



FOUNDATION BOARD MEETING

NOVEMBER 20, 2019 - 3 PM

CRAVENS STUDENT SERVICES CENTER

MULTI-PURPOSE ROOM



Minutes for Approval



Foundation Board Retreat & Meeting

Minutes for Wednesday, October 30, 2019 (9:30 am – 4:50 pm)

Firecliff Salon A & B - Desert Willow Golf Resort – Palm Desert, CA 92260

Meeting Participants

Committee Members Present

Bill Chunowitz (Board President), Norma Castaneda, Peggy Cravens, Donna Jean Darby, Marge Dodge, Melinda Drickey, Kim Dozier, Barbara Fromm, Brian Holcombe, Rob Kincaid, Joel Kinnamon, Vern Kozlen, Thomas Minder, Barbara Foster Monachino, John Monahan, John Ramont, Diane Rubin, Jane Saltonstall and Aurora Wilson.

Committee Members Not Present

Christine Anderson, Carol Bell Dean, Jim Greene, Gale Hackshaw, Jim Johnson, Donna MacMillan, Joanne Mintz and Arlene Schnitzer.

Guest(s)

Jeff Baker, Brandon Harrison, Pam Hunter, Annebelle Nery, Kirstien Renna, John White, Casey Williams and Mark Zacovic.

Recorder

Eve-Marie Dehondt.

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 9:31 AM.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors meeting of October

30, 2019 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Board 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).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Board Meeting of October 30, 2019 with any addition, correction or deletions.

The agenda was approved with one addition under item "10.0 Action Agenda": Partnership with The Friends of the COD Library in a pre-event of the new COD Library's opening.

2.3 Conclusion

- The Foundation Board President moved to approve, seconded. Motion carried.

2.3 Follow-up Items	2.4 Task of	2.4 Due by
None	None	None

3. Approval of Minutes

3.1 Approval of April 24, 2019 Foundation Board Meeting Minutes

- Diane Rubin moved to approve, seconded.
- John Mosser's name was misspelled under the "list of guests" – correction requested.

3.1 Conclusion

- Minutes approved with the correction requested.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
Correct John Mosser's name under the list of Guests.	Eve-Marie Dehondt	11/20/2019

3.2 Approval of March 7, 2019 Stepping Out for COD Committee Meeting Minutes

- Vern Kozlen moved to approve, seconded.

3.2 Conclusion

- Motion carried.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
None	None	None

3.3 Approval of March 11, 2019 Nominating Committee Meeting Minutes

- Aurora Wilson moved to approve, seconded.

3.3 Conclusion

- Motion carried.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
None	None	None

3.4 Approval of March 12, 2019 Development Committee Meeting Minutes

- Norma Castaneda moved to approve, seconded.

3.4 Conclusion

- Motion carried.

3.4 Follow-up Items	3.4 Task of	3.4 Due by
None	None	None

3.5 Approval of March 12, 2019 Executive Committee Meeting Minutes

- Norma Castaneda moved to approve, seconded.

3.5 Conclusion

- Motion carried.

3.5 Follow-up Items	3.5 Task of	3.5 Due by
None	None	None

3.6 Approval of September 3, 2019 Special Executive Committee Meeting Minutes

- Vern Kozlen moved to approve, seconded.

3.6 Conclusion

- Motion carried.

3.6 Follow-up Items	3.6 Task of	3.6 Due by
None	None	None

3.7 Approval of April 1, 2019 Academic Angels Committee Meeting Minutes

- Barbara Fromm moved to approve, seconded.

3.7 Conclusion

- Motion carried.

3.7 Follow-up Items	3.7 Task of	3.7 Due by
None	None	None

3.8 Approval of April 15, 2019 Finance & Investment Committee Meeting Minutes

- Vern Kozlen moved to approve, seconded.

3.8 Conclusion

- Motion carried.

3.8 Follow-up Items	3.8 Task of	3.8 Due by
None	None	None

3.9 Approval of April 24, 2019 Finance & Investment Committee Meeting Minutes

- Vern Kozlen moved to approve, seconded.

3.9 Conclusion

- Motion carried.

3.9 Follow-up Items	3.9 Task of	3.9 Due by
None	None	None

3.10 Approval of October 23, 2019 Finance & Investment Committee Meeting Minutes

- Vern Kozlen moved to approve, seconded.

3.10 Conclusion

- Motion carried.

3.10 Follow-up Items	3.10 Task of	3.10 Due by
None	None	None

3.11 Approval of October 14, 2019 Audit Committee Meeting Minutes

- The item has been postponed for the next meeting.

3.11 Follow-up Items	2.12 Task of	2.12 Due by
Minutes will need to be approved at the next Board meeting.		11/20/2019

3.12 Approval of October 9, 2019 Stepping Out for COD Committee Meeting Minutes

- Diane Rubin moved to approve, seconded.

3.12 Conclusion

- Motion carried.

3.12 Follow-up Items

3.12 Task of

3.12 Due by

None	None	None
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3.13 Approval of October 21, 2019 Academic Angels Committee Meeting Minutes

- Correction to the spelling of the name Linda Weakley was requested
- Additional items to be added to the minutes as below:
 - Organization of a Luncheon in the Spring of 2020.
 - Organization of an event with The Coeta and Donald Barker Foundation.

3.13 Conclusion

- Minutes approved as corrected.

3.13 Follow-up Items

3.13 Task of

3.13 Due by

Correct spelling of the name "Linda Weakley" under the list of Committee members.	Eve-Marie Dehondt	11/20/2019
Add item discussed "Organization of a luncheon in the Spring of 2020".	Eve-Marie Dehondt	11/20/2019
Add item discussed "Organization of an event with The Coeta and Donald Barker Foundation."	Eve-Marie Dehondt	11/20/2019

4. Comments from the Public

4.1 Comments from the Public: Persons who wish to speak to the Board should complete the "request to address the Board" form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public

5. Closed Session – 9:40AM – 11:45AM

5.1 Discipline/Dismissal/Release/Appointment (Pursuant to Government Code Section 54957)

6. Open Session

6.1 Information, Procedural: Report of Action taken (if any)

There was no reportable action taken in closed session.

7. Foundation Committee Reports

7.1 Academic Angels

Marge Dodge gave the Board a short historical review of the Academic Angels and indicated that the Academic Angels Committee will be organizing a Holiday Luncheon on December 10 at Cuistot on El Paseo, Palm Desert.

The event will be a fundraising event and tickets will be sold at \$125 to guarantee at least a \$50 benefit per person.

The Committee agreed that the Academic Angels Committee will reinstate their yearly dues, however, these will no longer be considered as a membership.

A Spring / End of the Season Reception Luncheon will be organized at La Spiga in Palm Desert and the Committee discussed organizing events funded by The Coeta and Donald Barker Foundation.

Finally, the Committee is working on redefining its mission statement to include fundraising and interaction with the students.

7.1 Follow-up Items

7.1 Task of

7.1 Due by

None	None	None
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7.2 Audit Committee

Brandon Harrison from Eide Bailly, LLP (VTD and Co. LLP) presented and discussed the 2018-19 Financial Statements and answered relevant questions from the Board.

7.2 Conclusion

Tom Minder moved to approve the Fiscal Year Ended June 30, 2019 Annual Audited Financial report with Independent Auditor's Report, seconded.
Motion carried.

The Audit Report will be presented at the next Board of Trustees meeting on November 13, 2019.

7.2 Follow-up Items	7.2 Task of	7.2 Due by
The Board requested corrections to the misspelt word "Accounting Principle" on Note 15 of Page 22 of the Audit Report.	Kirstien Renna	11/20/2019

7.3 Development Committee

There was no report available.

7.3 Follow-up Items	7.3 Task of	7.3 Due by
None	None	None

7.4 Executive Committee

There was no report available.

7.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

7.5 Finance & Investment Committee

Diane Rubin reported that the Finance & Investment Committee reviewed and approved the Financial Statements PE June 30, 2019 at their last meeting.

The Finance & Investment Committee agreed to invite the Foundation's Investment Managers, to come and give a performance review and market update presentation at the January, February, and March 2020 Finance and Investment Committee meetings.

7.5 Follow-up Items	7.5 Task of	7.5 Due by
None	None	None

7.6 Nominating Committee

There was no report available.

7.6 Follow-up Items	7.6 Task of	7.6 Due by
None	None	None

7.7 Stepping Out for COD Committee

Diane Rubin confirmed that Stepping Out for COD 2020 will take place on Saturday, March 28, 2020, at the McCallum Theater. Chris Anderson has agreed to act as Committee Co-Chair this year, along with Diane Rubin. Cuistot Restaurant has been reserved for the pre-event, and entertainer Matthew Morrison has been contracted through Talent Specialist, Debbie Green. The \$50K contract, which covers all his fees, has been signed.

The next Committee meeting will take place on November 5, 2019 at 9:00AM in the Foundation Conference Room. Diane Rubin invited all interested Board members to join.

7.7 Follow-up Items	7.7 Task of	7.7 Due by
None	None	None

8. Reports

8.1 Foundation Board President Report

The Foundation Board President thanked the Board Members for their commitment and participation in the meeting.

8.1 Follow-up Items	8.1 Task of	8.1 Due by
None	None	None

8.2 College Superintendent/President

Joel Kinnamon introduced the new Foundation Staff members: Eve-Marie Dehondt, Executive Assistant to the Executive Director, Mike Rodriguez, Accounting Specialist and Dorothy Stuebner, Administrative Specialist.

Joel Kinnamon announced that the Executive Director's job description will be posted on November 1, 2019. A contract will shortly be offered to an Interim Executive Director once approved by the Board of Trustees. More information will be provided at a later time.

8.2 Follow-up Items	8.2 Task of	8.2 Due by
None	None	None

8.3 College Board of Trustees

Aurora Wilson provided a short report on the recent Board of Trustees' activities.

8.3 Follow-up Items	8.3 Task of	8.3 Due by
None	None	None

9. Consent Agenda

Vern Kozlen made the motion to approve items 7.3 (Foundation Committees, Committee Members and Chairs), 7.5 (Accept Financial Statements March-June 2019) and 7.6 (Accept Foundation Audit 2018/2019), seconded.

Motion carried.

Items 7.1, 7.2 and 7.4 were pulled from the consent agenda for discussion.

9.1 College of the Desert Foundation Recommended Authorized

Signatories

Correction was requested to reflect Marge Dodge's correct title, as she was mistakenly listed as "Past President".

The Board confirmed that all checks over \$1K require a minimum of two signatures. The Board will revisit increasing the level once a new Executive Director is hired.

9.1 Conclusion

Donna Jean Darby made the motion to authorize the College of the Desert Vice-President of Administrative Services (currently John Ramont), the Foundation President (currently Bill Chunowitz), the Foundation Treasurer (currently Diane Rubin) and the upcoming Executive Director as signers, seconded.

Motion carried.

9.1 Follow-up Items	9.1 Task of	9.1 Due by
Correct Marge Dodge Title in the original document.	Eve-Marie Dehondt	11/20/2019

9.2 College of the Desert Foundation Schedule of Executive Committee and Board Meeting

Due to multiple conflicts, the Executive Committee will propose some new dates at the next Board meeting.

9.2 Conclusion

The item has been tabled.

9.2 Follow-up Items	9.2 Task of	9.2 Due by
Propose new Board date for the upcoming Board meetings.		11/20/2019

9.3 Agreement for Professional Services- CV Strategies

Kirstien Renna provided a short presentation of the contract of CV strategies and provided answers to the questions raised by the Board.

The Finance and Investment Committee indicated that they reviewed and approved the Agreement at their last meeting. On October 23, 2019.

Diane Rubin moved the motion to approve the Agreement for Professional Service with CV Strategies, seconded.

Motion carried.

9.3 Follow-up Items	9.3 Task of	9.3 Due by
None	None	None

10. Action Agenda

10.1 Partnership with the Friends of the COD Library in a pre-event of the new Library's Opening.

The Board discussed organizing a cocktail reception event on January 23, prior to the Library opening. The Reception will take place under the tent that will be used at the State of the College on January 22, and campus tours will be offered to the participants. The cost of participation will be \$100/person.

The Friends of the COD Library would like to ask the Foundation to cover the catering costs estimated at \$5K. Profits of that event will go to the Friends of the COD's Library.

10.1 Conclusion

Barbara Fromm moved to approve covering the catering costs (approximately \$5,000) for the Library opening cocktail reception on January 23, seconded.

Motion carried.

10.1 Follow-up Items	10.1 Task of	10.1 Due by
None	None	None

11. Board Development

11.1 Foundation Board Manual Review

Joel Kinnamon presented the Foundation Manual to the Board members and reminded them to sign and return their policy forms to Eve-Marie Dehondt.

11.1 Follow-up Items	11.1 Task of	11.1 Due by
None	None	None

11.2 Information for Board on Service on CDD Auxiliaries

Joel Kinnamon introduced Casey Williams from LCW (Liebert Cassidy Whitmore) who provided an overview of the College Auxiliary foundation.

11.3 Discussion of Revisions to Foundation By-Laws

Casey Williams presented the changes that were applied to the By-Laws. The copies of the revised changes were distributed in the package.

Some of the discussion points/recommendations follows:

- The Board discussed the possibility of setting up an honorary/emeritus council, which will provide the opportunity to retain any institutional knowledge from past members. A provision should be added to the By-Laws that honorary/emeritus members would have no voting rights.
- The Board discussed the possibility of reinstating the Academic Angel's membership, with a stipulation in the By-Laws that the members will have no voting rights.
- The draft of the revised By-Laws should be corrected under the Academic Angel's committee to indicate that the Committee should not be composed of no more than 15 members.
- The new By-Laws should set a maximum of members of 25 participants.
- Ms. Williams recommended keeping the mission statement off the By-Laws to facilitate any future changes.

The Board noted that the By-Laws should be updated according to the Memorandum of Understanding and to the Articles of Incorporation.

The Board agreed that the new proposed By-Laws could not be adopted until the Master Agreement and the Articles of Incorporation were all matching.

11.3 Conclusion

Bill Chunowitz moved to instate an Ad-Hoc Committee that will work on the By-Laws, Articles of Incorporation and the Master Agreement between the COD Foundation and the College of the Desert, seconded.

Motion carried.

The Committee will be composed of two members from the District and three Board members. Donna Jean Darby, Tom Minder and Bill Chunowitz agreed to serve on the Committee.

11.3 Follow-up Items	11.3 Task of	11.3 Due by
None	None	None

12. College Executive Cabinet updates and Introductions

Joel Kinnamon introduced the member of the Executive Cabinet who provided an update on the College of the Desert's recent activities:

- Jeff Baker, Vice President, Student Services,
- Pam Hunter, Executive Director, Institutional Advancement,
- Annebelle Nery, Vice President, Instruction,
- John Ramont, Vice President, Administration Services,
- John White, Executive Director, Bond and Facilities Planning,
- Mark Zacovic, Interim Vice President, Human Resources.

Copies of the presentation was provided during the meeting.

12. Follow-up Items	12. Task of	12. Due by
None	None	None

13. The Desert Sun – Julie Makinen, Executive Director

Julie Makinen presented the Bruce Fessier Internship program and provided an update for October 2019.

Laine Henry, the current intern shared their experience with the internship program.

13. Follow-up Items	13. Task of	13. Due by
None	None	None

14. Closed Session

No continuation was necessary.

10.2 Follow-up Items	10.2 Task of	10.2 Due by
None	None	None

15. Adjournment

The meeting was adjourned at 4:50PM.

Next Meeting

Wednesday, November 20, 2019

3:00PM

Palm Desert Campus, Cravens Multi-Purpose Room



**Foundation Audit Committee
Minutes for Monday, October 14, 2019**

MINUTES FOR: October 14, 2019	TIME: 10:00 AM	LOCATION: College of the Desert – Foundation Conference Room
Members Present:	Tom Minder (Chair), Bill Chunowitz (ex-officio), Jim Johnson and John Monahan	
Members Absent:	Norma Castaneda, Jim Greene and Jane Saltonstall	
Guests:	Brandon Harrison and Kirstien Renna	
Recorder:	Eve-Marie Dehondt	

AGENDA

1. OPENING ITEMS

PROCEDURAL: 1.01 CALL TO ORDER
The Committee Chair called the meeting to order at 10:00 AM

2. MINUTES

2.1 APPROVAL OF REGULAR COMMITTEE MEETING MINUTES | OCTOBER 24, 2018

The minutes were approved as presented.

3. COMMENTS FROM THE PUBLIC

3.01 COMMENTS FROM THE PUBLIC: Persons who wish to speak to the Committee on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Committee. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Committee, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Committee meeting. Requests should be directed to the Foundation Office as soon in advance of the Committee meeting as possible.

No members of the public were present.

4. ACTION ITEM

DISCUSSION	4.1 REVIEW AND APPROVAL OF THE FISCAL YEAR ENDED JUNE 30, 2019 ANNUAL AUDITED FINANCIAL REPORT WITH INDEPENDENT AUDITOR'S REPORT		
	Brandon Harrison from Eide Bailly, LLP (VTD and Co. LLP) presented and discussed the 2018-19 Financial Statements and answered relevant questions from the Committee.		
CONCLUSION	Motion was made by Mr. John Monahan to approve the June 30, 2019 Annual Audited Financial Report with Independent Auditor's Report as presented. Mr. Jim Johnson seconded the motion. Motion was passed by voice vote.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
5. NEW BUSINESS			
DISCUSSION	5.1 NEXT MEETING		
	The Committee did not set up a time for their next meeting. There was no other business discussed.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
6. ADJOURNMENT			
DISCUSSION	PROCEDURAL. 6.01 ADJOURNMENT		
CONCLUSION	The Committee Chair adjourned the meeting at 10:41 AM.		



Approval of the Updated Schedule of Executive Committee and Board Meetings



FOUNDATION BOARD MEETING SCHEDULE 2019-2020

February 2020

Wednesday, February 5, 2020

3:00PM Board Meeting

Location: Palm Desert Campus, Cravens Multi-purpose Room

March 2020

Wednesday, March 25, 2020

3:00PM Board meeting

Location: Palm Desert Campus, Cravens Multi-purpose Room

April 2020

Wednesday, April 29, 2020

3:00PM Foundation Board Annual Meeting & Reception

Location: Desert Willow Golf Resort, Palm Desert



List of Executive Committee Meetings 2019 – 2020 Academic Year

- | | |
|-------------------------|---|
| Wed., December 4 | Foundation Executive Committee Meeting
Foundation Conference Room - 3pm |
| Wed., February 5 | Foundation Executive Committee Meeting
Foundation Conference Room - 1:30pm |
| Wed., April 1 | Foundation Executive Committee Meeting
Foundation Conference Room - 3pm |