

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

RCCD Foundation Annual Board of Directors Meeting

May 17, 2022

7:30 a.m. - 8:00 a.m.

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> | Robert Riddick, Vice President |
| II. <u>INTRODUCTIONS</u> | All |
| III. <u>PRESIDENT'S REPORT</u> | Robert Riddick |
| A. Organizational Governance Updates | |
| B. Recognition of Outgoing Board Members | |
| C. Induction of Incoming Board Members | |
| IV. <u>EXECUTIVE DIRECTOR'S REPORT</u> | Launa Wilson |
| A. 2022-23 Officers Election Results | |
| B. Operational & Programmatic Updates | |
| C. Reminders to the Board | |
| V. <u>ADJOURNMENT</u> | Robert Riddick |

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RCCD Foundation Board of Directors Meeting

May 17, 2022

8:00 a.m. - 9:00 a.m.

Alumni House – 3564 Ramona Drive, Riverside, CA 92506

AGENDA

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- | | |
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| I. <u>CALL TO ORDER</u> | Robert Riddick, Vice President |
| II. <u>BOARD MEMBER BRIEF COMMENTS</u> | All |
| III. <u>APPROVAL OF MINUTES</u> | Robert Riddick |
| A. March 15, 2022 Board of Directors Meeting Minutes <ul style="list-style-type: none">• <i>Recommended Action: Approval</i> | |
| IV. <u>ACTION ITEMS</u> | |
| A. Finance Committee Report | Teri Parker, Chair |
| i. Review of Financial Highlight Report dated 3/31/2022 <ul style="list-style-type: none">• <i>Recommended Action: Ratify Acceptance</i> | |
| B. Century Circle Applications | Launa Wilson |
| i. Review of Century Circle Funding Application Submissions <ul style="list-style-type: none">• <i>Recommended Action: Approval</i> | |
| C. Diversity, Equity & Inclusion Committee Report | Jesus Holguin, Chair |
| i. Review of Board Member Information Forms <ul style="list-style-type: none">• <i>Recommended Action: Approval</i> | |

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V. INFORMATIONAL ITEMS

A. Scholarship Committee Report

B. Stewardship Committee Report

Steve Loomis, Chair
Dennis Brandt, Chair

VI. OTHER BUSINESS

A. Presidents' Remarks

Robin Steinback
Monica Green
Gregory Anderson

VIII. ADJOURNMENT

Robert Riddick

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

Annual Board of Directors Meeting

May 17, 2022

FINAL

MINUTES

The annual meeting of the Riverside Community College District Foundation Board of Directors was called to order by Vice President Robert Riddick at 7:41 a.m.		<u>Call to Order</u>
Members Present	Members Absent	Staff Present
Dennis Brandt Shirley Coates Sergio Diaz Mike Fine Jacqueline Hall Michelle Herting Jesús Holguín Martinrex Kedziora Steve Loomis Teri Parker Albert Randall Robert Riddick Lois Tomlinson	Shauna Albright (E) Ben Johnson II Corey Seale (E) David Slawson (E)	Launa Wilson, Foundation Executive Director Wendy Johnson, Foundation Assistant Director Rizza Guthrie, Foundation Administrative Technician Shannon Tillett, Foundation Administrative Assistant Guests: 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 Shannon Carlson, Incoming Foundation Board Member Jody DeLeone, Incoming Foundation Board Member Donna Grant, Incoming Foundation Board Member
<u>INFORMATIONAL ITEMS</u>		
<p>Vice President Robert Riddick provided a progress report the organization’s governance updates. Excellent progress was made during the 2021-2022 year that helped ensure the ongoing strength of the Foundation Board’s Governance.</p> <p>The Foundation received a clean audit in November 2021. Vice President Riddick thanked everyone member of the Audit Committee and the Foundation Staff for their work in the audit process. The District and Foundation recently renewed the contract for audit services with the organization’s current audit firm, Clifton Larson Allen, who provide excellent accounting services and have expertise in non-profit accounting. The organization’s Investment and Spending Policy was updated to allow for better analysis and transparency throughout the year.</p> <p>A significant new committee was created, the Diversity, Equity and Inclusion Committee. Chair of the Committee, Jesús Holguín, was recognized for his leadership and innovative thinking to request this committee be created. As a result of the new Diversity, Equity and Inclusion (DEI) Committee, the Foundation will produce its first ever DEI Statement and DEI Policy.</p> <p>The Finance Committee has provided excellent oversight of the organization’s finances over the last year. The Committee held a special meeting with a Union Bank Investment Manager at the start of the war in Europe to get a better understanding of how the war may impact the market and the organization’s investment account. There have also been ongoing improvements for better fiscal oversight and transparency.</p> <p>Lastly, the organization’s ongoing efforts to continue to diversify the Board ranks have made excellent progress. It is important to diversify the Board so its members reflect the population and students being served at the community colleges within the District.</p>		<u>President’s Report</u>

**Recognition of
Outgoing Board
Members**

Vice President Riddick took time to recognize the outgoing Board members. Board Member Lois Tomlinson served two terms on the Foundation Board for six years. Member Tomlinson served as the Chair of the Scholarship Committee and served on the Audit Committee. Most recently, Member Tomlinson served as the Board Secretary and led the process for the Nominating Committee.

Vice President Riddick then recognized Board Member Mike Fine, who served two terms and served as President of the Board in 2019-2020 and 2020-2021. Member Fine brought tremendous experience and service to the Finance Committee and has been key in guiding the organization through sensitive legal issues while greatly improving the organization's relationship with the District.

Vice President Riddick went on to acknowledge Board Member Martinrex Kedziora who served two terms for the last six years. Member Kedziora is the Superintendent of Moreno Valley Unified School District and has dutifully served his entire tenure on the Scholarship Committee. Member Kedziora has reviewed hundreds of individual scholarship applications, contributing heavily to the Foundation's scholarship mission.

Vice President Riddick welcomed the three incoming Foundation Board Members. Shannon Carlson is the Office Lead Partner for the Riverside office of Singer Lewak, a top 100 accounting firm with offices throughout the western United States. Ms. Carlson has been in public accounting for more than 28 years, and is a member of the American Institute of Certified Public Accountants and the California Society of CPA's.

Jody DeLeone is an Account Executive with Ethicon, a subsidiary of Johnson & Johnson. She has been in the surgical sales field for many years. Ms. DeLeone has a background in accounting, and worked as a finance director in the medical device and biologics industry before transitioning to surgical sales.

Donna Grant is the Director of Nursing Services at Kaiser Permanente Moreno Valley. Ms. Grant's professional career as a registered nurse includes both clinical nursing and leadership for more than two decades. Ms. Grant is a true leader in her profession, having helped train many up-and-coming nurses as they enter the workforce, and creating new interventions and processes to improve patient outcomes.

**Induction of
Incoming Board
Members**

Executive Director Launa Wilson presented a brief report on the Foundation's activities and outcomes from the past fiscal year. E.D. Wilson acknowledged the small but mighty Foundation team for all the work they do each day for the Foundation.

For the 2022-2023 year, with service beginning July 1, the incoming Board President will be Member Robert Riddick. Board Member Dennis Brandt will serve as Vice President. Board Member Jacqueline Hall will serve as Secretary and Board Member Jesús Holguín will serve as Treasurer.

The Foundation team recently transitioned back to in-person work as of April. It is great to be back out in the community and meeting donors face to face. The organization is in the process of filling three vacant positions: two Community Relation Specialist positions and a Prospect Researcher position.

The organization attempted to restart in-person donor events this year. The Generosity & Gratitude Luncheon, a luncheon to recognize endowed scholarship donors, was scheduled for later this week, but due to a lack of RSVPs was cancelled. The organization will continue to try to restart in-person events and are hopeful people will begin feeling more comfortable at events in the future.

E.D. Wilson thanked Assistant Director Wendy Johnson for her continued work on improvements to the organization's operations. The Foundation is now completing deposits through mobile means, instead of transporting cash and funds for manual deposits. The organization is also in the process of implementing a new accounting software to improve

**Executive Director's
Report**

<p>the ability to track grants better for transparency and reporting purposes. The organization has also improved project and service request tracking thanks to a new project management system.</p> <p>The Foundation has raised a total of \$3.3 million, fiscal year-to-date, which exceeds the original goal for the year which was \$2.5 million.</p> <p>Finally, E.D. Wilson thanked everyone on the Foundation Board for their support, commitment, philanthropy, time and expertise in everything that each person does to support the mission of the Foundation. E.D. Wilson acknowledged Trustee Hedrick, Vice Chancellor Goldware, Chancellor Isaac and all three college Presidents for their support and advocacy for the Foundation.</p>	
<p>There being no further business, the meeting adjourned at 8:04 am.</p>	<p><u>ADJOURNMENT</u></p>
<p>Prepared by:</p> <p><u>Shannon Tillett</u></p> <p>Shannon Tillett Administrative Assistant</p>	

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

Board of Directors Meeting

May 17, 2022

FINAL

MINUTES

The meeting of the Riverside Community College District Foundation Board of Directors was called to order by Vice President Robert Riddick at 8:14 a.m.		<u>Call to Order</u>
Members Present	Members Absent	Staff Present
Dennis Brandt Shirley Coates Sergio Díaz Mike Fine Jacqueline Hall Michelle Herting Jesús Holguín Steve Loomis Martinrex Kedziora Teri Parker Albert Randall Robert Riddick Lois Tomlinson	Shauna Albright (E) Ben Johnson Corey Seale (E) David Slawson (E)	Launa Wilson, Foundation Executive Director Wendy Johnson, Foundation Assistant Director Rizza Guthrie, Foundation Administrative Technician Shannon Tillett, Foundation Administrative Assistant Guests: William Hedrick, Riverside Community College District Board of Trustee Rebecca Goldware, Vice Chancellor Institutional Advancement and Economic Development Dr. Monica Green, Norco College President Dr. Gregory Anderson, Riverside City College President Shannon Carlson, Incoming Foundation Board Member Jody DeLeone, Incoming Foundation Board Member Donna Grant, Incoming Foundation Board Member
<u>ACTION ITEMS</u>		
President Seale called the Members’ attention to the previous meeting minutes from March 15, 2022. <u>It was moved and seconded to approve the March 15, 2022 Board of Directors meeting minutes. M/S/C: Mike Fine/Lois Tomlinson.</u>		<u>Approval of Minutes</u>
Treasurer Teri Parker, Chair of the Finance Committee, presented a brief overview of the Foundation’s Financial Highlight Report dated March 31, 2022. As of March 31, total assets are \$17,811,304, an increase of roughly \$2.4 million compared to this time last year. Revenues are \$2,279,442 and expenses are \$936,685. Total income to date is \$1,151,188 <u>It was moved and seconded to ratify the acceptance of the Financial Highlights Report dated March 31, 2022. M/S/C: Dennis Brandt/Jacqueline Hall.</u>		<u>Finance Committee Report</u>
Executive Director Launa Wilson presented a brief summary report of the four Century Circle Funding Applications that were received. There were two applications from Norco College (NC), one application from the District, and one application from Riverside City College (RCC). The first NC application requests funds to establish an NC Volunteer Corps and community service initiative. The recommended action is approval as the proposal demonstrates strong alignment with the college mission and it represents an excellent opportunity to enhance college and community engagement. The second NC application requests funds to establish a new student orientation targeting African-American students. The recommended action is approval as the proposal demonstrate strong student success priority alignment.		<u>Review of Century Circle Funding Applications</u>

<p>The District application requests funds for the Young Entrepreneur program. The recommended action is approval as the proposal demonstrate strong alignment with the District’s workforce and economic development goals. The program provides support to all three colleges and has infrastructure backing at the District.</p> <p>The RCC application requests funds for laptop and equipment purchases for the MUSE Literary Journal. The recommended action is denial as the project currently has no institutional support, giving it questionable alignment with college priorities. It is recommended to request the department explore other funding sources in discussion with the college president.</p> <p><u>It was moved and seconded to approve the Executive Director’s recommendations for the Century Circle Funding Applications M/S/C: Lois Tomlinson/Albert Randall.</u></p> <p>Chair of the Diversity, Equity & Inclusion Committee, Jesús Holguín, provided a brief summary to the Board. Chair Holguín thanked everyone for approving the creation of the Diversity, Equity & Inclusion (DEI) Committee as it provides a great opportunity to look at the college communities and ensure the organization has representation of the communities. The Foundation had an existing Board Information Form that was distributed to each member before their service began and was collected. With the Board’s approval, the organization would like to move forward with updates to the form to include DEI language and information. The form has been modified to include additional information to obtain more data on the demographics of the Board. There are several options on the form and the include option to decline to state so nobody feels obligated to disclose that information. The information the organization is hoping to obtain will help in many different areas such as grant applications. In addition, the Committee is reviewing organizational policies to see if recommendations need to be made in wording to reflect the organization’s new DEI Statement and DEI Policy. The Committee will never jeopardize operations of the Foundation in any way and just want to ensure diversity, equity and inclusion are reflective in the organization’s policies.</p> <p><u>It was moved and seconded to approve the revised Board Member Information Form. M/S/C: Jesús Holguín/Steve Loomis.</u></p>	<p><u>Diversity, Equity & Inclusion Committee Report</u></p>
<p><u>INFORMATIONAL ITEMS</u></p>	
<p>Chair of the Scholarship Committee, Steve Loomis, provided a brief update to the Board. The Committee met on February 15 to review the scholarship application process. All the Committee members are veterans of the review process. The Committee also met in April to discuss various issues that occurred such as declarations of abuse or self-harm in applications and what the reporting process should be for such instances.</p> <p>Chair Loomis urged other Board members to serve on the committee as it is outstanding to see what students have had to overcome the last year. The written answers help reiterate why we serve on the Board and why the Foundation works as hard as it does to fundraise money for students in need.</p> <p>The Foundation has awarded over 400 individual awards, totaling just over \$360,000. There will be a second round of awards in the summer and the organization plans to award over \$100,000.</p>	<p><u>Scholarship Committee Report</u></p>
<p>Chair of the Stewardship Committee, Dennis Brandt, provided a brief update to the Board. Chair Brandt thanked the Committee for helping hand write notes to donors thanking them for their contributions. Chair Brandt also announced the Committee and organization recently created a new award, The Pinnacle Society. The organization felt the need to honors donors that have given over \$500,000 and the individuals will be the first class inducted into The Pinnacle Society this upcoming year.</p>	<p><u>Stewardship Committee Report</u></p>

OTHER BUSINESS

Trustee's Remarks

College Presidents' Remarks

Riverside Community College District Board of Trustee William Hedrick expressed appreciation on behalf of all the Trustees and Chancellor Isaac for the work and efforts put forward by the Board on behalf of the students. The Trustees are very grateful for the constant contributions of the Board and thanked the outgoing members for their services over the past six years.

RCC President Dr. Gregory Anderson provided a brief update on events at the college. Currently enrollment for the summer term has increased 15% from last year with over 700 full-time equivalent students enrolled. Ms. Janet Steiner has made a significant donation in the form of a printing press. RCC has one of the strongest printing programs in the state and it is an accredited program which is rare. Not only did Ms. Steiner donate a printing press that is coming directly from Germany, but her donation also ensured not a penny will come from the college for installation. Ms. Steiner's contribution will contribute to the success of hundreds of students.

NC President Dr. Monica Green briefly thanked the Board for the continued support for Norco College. President Green announced NC will host commencement in-person on June 10. As of May 5, NC will have 1,276 students graduating with 2,445 associate degrees awarded and 450 certificates awarded. NC is looking forward to welcoming students and their families to campus with 2020, 2021 and 2022 graduates walking the stage. President Green expressed gratitude for the Century Circle Funding that will support volunteerism which is an important attribute for students to leave with a sense of service and for supporting the black student mentoring program.

There being no further business, the meeting adjourned at 8:47 a.m.

ADJOURNMENT

Prepared by:

Shannon Tillett

Shannon Tillett
Administrative Assistant