

RCCD FOUNDATION

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Established 1975

Board of Directors

Executive Committee

President

Corey Seale

Vice President

Robert Riddick

Secretary

Lois Tomlinson

Treasurer

Teri Parker

Immediate Past

President

Michael Fine

Chair, Scholarship

Committee

Steve Loomis

Chair, Stewardship

Committee

Dennis Brandt

Directors

Shauna Albright

Shirley Coates

Sergio Díaz

Jacqueline Hall

Michelle Herting

Jesús Holguín

Ben Johnson II

Martinex Kedziora

Albert Randall

David Slawson

Marie Wood

RCCD Foundation Board of Directors Meeting

September 21, 2021

7:30 a.m. - 8:30 a.m.

RCCD Alumni House – 3564 Ramona Drive Riverside, CA 92506

AGENDA

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please notify the RCCD Foundation Administrative Assistant. Please make sure that the RCCD Foundation Administrative Assistant has the correct spelling of your name and address to maintain proper records.

- | | |
|--|-------------------------------|
| I. <u>CALL TO ORDER</u> | Corey Seale, President |
| II. <u>WELCOME AND INTRODUCTIONS</u> | All |
| III. <u>APPROVAL OF MINUTES</u> | Corey Seale |
| A. May 18, 2021 Board of Directors Regular & Annual Meeting Minutes <ul style="list-style-type: none">• <i>Recommended Action: Approval</i> | |
| IV. <u>ACTION ITEMS</u> | |
| A. Executive Committee Report | Corey Seale, Chair |
| i. 2021-22 Program Plan <ul style="list-style-type: none">• <i>Recommended Action: Ratify Approval</i> | Launa Wilson |
| ii. 2021-22 Operating Budget <ul style="list-style-type: none">• <i>Recommended Action: Ratify Approval</i> | Wendy Johnson |
| iii. Ad-Hoc Diversity Equity & Inclusion Committee <ul style="list-style-type: none">• <i>Call for volunteers</i> | Corey Seale |
| B. Finance Committee Report | Teri Parker, Chair |
| i. Review of Financial Highlight Report dates 6/30/2021 <ul style="list-style-type: none">• <i>Recommended Action: Ratify Acceptance</i> | |
| C. Century Circle Applications <ul style="list-style-type: none">• <i>Recommended Action: Approval of Staff Recommendation</i> | Launa Wilson |
| D. Board of Director Resignation <ul style="list-style-type: none">• <i>Recommended Action: Acceptance</i> | Launa Wilson |

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AGENDA

V. INFORMATIONAL ITEMS

A. Audit Committee Report

- i. Overview of audit process
- ii. Call for volunteers (2)

Robert Riddick, Chair

Wendy Johnson

B. Executive Director's Report

Launa Wilson

VI. OTHER BUSINESS

A. Chancellor's Remarks

Wolde-Ab Isaac

B. President's Remarks

Robin Steinback
Monica Green
Gregory Anderson

VII. NEXT MEETING

A. November 16, 2021

VIII. ADJOURNMENT

Corey Seale

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

Board of Directors Meeting

September 21, 2021

FINAL

MINUTES

The meeting of the Riverside Community College District Foundation Board of Directors was called to order by President Corey Seale at 7:37 a.m.		<u>Call to Order</u>
Members Present	Members Absent	Staff Present
Shauna Albright Dennis Brandt Shirley Coates Sergio Diaz Mike Fine Michelle Herting Jesús Holguín Martinrex Kedziora Steve Loomis Albert Randall Robert Riddick Corey Seale David Slawson Lois Tomlinson	Jacqueline Hall (E) Ben Johnson (E) Teri Parker (E)	Launa Wilson, Foundation Executive Director Wendy Johnson, Foundation Assistant Director Demarius Carmichael, Foundation Development Officer Shannon Tillett, Foundation Administrative Assistant Guests: Dr. Wolde-Ab Isaac, Chancellor Riverside Community College District Rebecca Goldware, Vice Chancellor Institutional Advancement and Economic Development Bill Hedrick, RCCD Board of Trustees Dr. Gregory Anderson, Riverside City College President Dr. Monica Green, Norco College President
<u>ACTION ITEMS</u>		
President Seale called the Members' attention to the previous meeting minutes from May 18, 2021. <u>It was moved and seconded to approve the May 18, 2021 Board of Directors annual and regular meeting minutes. M/S/C: Dennis Brandt/Lois Tomlinson.</u>		<u>Approval of Minutes</u>
Executive Director Launa Wilson presented a brief overview of the Foundation's 2021-22 Program Plan. The Executive Committee met over the summer and approved two items, the annual program plan and the operating budget. The program plan is a subplan to the overarching 5-year strategic plan. The annual plan breaks down goals and metrics to achieve the overall strategic plan. An ongoing challenge the organization faces is staffing. Currently, there is a small but mighty team that has been able to accomplish a lot and have a good fundraising year, but the organization is short staffed. Also included in the program plan is an activity calendar. There are a few in-person events being planned in Spring 2022. There is hope the events can be held in-person with the caveat there may need to be changes. President Seale echoed the Foundation's need for additional resources as the organization would like to do everything possible to better support the colleges, students and staff. <u>It was moved and seconded to ratify the approval of the 2021-22 Program Plan. M/S/C: Corey Seale/Shana Albright.</u>		<u>Executive Committee Report</u>
Assistant Director Wendy Johnson presented the 2021-22 Operating Budget to the Board. The budget reports the amount of goods and services received from the district so the Board can see how they impact the budget. Scholarship expenses were a little less last year as there were issues with students attending after awards were given in the spring. There is every expectation the scholarship number will increase. Operating expenses will also likely increase due to working in-person at the Alumni House. Board Member Mike Fine asked if the Foundation awarded scholarship in the spring, but the student did not attend in the fall, if the scholarship would carryover if the student decides to enroll the following year. A.D. Johnson clarified the scholarship awards do not carryover.		

It was moved and seconded to ratify the approval of the 2021-22 Operating Budget M/S/C: Robert Riddick/Shirley Coates.

President Seale expressed gratitude to Board Member Sergio Diaz for suggesting the creation of a diversity, equity and inclusion committee. The ad-hoc committee will be charged with creating a diversity, equity and inclusion policy for the organization to adhere to moving forward. President Seale called for volunteers for the committee and recommended those interested, inform E.D. Wilson. President Seale is eager to participate in the committee and create a good policy the organization can stand behind. It was noted, the four Board volunteers for the committee are: Dennis Brandt, Jesus Holguin, Albert Randall and Corey Seale.

Finance Committee Member Mike Fine presented an overview of the Financial Highlights Report dated June 30, 2021. The Finance Committee reviewed over 12 pages of documentation and partook in robust discussion on topics, including allocations to earning on endowed accounts. The Foundation's practice is industry standard. The overview included a snapshot of the organization's cash/investment position, revenues and expenses. Total assets as of June 30 are \$16,350,505, an increase of roughly \$3.8 million compared to this time last year. Total revenue for the year is \$3,998,655. Total expenses as of June 30 are \$2,699,935. Net income as of June 30 is \$3,829,758.

It was moved and seconded to ratify the acceptance of the Financial Highlights Report dated June 30, 2021. M/S/C: Corey Seale/David Slawson.

In an effort to disburse Century Circle funds that are being raised, the Foundation called for applications for mini grants from the colleges. The Century Circle is an annual giving program where people can donate \$1,000 on an annual basis to become a Century Circle member. It is a Board designated and administered fund meant to fund high priority initiatives that support the college and district priorities. E.D. Wilson hoped, with Board approval, the Foundation could move forward with the recommendations presented.

It was moved and seconded to approve the staff recommendations regarding the Century Circle Funding Application submissions. M/S/C: Mike Fine/Steve Loomis.

E.D. Wilson reported a new board member has stepped down as they were recently appointed by Governor Newsom to serve as a Superior Court Judge in Riverside. Due to the appointment, they had to immediately resign from the RCCD Foundation Board of Directors.

It was moved and seconded to accept the Board of Director resignation. M/S/C: Corey Seale/Lois Tomlinson.

Finance Committee Report

Century Circle Funding Applications

Board of Director Resignation

INFORMATIONAL ITEMS

Vice President Robert Riddick, Chair of the Audit Committee, expressed the importance to recognize the audit process, especially as a non-profit organization. Financial institutions expect to see a clean audit, which in turn gives the organization better chances of receiving loans and grants and securing funds. A.D. Johnson reported the Foundation has been preparing for the audit all summer in order to ensure the organization is prepared for the auditors. A.D. Johnson reiterated the Foundation is prepared and looking forward to the audit going smoothly as there were no issues with finding the appropriate documentation. Vice President Riddick reiterated the importance of the audit as it gives people an idea of the organization's internal handling of funds. A clean audit proves that everything from a financial standpoint is being done correctly. Vice President Riddick made a call for volunteers as the committee needs two other Board members. Board Member Lois Tomlinson and Board Member David Slawson agreed to join the committee. E.D. Wilson thanked Member Tomlinson and Member Slawson for volunteering their time.

Audit Committee Report

<p>E.D Wilson began by thanking the Board for going through the process of Cleared4 and uploading vaccination information in line with the district vaccine mandate. E.D. Wilson expressed how great it was to see everyone and have the meeting outside, however the Foundation does not anticipate being able to meet outside in November and January due to weather. E.D. Wilson is seeking out alternative meeting sites that are large enough to accommodate the Board and allow for social distancing. Two new areas of focus for the organization are the Century Circle Fund and planned giving. There is an increased effort to raise funds for the Century Circle Campaign and to begin utilizing the funds and disbursing them to the colleges to support programs. E.D. Wilson thanked Board Member Michelle Herting for her expertise in planned giving. With Board Member Herting on the Board, there is a new opportunity to talk about planned giving and leaving a legacy with the Foundation to potential donors. Since the start of the fiscal year on July 1, the Foundation has raised just over \$210,000 toward the \$2.5 million goal for the year.</p>	<p><u>Executive Director's Report</u></p>
<p><u>OTHER BUSINESS</u></p>	
<p>Board of Trustees Bill Hedrick expressed gratitude to the Board for the continued support and dedication. Funds raised make tangible differences in the lives of the students in the most need. The Board of Trustees is very grateful for the effort and time dedicated to the Foundation projects.</p>	<p><u>Trustee Hedrick's Remarks</u></p>
<p>District Chancellor Dr. Wolde-Ab Isaac expressed gratitude for the all the Board has done for the district and for their continued volunteering. The district is going through hard times as there is a significant decline in enrollment, almost 27% below the target. The district opened in-person classes three weeks ago. There are nearly 1,500 students on campus that are fully or partially vaccinated. More than 90% of faculty, managers and administrators are fully vaccinated and more than 80% of classified staff are vaccinated. As a community, the district has exceeded the requirement, however there is a looming threat by the outside community that has a less than 50% vaccination rate. With the increase in one-time monies, the district is open to discussions on how best to utilize funds. The district has already increased the amount of financial aid distributed to students to help with various needs.</p>	<p><u>Chancellor's Remarks</u></p>
<p>NC President Monica Green thanked the Board for approving of two Century Circle grant funding opportunities for NC. President Green reminded the board that Norco College Giving Week is coming up, October 4-8. The goal is to raise \$40,000 to support a new endowed scholarship for veterans. This Fall, the focus is on veterans. The Veterans Resource Center will be opening and the team moving in October 18. The grand opening event will be held on November 10. President Green reported, for the third year, NC has been identified as a "great college to work for." President Green thanked the Board for their continued support.</p>	<p><u>College Presidents' Remarks</u></p>
<p>RCC President Anderson expressed appreciate for the leadership of all the Board members. President Anderson provided a brief update on things happening at RCC. The focus on a safe opening for in-person classes has been a success and the students have been outstanding and cooperative with the various mandates. President Anderson made the Board aware of an article being released in the RCC newsletter spotlighting the School of Nursing and how they were able to stay open throughout the pandemic. The School of Nursing is an Apple Distinguished School and academic performance within the school exceeded the previous year. RCC received a few grants last month that include a \$450,000 grant to support the opening of a new veterans center in order to serve veterans better. RCC also received a National Science Foundation and STEM Equity Title III worth nearly \$5 million. Finally, RCC Athletics is open with roughly 2,500 people in attendance at the football game last week. RCC appreciated the leadership of community and Board to ensure athletics was able to open and have community connect to the college through athletics.</p>	
<p>There being no further business, the meeting adjourned at 8:48 am.</p>	<p><u>ADJOURNMENT</u></p>

Prepared by:

Shannon Tillett

Shannon Tillett
Administrative Assistant