

**Foundation Board of Directors Regular Meeting  
Wednesday, December 7, 2022**

**1. CALL TO ORDER/ROLL CALL**

**1.01 Call to order**

Meeting called to order at 3:03 PM

**1.02 Roll Call**

**Members present: Christine Anderson, Bill Chunowitz, Norma Castaneda, Peggy Jacobs, Carol Bell Dean, Marge Dodge, Kim Dozier, Carol Fragen, Barbara Fromm, James Greene, Paul Hinkes, Tom Minder, Barbara Foster Monachino, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall, Jim Williams, Jake Wuest, Robert Moon, and Leslie Usow.**

Non-voting members: Dave Vigo, Martha Garcia, Catherine Abbott, Jessica Enders, Kirstein Renna, and Gailya Brown.

**2. AGENDA**

**2.01 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).**

**2.02 Confirmation of Agenda: Approval of agenda for the Foundation Regular Board of Directors Meeting of December 7, 2022 with any additions, corrections, or deletions.**

**3. MINUTES**

**3.01 Approval of the November 2, 2022 Foundation Board of Directors Regular Meeting Minutes.**

None, the minutes stand as presented.

**4. PUBLIC COMMENTS**

**4.01 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](mailto: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.**

No Public Comments

**5. MISSION MOMENT**

**5.01 Central Pantry Tour - Jessica Enders**

Jessica Enders shared Indio expansion updates:

- College Corps Program
- \$1.8 million scholarship funds
  - 2 Basic Needs Pantries (Palm Desert and Indio)
  - 50 Student Fellows
    - Work based student learning
    - Find Food Bank Partnership
    - 7,000 grant/stipend award
    - Additional 3,000 award to students who complete 450 volunteer service hours

The Board Members toured the Central Pantry, in Indio.

**5.02 Foundation Student Worker(s)**

Foundation Student Worker, Derick M. Talay, shared his COD Journey, Central Pantry experience, and College Corps Fellow Program.

**6. ACTION ITEMS**

**6.01 ITEM FOR APPROVAL: Financial Statements Ending September 30, 2022**

Kirstien Renna provided financial updates.

**Motion to approve Financial Statements Ending September 30, 2022, by Jake Wuest, second by Diane Rubin.**

**Motion carries unanimously.**

**6.02 ITEM FOR APPROVAL: 22-23 Budget Amendment for Legal Fees**

Tom Minder reports that there is a legal litigation over an estate, gifting \$50,000 to the COD Foundation:

- The litigation now requires additional unforeseen legal expenses to cover fees.
- Mediation will occur sometime March 2023, and Tom Minder will attend.
- The increased budgeted amendment is for hourly-basis legal fees, not a contract.
- The estate gift amount is decreasing with legal fees
- If the gift amount depletes due to the additional legal fees, the gift amount may be a future discussion item if the case requires going to trial for a justifiable amount.
- There is evidence in favor of the COD Foundation.
- The gift estate is designated to foster youth.
- Litigation is needed as a family member of the estate is requesting 60% of the estate.

**Motion to approve a budget amendment by Barbara Foster Monachino, second by Bill Chunowitz.**

**Motion carries unanimously.**

**7. REPORT ITEMS**

### 7.01 Board of Trustee Liaison

Board of Trustee not present. Catherine Abbott read an email from Aurora Wilson.

Diane Rubin expressed gratitude for Aurora Wilson's exemplary, dedicated service.

### 7.02 Superintendent's/President's Report

Dr. Garcia provided a report on two grants recently received:

- \$150,000 Grant from Finish Line Scholars Program enabling the COD Financial Aid Office to provide scholarships or emergency financial aid to students in dire need.
  - Funding allocation will be received on July 31, 2023.
- \$200,000 California Food & Agriculture Grant
  - Farm to Early Child Care Education for the Child McCarthy Center educating families to eat nutritious foods, and food composing efforts.

### 7.03 Board Chair

The Chair expressed gratitude for Aurora Wilson's dedicated service, and reported:

- Matthew Durkan has moved to serve as Foundation Director in Simi Valley.
- Welcomes Liz Chambers, as Interim Development Director.
- The Foundation Office has officially moved office spaces to the Administration Building, in the COD Palm Desert campus.
- After Catherine Abbott presented the Strategic Plan on November 2, 2022, Board Meeting, the Executive Committee met twice to provide focus areas, adding input to Catherine Abbott's Strategic Master Plan.
  - The updated Strategic Plan, with input given from Executive Committee, will be presented in the next January, 2023, Board Meeting.

### 7.04 Executive Director

Catherine Abbott reported operational updates:

- Open House, on Giving Tuesday, November 29, 2022
  - Served 120 COD Employees
  - Culinary students assisted with breakfast
  - 30 new employee payroll deductions
  - 3 new President Circle members
- Strategic Goal: Present to 5 country clubs during the 22-23 year
  - Country club presentations updates:
    - December 5, 2022, Del Webb - invited to present by Jim Williams
      - Invited Del Webb group to campus tours
    - January 11, 2023, Indian Ridge - invited to present by Dr. Paul Hinkes
- Welcomes Liz Chambers as Interim Development Director

### Reports: 7.05 Jessica Enders

Jessica Enders provided a presentation on Indio campus expansion plans:

- 9,000 student capacity
- Current Indio campus renovations
- Programs of study
- Child Development Center
  - 80 children capacity
- The student service areas extends past Desert Hot Springs to almost Blythe.

### Reports: 7.06 Directors' Reports

(Reports may be submitted by emailing the Foundation at [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu))

Tom Minder reported the Stepping Out for COD Pre-Event Party will be on March 10, 2023, at the HILB, in the COD Palm Desert campus.

Marge Dodge reports:

- The Calling all Angels Newsletter will be sent out December 2022.
- Spring 2023 Fundraising Event will be at the Acrisure Arena
- President's Circle Event fundraised \$15,000 for the Child Development Center's security cameras
- Carol Bell Dean is planning a Spring 2023 event at Shadow Mountain Golf Club

Bill Chunowitz provided an update on Campus Tours.

Jane Saltonstall provided an update from Nominating Committee, and invites Members to fill out the Referral Form of any potential candidates.

Tom Minder requested Jake Wuest to changes the wording in his Director's Report:

- "anticipated cost of **settling litigating**"

Barbara Fromm expressed gratitude for all the recent fundraising events.

## 8. DISCUSSION ITEMS

### 8.01 Career and Workforce Solutions Center: Internship Presentation - Ana Hernandez

Ana Hernandez provided a presentation on the Work Experience Internship Program, allowing Q+A.

Tom Minder suggests Ana Hernandez' presentation should be the first agenda item.

Q: To participate as an intern, do students ask faculty or can students go directly to a partnered organization, such as the City of Cathedral City?

A: Job opportunities are promoted through Handshake. The Work Experience Internship Program supports student interns who go directly with a company, that is not listed in Handshake. To earn academic credit, staff from the Work Experience Internship Program connect with the employer to see if they would like to partner with the internship program. Employers must be willing to meet internship program requirements, as listed on the COD web pages, to setup the internship. Some students secure internships on their own and then reach out to the Work Experience Office.

Q: A student who wants to own a business, secures an internship with the business of their choice, and can then search for the class that could be substituted for academic credit?

A: Yes, if the student wants academic credit for, example, Business Management course.

Q: Who selects the interns?

A: COD does not engage in student job placement. Selecting an intern is up to the employer(s).

Q: How does the Career Center ensure students are performing meaningful internships?

A: When faculty, students, or employer(s) are interested in the internship program, they must follow the program requirements as listed on the COD web pages to properly create an internship. The Work Experience Office ensures the opportunity meets internship program requirements:

- Is a Supervisor on site that can lead and supervise the student's activities?
- What are the activities and do the activities provide educational experience?
- Can the employer provide the Employer Intern Request Form?
  - This form is already developed on the COD web pages
  - The form outlines intern objectives and responsibilities.

After employer(s) submit the Employer Intern Request Form, the Work Experience Office follows up with the employer(s) to ensure the opportunity meets program requirements. Not all internships come through the Work Experience Office. If students are engaging in an internship and not following through with the Work Experience Internship Process, Ana Hernandez cannot be aware of the internship. Once an employer's internship request is approved, a profile is created for the employer in Handshake, and the internship job posting is posted, and students receive weekly Handshake updates on any new job openings, including internship opportunities, assisting employer(s) with internal recruitment.

Q: We have a designated fund for internships, how were those chosen? Why are these companies, specifically for profit organizations, getting money from the Foundation when employer(s) should be paying for interns themselves?

A: The Work Experience Internship Program does not participate in the selection process. Students are allowed to go through the job search process. The employer who is need of interns (after being approved by the Work Experience Internship Process) has their internship opportunity listed on Handshake, students can then apply, interview, and go through the selection process. The internship employer partners who select an intern, must notify the Work Experience Office if a student is selected. The next step to earn academic credit is for the student and faculty advisor to follow through with the Work Experience Enrollment.

Rob Moon left the meeting at 4:48 PM.

Q: The KESQ internship, read about in the news, is through the Work Experience Internship Program?

A: Yes

Norma Castaneda commented that with HR Advantage currently has a student who will soon start the internship program; HR Advantage pays for their employment (salary), and the student will be eligible to earn academic credit. HR Advantage will be advertising the Work Experience Internship Program to their clients.

Ana Hernandez shares that some employers offer internship incentives to their current employees, too.

Q: For academic credit, is there a professor overseeing each student's internship?

A: If the intern went through the Work Experience Office and is enrolled in Work Experience, yes. It is part of the enrollment process for students in Work Experience. If funding requests for those internships have an existing agreement with the employer(s), it means that the employer(s) have a long standing relationship with the Work Experience Office and with providing internship opportunities for COD students, and KESQ is a partnered organization.

Ana continues with the presentation: Why does COD provide funding for profit organizations? The Work Experience Office is working through with KESQ as COD has recently received a new grant, the Learning-Aligned Employment Program (LEAP). COD students will be eligible for LEAP grant funding for the next 8 to 9 years, providing a grant for student wages, supplementing Foundation efforts with supporting interns.

The Work Experience Program has asked for a 22-23 WEXP Budget Proposal. From the original requested budget, only two organizations (i.e., KESQ and Old Town Artisan Studios) are currently implemented. The original proposed budget is not being utilized.

Ana Hernandez asks Catherine Abbott if the budget was approved by the Board.

Tom Minder responds saying the budget was approved and the dollar amount remains the same, with some changes to the Desert Sun funds.

With the LEAP grant funding, the Work Experience Office will encourage employer(s) to use LEAP grant funding instead of utilizing Foundation grant funds.

Q: We are interested in partnering with big, international companies (i.e., The Living Desert, an international local organization).

A: On the WEXP Budget Proposal, the Living Desert did not have funds to pay an intern, at the time, but now they do. There are students actively engaged in their paid internships. Big companies are already providing paid internship opportunities. The Work Experience Office is advocating for paid internships. The majority of the unpaid internships are non profit organizations.

Q: CV Reps currently has fall interns, contrary to the information on the slides

A: The Chair advises current CV rep intern information will be provided.

Ana Hernandez shared the current Internship Scholarship Process and future explorations (i.e., student driven, eligibility requirements).

Tom Minder requests Ana Hernandez return and present at beginning of Board meeting.

Q: Why are we paying for KESQ, for profit organizations?

Norma Castaneda advises that in the state of California, all interns must pay their internships. HR Advantage pays all their interns.

The Work Experience Office is working with KESQ on figuring how to allocate funds. KESQ has done an exemplary job with taking the student experience to a higher level.

Q: Who notifies you if a student intern is let go?

A: If the student is not the right fit, students and employer(s) are not required to stay, If the student is enrolled in a Work Experience course, they are provided with resources to assist with alternate job placement. If it is towards the end of the semester, is unable to find alternate job placement, the student may need to drop the course.

Q: Does the Work Experience Office have the staff to support and monitor student interns? How many students are currently interns?

A: The Work Experience Office is advocating for additional staffing. In 2017, the students in Work Experience increased to 250+.

Q: Why is the Foundation supporting for profit organizations vs. supporting non-profits who cannot afford to pay interns?

A: There are not very many for profit organizations COD is partnered with. KESQ, for profit organization, takes the student learning experience to high levels (i.e., Master degree exposure). The Work Experience Internship Program would not partner with for profits that are not providing excellent student experience. The LEAP grant funding will help support non-profits who cannot afford to pay interns opening the topic of discussion: funding undocumented students.

**The following items were not discussed, and postponed until January 25, 2023:**

**8.02 Palm Springs Development Advisory Update - Marge Dodge**

**8.03 Campus Grants Update - Jane Saltonstall and Cathy Abbott**

## **9. ADJOURNMENT**

**9.01 Next Meeting: Wednesday, January 25, 2023, at 3:00 PM-4:30 PM, at Cravens Multi-Purpose Room**

### **9.02 Adjournment**

**Chair ended meeting at 5:11 PM.**