

COLLEGE OF THE CANYONS FOUNDATION  
Video/Teleconferencing Finance Committee Meeting  
Friday, February 25, 2022  
Open Session: 8:00am  
VIA ZOOM VIDEO CONFERENCING  
Meeting ID: 944-8572-537

Live Stream Link – (Copy & Paste Link into your Browser) ~ <https://canyonsonline.zoom.us/j/9448572537>  
Call-In # 1 669 900 9128, Meeting ID: 944-8572-537, and follow the prompts.

*Materials will be available upon request by calling the College of the Canyons Foundation office at (661) 362-3433 (Gov. Code, § 54957.5.)*

### AGENDA

\* Executive Orders N-25-20, N-29-20, and N-35-20 signed by Governor Newsom, authorizes local bodies to hold public meetings via teleconference and waives some of the requirements of the Brown Act. The full text of Executive Orders N-25-20, N-29-20, and N-35-20 are available at:

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf>

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.21.20-EO-N-35-20.pdf>

Consistent with the provisions of the Executive Orders, the above-noticed meeting of the COC Foundation Finance Committee shall take place as follows:

**PARTICIPATION:** Members of the COC Foundation Finance Committee and the public may participate remotely by using the Zoom link and phone number above.

**PUBLIC COMMENT:** Members of the public may provide public comment on **closed session items, open session items, and those items NOT on the agenda** that are within the jurisdiction of the COC Foundation Finance Committee.

**PLEASE NOTE:** Finance Committee Members are prohibited by the Brown Act from responding to comments made regarding topics NOT on the official agenda.

Please remember that Public comment is limited to THREE MINUTES per speaker (calculated at approximately 300 words). Members of the public who wish to comment will be given the option to read their comments to the Foundation Board or have them read by Foundation staff. For those who wish to read their comments at the meeting, the Board Chair will invite you to speak and you will read your comments.

Please adhere to the following procedures:

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#### PROCEDURES:

- Public comment is limited to three minutes per speaker (calculated at approximately 300 words).

-If you would prefer to have your comments read by a foundation staff member, please submit your comments in writing to [michelle.rey@canyons.edu](mailto:michelle.rey@canyons.edu).

- Please include in the email the following information:

1. Name
2. Agenda Item Number
3. Comment
4. Your preference to have a foundation staff member read it to the Board.

Please note the following:

\* Submissions of public comments will be considered a public record under the Public Records Act and are therefore subject to public disclosure.

#### DISABILITY ACCOMMODATIONS

For any accommodations, please contact Michelle Rey at (661) 362-3433 or via email at [michelle.rey@canyons.edu](mailto:michelle.rey@canyons.edu)

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**I. CALL TO ORDER**

**Jeff Thomas**

**II. APPROVAL OF RESOLUTION NO. 2021/22-08: TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 54953**

**Jeff Thomas**

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. 2021/22-05** 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 is meeting to determine one of the following, or more than 30 days have passed since the Board met and determined one of the following and the Board 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 has made the determination set forth in paragraph 1, above within the last 30 days and now makes the following determination:
  - a. The Board 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.

- III. 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.

**IV. APPROVAL OF THE AGENDA AND MINUTES**

Finance Meeting Minutes 12/17/2021

**Jeff Thomas**

**V. PUBLIC COMMENT**

**Jeff Thomas**

Comments by Members of the Audience NOT on the Agenda

**IV. REVIEW**

- A. Financial Advisor Update
- B. Transfer of Fund Balance to Board Endowment Fund
- C. Credit Card Account for Foundation Directors

**James Schramm  
Michelle Rey  
Shawna Lubs**

**V. APPROVAL**

**Sharlene Coleal**

- A. Review of Fund 81 revenue and expenses through January 31, 2022
- B. Operating Fund Cash Flow projections Through January 31, 2022
- C. Review of Fund 82 – 88 revenue report through January 31, 2022
- D. Review of Cash Balance Summary as of January 31, 2022
- E. Review of Disbursement Reports for Fund 81 and Fund 82 through January 31, 2022

- VI. **Transfer of \$80,000 from Fund 86 Endowed Scholarship account to Raymond James Investment Account** **Michelle Rey per Policy**

**VII. Adjournment**

**Jeff Thomas**

