sponsors to commit. They will also create a script for those making calls.

We still have a long way to go to meet our goal. As at January 14 we are at \$302,250 or 60.5 % of our goal. We need the support of not only our committee but all Directors to reach out to friends for sponsorships AND

tickets. The committee will begin reaching out to those we have not heard from over the next two weeks.

Joanne Mintz reported that her committee met and is recommending we move the sponsorship pre-event at CV Rep from February 10 to March 24. This was recommended because of the surge of COVID cases, but as it turns out, the group felt a date closer to our performance was better and are hoping we will have a larger pool of sponsors to invite. Barbara Foster Monachino had checked with our College of the Desert contact and the student performers and they are available, as is the caterer 849.

Barbara Foster Monachino also reported that Ann Callaway is willing to schedule a Master Class with the students and they are most excited. We want to make sure there will be publicity around this Master Class. It is in the process of being scheduled.

Cathy Abbott reported that a good portion of the video has been updated and is complete. We will be able to preview it at our next meeting, and it will be ready to show as 40 to 60 second shorts on TV.

Our next meeting will take place at 2:00 on February 1st. At that time, Joanne Mintz will report on Post party options. We will also have begun work on increasing sponsorship commitments from both directors and those donors who have given previously.

ARTICLE ON ENROLLMENT





Bergen County Community College in Paramus, N.J. New data showed that enrollment in community colleges, which were disproportionately hurt, was down 13.2% over 2019.



By Stephanie Saul

• Jan. 13, 2022, 6:31 a.m. ET

The enrollment crisis at U.S. institutions of higher learning continued a second year into the pandemic, even as coronavirus vaccines became widely available for students last fall, according to the latest numbers from the National Student Clearinghouse Research Center.

Total undergraduate enrollment dropped 3.1 percent from the fall of 2020 to the fall of 2021, bringing the total decline since the fall of 2019 to 6.6 percent — or 1,205,600 students.

“Our final look at fall 2021 enrollment shows undergraduates continuing to sit out in droves as colleges navigate yet another year of Covid-19,” said Doug Shapiro, the executive director of the research center, which collects and analyzes data from 3,600 postsecondary institutions.

Even before the pandemic, college enrollment was declining nationally as the number of college-age students leveled off. At the same time, high tuition costs discouraged prospective domestic students, and the highly polarizing immigration debate drove away international students.

That decline then accelerated steeply when Covid-19 forced many classes online and restricted campus life. The economic disruption caused by the pandemic also forced many prospective college students into the workplace.

The new figures show that undergraduate enrollment declined at every type of college, but public two-year colleges remain the hardest-hit, with U.S. community colleges disproportionately hurt.

Tens of thousands of students, many of them low-income, were forced to delay school or drop out because of the pandemic and the economic crisis it has created. The new data showed that enrollment in community colleges was down 13.2 percent, or 706,000 students, compared with 2019.

The number of students seeking associate degrees at four-year institutions also fell, as did the number of students aged 24 and over.

“Without a dramatic re-engagement in their education, the potential loss to these students’ earnings and futures is significant, which will greatly impact the nation as a whole in years to come,” Mr. Shapiro said in a news release.

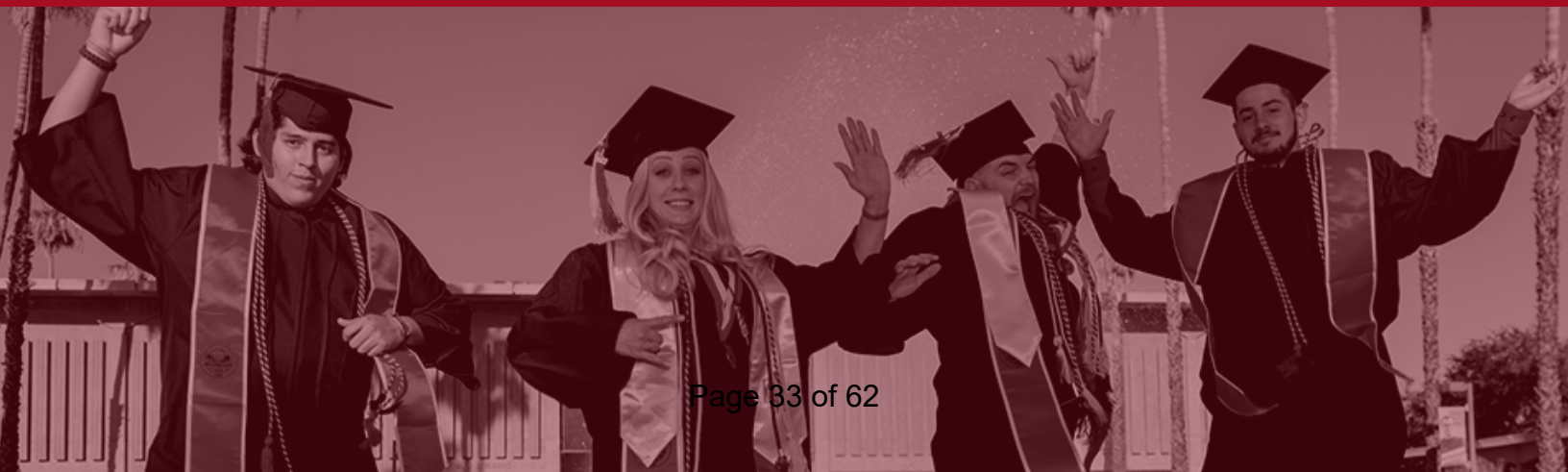
There was one bright spot in the data: The enrollment of first-year students stabilized, up about 0.4 percent, or 8,100 students, from 2020 to 2021.

Even so, first-year enrollment is 9.2 percent lower than prepandemic levels in fall 2019.

Stephanie Saul covers national politics. Since joining The Times in 2005, she has also written about the pharmaceutical industry, education and the illicit foreign money fueling Manhattan’s real estate boom. [@stefsa](#)

APPENDICES

COMMITTEE MEETING MINUTES SINCE DECEMBER 2021





Foundation President's Circle Membership Committee Meeting

Minutes for Tuesday, October 12, 2021

1:00 PM

<https://cccconfer.zoom.us/j/91435684770?pwd=VnIKaTBQajNFU3l6OFZiamZWVG1ydz09>

Meeting Participants

Voting Committee Members Present

Bill Chunowitz (Chair) and Rob Moon

Committee Members Not Present

Leslie Usow

Recorder

Eve-Marie Dehondt

Guests

Catherine Abbott and Matt Durkan

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 1:02PM.

2. Action Items

2.1 Approval of Agenda: Foundation Regular President's Circle Membership Committee Meeting of October 12, 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 President's Circle Membership Committee Meeting of October 12, 2021 with any addition, correction or deletions.

2.1 Conclusion

Bill Chunowitz moved to approve the agenda as presented, Rob Moon seconded. Motion carried.

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

3. Comments from the Public

3. 1 Comments from The Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gathering, questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public received and there was nobody from the public attending.

4. Discussion & Action Items

4.1 Membership Renewal Mailing – Matthew Durkan

The Committee discussed the membership renewal mailing. Matt Durkan provided the Committee with a copy of the draft letter that will be sent to current and lapsed members to renew their memberships for the President's Circle for the calendar year 2022. The Committee reviewed the letter and provided some input. Matt Durkan will add Rob Moon as Co-chair of the Committee in the letter.

The Committee reviewed the different benefits of President's Circle by level. The President's Circle events for the year have been scheduled; however, the benefits provided for each levels have not been defined at this time. The campus tours will

not take place until next year, so it will be removed from the list of benefits until campus tours are scheduled again.

Some of the possible benefits that were discussed by the Committee were as follows:

- \$25,000 Level President's Circle members could receive a VIP table or tickets at the State of the College Event; depending on what the Stepping Out for College of the Desert's sponsorships benefits will be.
- \$25,000 Level President's Circle members could be invited to the State of the College, which will be in person.
- \$25,000 Level President's Circle members could get an opportunity to speak during State of the College
- \$25,000 Level President's Circle members could be listed in the Annual Report.
- If a program is done for State of the College, the \$25,000 Level President's Circle members could get a recognition.
- \$25,000 Level President's Circle members could possibly get some benefits for the Stepping Out for College of the Desert event or some tickets.
- All the virtual events will now be in person.
- Exclusive events will no longer be exclusive, as prospective members should be invited to increase the membership.
- The President's Circle events scheduled for 2021-22 should be listed in the brochure as benefits.

The Committee briefly discussed the different events planned for the year.

4.1 Follow-up Items	4.1 Task of	4.1 Due by
The Committee should continue to review the benefits for each level.	Committee Members	

5. Future Agenda Items

Catherine Abbott suggested the Committee should focus on increasing the President's Circle membership. This will be added as a future agenda item.

The Committee agreed to expand the Committee and invite non-Board members who are President's Circle to join the Committee. Matt Durkan will send them the list of current President's Circle members for them to invite people to join the Committee.

Catherine Abbott asked the Committee if they would be interested in creating additional marketing collateral where Committee members could send personal notes to their contacts and encourage them to join the President's Circle, like what

Cabrillo College is doing. The Committee agreed to follow the structure of the Cabrillo College to increase the membership

This item will also be discussed at another meeting.

Finally, the Committee discussed the date of the next meeting, which did not work for Rob Moon, and they decided to set up another Zoom meeting in November to discuss their items further.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Matt Durkan will send them the list of current President's Circle members for them to invite people to join the Committee.	Matt Durkan	As soon as possible
Add on the agenda for the next meeting to discuss the process to increase of the membership.	Juli Maxwell	Next meeting
Set up a zoom meeting in November to discuss their items further.	Juli Maxwell	As soon as possible

6. Adjournment

The Chair adjourned the meeting at 1:50PM.

Next meeting: Tue, January 11, 2022 – 1PM



Foundation Stepping Up for COD Committee Meeting Minutes for Tuesday, November 30, 2021

2:00PM

Meeting Recording:

Meeting Participants

Voting Committee Members Present:

Barbara Foster Monachino (Co-Chair), Jane Saltonstall (Co-Chair), Carol Fragen, Joanne Mintz, Marge Dodge, Peggy Jacobs, Tom Minder, Diane Rubin, Leslie Usow, Rob Moon

Voting Committee Members Absent:

Guests:

Catherine Abbott, Eve-Marie Dehondt, Matt Durkan

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at xxx PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of November 30, 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).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Stepping Up for COD Committee Meeting of November 30, 2021 with any addition, correction or deletions.

Jane Saltonstall moved to approve the agenda. Diane Rubin seconded.
Motion carried.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – November 2, 2021.

Peggy Jacobs moved to approve, and Joanne Mintz seconded. The minutes were approved.

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 November 29, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Ad Hoc Committee Reports

5.1.1 Sponsorships – Diane Rubin and Matt Durkan

- 5.1.1.1 Sponsorship revenue update
- 5.1.1.2 Sponsorship packet update (numbers)
- 5.1.1.3 Sponsorship packet follow-up procedure
- 5.1.1.4 Business Sponsorships update – Matt and Rob Moon

5.1.2 Entertainment – Tom Minder and Matt Durkan

- 5.1.2.1 Billy Stitch on promotional materials
- 5.1.2.2 Ground transportation update
- 5.1.2.3 Agua Caliente proposal update
- 5.1.2.4 Other hotel proposals/requests
- 5.1.2.5 COD Students to perform – Catherine Abbott

5.1.3 Pre/Post Events – Joanne Mintz

5.1.4 Budget – Tom Minder and Barbara Foster Monachino

5.2 McCallum Suite Deals

5.2 Follow-up Items

5.2 Task of

5.2 Due by

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5.3 Event Timeline – Matthew Durkan

5.4 Marketing Materials – Matthew Durkan and Theresa Maggio

5.3.1 Opening Event COD Video update

5.1 Follow-up Items

5.1 Task of

5.1 Due by

5.2 Follow-up Items

5.2 Task of

5.2 Due by

Investigate cost of ½ page ad in PS Life	Matthew Durkan	Nov. 30, 2021
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5.2 Marketing Materials – Matthew Durkan

5.2.1 Opening Event COD Video

5.2.1.1 Video inclusion ideas from committee

Theresa Maggio will be working on this. Committee to think upon ideas for the video and email their ideas to Matthew Durkan. Committee would like for Theresa Maggio to attend the November 30 meeting.

5.3 Follow-up Items

5.3 Task of

5.3 Due by

Theresa Maggio to attend next meeting	Matthew Durkan	Nov. 30, 2021
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6. Future Agenda Items

7. Adjournment

The committee lost quorum at 3:13 pm, therefore the meeting was ended.

Next Meetings: Tuesday, November 30, 2021, at 2:00 pm

Foundation Regular Executive Committee Meeting

Minutes for Wednesday, November 10, 2021

1:00PM

Meeting Participants

Voting Committee Members Present

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

Non-Voting Committee Members Present

Catherine Abbott, Martha Garcia and John Ramont

Committee Members Not Present

Bonnie Stefan

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 1:02PM.

Barbara Foster Monachino joined the meeting at 1:05PM. Marge Dodge left the meeting at 1:46PM.

2. Action Items

2.1 Approval of Agenda: Foundation Regular Executive Committee Meeting of November 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 November 10, 2021 with any addition, correction or deletions.

Jane Saltonstall asked to add a discussion on the Palm Springs Campus. However, Christine Anderson indicated that this would be added to the next meeting's agenda instead, as the Executive Committee was not in a position to take immediate action on that topic. Christine Anderson and Catherine Abbott will connect with Dr. Garcia for her to provide a report at the upcoming Board Meeting. Diane Rubin also offered to provide a report on the Bond Oversight Committee.

Barbara Fromm asked to obtain some information on the work experience program at COD. Christine Anderson confirmed that would be done on the next agenda to allow the appropriate program manager to prepare and provide a presentation.

2.1 Conclusion

Bill Chunowitz moved to approve the agenda as presented, Tom Minder seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
A report should be provided on the Palm Springs Campus and the Bond Oversight Committee at the December 1 Board meeting.	Dr. Garcia/Diane Rubin	Dec 1, 2021
A presentation on the work experience program at COD should be added to the next meeting agenda.	Catherine Abbott	Dec 1, 2021

3. Minutes

3.1 Approval of the Foundation Executive Committee Meeting Minutes – October 13, 2021

Barbara Fromm Moved to approve the October 13, 2021 Minutes as presented, Jane Saltonstall seconded. Motion Carried.

4. Comments from the Public

4.1 Comments From The Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will also be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the

agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments received from the public and there was public present.

5. Discussion & Action Items

5.1 December 1 Foundation Board Meeting

5.1.1 Time changed to 12PM to 2PM

Christine Anderson indicated the time changed for the December 1 Board meeting from 3PM to 12PM to allow for a lunch at the Indio Campus.

5.1.1 Follow-up Items	5.1.1 Task of	5.1.1 Due by
None	None	None

5.1.2 Lunch & Meeting to take place on the Indio Campus

Catherine Abbott indicated that the meeting will be taken place on the Indio Campus and lunch will be provided to the Board members. This will be a hybrid meeting.

5.1.2 Follow-up Items	5.1.2 Task of	5.1.2 Due by
None	None	None

5.2 Merging Diversity Committee and Nominating Committee (Catherine Abbott)

Christine Anderson provided background information on the possible merge of the Diversity Committee and the Nominating Committee. Catherine Abbott indicated that to mitigate the efforts for Staff, there were discussions to merge the Nominating Committee and Diversity Committee. Barbara Fromm would remain the Chair of the Nominating Committee, while Norma Castaneda would join the Nominating Committee and become the Chair of its Ad-Hoc Diversity Committee.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

5.3 Development Committee's Future Discussion (Christine Anderson/Joanne Mintz) -

Catherine Abbott, Christine Anderson and Joanne Mintz met and brought recommendations to the Executive Committee regarding the Development Committee, as this has become a listening committee. They are suggesting renaming the Committee as the Stewardship Committee and have the focus to be Stewardship.

The Committee would focus on thanking the donors and informing them on how their money has been used to help the College. They would also focus on contacting participants in the Campus tours after their visits.

The Committee agreed to add this topic and potential name change to the full Board for approval at their December 1 meeting. If approved, this change would need to be incorporated in the new By Laws as this represents a change to a Standing Committee.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
This item will be added to the Dec 1 Board Meeting agenda.	Eve-Marie Dehondt	Dec 1, 2021

5.4 Number of Committee meetings (Catherine Abbott/Barbara Foster Monachino)

Barbara Foster Monachino provided background as she received many comments from the Board regarding the large amount of Committee meetings, as they are having a hard time to keep up. This also creates lots of work for the Foundation staff to follow Brown act to prepare material, agenda and minutes.

The Committee discussed ways to streamline meetings and recalled that in the past, Board meetings and some of the Committees were taking place every other month. They agreed that Chair of the Committees should look at agenda items and decide whether they should keep the meetings scheduled or cancel when necessary. As well, they agreed that minutes could be shorter and just consist of bullet points or just be action items of the discussion.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Student Emergency Fund (Christine Anderson/Tom Minder)

Tom Minder reported that historically, the Student for Emergency Fund existed but it was not often used before Covid hit and then additional funds were raised for this fund.

Tom Minder worked with the College to create a simple form to complete with back-up information for students to provide to request the funds. Each student is allowed to claim funding for a maximum of \$1,000 onetime only. The Committee discussed the fact that recently the students have been claiming the maximum amount available.

Tom Minder brought up his concerns regarding two separate requests received for two students (couple) who live together, both attending the College. The Committee agreed that these requests should be paid, as there is no criteria regarding a limit of funding provided to a household and the requests are reviewed by the College to ensure all the criteria are met before they send request for payment to the Foundation.

The Committee discussed the advertisement of the Student Emergency Fund to the students, and whether it should publicize it to ensure all eligible students could access it. As this time, students in need are informed about the fund by their counselor. However, since the remaining fund balance is \$65,570 as of today, the Committee needed to decide whether they should continue raising money to replenish this fund, or put it on a hiatus since Covid is slowing down.

Tom Minder, Catherine Abbott and Christine Anderson will talk further and report to the Committee.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
Tom Minder, Catherine Abbott and Christine Anderson will talk further and report to the Committee.	Tom Minder, Catherine Abbott and Christine Anderson	December 2021

5.6 Board Member Expectation Form Update (Christine Anderson) –

Some Board members reached out to Christine Anderson regarding the Board Member Expectation Form, as it does not reference minimal annual donation required for Board members, and what benefits would come with their donations (Academic Angels membership? President's Circle membership?) which created confusion. The form should be reviewed and provide clear information to new Board members and renewing Board members. Jane Saltonstall indicated that many documents already existed and have been used by the Nominating Committee over the past two years.

The Executive Committee recommended the Finance and Investment Committee should review the form and its financial requirements and come back with a proposed updated form to the Executive Committee.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
This topic will be added to the next Finance and Investment Committee	Tom Minder	December 2021

5.7 Update on the Executive Committee Organizational Chart Restructuring (Christine Anderson) -

Christine Anderson provided background information on the Executive Committee Organizational Chart Restructuring. The Executive Committee will schedule an Ad-Hoc Committee Meeting to discuss this.

Originally, the members of the Ad-Hoc Executive Committee were Bill Chunowitz, Barbara Foster Monachino, Barbara Fromm, Jane Saltonstall, Marge Dodge and Christine Anderson. However, to remain as Ad-Hoc, the Committee should now be composed of less than five members. Christine Anderson to reach out to the Committee members and confirm the final composition of this Ad-Hoc Committee, based on availability and interest.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
Christine Anderson to reach out to the Committee members and confirm the final composition of this Ad-Hoc Committee, based on availability and interest.	Christine Anderson	November 2021

5.8 Stepping out for College of the Desert Update (Barbara Foster Monachino & Jane Saltonstall)

Barbara Foster Monachino and Jane Saltonstall provided an update on Stepping Out for College of the Desert.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
None	None	None

5.9 Upcoming Events Reminders (Catherine Abbott)

Catherine Abbott provided an update on the upcoming events listed below.

5.9.1 President's Circle Victories for Veterans – Thu, Nov 11 - Carol and Ed Dean's Residence – 4:30PM to 6:30PM

5.9.2 Academic Angels Member Tea – Thu, November 18 - Barbara and Bernie Fromm's Residence – 3PM to 5PM

5.9.3 Legacy Leaders Event – Sunday, Nov 21, 2021 – Cuistot – 2:30PM – 4:30PM

Christine Anderson informed the Executive Committee about an event at the McLaughlin Store on El Paseo scheduled on Fri, Nov 19 and the store will provide 15% of its revenue that day to the College.

5.9 Follow-up Items	5.9 Task of	5.9 Due by
None	None	None

6. Future Agenda items

The agenda items listed below will be added to future agendas for discussion:

- Fraud Policy
- Standing Committee Definitions
- Student Emergency Fund
- Structure for the Executive Committee Organizational chart
- A presentation on the COD Work experience program

6.2 Follow-up Items	6.2 Task of	6.2 Due by
The agenda items listed below will be added to future agendas for discussion: <ul style="list-style-type: none">• Fraud Policy• Standing Committee Definitions• Student Emergency Fund• Structure for the Executive Committee Organizational chart• A presentation on the COD work experience program	Catherine Abbott	

7. Adjournment

The Chair adjourned the meeting at 2:28PM.

Next meeting: Wed, January 12 at 1PM – Cravens Center Multipurpose Room
– Palm Desert Campus and Via Zoom



Foundation Nominating Committee Meeting

Minutes for Monday, November 15, 2021

2:00PM

Meeting Participants

Committee Members Present

Barbara Fromm (Chair), Norma Castaneda, Carol Fragen, Rob Moon, Diane Rubin and Jane Saltonstall

Committee Members NOT Present

Bill Chunowitz

Recorder

Eve-Marie Dehondt

Guests:

Catherine Abbott

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:03PM. Action Items

2.1 Approval of Agenda: Regular Foundation Nominating Committee Meeting of November 15, 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 Nominating Committee Meeting of November 15, 2021 with any addition, correction or deletions.

2.1 Conclusion

Jane Saltonstall moved to approve the agenda as updated, Diane Rubin seconded. Motion carried.

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

2. Comments from the Public

2.1 Public Comments: In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to codfoundation@collegeofthedesert.edu and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the Committee meeting. All requests should be directed to the Foundation in advance.

There were no comments from the public received and no public attended.

3. Discussion & Action Items

4.1 Nominating Committee Members Introductions

The Nominating Committee Members introduce themselves to each other.

4.1 Follow-up Items	4.1 Task of	4.1 Due By
None	None	None

4.2 Committee Focus and Goals for the Year (Barbara Fromm)

The Committee discussed the future goals for the year. One of the focuses of the Committee will be to take on the responsibility to diversity the Foundation Board.

4.2 Follow-up Items	4.2 Task of	4.2 Due By
None	None	None

4.3 Nominating Committee and Diversity Committee Common Goals (Barbara Fromm)

The Committee discussed the opportunity for the Foundation Board to become more diverse in terms of gender and geographical areas.

The Committee recommended creating pie charts showing the current state of the Board in terms of gender and geographical areas representations.

The Committee discussed the existing material and Eve-Marie Dehondt will resend the pipeline of candidates and the Board member interview and onboarding process documents to the Committee members. The Committee agreed to review further the Board Member Expectation Form, including the financial requirements to join the Board.

The Committee agreed to move the meeting time to 4PM instead of 2PM.

4.3 Follow-up Items	4.3 Task of	4.3 Due By
The Committee agreed to move the meeting time to 4PM instead of 2PM.	Eve-Marie Dehondt	December 2021
Eve-Marie Dehondt will resend the pipeline of candidates and the Board member interview and onboarding process documents to the Committee members	Eve-Marie Dehondt	December 2021
Creating some pie charts showing the current state of the Board in terms of gender and geographical areas representations.	Eve-Marie Dehondt	December 2021

4. Closed Session

The Committee agreed to cancel the closed session.

5. Adjournment

The Chair adjourned the meeting at 3:01PM.



Foundation Stepping Out for COD Committee Meeting

Minutes for Tuesday, November 30, 2021

2:00PM

[Meeting Recording](#)

Meeting Participants

Voting Committee Members Present:

Barbara Foster Monachino (Co-Chair), Jane Saltonstall (Co-Chair), Joanne Mintz, Marge Dodge, Tom Minder, Diane Rubin, Leslie Usow, Rob Moon, Peggy Jacobs

Voting Committee Members Absent:

Carol Fragen, Diane Rubin

Guests:

Catherine Abbott, Theresa Maggio, Matt Durkan

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:02 PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of November 30, 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).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Stepping Up for COD Committee Meeting of November 30, 2021 with any addition, correction or deletions.

Barbara Foster Monachino moved to approve the agenda. Joanne Mintz seconded. Motion carried.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – November 2, 2021.

Barbara Foster Monachino moved to approve, and Leslie Usow seconded. The minutes were approved.

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 November 29, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Ad Hoc Committee Reports

5.1.1 Sponsorships – Diane Rubin and Matt Durkan

5.1.1.1 Sponsorship revenue update

Matt Durkan gave an overview of the sponsorships. Total as of today is \$213k, which is almost half-way to the goal of \$500k. The committee discussed the deadline for sponsorships and Theresa Maggio suggested a date of February 1, 2022, as the deadline. Committee requested the names of all sponsors at each meeting. Matt (staff) will create a sponsorship spreadsheet to be shared on Google Docs in real-time. Committee suggested sending a reminder card to the people that have not yet sponsored, listing the current sponsors and levels that have been received. Committee noted that the change in the pre-party was not in the sponsorship materials, so suggested sending out a separate notification with this information.

Committee discussed sending an email with the "Save the Date" for the pre-party, and an email to all those that were sent a sponsorship packet but have not yet sponsored, giving them one more chance to be a sponsor. The deadline for sponsorships of February 1, will be included in this email. Committee discussed receiving multiple copies of the sponsorship packet. Catherine Abbott shared that the Foundation has been given 378 tickets for sponsorships and to sell. Committee discussed pricing structure for seating. Catherine to check with Kirstien regarding seating and pricing for tickets.

5.1.1.2 Sponsorship packet update (numbers) 600 printed, 100 set aside for business mailing. All sponsor packets were mailed out. Next newsletter can have the sponsorship form included. Committee asked that more packets be printed. Another sponsorship form will be sent with the January newsletter mailing.

5.1.1.3 Sponsorship packet follow-up procedure

Matthew asked the committee how they would like to proceed with following up with the people that the notes were written to. Committee would like for Matt to make all follow-up contact. Matt will notify committee members should they need to make any calls.

5.1.1.4 Business Sponsorships update – Matt and Rob Moon

Catherine shared that the list has been approved, and now discussing whether the Chamber of Commerce lists should be included in the mailing. Mailing to be sent by Competitive Advantage once approved.

5.1.2 Entertainment – Tom Minder and Matt Durkan

5.1.2.1 Billy Stritch on promotional materials

Tom Minder asked why Billy Stritch's name is not included on the promotional material. Committee asked Theresa Maggio to add to all collateral going forward.

5.1.2.2 Ground transportation update

Nothing to report.

5.1.2.3 Agua Caliente proposal update

Matthew spoke with the Executive Director of Philanthropy at Agua Caliente and was told they are not looking at proposals until January. Matthew then contacted the JW Marriott and is waiting to hear back from him. Rob Moon was directed to speak with Scott White to try and get rooms and offer advertising

opportunity in exchange. Catherine asked the committee to have a drop-dead date on hotels, as Foundation currently has the money to pay for hotel rooms and need to book ASAP. Committee agreed to reserve the rooms on December 15 at Agua Caliente, if no other hotel has agreed to the in-kind donation.

5.1.2.4 Other hotel proposals/requests

5.1.2.5 COD Students to perform – Catherine Abbott has a meeting on Monday and will have more details at the next meeting. Dakota Delatorre from the Learning to Lead program has expressed interest in performing.

5.1.3 Pre/Post Events – Joanne Mintz

The McCallum has said that green room is closed. Post-party will be in the Founders Room. Both pre and post parties require proof of vaccination. Post party invitations are for \$2500 sponsors and up.

5.1.4 Budget – Tom Minder and Barbara Foster Monachino

Nothing to report. Kirstien Renna will be asked to attend the next meeting.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Compose sponsor list to share with committee (Google Docs)	Matt Durkan(staff)	January 4, 2022
Prepare a document with all sponsor names to be given to the committee at the monthly meeting.	Matt Durkan	Monthly
Rob Moon was directed to speak with Scott White to try and get rooms and offer advertising opportunity in exchange.	Rob Moon	January 4, 2022
Kirstien Renna will be asked to attend the next meeting.	Catherine Abbott	January 4, 2022

5.2 McCallum Suite Deals

McCallum will not allow food or beverage for the box seats (Suite Deal). The McCallum stated that they would offer the Founders Room to be used prior to the event to serve champagne to those who bought the Suite Deal. Committee discussed options including delivering champagne or a nice basket to the Suite Deal sponsors. A nice basket, delivered to the purchasers will be sent by staff.

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

Explain the circumstances to the Suite Deal purchasers	Catherine Abbott	ASAP
Put together baskets for the Suite Deal Sponsors	Juli Maxwell	March 15, 2022

5.3 Event Timeline – Matthew Durkan

Committee directed Matt to add deadline of February 1 for Sponsorships, booking of rooms by December 15, add dates for banners for the event, and book transportation by February 1. Remove “green room” reference. Add “responsible person” column to timeline. Committee asked to have the spreadsheet redone to make it easier to manage.

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

Add to timeline: Feb. 1- Deadline for sponsorships, December 15 – Deadline to book rooms for entertainer, Feb. 1 – Book transportation for entertainer, add dates for banners to the timeline, remove “green room” reference.	Matthew Durkan	January 4, 2022
Add “responsible person” column to timeline, re-do spreadsheet to make it easier to manage.	Matthew Durkan	January 4, 2022

5.4 Marketing Materials – Matthew Durkan and Theresa Maggio**5.3.1 Opening Event COD Video update**

Theresa shared with the committee a slideshow detailing what the video will entail. Video will include “Dear Donor” segment, Student Dreams segment with upbeat “COD is Awesome” segment. Filming will begin at 8:30 am on Tuesday, December 7, 2021, and conclude by EOD on December 8. Theresa shared the outline for the video with the committee. Video will be approximately 3 minutes, and a 60-second, 30-second, and three 15-minute videos will also be produced to be used for different marketing tools. Theresa will share an example video

with the committee, via email.

5.4 Follow-up Items

5.4 Task of

5.4 Due by

Share sample video with committee.	Theresa Maggio	ASAP
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6. Future Agenda Items

Update on ticket sales on each agenda going forward.

7. Adjournment

The meeting was adjourned at 3:35 pm.

Next Meetings: Tuesday, January 4, 2022, at 2:00 pm



Foundation President's Circle Events Committee Meeting

Minutes for Thursday, January 6, 2022

3:30PM

Zoom Video

Meeting Participants

Voting Committee Members Present

Carol Bell Dean (Chair), Leslie Usow, Tom Minder, Rob Moon, Barbara Foster Monachino, Marlene O'Sullivan

Committee Members Not Present

Recorder

Juli Maxwell

Guests

Matthew Durkan

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:02 pm.

2. Action Items

2.1 Approval of Agenda: Foundation President's Circle Events Committee

Meeting of January 6, 2022 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 President's Circle Events Committee Meeting of January 6, 2022 with any addition, correction or deletions.

2.2 Conclusion

The agenda was approved.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Minutes

Approval of regular Foundation President's Circle Events Committee Meeting Minutes – October 7, 2021.

Barbara Foster Monachino moved to approve, and Leslie Usow seconded. The minutes were approved.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
None	None	None

4. Comments from the Public

4.1 Comments from the Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public.

5. Discussion and Action Items

5.1 Meet and greet at the Cork Tree – January or February

5.1.1 Committee discussed having this event and unanimously decided to cancel this event due to COVID concerns. Committee decided to instead send a letter to members thanking them for their membership, recap what events have been going on with President's Circle, and explain that the Foundation would like to be safe and not have an in-person event during this time. Matthew Durkan offered to draft this letter and send to Carol Bell Dean for input.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

Draft update letter to PC Members	Matthew Durkan	ASAP
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5.2 Rob Moon's Home Event - April 8, 2022

Committee discussed the format for this event and decided it will be a Cocktail Party at Rob Moon's home, from 5:00 pm. to 7:00 pm on April 8, 2022. Event will include heavy hors d'oeuvres and cocktails. The committee requested to look at the current President's Circle budget prior to moving forward with the catering. Matthew Durkan will get the budget from Kirstien Renna. Robert Moon will pay for alcohol and the valet. Committee discussed having a speaker from COD's architecture program, and Katherine Hough to speak regarding the home and Steve Chase. Committee discussed having LuLu California Bistro and Il Corso for catering the event, dependent on the budget.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

Obtain PC Events budget for committee review.	Matthew Durkan	Feb. 3, 2022
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5.3 Campus Tours

5.3.1 The importance of having a PC member present to make a presentation i.e. Edge/Pledge.

Due to the current COVID 19 Variants, the campus tours have been postponed until further notice, when donors and students can participate. Matt to keep the committee updated on this topic. Matt suggested that there be a long-standing board member for each tour, accompanied by a new board member.

5.3 Follow-up Items

5.3 Task of

5.3 Due by

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5.4 J. McLaughlin Event of 11/19/21 – Recap

5.4.1 The store did \$14,500 worth of business; the College will receive \$2,175 which is 15% of the proceeds.

Event went very well, considering having this an annual event, with a

possibility of other events to benefit COD.

5.4 Follow-up Items

5.4 Task of

5.4 Due by

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5.5. Ideas for 2022/2023:

5.4.1 October, 2022: Trick or Treat in a private home

5.5.2 January, 2023: Happy New Year

5.5.3 March or April?

Carol Bell Dean asked that committee start thinking about fundraising and stewardship ideas for the upcoming year.

5.5 Follow-up Items

5.5 Task of

5.5 Due by

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6. Future Agenda Items

7. Adjournment

The Chair adjourned the meeting at 3:59 pm.

Next Meeting: Thursday, February 3, 2021 – 3:30 pm