



Foundation Regular Executive Committee Meeting

Minutes for Wednesday, November 10, 2021

1:00PM

Meeting Participants

Voting Committee Members Present

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

Non-Voting Committee Members Present

Catherine Abbott, Martha Garcia and John Ramont

Committee Members Not Present

Bonnie Stefan

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 1:02PM.

Barbara Foster Monachino joined the meeting at 1:05PM. Marge Dodge left the meeting at 1:46PM.

2. Action Items

2.1 Approval of Agenda: Foundation Regular Executive Committee Meeting of November 10, 2021 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 November 10, 2021 with any addition, correction or deletions.

Jane Saltonstall asked to add a discussion on the Palm Springs Campus. However, Christine Anderson indicated that this would be added to the next meeting’s agenda instead, as the Executive Committee was not in a position to take immediate action on that topic. Christine Anderson and Catherine Abbott will connect with Dr. Garcia for her to provide a report at the upcoming Board Meeting. Diane Rubin also offered to provide a report on the Bond Oversight Committee.

Barbara Fromm asked to obtain some information on the work experience program at COD. Christine Anderson confirmed that would be done on the next agenda to allow the appropriate program manager to prepare and provide a presentation.

2.1 Conclusion

Bill Chunowitz moved to approve the agenda as presented, Tom Minder seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
A report should be provided on the Palm Springs Campus and the Bond Oversight Committee at the December 1 Board meeting.	Dr. Garcia/Diane Rubin	Dec 1, 2021
A presentation on the work experience program at COD should be added to the next meeting agenda.	Catherine Abbott	Dec 1, 2021

3. Minutes

3.1 Approval of the Foundation Executive Committee Meeting Minutes – October 13, 2021

Barbara Fromm Moved to approve the October 13, 2021 Minutes as presented, Jane Saltonstall seconded. Motion Carried.

4. Comments from the Public

4.1 Comments From The Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will also be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. 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. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments received from the public and there was public present.

5. Discussion & Action Items

5.1 December 1 Foundation Board Meeting

5.1.1 Time changed to 12PM to 2PM

Christine Anderson indicated the time changed for the December 1 Board meeting from 3PM to 12PM to allow for a lunch at the Indio Campus.

5.1.1 Follow-up Items	5.1.1 Task of	5.1.1 Due by
None	None	None

5.1.2 Lunch & Meeting to take place on the Indio Campus

Catherine Abbott indicated that the meeting will be taken place on the Indio Campus and lunch will be provided to the Board members. This will be a hybrid meeting.

5.1.2 Follow-up Items	5.1.2 Task of	5.1.2 Due by
None	None	None

5.2 Merging Diversity Committee and Nominating Committee (Catherine Abbott)

Christine Anderson provided background information on the possible merge of the Diversity Committee and the Nominating Committee. Catherine Abbott indicated that to mitigate the efforts for Staff, there were discussions to merge the Nominating Committee and Diversity Committee. Barbara Fromm would remain the Chair of the Nominating Committee, while Norma Castaneda would join the Nominating Committee and become the Chair of its Ad-Hoc Diversity Committee.

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

5.3 Development Committee's Future Discussion (Christine Anderson/Joanne Mintz) -

Catherine Abbott, Christine Anderson and Joanne Mintz met and brought recommendations to the Executive Committee regarding the Development Committee, as this has become a listening committee. They are suggesting renaming the Committee as the Stewardship Committee and have the focus to be Stewardship.

The Committee would focus on thanking the donors and informing them on how their money has been used to help the College. They would also focus on contacting participants in the Campus tours after their visits.

The Committee agreed to add this topic and potential name change to the full Board for approval at their December 1 meeting. If approved, this change would need to be incorporated in the new By Laws as this represents a change to a Standing Committee.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
This item will be added to the Dec 1 Board Meeting agenda.	Eve-Marie Dehondt	Dec 1, 2021

5.4 Number of Committee meetings (Catherine Abbott/Barbara Foster Monachino)

Barbara Foster Monachino provided background as she received many comments from the Board regarding the large amount of Committee meetings, as they are having a hard time to keep up. This also creates lots of work for the Foundation staff to follow Brown act to prepare material, agenda and minutes.

The Committee discussed ways to streamline meetings and recalled that in the past, Board meetings and some of the Committees were taking place every other month. They agreed that Chair of the Committees should look at agenda items and decide whether they should keep the meetings scheduled or cancel when necessary. As well, they agreed that minutes could be shorter and just consist of bullet points or just be action items of the discussion.

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

5.5 Student Emergency Fund (Christine Anderson/Tom Minder)

Tom Minder reported that historically, the Student for Emergency Fund existed but it was not often used before Covid hit and then additional funds were raised for this fund.

Tom Minder worked with the College to create a simple form to complete with back-up information for students to provide to request the funds. Each student is allowed to claim funding for a maximum of \$1,000 onetime only. The Committee discussed the fact that recently the students have been claiming the maximum amount available.

Tom Minder brought up his concerns regarding two separate requests received for two students (couple) who live together, both attending the College. The Committee agreed that these requests should be paid, as there is no criteria regarding a limit of funding provided to a household and the requests are reviewed by the College to ensure all the criteria are met before they send request for payment to the Foundation.

The Committee discussed the advertisement of the Student Emergency Fund to the students, and whether it should publicize it to ensure all eligible students could access it. As this time, students in need are informed about the fund by their counselor. However, since the remaining fund balance is \$65,570 as of today, the Committee needed to decide whether they should continue raising money to replenish this fund, or put it on a hiatus since Covid is slowing down.

Tom Minder, Catherine Abbott and Christine Anderson will talk further and report to the Committee.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
Tom Minder, Catherine Abbott and Christine Anderson will talk further and report to the Committee.	Tom Minder, Catherine Abbott and Christine Anderson	December 2021

5.6 Board Member Expectation Form Update (Christine Anderson) –

Some Board members reached out to Christine Anderson regarding the Board Member Expectation Form, as it does not reference minimal annual donation required for Board members, and what benefits would come with their donations (Academic Angels membership? President’s Circle membership?) which created confusion. The form should be reviewed and provide clear information to new Board members and renewing Board members. Jane Saltonstall indicated that many documents already existed and have been used by the Nominating Committee over the past two years.

The Executive Committee recommended the Finance and Investment Committee should review the form and its financial requirements and come back with a proposed updated form to the Executive Committee.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
This topic will be added to the next Finance and Investment Committee	Tom Minder	December 2021

5.7 Update on the Executive Committee Organizational Chart Restructuring (Christine Anderson) -

Christine Anderson provided background information on the Executive Committee Organizational Chart Restructuring. The Executive Committee will schedule an Ad-Hoc Committee Meeting to discuss this.

Originally, the members of the Ad-Hoc Executive Committee were Bill Chunowitz, Barbara Foster Monachino, Barbara Fromm, Jane Saltonstall, Marge Dodge and Christine Anderson. However, to remain as Ad-Hoc, the Committee should now be composed of less than five members. Christine Anderson to reach out to the Committee members and confirm the final composition of this Ad-Hoc Committee, based on availability and interest.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
Christine Anderson to reach out to the Committee members and confirm the final composition of this Ad-Hoc Committee, based on availability and interest.	Christine Anderson	November 2021

5.8 Stepping out for College of the Desert Update (Barbara Foster Monachino & Jane Saltonstall)

Barbara Foster Monachino and Jane Saltonstall provided an update on Stepping Out for College of the Desert.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
None	None	None

5.9 Upcoming Events Reminders (Catherine Abbott)

Catherine Abbott provided an update on the upcoming events listed below.

5.9.1 President’s Circle Victories for Veterans – Thu, Nov 11 - Carol and Ed Dean’s Residence – 4:30PM to 6:30PM

5.9.2 Academic Angels Member Tea – Thu, November 18 - Barbara and Bernie Fromm’s Residence – 3PM to 5PM

5.9.3 Legacy Leaders Event – Sunday, Nov 21, 2021 – Cuistot – 2:30PM – 4:30PM

Christine Anderson informed the Executive Committee about an event at the McLaughlin Store on El Paseo scheduled on Fri, Nov 19 and the store will provide 15% of its revenue that day to the College.

5.9 Follow-up Items	5.9 Task of	5.9 Due by
None	None	None

6. Future Agenda items

The agenda items listed below will be added to future agendas for discussion:

- Fraud Policy
- Standing Committee Definitions
- Student Emergency Fund
- Structure for the Executive Committee Organizational chart
- A presentation on the COD Work experience program

6.2 Follow-up Items

6.2 Task of

6.2 Due by

<p>The agenda items listed below will be added to future agendas for discussion:</p> <ul style="list-style-type: none">• Fraud Policy• Standing Committee Definitions• Student Emergency Fund• Structure for the Executive Committee Organizational chart• A presentation on the COD work experience program	Catherine Abbott	
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7. Adjournment

The Chair adjourned the meeting at 2:28PM.

Next meeting: Wed, January 12 at 1PM – Cravens Center Multipurpose Room
– Palm Desert Campus and Via Zoom