

**COLLEGE OF THE CANYONS FOUNDATION
BOARD OF DIRECTORS
MEETING MINUTES**

Attendance: Brian Koegle, Bruce Fortine, Diane Fiero, Doris Marie Zimmer, Ed Masterson, Gary Saenger, Heather Stewart, Jenny Ketchepaw, Michelle Rey, Mike Lebecki, Omar Torres, Randy Moberg, Ryan Theule, Sharlene Coleal, Shawn Fonder, Steve Corn, Taylor Kellstrom, Tamara Gurney, Tom Dierckman, William Harwood, Shawna Lubs, Rané Franklin

I. CALL TO ORDER/ESTABLISHMENT OF A QUORUM

Tamara Gurney

Quorum established – 5:35pm

II. APPROVAL OF RESOLUTION NO. 2021/22-03: TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 54953

Michelle Rey

On September 16, 2021, the Legislature passed Assembly Bill 361 amending the Brown Act provisions to include authorization for remote or teleconferenced meetings during a Proclaimed State of Emergency. Under this amendment, a local agency may use simplified teleconference rules during a proclaimed state of emergency. In order to use this amendment, the legislative body must make initial findings and then additional findings every 30 days while the declared state of emergency continues.

Resolution No. 2021/22-03 allows the Board of Directors to implement teleconferencing requirements during a proclaimed state of emergency under Government Code section 54953. The Resolution makes the following findings by majority vote of the Board:

That there exists a proclaimed state of emergency;

AND either:

1. The Board of Directors is meeting to determine one of the following, or more than 30 days have passed since the Board of Directors met and determined one of the following and the Board of Directors now re-determines one of the following:
 - a. State or local officials have imposed or recommended measures to promote social distancing; **OR**
 - b. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

OR

2. This Board of Directors has made the determination set forth in paragraph 1, above within the last 30 days and now makes the following determination:
 - a. The Board of Directors has considered the circumstances of the state of emergency; **AND**
 - b. Any of the following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

This resolution shall take effect immediately upon adoption and the District's CEO or her designee is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.

Michelle reviewed updated changes to the Brown Act. Discussed previous rules, current rules, and what we need to do going forward. We need to adopt a resolution in order to go forward with this virtual meeting. This must be done every 30 days or at every meeting.

Gary Saenger motioned to approve, Mike Lebecki second.

**Brian Kogle - Aye
Bruce Fortine - Aye
Diane Fiero - Aye
Doris Marie Zimmer - Aye
Ed Masterson - Aye
Gary Saenger - Aye
Heather Stewart - Aye
Jenny Ketchepaw - Aye
Michelle Rey - Aye
Mike Lebecki - Aye
Omar Torres - Aye
Randy Moberg - Aye
Ryan Theule - Aye
Sharlene Coleal - Aye
Shawn Fonder - Aye
Steve Corn - Aye
Taylor Kellstrom - Aye
Tamara Gurney - Aye
Tom Dierckman - Aye
William Harwood - Aye**

III. PUBLIC COMMENT

Tamara Gurney

Comments by Members of the Audience NOT on the agenda

None

IV. APPROVAL OF THE AGENDA AND MINUTES

A. Board Minutes 9/28/21

Tamara Gurney

Brian Koegle moves to approve minutes and agenda, Doris Marie Zimmer Seconds

Brian Koegle – Aye, Aye

Bruce Fortine - Aye, Aye

Diane Fiero - Aye, Aye

Doris Marie Zimmer – Aye, Aye

Ed Masterson - Aye, Aye

Gary Saenger - Aye, Aye

Heather Stewart - Aye, Aye

Jenny Ketchepaw - Aye, Aye

Michelle Rey - Aye, Aye

Mike Lebecki - Aye, Aye

Omar Torres - Aye, Aye

Randy Moberg - Aye, Aye

Ryan Theule - Aye, Aye

Sharlene Coleal - requests corrections to spelling of Gary Saenger, Lynne Reisenberg and teleconferencing, and votes to approve with those corrections - Aye, Aye

Shawn Fonder - Aye, Aye

Steve Corn - Aye, Aye

Taylor Kellstrom - Aye, Aye

Tamara Gurney - Aye, Aye

Tom Dierckman - Aye, Aye

William Harwood - Aye, Aye

V. APPROVAL

A. Financial Report through September 30, 2021

Jeff Thomas

Sharlene Coleal will present in Jeff Thomas's absence.

- As of September 30, 2021, we are 25% of the way through the fiscal year. Revenues of \$62,045 are above budget at 29% and expenses of \$42,031 are slightly below budget at 20% due to timing.
- Revenues are at 29% of budget at the end of the first quarter and are tracking a little above budget due to donations received for the Golf Tournament and General Fundraising as well as \$25,200 in donations for SilverSpur which were deferred from fiscal year 2019-20.
- Golf – revenues at \$29k against the budget of \$40k, 75% of budget.
- Chancellor's Circle – 5% of budget
- Silver Spur – deferred revenue from 2020 - \$29,200

Expenses

Expenses are at 20% of budget with a number of variances both above and below budget

Memberships at 27%

Other Expenses Meeting and Donor relations at 48%

Under General Expenses:

General Operations and Contract Services at 15%, due to the designated attorney and financial advisor.

Salary and Benefits below budget at 17% due to vacancies.

Other Expenses Board development/member luncheons at 47%

Merchant Fees and late fees 34%

Campaign Fundraising – no activity

Special Events

Golf Tournament – expenses \$9k, total will likely be \$32K

No activity on other special events.

Overall expenses at \$42k and 20% of budget

Net Revenue at \$20k against a zero budgeted net revenue

Fund/Cash Balance Reconciliation

- **Fund Balance:** At 9/30/21 is \$20,014 above budget - \$417,970
- **PERS Pension Liability:** Based on CalPERS actuarial study as of 2020-21 for one Foundation employee; Increased from \$89,679 in 2019-20 – \$96,991
- **Assets Held by Others:** FCCC Endowed Scholarship
(Booked at 3/31/13 per VTD, Foundation board designated amount of Osher Endowment)
(\$23,649)
- **Donated Life Insurance Cash Value:** From annual statements
(Booked at 6/30/11 per VTD, adjusted annually per insurance statements)
(\$123,903)
- **Irrevocable Planned Gift:** Valued using IRS NPV rate calculation
(Booked 6/30/21 per Eide Bailey, will be adjusted annually)
(\$32,090)

Discretionary Cash Balance: \$334,259

Assets held by others: \$23,649

Ending Cash Balance: \$358,198

Fund 82 - \$199k from campus department and club fundraising

Fund 83 - no activity

Fund 84 – Revenue coming in at \$114,004, Expenditures of \$52k

Fund 85 – No activity

Fund 88 (OSHER) - \$42,800 in revenue, \$39,000 going out in scholarships

Raymond James – not doing great through September, but we understand that as we get to November, things have improved.

Doris Marie Zimmer motioned to approve, Randy Moberg second.

**Brian Koegle - Aye
Bruce Fortine - Aye
Diane Fiero - Aye
Doris Marie Zimmer - Aye
Ed Masterson - Aye
Gary Saenger - Aye
Heather Stewart - Aye
Jenny Ketchepaw - Aye
Michelle Rey - Aye
Mike Lebecki - Aye
Omar Torres - Aye
Randy Moberg - Aye
Ryan Theule - Aye
Sharlene Coleal - Aye
Shawn Fonder - Aye
Steve Corn - Aye
Taylor Kellstrom - Aye
Tamara Gurney - Aye
Tom Dierckman - Aye
William Harwood - Aye**

B. Nomination of New Board Member

Fred Arnold

a. Gary Horton

Michelle Rey will present in Fred's absence

Gary was approved by the executive committee. Supporting docs have been presented to the board. Tamara: Chancellor spoke very highly of Gary at EC meeting

Gary Saenger motioned to approve, Bruce Fortine second.

**Brian Koegle - Aye
Bruce Fortine - Aye
Diane Fiero - Aye
Doris Marie Zimmer - Aye
Ed Masterson - Aye
Gary Saenger - Aye
Heather Stewart - Aye
Jenny Ketchepaw - Aye
Michelle Rey - Aye
Mike Lebecki - Aye
Omar Torres - Aye
Randy Moberg - Aye
Ryan Theule - Aye
Sharlene Coleal - Aye
Shawn Fonder - Aye
Steve Corn - Aye
Taylor Kellstrom - Aye
Tamara Gurney - Aye
Tom Dierckman - Aye
William Harwood - Abstain**

VI. WHAT YOU NEED TO KNOW

A. Student Highlight

Rané Franklin

Paula Nunez – currently 2nd semester COC student. During 1st semester worked full time and cared for 2 small children. Scholarship helped her not worry so much, so that she could attend class and do her clinical hours without worrying about cutting her hours. Graduating RN program in 12/22. At HMCH doing her clinicals in med surg and is really enjoying it, even though it's tough. Scholarship has had such a great impact on her ability to focus on school and clinicals. _____

B. Chancellor's Update – What's New & What's Ahead

Dianne Van Hook

Omar Torres will be presenting on the Chancellor's behalf. (see slides)

HASP project launch a success.

Nursing grads – most recent class had a 95% pass rate – highest ever!

Renard Thomas honored at SCV 11th Annual Salute to Patriots event. Has been in the Army and Army Reserves for over 20 years.

College ranked 19th nationally by the Hispanic Outlook on Education Magazine for enrolling the largest number of Hispanic students.

College honored as an Equity Champion for Excellence in Transfer for LatinX Students during the virtual Campaign for College Opportunity's annual Champions of Higher Education celebration.

COC and the Santa Clarita Environmental Education Consortium (SCEEC) hosted the 2021 Green STEM Virtual Summit

Kelly Cude speaks at the Circle of Hope 17th Annual Charity Tea event.

The Department of Modern Languages & Cultures hosted the 2021 LatinX & Hispanic Heritage Cultural Journey in celebration of Hispanic Heritage Month

Grants Development Update

National Science Foundation S-STEM: \$1,439,379 over 5 years for student mentoring and scholarships in high need science programs

MESA: \$281,735 over 3 years for academic preparation, support, and student services

NCAS NASA Community College Aerospace Scholars: \$50,000 over 3 years for training and a student support event

Updates from CC campus

Instruction at CCC continues for Fall in 11 disciplines

Spring 2022 will bring an increase of in-person offerings

Science Talks events are offered to provide an opportunity to showcase STEM excellence as part of ongoing community engagement.

Athletic update

COC Freshman Danielle Salcedo won the CCCAA SoCal Regional Championship for Cross Country and Canyons placed 7th in the team standings and will advance to the CCCAA State Championship.

COC Women's soccer claimed their 12th Western State Conference

CC dinner showcased the new Don Takeda Science Center Plaza

Hiring Fest was held on 10/22/21

Star party held on 10/29 with over 200 people in attendance

Culinary café dinners are back

Various members of the leadership team participated in this year's VIA Bash Ruby Ball

The arts are back with Artist Talks and shows in the main art gallery

UCEN Open House will be on November 17th in the UCEN Lobby.

Upcoming ribbon cutting ceremony for science center

Tickets on sale for joy of Christmas

Happy Thanksgiving

Board Meeting adjourned at 6:21pm due to no quorum. Meeting continued for info purposes only.

C. Foundation Updates

Michelle Rey

Suroosh Mosleh is no longer with the foundation

Starting tomorrow Desiree Dodd will be joining the foundation as the Donor Relations Coordinator

For Info Purposes Only

Gen foundation - \$3927 compared to \$1889
 Events - \$64, 175 compared to 98,200
 Foundation supported programs - \$5977 compared to \$31,074 due to need to renew poa memberships
 Campus programs - \$192,642
 Scholarships - \$190,299

Total revenue - \$457,021 compared to \$342,154

VII. COMMITTEE REPORTS

- A. Strategic Plan Update
- B. Chancellor’s Circle Update
- C. Patrons of the Arts Update
- D. Silver Spur Update
- E. Alumni
- F. Golf
- G. Board Development

Fred Arnold
Jill Mellady
Doreen Shine
Ed Masterson
Michelle Rey
T. Meyer

Sharlene Duzick-Johnson and William Harwood

Rané Franklin shared all committee reports

- Chancellor’s Circle – upcoming Breakfast Briefings and Chancellor’s Circle Prospect Luncheon
- Patrons of the Arts – Holiday Music and Pre-Show event on 12/11/22
- Silver Spur – Date: March 19, 2022 honoring Bruce Fortine
- Alumni Network – Urgent request for Chair
- Golf Tournament – Net revenue: \$69,401.12, Expenses: \$24,368.17, Total Participants: 116
- Board Leadership and Development - Urgent request for Chair
- Strategic Plan Update: use of board retreat to work on strategic plan

VIII. REVIEW OF MATERIALS APPROVED BY EXECUTIVE COMMITTEE SINCE 9/28/21 BOARD MEETING

- A. Professional Service Agreements

Shawna Lubs

- 1. David J. Walker
- 2. Rebecca Rillo
- 3. Wolf Creek Brewing Company, LLC
- 4. William MacPherson
- 5. Sage Staffing, Inc
- 6. Stacey Stanley

IX. PUBLIC COMMENT

Tamara Gurney

Comments by Members of the Public on items on the Agenda and NOT on the Agenda

X. ANNOUNCEMENTS

Tamara Gurney

Board Retreat scheduled for 12/3/2021 from 1:00 pm – 5:00 pm
 Holiday Party immediately following

XI. ADJOURNMENT

Tamara Gurney

Next Board Meeting – January 25, 2022