



**Foundation Executive Committee Meeting  
Minutes for Thursday, September 24, 2020  
9:00AM**

Zoom Video: <https://cccconfer.zoom.us/j/98790925979>

**Meeting Participants**

**Committee Members Present**

Christine Anderson, Bill Chunowitz (Chair), Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz and Diane Rubin

**Non-Voting Committee Members Present**

Catherine Abbott, Joel Kinnamon, John Ramont and Jane Saltonstall

**Non-Voting Committee Members Not Present**

Ruben Perez

**Recorder**

Eve-Marie Dehondt

**Meeting Minutes**

**1. Call to Order/Roll Call**

The meeting was called to order at 9:04 AM.

Joel Kinnamon joined the meeting at 9:10 AM.

Christine Anderson joined the meeting at 10:06 AM.

Barbara Fromm left the meeting at 10:36 AM.

**2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of September 24, 2020 Agenda:**

Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of

the local agency subsequent to the agenda being posted as specified in subdivision (a).

**2.1 Confirmation of Agenda:** Approval of Agenda for the Regular Executive Committee Meeting of September 24, 2020 with any addition, correction or deletions.

**2.1 Conclusion**

Barbara Fromm moved to approve the agenda as updated, Diane Rubin seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

**3. Minutes**

**3.1 Approval of regular Foundation Special Executive Committee Meeting Minutes – September 2, 2020.**

The minutes were approved as presented.

**4. Comments from the Public**

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 23, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

**5. Discussion Items**

**5.1 Jeff Bagel Report and PPT**

Catherine Abbott provided background information on the Jeff Bagel Report and presented how the Foundation is working on implementing the suggestions recommended in the report, with the goal to implement as many of the recommendations as possible by the end of the fiscal year.

**5.1 Conclusion**

Diane Rubin asked to be resent a copy of the full Jeff Bagel Report.

Tom Minder commented on the time allocated for the College’s President to meet with donors might need to be reevaluated as it represents 20% of their time.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Diane Rubin asked to be resent the Jeff Bagel Report.	Catherine Abbott	September 30, 2020

### 5.2 College of the Desert Foundation Staffing Update

Cathy Abbott provided an update on Foundation Staffing and informed the Committee that Dorothy Stuebner recently resigned. Cathy Abbott will work on retooling Dorothy’s position as an admin/scholarship role and is currently updating the job description. The recruitment of the Director of Development is in process and more information will be given when a final candidate has been hired.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

### 5.3 Foundation Scholarship Platform

A working Committee composed of both College constituents, including Fiscal and Financial Aid departments, and the Foundation have been formed. They worked on identifying and selecting a Software Scholarship Platform which will improve the overall efficiency of handling scholarships funds and help follow the donors’ directives easily.

The chosen platform will be going for approval at the next Board of Trustees meeting.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

### 5.4 Foundation Scholarship Funds

Cathy Abbott recommended the creation of a general Foundation Scholarship Fund which would have many segments underneath, and which would allow smaller donations to be made towards specific types of programs (i.e.: Nursing, Public Safety, etc.) without having to open a named fund or an endowment. The Foundation Scholarship Funds will be proposed at the September 30<sup>th</sup> Board meeting.

**5.4 Follow-up Items****5.4 Task of****5.4 Due by**

None	None	None
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**5.5 Staff Planning Session Update**

The Foundation staff met in early September 2020 to develop a solid strategic plan, and to work on prioritizing the processes that needed to be redone.

**5.5 Follow-up Items****5.5 Task of****5.5 Due by**

None	None	None
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**5.6 Strategic Plan Review Update**

Cathy Abbott presented the 4 goals of the Strategic Plan to the Committee in details.

The Committee was pleased to see how this comprehensive report would help prepare for when everything will reopen. The Strategic Plan will be presented to the Full Board at the October Board Retreat.

**5.6 Follow-up Items****5.6 Task of****5.6 Due by**

Non	None	None
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**5.7 Student Emergency Fund Update**

Cathy Abbott indicated that the Student Emergency Funds paid \$98,250.21 since inception and has benefited at least 175 students. Requests continue to be received weekly and approximately \$40K are remaining in the funds. Cathy Abbott noted that the first pillar of the Strategic Plan was to raise \$100K for the Student Emergency Funds.

**5.7 Conclusion**

The Committee recommended hosting an emergency Executive Committee meeting to authorize additional money to be moved to the Fund, if necessary before the next Board Meeting.

**5.7 Follow-up Items****5.7 Task of****5.7 Due by**

The Committee recommended hosting an emergency Executive Committee meeting to	Cathy Abbott	October 28, 2020
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authorize additional money to be moved to the Fund, if necessary before the next Board Meeting.		
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**5.8 2020-2021 Events Update**

**5.8.1 Academic Angels**

Marge Doge indicated that the first Academic Angels Committee meeting took place on September 8. The Committee discussed adding additional Committee members. Barbara Duke-Jennings and Cynthia Cottrell both agreed to join. However, Marlene O’Sullivan has resigned from the Academic Angels due to other commitments. The Youth Leadership Program was presented to the Committee and members were thrilled with this program. The next Academic Angels Committee is on Tuesday, October 6.

**5.8.2 President’s Circle**

Joanne Mintz reported that a President’s Circle subcommittee has been formed to achieve the goals set by the Development Committee meeting. The subcommittee has worked on creating different President’s Circle levels and benefits to be attached to these levels. These levels and benefits will be going for Board approval at the September 30<sup>th</sup> meeting, and sent ahead of the meeting for the Board’s review. Once the new levels are approved, letters which will include an introduction video of Cathy Abbott, and an invitation to renew their membership, will be sent out to the lapsed and current President’s Circle members.

The Committee is also planning three culinary virtual events. The first of these events will be scheduled in February around Valentine’s day. Another event being organized in December is a Martini Party Event featuring Joel Kinnamon, where the recipe of his favorite Martini Cocktail and other goodies will be mailed out to participants.

**5.8.3 Stepping Up for College of the Desert**

Jane Saltonstall provided a report on the Stepping Up for College of the Desert campaign. The budget and campaign timeline will be presented at the next Committee meeting on September 29 and will be discussed then.

<b>5.8 Follow-up Items</b>	<b>5.8 Task of</b>	<b>5.8 Due by</b>
None	None	None

## 5.9 Preview September 30, 2020 Board meeting & October 28, 2020 Board Retreat

Bill Chunowitz asked the Committee to provide any agenda items they would like to add to the September 30<sup>th</sup> Board meeting and the October 28<sup>th</sup> Board retreat.

Bill Chunowitz polled the Committee members on the possibility of hosting the October Board retreat in person, ensuring that health and safety guidelines for COVID-19 would be met. He has reached out to the Desert Willow Golf Resort and placed a soft hold. The Committee recommended that if the meeting was to be held in person, the option to attend remotely should also be available. Cathy Abbott will contact Desert Willow and review their health and safety policies to ensure they are compliant with the County's restrictions, and investigate whether the meeting could be done successfully both remotely and in person.

### 5.9 Conclusion

Cathy Abbott will report on whether the October Retreat can be held in person, at the upcoming Board meeting on September 30.

The Committee recommended adding a training session on Board Governance focused on the Board Members' role at the October Board Retreat.

5.9 Follow-up Items	5.9 Task of	5.9 Due by
Cathy Abbott will report on whether the October Retreat can be held in person, at the upcoming Board meeting on September 30.	Cathy Abbott	September 30, 2020
A training session on Governance and Board Members roles should be offered at an upcoming Board meeting or at the October retreat.	Cathy Abbott	October 2020

## 6. Other Items

Over the past year, the Foundation sponsored College of the Desert students who were placed as interns in journalism at the Desert Sun. Bill Chunowitz informed the Committee that the Desert Sun is interested in hiring other part-time students from the College, as the past interns were very successful and benefited from the experience.

Sponsoring other internships programs in different areas is part of the Foundation's Strategic Plan and a Business Outreach Advisory committee, chaired by Jim Johnson, has been formed by the Development Committee to work on this matter. Barbara Fromm volunteered to join this Subcommittee.

### **6.1 Conclusion**

Cathy Abbott will work with the College's Faculty members to find out if any students are available and interested for the Fall semester for the Desert Sun's opportunity.

## **7. Adjournment**

The Foundation President adjourned the meeting at 10:37 AM.

### **Next Meeting:**

Wednesday, November 12, 1PM - Zoom