

**COLLEGE OF THE CANYONS FOUNDATION**  
**26455 Rockwell Canyon Road, Santa Clarita, CA 91355**

**College of the Canyons Board of Directors**

**Meeting - Minutes**

November 19th, 2024 5:30 PM

Canyons Hall 201

**Members Present:** David Andrus (Interim President), Fred Arnold (Chair), Gary Horton (Co-Chair), Jason Hinkle (Treasurer), Shawna Mann (Secretary), Lisa Burke, Joyce Carson, Steve Corn, Shawn Fonder, Bruce Fortine, William Harwood, Arnoldo Jaquez, Sharlene Johnson, Taylor Kellstrom, Brian Kogle, Mike Lebecki, Ed Masterson, Jill Mellady, T. Meyer, Leticia Meza-Guerrero, Randy Moberg, George Reyes, Doreen Shine, Joyce Shulman, Matthew Sreden, Omar J. Torres

**Members**

**Absent:** Dawn Abasta, Tamara Gurney, Jenny Ketchepaw, James Schrage, Ryan Theule

**Foundation Staff Present:** Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation Relations Coordinator III), Dylan Mahoney (Foundation Assistant)

**District Staff**

**Present:** Edel Alonso (Board of Trustees President)

**Affiliated**

**Guests Present:** None

**Other**

**Attendees:** None

**1. PRELIMINARY FUNCTIONS**

**1.1 Call to Order/Establishment of a Quorum**

**Fred Arnold**

Noting that a quorum was present, Fred Arnold called the meeting to order at 5:36 PM.

**1.2 Approval of Meeting Agenda**

**Fred Arnold**

Fred Arnold requested a motion to approve the meeting agenda.

**Motion to Approve:**

Doreen Shine

**Second:**

Taylor Kellstrom

**Voting Yes:**

David Andrus, Fred Arnold, Gary Horton, Jason Hinkle, Shawna Mann, Lisa Burke, Joyce Carson, Steve Corn, Shawn Fonder, Bruce Fortine, William Harwood, Arnoldo Jaquez, Sharlene Johnson, Brian Kogle, Mike Lebecki, Ed Masterson, Jill Mellady, T. Meyer, Leticia Meza-Guerrero, Randy Moberg,

George Reyes, Joyce Shulman,  
Matthew Sreden, Omar J. Torres

### **1.3 Approval of Joint Meeting Minutes: May 22<sup>nd</sup>, 2024**

**Fred Arnold**

Fred Arnold requested a motion to approve the meeting minutes from the Full Board meeting which occurred on September 24<sup>th</sup>, 2024.

#### **Motion to Approve:**

Doreen Shine

#### **Second:**

Joyce Carson

#### **Voting Yes:**

David Andrus, Fred Arnold, Gary Horton, Jason Hinkle, Shawna Mann, Lisa Burke, Steve Corn, Shawn Fonder, Bruce Fortine, William Harwood, Arnoldo Jaquez, Sharlene Johnson, Taylor Kellstrom, Brian Koegle, Mike Lebecki, Ed Masterson, Jill Mellady, T. Meyer, Leticia Meza-Guerrero, Randy Moberg, George Reyes, Joyce Shulman, Matthew Sreden, Omar J. Torres

## **2. PUBLIC COMMENT**

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

**Fred Arnold**

There were no comments made by members of the audience not on the agenda.

## **3. GUEST SPEAKERS**

### **3.1 2024 Alumni Banner Recipient**

**Georgia Rios**

2024 Alumni Banner Recipient Georgia Rios shared remarks about her journey as a woman pursuing a career in journalism and communications, her experiences at COC, and her desire to help the greater SCV community.

## **4. INFORMATION AND ITEMS APPROVED BY EXECUTIVE COMMITTEE**

### **4.1 Financial Statements as of September 30, 2024**

**Lisa Burke**

Lisa Burke and Jason Hinkle presented the Foundation's Financial Statements for the period ending September 30th, 2024. As of September 30th, revenues were at 18% and expenses were at 10%, meeting targets. In regard to expenses, there have been savings from the salaries and benefits category. Lisa emphasized that the Golf Tournament exceeded budget standards and performed well.

The Board briefly discussed prospective budget adjustments to the Chancellor's Circle and Silver Spur.

### **4.2 Professional Service Agreements**

**Shawna Mann**

- J&G Full Services Moving – Piano Donation to CCC - \$340
- Alan Matthew Bruni – Drum Circle Presentation - \$500
- Rowan Storm – Middle Eastern & North American Percussion Styles - \$250

- **Kathryn Coleman – Scholarly Presentation - \$1,500**
- **Mehgen Andrade – Scholarly Presentation - \$1,500**
- **Jason Wright – Star Party - \$750**

Shawna Mann discussed the professional service agreements above, which were previously approved by the Executive Committee.

#### **4.3 Legal Opinion on Foundation Board Members Doing Business with the District     Shawna Mann**

Shawna Mann explained that the Foundation received legal opinion which indicated that there is no conflict of interest for Foundation board members doing business with the district, as long as the Foundation is not the entity approving the expense.

#### **4.4 2023-2024 Schedule of Commensurate Return     Jason Hinkle**

Jason Hinkle presented the Schedule of Commensurate Return, which outlines the benefit that the Santa Clarita Community College District receives from the Foundation compared to the amount that it costs the District. The Foundation awarded \$537,434 in scholarships to 974 COC students, provided student programs, clubs, and athletics with \$574,326, provided instructional programs with \$94,214, received \$54,617 worth of donated assets, throughout FY2023-24. Alongside total support to the district, which includes total Foundation salaries and benefits and total service to the District, the Foundation provided \$2,609,388 in total support/service to the District.

The District supports the Foundation with \$1,401,520, presenting a net benefit of \$1,207,868 to the District.

#### **4.5 Foundation Board Member Changes     Shawna Mann**

Shawna Mann congratulated Fred Arnold and Sharlene Johnson for winning their elections to become Board of Trustees positions. She highlighted that this is their final meeting as Foundation Board members and thanked them for their services. She reminded Board members that Gary Horton would become Chair and that Joyce Carson is the Foundation Board's new Audit Committee Chair. She then requested a motion to officially appoint Joyce Carson as Audit Chair.

Finally, Shawna deferred to Edel Alonso to swear in the Board members who were not in attendance at the previous Full Board meeting and therefore did not begin their six-year terms as Foundation Board members.

#### **Motion to Approve:**

Fred Arnold

#### **Second:**

Gary Horton

#### **Voting Yes:**

David Andrus, Jason Hinkle, Shawna Mann, Lisa Burke, Steve Corn, Shawn Fonder, Bruce Fortine, William Harwood, Arnoldo Jaquez, Sharlene Johnson, Taylor Kellstrom, Brian Koegle, Mike Lebecki, Ed Masterson, Jill Mellady, T. Meyer, Leticia Meza-Guerrero, Randy Moberg, George Reyes, Joyce Shulman, Matthew Sreden, Omar J. Torres

#### **4.6 Foundation Staff Update     Shawna Mann**

- **Event Coordinator**
- **Chief Development Officer**

Shawna Mann discussed updates about the vacant positions above, providing information about when the roles will be filled and the search process.

## **5. APPROVAL**

### **5.1 COC Foundation 2023-2024 Audit**

**Joyce Carson**

The Independent Auditors' Report Section contains the Final Report issued by Eide Bailly LLP, the independent auditors hired by the COC Foundation to perform the annual audit. This report indicates that Eide Bailly conducted an audit in accordance with auditing standards generally accepted in the United States of America. In their opinion, the financial statements present fairly, in all material respects, the financial position of the College of the Canyons Foundation as of June 30, 2024, and the change in its net assets and its cash flows for the year then ended. There were no audit findings identified during the course of the audit, which means that all of the documentation tested for revenues and expenses reflect accurate and compliant transactions.

The summary of the financial highlights illustrates the Foundation's strong fiscal viability to support high-quality and affordable education for the Santa Clarita Community College District.

The *Statement of Financial Position for the Year Ended June 30, 2024* reports the value of all assets and liabilities of the Foundation. This statement reflects total net assets of \$6,545,766. Assets include cash and cash equivalents, donor pledges and other accounts receivables, prepaid expenses, investments, beneficial interest in assets held by the Foundation for California Community Colleges, long-term donor pledges, and cash surrender value of life insurance. Total liabilities of \$560,091 represents accounts payable and other current liabilities, scholarships due to students, and deferred revenue. It was noted that the liability increases were due to the timing of payments.

The *Statement of Activities for the Years Ended June 30, 2024* reports public support and revenues, expenses, other income, and net assets based on two categories: Without Donor Restrictions and With Donor Restrictions. Revenues Without Donor Restrictions decreased by \$67,984 in 2023-24 as compared to 2022-23. Revenues With Donor Restrictions increased in 2023-24 by \$590,057 as compared to 2022-23. Net assets increased by \$522,073.

The *Statement of Functional Expenses for the Years Ended June 30, 2024* provides detail of the Foundation's annual expenses on a functional basis. Based upon management's estimates, the costs of providing various programs and activities have been summarized into three categories: Program, Management and General, and Fundraising. Total expenses for 2023-24 were \$2,893,095 which includes \$547,326 in support to the District and its students.

The Foundation continues to keep Management and General expenses low at 10% of total expenses, and focuses most of the resources generated on providing support to campus programs, which represent 71% of all expenses: \$2,063,096 in Program expenses 71% of total expenses \$ 531,304 in Fundraising expenses 19% of total expenses \$ 298,695 in Management and General expenses 10% of total expenses.

**Motion to approve:**

Lisa Burke

**Second:**

Joyce Shulman

**Voted Yes:**

David Andrus, Fred Arnold,  
Gary Horton, Jason Hinkle,  
Shawna Mann, Steve Corn,  
Shawn Fonder, Bruce Fortine,  
William Harwood, Arnoldo  
Jaquez, Sharlene Johnson,  
Taylor Kellstrom, Brian Koegle,  
Mike Lebecki, Ed Masterson, Jill  
Mellady, T. Meyer, Leticia  
Meza-Guerrero, Randy Moberg,  
George Reyes, Matthew  
Sreden, Omar J. Torres

**6. REPORTS****6.1 Committee Reports****Committee Chairs**

The following committee's provided updates to the Foundation Board:

- T. Meyer and Shawn Fonder discussed the Golf Tournament and thanked all of the committee members who were involved.
- Doreen Shine reminded Board members of the upcoming PAC Show on December 6<sup>th</sup>.
- Taylor Kellstrom represented the Alumni Committee, and thanked Jenny Ketchepaw for emceeding the Alumni Banner event, which was a success.
- Shawna discussed the Silver Spur Committee, and invited Board members to join the committee if they would like to be involved in the selection process.

**6.2 President's Report****David Andrus**

David Andrus addressed the Board with information about ongoing litigation, the Canyon Country Campus, and the development of the ATC, which will be built. He suggested new fundraising goals to assist in the construction of the project.

**7. ADJOURNMENT****7.1 Adjournment****Fred Arnold**

Fred Arnold adjourned the meeting at 7:14 PM.