



## **Foundation Regular Executive Committee Meeting**

**Minutes for Wednesday, February 9, 2022**

**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, John Ramont and Aurora Wilson

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

Martha Garcia

#### **Guests**

Jessica Enders

#### **Recorder**

Eve-Marie Dehondt

### **Meeting Minutes**

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

##### **1.1 Call to Order**

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

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

##### **2.1 Approval of Agenda: Foundation Regular Executive Committee Meeting of February 9, 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 Regular Executive Committee Meeting of February 9, 2022 with any addition, correction or deletions.

### **2.1 Conclusion**

Barbara Fromm moved to approve the agenda as presented, Bill Chunowitz seconded. Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Minutes**

### **3.1 Approval of the Foundation Executive Committee Meeting Minutes – January 12, 2022**

Barbara Fromm moved to approve the January 12, 2022 Minutes as presented, Marge Dodge 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](mailto: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 Meeting Best Practices (Christine Anderson)**

Christine Anderson brought this agenda items to improve the quality of Board and Committee meetings in the future, due to the challenges of running meetings both virtually and in person. She shared some best practices as recommended by the Robert Rule’s of Order as follows:

- No members may speak until recognized by the chair,
- No member may speak a second time until every member who wishes to speak has had the opportunity to do so,
- No member can speak more than twice to each motion,

- When a large number of people wish to speak to a motion, it may be advisable for the chair to make a speakers' list,
- All remarks must be addressed to the chair – no cross debate is permitted,
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers,
- When possible, the Chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion,
- Members may not disrupt the assembly.

**5.1 Conclusion**

Christine Anderson will collaborate with the Board Vice President, Diane Rubin, for them to ensure that everyone participating on Zoom and in person have had a chance to speak. The Committee agreed that wireless microphones, wiped between each speaker, should always be used for the Hybrid Board meetings to ensure sound quality.

The Committee agreed to bring this topic to the next Board meeting and will recommend following the Robert Rules of order informally. They also discussed the option to have a parliamentarian in the Board, who will ensure compliance to the Brown Act and to the proper rules of running a meeting.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
This will be added as an agenda item to the March 10, 2022 Board meeting.	Eve-Marie Dehondt	February 2022

**5.2 Reschedule the March 9 Executive Committee meeting to Wednesday, March 2 from 3PM to 4:30PM online only, due to Board meeting change (Catherine Abbott)**

Catherine Abbott proposed to reschedule the March 9 Executive committee meeting to Wednesday, March 2 from 3PM to 4:30PM online only, due to the Board meeting change to March 10.

**5.2 Conclusion**

Barbara Fromm moved to reschedule the March 9 Executive committee meeting to Wednesday, March 2 from 3PM to 4:30PM online only. Tom Minder seconded. Motion carried.

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

None	None	None
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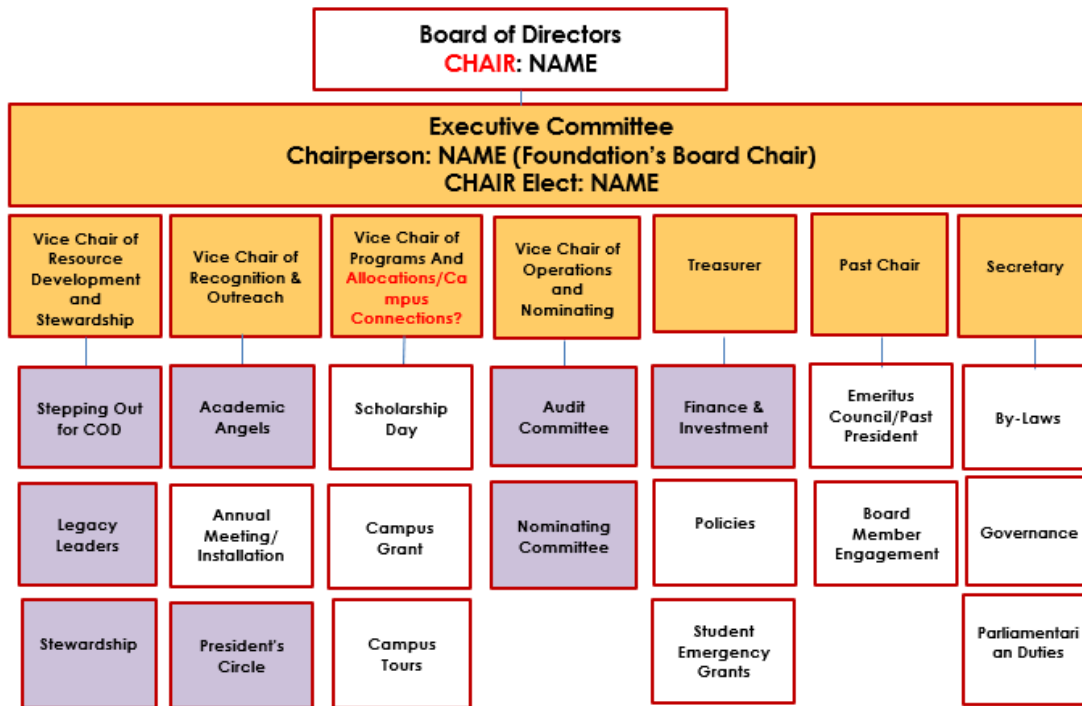
**5.3 Committee Organizational Chart Restructuring and Standing Committee Definitions (Christine Anderson)**

Christine Anderson shared the draft organizational Chart restructuring and standing committee definitions proposed by the Ad-Hoc Executive Committee. She reminded the Committee of the reasons why this was discussed which included:

- The need for accountability and continuity in the Foundation Board
- Added opportunities for multiple leadership in specific areas
- Governance to be added within the leadership
- An added opportunity to communicate with the College

The Committee reviewed the chart and descriptions, which were provided and commented as follows:

- The Board secretary should be a voting Board member as per the California Law. They could handle both the roles of Secretary and Treasurer. The secretary's role was added to the chart.
- The role of a parliamentarian should be added under the secretary's role.
- The Committee discussed the one-year pilot. They agreed to reconsider a longer term, as this new chart would involve a By-Laws change and considerable work.
- All specific changes suggested by the Executive Committee are reflected in the updated draft chart *below*.



*\*Highlighted boxes represent Standing Committees*

### 5.3 Conclusion

The chart will be presented to the Board for their review and approval, and once approved the By-Laws will need to be amended accordingly.

Tom Minder, Catherine Abbott, Diane Rubin and Christine Anderson will meet as an Ad-Hoc Group to discuss the By-Laws changes.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
The chart will be presented to the Board for their review and approval, and once approved the By-Laws will need to be amended accordingly.	Catherine Abbott	February 2022
Tom Minder, Catherine Abbott, Diane Rubin and Christine Anderson will meet as an Ad-Hoc Group to discuss the By-Laws changes.	Catherine Abbott	February 2022

**5.4 Foundation Task Force (Catherine Abbott)**

Catherine Abbott indicated there was discussion about putting together a small task force group, which would contribute in finding ways the Foundation could communicate positive news to the media. The messaging would focus on student success and program support.

Theresa Maggio and Norma Castaneda would be invited to attend this meeting. Board members identified to participate in this Ad-Hoc Committee for a one time meeting are Barbara Foster Monachino, Barbara Fromm, Paul Hinkes, Rob Moon and Aurora Wilson.

Jessica Enders offered to help the task force with providing information on what the College priorities are and what it is needed.

Ad-Hoc Committee will meet and report to the Executive Committee.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
Catherine Abbott will reach out to the identified Ad-Hoc Committee members and schedule a meeting.	Catherine Abbott	March 2, 2022

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

Jane Saltonstall and Barbara Foster Monachino provided general updates on the event.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
None	None	None

**5.6 Upcoming Events Reminders (Catherine Abbott)**

**5.6.1 State of the College – April 19, 2022 – 11:30AM**

Catherine Abbot confirmed that the COD Gymnasium has been booked for the State of the College scheduled on April 19, 2022 at 11:30AM. Jaclyn Barron-Groves with Redefine Design Event is being considered as the event planner for the event.

**5.6.2 President’s Circle Reception – April 8, 2022 – Rob Moon and Bob Hammack’s Residence**

Carol Bell Dean is working on the program for that event which will highlight architecture.

<b>5.6 Follow-up Items</b>	<b>5.6 Task of</b>	<b>5.6 Due by</b>
None	None	None

## **6. Future Agenda items**

### **6.1 Fraud Policy**

The Fraud Policy will be reviewed and added to a future agenda.

### **6.2 Foundation Budget Workshop**

The Foundation Budget Workshop had to be postponed and will be added to a future agenda.

### **6.3 Board Member Expectation Form Update as recommended by the reviewed by Nominating Committee**

The Nominating Committee meeting will review the Board members Expectation form at a next committee meeting and report back to the Executive Committee with their recommendations for updates.

### **6.4 Review of the Update By-Laws**

The By-Laws are being reviewed and will be updated when the Board approves the new organizational chart and Committee Chair definitions.

<b>6. Follow-up Items</b>	<b>6. Task of</b>	<b>6. Due by</b>
None	None	None

## **7. Adjournment**

The Chair adjourned the meeting at 2:42PM.

**Next meeting: Wed, March 2 at 3:00PM – In Person and Via Zoom**