

**Minutes**  
**Chaffey College Foundation**  
**Board of Directors Meeting**  
**Thursday, November 8, 2007**

A regularly scheduled meeting of the Chaffey College Foundation Board of Directors was held on Thursday, November 8, 2007 in the board room (SSA-227) at Chaffey College. The meeting was called to order at 4:07 p.m. by President, Sue Sundell.

**Members Present:** Jeanne Batista, Bob Brown, Ruben Estrada, Sandy Forney, Ken Galasso, Georges Kfoury, Sherrie Moore, Sandra Rose, Loren Sanchez, Sue Sundell, Maria Tesoro-Fermin, and Jim Touchstone

**Members Excused:** Bob Cruz, Earl Davis, Alex Espinoza, Susan Ovitt, and Janice Rutherford

**Members Absent :** Curt Hagman

**Guests:** **Dr. Shannon, and Mrs. Loren Sanchez**

**Staff:** Cid Pinedo, Marie Edmison, Lissa Napoli, and Elora Kokalari

I. Public Comment

A. There was no public comment

II. Self Introductions

A. Were made.

III. Guests

A. Dr. Shannon thanked the Foundation for all it's efforts and asked that thought be given to specific areas:

1 Major Gifts

a Dr. Shannon suggested doing a feasibility study specific to community colleges. Cid commented that he would look into locating a local company that knows the area.

2 Planned Giving

3 Endowments

4 Annual Giving

a Faculty and Staff are being asked to give and support the Foundation

5 Naming Opportunities for buildings/labs/classrooms etc.

a Potential for \$millions.

b Develop a naming policy to present to the Governing Board

Ruben asked if it's too late to name other areas in a building that has already been named. Dr. Shannon said that it's not too late; just harder to market/sell.

Sue commented that it would be helpful to have a policy and that consideration should be given to topics such as these:

How long can they take to pay?

How long will the name stand?

What if the building/area needs re-hab?

It was suggested that a committee be formed comprised of 3-5 board members. Jim, Loren, Bob, and Sandra volunteered to serve on the committee. It was also suggested that Governing Board member, Lee McDougal be asked to serve on the committee.

6 Grant Writing

a Cid commented that we have been approved to use a teacher on release time (part-time) for grant writing; although no one has been identified at this time.

Cid thanked Dr. Shannon for his ideas and support.

IV. Action Agenda

A. Consideration of Consent Agenda

1. Approval of Meeting Minutes
  - a. October 11, 2007 Minutes
2. Approval of Financial Reports
  - a. September 2007 financial reports as prepared by Chaffey College Accounting Services and Budgeting Services departments.
3. New Board Member(s)
  - a. Wayne Scaggs (member of Citizen's Oversight Committee)
4. Revisions/Augmentations to the 2007-2008 Budget
  - a. None proposed.
5. Other
  - a. None.

**Ruben Estrada made a motion to approve the consent agenda as presented. Jeanne Batista seconded the motion. The vote was unanimous to approve the consent agenda with ayes all around.**

V. Reports

A. President's Report (Sue)

- Sue Sundell thanked Sandy Forney for the great catering job at the Report to the Community and expressed that it was a great event with a good turn out.

B. Executive Director Report (Cid)

- Cid informed the Directors that our Annual Holiday Reception will be held on Wednesday, December 19. The location for the reception is yet to be determined. Dr. Shannon's house is undergoing some re-modeling and therefore won't be available this year. An email will be going out next week with more details. Directors and their guest are invited to attend. In addition, College Council, large donors and friends of the Foundation have been invited. This is always a great event and has grown tremendously over the years. Last year we hosted approximately 110-115 guests.
- Cid informed the Directors that the District has donated surplus computers to the Foundation. The Foundation has already received 30 desk top systems and 30 laptops. The Foundation is offering them to students through various programs on campus like Cal Works, EOPS, and the Financial Aid office. The computers are approximately 2-3 years old. Dr. Shannon asked how are we going to brand our name and show who the computers came from. Stickers will be designed and placed on each computer. More computers will be donated to the Foundation in March/April. A release of liability form will also be developed. It was suggested that a press release be issued to get the word out. Cid has asked Elora Kokalari (staff) to research computer donations from other organizations.
- Cid reminded the Directors about the free Planned Giving workshops that we offer and stated that last week he received a call from a couple who are both alumni of Chaffey and recently attended the workshop. The couple wanted some verbiage to include in their trust so that they can give back to Chaffey. Although slow; our planned giving efforts are improving and growing. Ric Finley spearheads this for us; providing registrants with great information. Cid mentioned that he has also been made aware of a gift of approximately 17% of an estate coming to us – the gift would currently be calculated at approximately \$300,000.
- Cid called attention to the Montclair Banner Program announcement in the board packet. Last year the Foundation received \$4,000 from this program. The money received has been designated to the On-Line to College Scholarship program. Cid spoke of College Ambassador, Julian; who has been in the program since the 5<sup>th</sup> grade and is a first generation college student.
- Cid read two thank you letters from recent scholarship recipients to the Directors.

## V. Reports (continued)

### C. Treasurer Report

No report was given.

### D. Committee Reports

#### 1. Investment/Finance

None.

#### 2. Golf

None.

#### 3. Telethon

The Telethon was postponed due to the fires and is now scheduled for January 11-13, 2008. We are still awaiting city approval, but aren't anticipating any problems with the dates. The dates will officially be announced once we receive city approval.

#### 4. Alumni

None.

#### 5. Scholarships

Sue thanked the committee expressing that it is a great experience and she encourages all Directors to volunteer.

#### 6. Concerts

Dr. Shannon asked if we've done a jazz concert. Sue responded saying yes; giving some detail and explained that it remains on the agenda only as a placer.

#### 7. Transition Event Committee

None.

#### 8. Other

Cid reminded the Directors that there is no meeting in December. The Holiday Reception will be held in place of the meeting.

## VI. Old Business

There was none.

## VII. New Business

There was none.

The meeting adjourned at 4:50.

Respectfully submitted,  
Sue Ovitt  
Secretary