



Foundation Regular Executive Committee Meeting

Minutes for Wednesday, March 2, 2022

3:00PM

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, John Ramont and Aurora Wilson

Committee Members Not Present

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 3:02PM. Jane Saltonstall and Martha Garcia joined the meeting at 3:08PM.

2. Action Items

2.1 Approval of Agenda: Foundation Regular Executive Committee Meeting of March 2, 2022 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 March 2, 2022 with any addition, correction or deletions.

Tom Minder asked to add an agenda item to approve the expenditure of \$50,000 to purchase computer equipment for the Foundation as discussed by the Finance and Investment Committee. This will become agenda item 5.7.

2.1 Conclusion

Barbara Fromm moved to approve the agenda as updated, Bill Chunowitz 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 the Foundation Executive Committee Meeting Minutes – February 9, 2022

Barbara Fromm moved to approve the February 9, 2022 Minutes as presented, Diane Rubin 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 Committee members 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 Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Committee meeting as possible.

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

5. Discussion & Action Items

5.1 Review the March 10 Board meeting agenda (Christine Anderson)

Christine Anderson asked the Executive Committee to review the Board agenda.

5.1 Conclusion

- Tom Minder confirmed that the 990's Tax Return and the approval of the Financial Statements should be moved into the Consent Agenda, as they have been reviewed by the Finance and Investment Committee.

- The Commencement Regalia invoice has now been received and the Board agenda will be updated with the actual amount of \$42,000.
- The Committee suggested adding an Executive summary of the proposed Executive Committee Organizational Chart on what was done, why and how it was done for the Board to read.
- The Committee suggested adding an Executive summary on the Task force update.
- The Committee agreed that the "Report" section would be written reports instead of verbal update this time, to allow for time constraints.
- There will be no mission moment for this meeting.

5.1 Follow-up Items

5.1 Task of 5.1 Due by

The March 10 Board agenda will be updated with all the above-suggested recommendations listed.	Eve-Marie Dehondt	March 10, 2022
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5.2 Foundation Budget Workshop to take place in Indio, on April 27 at 1PM before the regular Board meeting at 3PM

Catherine Abbott informed the Committee that the Board meeting on April 27 might need to be moved to Friday, April 29 as the Indio Campus and the Palm Desert Campus were both not available to host the meeting. The Committee discussed further and agreed to invite the Board members to the April Finance and Investment Committee Meeting, and do the budget training then instead.

5.2 Follow-up Items

5.2 Task of 5.2 Due by

Board members will be invited to attend the Finance and Investment Committee meeting on April 20 to be informed on the Budget.	Eve-Marie Dehondt	April 2022
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5.3 State of Emergency Ending (Christine Anderson)

Christine Anderson shared that the Foundation will be monitoring the State of Emergency ending, as this would affect the Brown Act rules and the way that video teleconferencing would work in the future. Aurora Wilson and Dr. Garcia will report when they hear further information from the Counselors' office and the attorneys after their meetings next week.

5.3 Follow-up Items**5.3 Task of****5.3 Due by**

Aurora Wilson and Dr. Garcia will report when they hear further information from the Counselors' office and the attorneys after their meetings next week.	Aurora Wilson and Dr. Garcia	March 2022
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5.4 Foundation Task Force (Catherine Abbott)

Barbara Fromm reported on the Foundation Task Force Ad-Hoc Committee and that the Foundation should focus on raising money for the student success. They agreed to create an FAQ document about the College and what the Foundation does, for the Board to answer questions when they talk to the community.

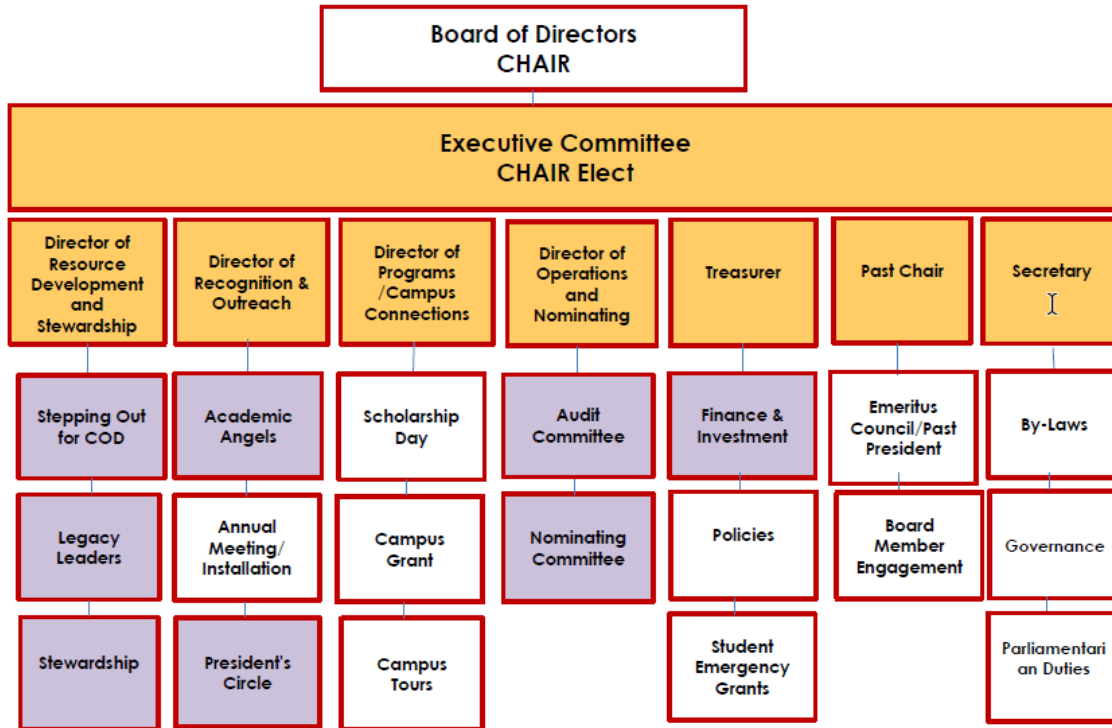
Catherine Abbott will work with Dr. Garcia and will present the FAQ document to the Board when finalized.

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

Catherine Abbott will work with Dr. Garcia and will present the FAQ document to the Board when finalized.	Catherine Abbott	March 10, 2022
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5.5 Executive Committee Reorganizational Chart (Christine Anderson)

Christine Anderson shared the Executive committee reorganizational chart to the Committee for their input. They made some suggestions and the final chart they agreed to present to the Board for approval is as below:



*Highlighted boxes represent Standing Committees

5.5 Follow-up Items

5.5 Task of

5.5 Due by

The Executive Committee Organizational Chart will be presented to the Board for their approval on March 10, 2022	Catherine Abbott	March 10, 2022
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5.6 Stepping out for College of the Desert Update (Barbara Foster Monachino & Jane Saltonstall)

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

5.6 Follow-up Items

5.6 Task of

5.6 Due by

None	None	None
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5.7 Approve the allocation of \$50,000 for the Foundation Computer Equipment as recommended by the Finance and Investment Committee

Tom Minder reported that the Finance and Investment Committee meeting met and agreed to allocate \$50,000 for the Foundation Computer Equipment, as the current equipment is outdated.

5.7 Conclusion

Tom Minder moved to allocate \$50,000 for the Foundation Computer Equipment. Bill Chunowitz seconded. Motion carried.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
None	None	None

6. Future Agenda items

6.1 Fraud Policy

The Fraud Policy will be reviewed and added to a future agenda.

6.2 Board Member Expectation Form Update as recommended by the reviewed by Nominating Committee

The Nominating Committee will review the Board members Expectation form at their next committee meeting and report back to the Executive Committee with their recommendations for updates.

6. Follow-up Items	6. Task of	6. Due by
None	None	None

7. Adjournment

The Chair adjourned the meeting at 4:02PM.

Next meeting: Wed, April 6, 1PM – In Person and Via Zoom