

**COLLEGE OF THE CANYONS FOUNDATION**  
**26455 Rockwell Canyon Road, Intercultural Center, Santa Clarita CA 91455**

**Joint Meeting of the Board of Trustees and the Board of Directors - Minutes**  
Tuesday, May 23, 2023 5:30pm

- Members Present:** Tamara Gurney, Board Chair  
Dr. Dianne Van Hook, Fred Arnold (Co-Chair), Dawn Abasta, Lisa Burke, Sharlene Coleal, Diane Fiero, Shawn Fonder, Bruce Fortine, William Harwood, Gary Horton, Arnoldo "AJ" Jaquez, Mark Jenkins, Jenny Ketchepaw, Jill Mellady, T Meyer, Randy Moberg, Doreen Shine, Heather Stewart, Ryan Theule, Omar Torres
- Members Absent:** Steve Corn, Thomas Dierckman, Sharlene Duzick-Johnson, Taylor Kellstrom, Brian Koegle, Mike Lebecki, Ed Masterson, Joyce Shulman, Jeff Thomas
- Board of Trustees Present:** Dr. Edel Alonso, Jerry K. Danielson, Charles L. Lyon, Joan W. MacGregor, Jesse McClure (student trustee)
- Trustees Absent:** Sebastian C.M. Cazares
- Foundation Staff Present:** Kari Dahlquist, Jerry De Felice, Desiree Dodd, Shawna Lubs
- District Staff Present:** Jason Burgdorfer, Eric Harnish, Sean Irwin, Joe Lanthier, Rian Medlin, Daylene Meuschke, John Milburn, Marilu Ramirez, Jasmine Ruys
- Affiliated Guests Present:**
- Guests Present:**

**1. PRELIMINARY FUNCTIONS**

- 1.1 Call to Order/Establishment of a Quorum **Edel Alonso/  
Tamara Gurney**
- Dr. Edel Alonso requested a roll call of the Board of Trustees to establish a quorum. Tamara Gurney requested a roll call of the Foundation Board of Directors to establish a quorum. Establishing that a quorum was present for both bodies, the meeting was called to order at 5:36pm
- 1.2 Flag Salute
- 1.3 Approval of Agenda (ACTION by Santa CDD Board of Trustees) **Edel Alonso**
- Dr. Edel Alonso requested a motion to approve the agenda for the Joint Board meeting.  
Motion to Approve: Charles Lyon      Second: Joan MacGregor      Voting Yes: 4-0  
(1 member absent)
- 1.4 Approval of Agenda (ACTION by COC Foundation Board of Directors) **Tamara Gurney**
- Tamara Gurney requested a motion to approve the agenda for the Joint Board meeting.  
Motion to Approve: Fred Arnold      Second: Lisa Burke      Voting Yes: 21-0  
(9 members absent)
- 1.5 Welcome & Introductions **Edel Alonso/  
Tamara Gurney**
- Dr. Alonso welcomed the Foundation Board members present in the room and welcomed guests attending remotely. She asked those gathered to briefly introduce themselves.

Tamara Gurney welcomed the Board of Trustees and acknowledged that it has been several years since both boards have gathered together for a joint meeting.

1.6 Comments by Members of the Audience on Any Item NOT ON THE AGENDA **Edel Alonso**

Dr. Alonso opened the floor to comments from the audience not on the agenda.

Member of the audience Missy (did not provide last name) noted that the posted agenda identified that a Foundation Board member would be joining the meeting remotely. She asked if a teleconference meeting agenda was available for any member of the public who wished to join remotely.

Audience member Diane Zimmerman read a statement from Steve Petzold asking the Foundation Board to use their influence to bring diverse voices to the campus. He referenced funds passing through the Foundation to the Women's Conference and used to pay a speaker's stipend to Angela Davis. He also called for the immediate resignation of Trustee Jerry Danielson for alleged election violations.

**2. JOINT BOARD MEETING ITEMS (INFORMATION ONLY)**

2.1 Student Spotlight ~ 2022/23 Outgoing Student Trustee, Jesse McClure **Jesse McClure**

Student Trustee Jesse McClure shared his experience at COC as an adult re-entry student, graduating this year after a nineteen year hiatus. Born and raised in SCV, Jesse dropped out after his first 18 months at COC and pursued a career in broadcasting. He traveled the world doing TV programming about antiques. In 2019, Jesse was diagnosed with cancer for the second time. He returned to SCV and spent 9 months at Henry Mayo Newhall Hospital. The life event forced him to reevaluate. His wife suggested he go back to school. He began to look for a path to helping others and COC provided the springboard. He was introduced to Dr. Patty Robinson and became active in civic engagement.

Jesse noted that nearly 1/3 of students at COC are adult re-entry and encouraged the boards to notice and recognize them. He called attention to the transformation of the campus and the remarkable new buildings and improvements designed to serve students. He expressed gratitude to the Foundation for the scholarships awarded last week at the Annual Scholarship Reception. He announced that he recently received a phone call from Columbia University and is planning to pursue a career in Human Rights law.

Dr. Alonso thanked Jesse McClure for his service to the Board of Trustees and wished him the very best in his future.

2.2 Update on the Santa Clarita Community College District's 2023-26 Strategic Plan and Highlights **Ryan Theule**

Dr. Ryan Theule and Dr. Daylene Meuschke shared the district's 3 year plan. Ryan noted that the plan provides for reflection; cycles of planning helps to make a difference and leads to improvements.

The three overarching goals are Access, Engagement, & Success.

The goals are assessed annually and are aligned with the Chancellor's office "Vision for Success" goals.

Dr. Meuschke pointed out that the plan's goals are specific, measurable, sustainable, and timely. They are backed by extensive data review.

Joan MacGregor acknowledged the work behind the plan.

2.3 Update on the COC Foundation's Strategic Plan, Fundraising Success, and Activities **Tamara Gurney/  
Fred Arnold**

Tamara Gurney set the framework that the Foundation's chief function is to fundraise in alignment with the goals and the plans of the college. She outlined the Foundation's progress toward goals adopted in the three year Strategic Plan in May 2020: Access, Engagement, and Success. The Foundation continues to be a vital funding component for the District as an advocacy entity that builds partnerships, relationships and increased capacity. Support in the form of donations to fund capital construction, funding for academic and student programs, and student financial assistance through scholarships create

more opportunities for students to attend college and allows the District to continue to meet the growing needs of the local business community and provide student access and success. In addition, the Foundation Board of Directors consists of volunteer business and community leaders who serve as ambassadors from the Santa Clarita Valley and beyond.

Fred Arnold acknowledged Steve Corn and Jill Mellady for shepherding the Foundation Board of Directors through the pandemic. He acknowledged Chief Operating Officer Shawna Lubs for putting together a solid team in the wake of staff retirements and turnover.

Fred discussed fundraising plans on behalf of the Advanced Technology Center. He called upon William Harwood to share perspective from the manufacturing industry point of view.

He then asked Jenny Ketchepaw to outline the Board's plans for board development, including board emeritus engagement, transition, legacy and onboarding.

Finally, he acknowledged T Meyer for exceeding the financial goals for the annual Golf Tournament, benefitting student scholarships.

Dr. Van Hook commended William Harwood's advocacy for the ATC and acknowledged understanding of the community needs in the manufacturing sector. She held him up as an example of a former student who is sharing his passion to benefit Board and the College.

Dr. Alonso thanked the Foundation Board members for the work they do on behalf of the College.

#### 2.4 Information Regarding Progress on Updates to the Operating Agreement Between the Santa Clarita Community College District and College of the Canyons Foundation **Sharlene Coleal**

Dr. Van Hook shared that this effort to update the Operating Agreement has been ongoing and is a collaboration with the goal to enhance the structure and requirements of the agreement. She appreciates the focus of the Foundation to bring the document up to date.

Sharlene Coleal reported that the Foundation has been working with counsel on updates. There are sixteen points in the document that are under review.

She referenced the Commensurate Return to acknowledge the work of the Foundation staff on behalf of College of the Canyons and shared that the lifespan of the Foundation dates back 43 years.

Fred Arnold added that since June 2022, District and Foundation staff have worked to incorporate revisions based on the regulatory changes reflected in AP3600. The Foundation attorney also cleaned up the Operating Agreement to remove language already found in the Foundation Bylaws, Policies and Procedure. He noted that counsel added language that provided clarity regarding Foundation operations, including: Grant Funding, Accounting and Funding, Alcoholic Beverages, 3<sup>rd</sup> Party Agreements for Use of District Facilities.

The Operating Agreement was provided for Information to the COC Foundation Executive Committee on May 3, 2023. At this Joint Meeting, the background and progress of the Operating Agreement is presented as an update. The Foundation attorney and staff will finalize the agreement after the Joint meeting and bring it back to future meetings for final approval.

Joan MacGregor asked about the timeline for the updated Operating Agreement and the Commensurate Return. She specifically referenced the "subsidy" spent by the college to support the Foundation.

Sharlene answered that the updated Operating Agreement can be expected by the fall and she reiterated that the Commensurate Return was accepted, along with the annual audit, in January 2023.

#### 2.5 COC Foundation's Update and Fundraising Highlights **Jerry De Felice**

Jerry De Felice introduced himself as the new Chief Development Officer for the Foundation. He expressed that we are in the business of investment – investment in students – and that the Foundation will continue to work tirelessly to support students. He shared his intention to educate and build a strong base of annual donors. His approach is donor-centric to ensure donors are supporting programs they believe in. He promised he will ask everyone in the room to give.

2.6 Chancellor's Report ~ Celebrating Success

Dianne Van Hook

View Chancellor's Report Here:

<https://www.canyons.edu/resources/documents/administration/chancellor/presentations/ChancellorsReport51023.pdf>

**3. ADJOURNMENT OF JOINT MEETING & RE-CONVENE COLLEGE OF THE CANYONS FOUNDATION BOARD OF DIRECTORS MEETING**

3.1 Reconvene College of the Canyon's Foundation Board of Directors meeting

Tamara Gurney

Dr. Edel Alonso adjourned the joint meeting at 7:13pm. After a brief break, Tamara Gurney reconvened the meeting of the Foundation Board of Directors at 7:19pm

**4. APPROVAL**

4.1 Approval of Meeting Minutes: March 28, 2023

Tamara Gurney

Tamara Gurney asked for a motion to approve the meeting minutes for March 28, 2023

Motion to Approve: Randy Moberg Second: Dawn Abasta

Voting Yes: 20-0  
(10 members absent)

4.2 Financial Statements as of March 31, 2023

Lisa Burke

- Fund 81 Revenue & Expenses
- Fund 82-88 Revenue & Expenses Summary
- Operating Fund Cash Flow Projections
- Cash Balance Summary
- Fund 81-88 Disbursement Detail

Sharlene Coleal shared the financial overview for the Foundation:

The Adopted Budget included revenues and expenses of \$230,300 each with a \$0 net revenue. As of March 31, 2023, we are 75% of the way through the fiscal year. Revenues of \$211,847 are above budget at 92%, expenses of \$201,002 are above budget at 87% bringing the net revenue to \$10,845 above budget. Revenues are at 92% of budget and tracking above budget due to contributions received for the Golf Tournament, Chancellor's Circle memberships and Silver Spur event.

Regarding Manvi Trust, Sharlene reported that the successor trustee has been approved so the Foundation will be able to move forward.

Tamara Gurney requested a motion to approve the financial statements as presented.

Motion to Approve: Heather Stewart Second: Dr. Van Hook

Voting Yes: 20-0  
(10 members absent)

4.3 Professional Service Agreements

Shawna Lubs

- M Entertainment Group – DJ for Silver Spur - \$968.50
- Lucky Luke Brewing Company – Cash Bar for Athletic Hall of Fame - \$0
- Chavis Carpenter – Referee for 3x3 Basketball - \$115
- Robert Creo – Referee for 3x3 Basketball - \$100

Motion to Approve: Fred Arnold Second: Randy Moberg

Voting Yes: 20-0  
(10 members absent)

4.4 2023-2024 Tentative Budget Drafts

Shawna Lubs

Shawna Lubs introduced the tentative Foundation operating budget. She explained that the staff worked to keep revenues in line with previous year's budget. Annual appeals are set in line with the current

year's budget. The budget sets a goal for the CDO for fundraising. Special events expenses are slightly increased in line with higher costs to produce those events. Shawna shared that 360 Alumni software was eliminated due to redundancies with the expanded capabilities now offered by Blackbaud/Raiser's Edge. She reviewed Funds 82-89 funds with projected increases in fundraising goals.

Tamara Gurney asked for a motion to approve the 2023-2024 Tentative Budget.

Motion to Approve: Fred Arnold      Second: Jenny Ketchepaw      Voting Yes: 20-0  
(10 members absent)

4.5 Fund 82 Interest Sweep **Sharlene Coleal**

- Board Designated Fund

Sharlene Coleal reported that historically the accumulated interest from Fund 82 was swept annually. This has not happened recently because the interest rates were low and the amounts were nominal. However, since interest rates have risen the amount has grown. She requested them to be moved from LACOE to operating funds. Additional work will need to be done to determine where to move those funds once they are allocated from LACOE.

Tamara Gurney requested a motion to sweep the accumulated interest into Fund 81 until further plans are made.

Motion to Approve: Randy Moberg      Second: Heather Stewart      Voting Yes: 20-0  
(10 members absent)

4.6 Board Member Recommendations **Fred Arnold**

- George Reyes
- Matt Sreden

Fred Arnold shared recommendations for George Reyes and Matt Sreden.

Mr. Reyes is the Director of Wealth Management of Stern, Kory, Sreden and Morgan, AAC (SKSM). As a wealth management professional with more than 15 years of experience, George specializes in financial planning including retirement planning and portfolio management for individuals, high-achieving entrepreneurs, and their families.

George earned his Master of Business Administration from Pepperdine University and his Bachelor of Science from University of California Santa Barbara majoring in Financial Mathematics and Statistics. Furthermore, George is a proud graduate of College of the Canyons with an Associate's Degree in Mathematics. During his time in College of the Canyons, he was an active member of the Mathematics, Engineering and Science Achievement (MESA) program.

Mr. Sreden is a Senior Vice President at Spectrum CRE™, a commercial brokerage, property management, and investment advisory service firm specializing in industrial, retail, and office real estate.

Tamara Gurney requested a motion to approve George Reyes for membership on the Foundation Board of Directors.

Motion to Approve: Fred Arnold      Second: Bruce Fortine      Voting Yes: 20-0  
(10 members absent)

Tamara Gurney requested a motion to approve Matt Sreden for membership on the Foundation Board of Directors.

Motion to Approve: Fred Arnold      Second: Jenny Ketchepaw      Voting Yes: 20-0  
(10 members absent)

## 5. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING

5.1 Adjournment **Tamara Gurney**

Prior to adjournment, Tamara Gurney asked if there were any topics not included in the agenda that members wished to address.

Shawna asked members to take note of the schedule for Board and committee meetings for FY 23/24 included in their packet.

William Harwood celebrated Taylor Kellstrom for thinking outside the box to initiate the 3on3 basketball tournament.

Tamara Gurney adjourned the meeting at 7:40pm

5.2 Next Meeting: July 25, 2023 at 5:30 pm

**Tamara Gurney**