



**Foundation Academic Angels Committee Meeting
Minutes for Tuesday, February 8, 2022
2:00PM**

Meeting Participants

Committee Members Present

Marge Dodge (Chair) and Peggy Jacobs

Non-Voting Committee Members Present

Cynthia Cottrell

Committee Members NOT Present

Norma Castaneda, Nancy Harris and Linda Weakley

Guest(s)

Catherine Abbott and Matt Durkan

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Roll Call

The meeting was called to order at 2:01PM. Cynthia Cottrell joined the meeting at 2:06PM.

2. Action Items

2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of February 8, 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).

2.1 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of February 8, 2022 with any addition, correction or deletions.

2.1 Conclusion

Marge Dodge moved to approve the agenda as presented, Peggy Jacobs 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 the Academic Angels Committee Meeting Minutes of December 7, 2021.

The minutes were approved as presented.

4. Comments from the Public

4.1 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.

There were no comments received from the public.

5. Action & Discussion Items

5.1 Membership and Renewal Email Blast Update

Marge Dodge wrote personal postcards to members who had not renewed their membership in January. Thirty-three members have now renewed their Academic Angels Membership and nineteen past Members have not renewed yet. The list of people who are yet to renew will be sent to Marge Dodge for her to reach out if deemed necessary.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
The list of people who are yet to renew will be sent to Marge Dodge for her to reach out to them if deemed necessary.	Eve-Marie Dehondt	February 2022

5.2 Learning to Lead Program Update

Matt Durkan indicated that the Learning to Lead students and informed the Committee that Sergio had to drop off the program as he accepted a job in Los Angeles and is no longer to attend. The Students enrolled are doing well. Dakota de la Torre gave a presentation to her class on the project she is working on for the Galilee center in Mecca.

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

5.3 April 19, 2022 - State of the College Planning:

5.3.1. Planning notebook/documentation from previous years

Marge Dodge informed the Committee that the event has now been added to the Community Calendar. She showed pictures of the past events and the set up. The venue was a tent set up next to the Cravens Center in front of the Fountain of Knowledge. Valet parking was set next to the tent. This year’s event could be hosted in the College’s Old Library or under a tent. A walk through needs to be done. Catherine Abbott will reach out to Patricia Danna to see if she has documentation from the past, in order to organize the event.

5.3.2. Event Timing

The Committee agreed to start the event at 11:30AM.

5.3.3. Budget

Catherine Abbott will put a budget together after the meeting with the event planner and determine if this will be in the College’s Old Library or in a tent. If the teleprompter and the technician fees are not needed, this would reduce the cost. Alternatives to that will be looked at.

5.3.4. Catering

Catherine Abbot reported that the Culinary Department agreed to cater this event and will showcase the students and the program, and they confirmed they can handle 150 people. Catherine Abbott will meet with the Chef to go over options.

As all catering items will need to be rented, the Committee agreed to look at menu options that would avoid any unnecessary silverware needs. Marge Dodge proposed to have Food trucks from the Street Fair and have culinary students serve the guests. Catherine Abbott will bring that option to the Chef of the Culinary Department. Inn & Out food trucks could be an option, if they are willing to come to Campus.

5.3.5. Invitations Design/Mailing/Emailing

HR Advantage would be able to help with mailing and emailing. Matt Durkan will get the past invitation lists from the last State of the College event from CV Strategies.

5.3.6. Marketing/Program/Sponsors

HR Advantage would be able to help with mailing and emailing. There could be individual ticket sales and a few tables.

5.3.7. AV Requirements:

5.3.7.1. Video/Recording/Script/Teleprompters/Stage/Podium/Microphones

There should be a screen with the sponsors' logos and the program.

5.3.4 College Requirements:

5.3.4.1 Parking/Valet/Shuttles

There should be valet and parking is largely available throughout campus. Golf Carts Trams can be driven from the parking lot and attendees can be dropped on the curbside. The golf cart trams should be available and reserved by Maintenance.

5.3.4.2 Work Orders for Maintenance/Custodial needs

Maintenance and custodial should be sent a work order to prepare for the event and do the appropriate cleaning.

5.3.8. Theme/Student engagement/Centerpieces

The program will be Dr. Garcia doing her State of the College address. Learning to Lead could be the theme and the Committee could design the program. There could be an interview of the Learning to Lead students at the beginning of the event.

Each table setting should have a handout including things such as the membership form for the President's Circle, the Academic Angels, the Annual report, the Newsletters, etc.

5.3.9. Event Planner

Marge Dodge and Catherine Abbott will be meeting with Jaclyn Barron-Groves, an event planner from Redefine Event Design and do a walk through of the campus on February 9.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Catherine Abbott will put together a budget for the State of the College.	Catherine Abbott	February 22, 2022
Matt Durkan will get the past invitation lists from the last State of the College event from CV Strategies.	Matt Durkan	February 22, 2022

6. Other discussions

- The Committee agreed to meet more often to work on the planning of the event.

The next meetings will be on:

- Tuesday, February 22 at 3PM on zoom. The only agenda item for this meeting will be State of the College.
 - Tuesday, March 8 at 2PM
 - Friday, March 25 at 2PM
 - Tuesday, April 12 at 2PM
- Marge Dodge will reach out to Amanda McCarthy and Eve-Marie Dehondt regarding the quarterly Academic Angels Newsletter.
 - The Committee members will invite past members to come and help set up the event.

7. Adjournment

The Committee Chair adjourned the meeting at 2:52PM.

Next Meeting: Tuesday, February 22, 2022 – 3PM