

**COLLEGE OF THE CANYONS FOUNDATION
BOARD OF DIRECTORS MEETING - MINUTES
Tuesday, March 26, 2024, at 5:30 PM**

**College of the Canyons
Advanced Technology Center
26306 Diamond Place
Santa Clarita, CA 91350**

Members Present: Dawn Abasta, Fred Arnold (Board Chair), Joyce Carson, Sharlene Coleal, Steve Corn, Jerry De Felice (Foundation Chief Development Officer), Diane Fiero, Shawn Fonder, Bruce Fortine, William Harwood (late), Gary Horton, Arnoldo Jaquez, Jenny Ketchepaw, Brian Koegle (remote), Ed Masterson (late), Jill Mellady, T. L. Meyer, Leticia Meza-Guerrero, Randy Moberg, George Reyes, Matt Sreden, Ryan Theule, Omar Torres, Dianne Van Hook

Members Absent: Lisa Burke, Thomas Dierckman, Tamara Gurney, Mark Jenkins, Sharlene Johnson, Taylor Kellstrom, Mike Lebecki, Shawna Lubs, James Schrage, Doreen Shine, Joyce Schulman, Jeffrey Thomas

Foundation Staff Present: Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation Coordinator)

District Staff Present: Harriet Happel (Dean, Career Education, Integrative Learning and Employment Center) Justin Wallace (Director, Business Partnerships & Workforce Engagement)

Board Liaison Present: Edel Alonso (President, Board of Trustees)

Guests:

1. PRELIMINARY FUNCTIONS

- | Topic: | Presenter: |
|---|--|
| 1.1 Call to Order/Establishment of a Quorum
Noting that a quorum had been established, Fred Arnold called the meeting to order at 5:42 PM on March 26, 2024. | Fred Arnold |
| 1.2 Approval of Meeting Agenda
Fred Arnold requested a motion to approve the March 26, 2024 meeting agenda.
Motion to Approve: Sharlene Coleal Second: Jerry De Felice | Fred Arnold

Voting Yes: Dawn Abasta, Fred Arnold, Joyce Carson, Sharlene Coleal, Steve Corn, Jerry De Felice, Diane Fiero, Shawn Fonder, Bruce Fortine, Gary Horton, Arnoldo Jaquez, Jenny Ketchepaw, Brian Koegle (remote), Jill Mellady, T. L. Meyer, Leticia Meza-Guerrero, Randy Moberg, George Reyes, Matt Sreden, Ryan Theule, Omar Torres, Dianne Van Hook

Arrived after the vote: Ed Masterson and William Harwood |
| 1.3 Approval of Meeting Minutes: January 23, 2024
Fred Arnold requested a motion to approve the minutes from the last Board of Directors Meeting on January 23, 2024.
Motion to Approve: Bruce Fortine Second: Jenny Ketchepaw | Fred Arnold

Voting Yes: Dawn Abasta, Fred Arnold, Joyce Carson, Sharlene Coleal, Steve Corn, Jerry De Felice, Diane Fiero, Shawn Fonder, Bruce Fortine, Gary Horton, Arnoldo Jaquez, Jenny Ketchepaw, Brian Koegle (remote), Jill Mellady, T. L. Meyer, Leticia Meza-Guerrero, Randy Moberg, George Reyes, Matt Sreden, Ryan Theule, Omar Torres, Dianne Van Hook

Abstain: Randy Moberg

Arrived after the vote: Ed Masterson and William Harwood |

2. PUBLIC COMMENT

Topic:

Presenter:

2.1 **Comments by Members of the Audience NOT on the Agenda**

Fred Arnold

Fred Arnold invited Leticia Meza-Guerrero to introduce herself, as our newest board member.

3. GUEST SPEAKERS

Topic:

Presenter:

3.1 **Presentation and Tour of the ATC**

**Harriet Happel &
Justin Wallace**

Justin Wallace, Director for Business Partnerships & Workforce Engagement, started the session with an introduction and logistical instructions. Harriet Happel, who spearheaded the ATC initiative at the request of Dr. Van Hook, detailed the inception and development of the Advanced Technology Center (ATC). The ATC vision emerged in response to the need to recalibrate education for middle-class job opportunities. A comprehensive environmental scan was performed with the assistance of the National Coalition of Advanced Technology Centers (NCATC) and state officials. The scan concluded that the rapid growth in industrial automation and advanced technology, with its focus on "Industry 4.0", and an aging workforce population in these industries has created an urgent need for skilled workers in advanced technology sectors including integrated advanced manufacturing/computerized machining (CNC), welding/material joining, robotic manufacturing and welding, and integrated personal fabrication. The CNC lab which is tailored to industry specifications for precision and the manual machining lab trains fundamental machining skills such as measurements. The curriculum, informed by Northrop Grumman, sets us apart as the sole community college in Southern California with a curriculum aligned to the NCATC model. With additional machinery still to come, including 3-axis and 5-axis CNC machines, alongside 12 manual mills and lathes, our facilities will continue to expand. The focus on robotics positions our students to grasp the essentials of automation and moving forward, the integration of apprenticeship programs is a priority, recognizing the importance of practical experience with theoretical learning. Harriet emphasized the necessity of this technology for future employment prospects, highlighting the ATC's forward-looking approach. Justin Wallace closed with a hands-on demonstration of the equipment.

4. INFORMATION AND ITEMS APPROVED BY EXECUTIVE COMMITTEE

Topic:

Presenter:

4.1 **Financial Statements as of January 31, 2024**

George Reyes

- Fund 81 Revenue & Expenses
- Operating Fund Cash Flow Projections
- Fund 82-89 Revenue & Expenses Summary
- Cash Balance Summary
- Fund 81-88 Disbursement Detail

As of January 31, 2024, we are 58% through the fiscal year. Revenue in total is 49% against 58% of the way through the Fiscal Year. The Foundation has budgeted revenues of \$264,200 and expenses of \$263,400, with a net revenue of \$800. The year-to-date net revenue is a little bit below goal but will shift as we progress through the fiscal year due to the timing of events. Expenses are also below for the same reason. There has not been a lot of activity in the past two months. There was a slight increase in LACOE interest, but it is still behind budget. The Interfund Transfer and Change in Life Insurance Cash Value and Change in Irrevocable Planned Gift Value won't be posted until the end of the Fiscal Year.

For expenses, payroll and benefits are on track with the budget, but with Cassidy's departure as the event coordinator, we will see some salary savings there. Those funds will be used to pay for the temporary position, if one can be identified. Also, until the position is permanently filled, Cassidy will continue to provide 20% of her time to assist the Foundation with events. The subscriptions and memberships have been pre-paid and are tracking in line with the budget. Office supplies are tracking above, due to a one-time purchase of a desk for staff. There are no current contract services expenses but we will see expenses for Raymond James and legal fees later in the fiscal year. Credit card fees are below budget, but we will see an increase in that with Silver Spur. All other expenses are on target with the budget. Expenses are at 52% against 58% of the way through the Fiscal Year.

For Special Events and Fundraising, the 2023 Golf Tournament achieved a net income of \$28,135 against a budget of \$16,000. The Chancellor's Circle is doing better than in previous years; it is currently \$30,092 which is below budget, but we anticipate that to change through the fiscal year. The Silver Spur revenues and expenses will be available later in the fiscal year as the event takes place on April 13, 2024.

As of January 31, 2024, the Foundation Fund Balance is \$283,348 after the \$100,000 transfer to the COC Foundation Endowment. The Foundation Discretionary Cash Balance as of January 31, 2024, is \$155,373, 59% of budgeted expenses.

Fund 82 shows activity for other areas of the Foundation, such as mini-grants, the Raising the BAR fund, Michelle Jenkins Bridging the Gap Fund, Patrons of the Arts, and the Henry Mayo Newhall Foundation.

Fund 83 shows no campaign activity. That is where we will eventually see the contributions from the ATC campaign.

Fund 84 shows the Scholarships. We received \$194,000 in different types of scholarships; OSHER, and other donor contributions, an increase of \$116,000 from the prior year.

Fund 85 shows no activity, and Funds 86 and 87 show the investments that James Schramm already spoke about.

4.2 Professional Service Agreements

Desiree Dodd

- ~~Marriott Westlake Village (Room Block) – Silver Spur – \$0.00 - CANCELLED~~
- Westlake Village Inn (Room & Catering) – Silver Spur - \$22,710.00
- Westlake Village Inn (Room Block) – Silver Spur - \$0.00
- Dewey Saunders (Graphic Design Lecture and Workshop) – Kevin Jenkins Memorial Lecture Series - \$500.00
- Anthony Shaw (Auctioneer) – Silver Spur - \$1,000.00
- Brooke Ritter Photography (Photographer) – Silver Spur - \$1,200.00

Desiree provided a brief overview of the Foundation funds for newer board members; Foundation funds (Fund 81-88). She clarified that if any expenses are to be disbursed for a contract services, a contract must be approved, including for personal services. Only expenses outlined in the Fund 81 Foundation's budget will be paid out of the Foundation's operating accounts. Desiree noted that all Silver Spur agreements are included in the foundation budget, but may be included in different Funds. For instance, the Dewey Saunders contract will be disbursed from the Kevin Jenkins Memorial Lecture account in Fund 82.

4.3 2022-2023 Form 990 – IRS Tax Exempt Organization Filing

Sharlene Coleal

The Form 990 is an informational tax form that most tax-exempt organizations must file annually with the IRS to justify maintaining a tax-exempt status. It is done following the completion of the annual audit. This Form 990 is based on the 2022-2023 Foundation Audit that was approved by the Foundation Board in November 2023 and presented to the District Board of Trustees at their January 17, 2024 Board meeting. It provides the IRS with an overview of the organization's activities, governance, and detailed financial information in the following categories:

Pages 1 – 6 (Part I – VI)

- Summary of the Foundation's revenue and expenses with Net Assets at \$6,023,693 which is an increase of \$488,921 from 2021-2022.
- Statements of program service accomplishments which include the Foundation's mission, tax compliance, and management.

Pages 7 – 8 (Part VII)

- Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees and Independent Contractors.

Pages 9 – 12 (Part VII – Part X)

- Statements of categorized Revenue, Expenses, and Net Assets.

Schedule B

- Schedule of Contributors who gave \$25,000 or more during the reporting year.

Schedule D

- Value of all Investments.

Schedule G

- Fundraising events contributions and expenses for Chancellor's Circle, Golf Tournament, and Silver Spur.

4.4 Foundation Staffing Update

Jerry De Felice

Jerry briefed the board members regarding Cassidy Butow. She is working at 20% capacity for the Foundation until June 30, 2024, and we will be looking to fill her position. Currently, she has transitioned to working as an Administrator at the University Center.

4.5 Foundation Board Member Update

Jerry De Felice

Jerry shared that Heather Stewart is now an employee of College of the Canyons and will no longer serve on the Foundation Board. We thank her for all her contributions and are excited to have her as an employee.

5. REPORTS

Topic:

Presenter:

5.1 Committee Reports

Committee Chairs

Golf: T. Meyer extends an invitation to the upcoming Golf Tournament scheduled for October 28th at the Valencia Country Club. The first committee meeting was held last week, and we are looking for a max of 120 players to participate. NE Systems, represented by Ed Padilla, has graciously stepped in as the Title Sponsor. T. Meyer expresses gratitude to Jim Temple for securing this year's sponsors.

Chancellor's Circle: Jill Mellady shared that the Chancellor's Circle event is scheduled for tomorrow at the Bay Center, which serves as Chick-fil-A's national processing center for lemons and lemonade, and that as of March 26, 2024, the total raised stands at \$44,156.

Alumni: Desiree Dodd shared that the upcoming second annual 3x3 basketball event is set for April. Like last year, COC plans to extend invitations to non-basketball athletes to participate, for team sponsors secured. We've recently created a promotional video, and we'll be sending it your way shortly. Desiree also asked for nominations for this year's Alumni Hall Fame scheduled for May.

Patrons of the Arts: Desiree Dodd shared that Melissa Etheridge will be performing on April 4th and Blues Traveler on May 9th. Additionally, we recently concluded a master class session with Mandy Patinkin.

Silver Spur: Dawn Abasta thanked all the attending and participating board members. Dawn shared that the committee is still seeking auction items, particularly those suitable for packaging in our auction. Please mark April 13th on your calendar if it's not already there.

5.2 Chancellor's Update – What's New & What's Ahead

Dr. Dianne Van Hook

See Chancellor's Report Here:

<https://www.canyons.edu/administration/chancellor/presentations.php>

5.3 ATC Campaign Update

**Fred Arnold
Gary Horton
William Harwood**

Fred, Gary, and William shared updates from the ATC committee. Fred stressed the significance of involving community members in supporting the ATC, urging board members to contribute, whether through financial means or networking connections. He emphasized the importance of the foundation's role in raising funds, assuring that they will meet their \$3 million fundraising goal. William highlighted Woodward's need for trained employees and emphasized how the community can benefit from upskilling workers and its potential to provide high-paying jobs for families in the community.

Gary shared that his friend has committed to a \$125,000 pledge after selling his company, expressing his enthusiasm for the ATC project. Gary committed to reaching out to vendors and clients to solicit funds for the ATC.

5.4 Fundraising Updates

Jerry De Felice

Jerry thanked Bruce Fortine for his commitment to document a planned gift for the Foundation. He reminded everyone of the upcoming honor for Steve Corn on April 13th and thanked him for his recent pledge to Silver Spur. Jerry thanked Melayn Poladian and emphasized the importance of acknowledging those who work diligently behind the scenes. Special recognition was given to Desiree Dodd for her efforts in leading the Foundation scholarship program. Jerry also reported the submission of a \$40,000 grant to the Henry Mayo Newhall Foundation and expressed gratitude to all who continue to support Foundation initiatives.

6. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING

Topic:

Presenter:

6.1 The next Meeting is Scheduled for May 28, 2024, at 5:30 PM
The meeting was adjourned 7:07 PM

Fred Arnold