

RCCD FOUNDATION

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Established 1975

Board of Directors

Executive Committee

President

Michael Fine

Vice President

Corey Seale

Secretary

Robert Riddick

Immediate Past President

Judith Horan

Chair, Finance Committee

Teri Parker

Chair, Scholarship Committee

Lois Tomlinson

Chair, Stewardship Committee

Dennis Brandt

Directors

Shauna Albright

Shirley Coates

Sergio Díaz

Jeremy Goldman

Jacqueline Hall

Jesús Holguín

Ben Johnson II

Martinrex Kedziora

Steve Loomis

Tamara Sipos

David Slawson

Wes Speake

RCCD Foundation Annual Board of Directors Meeting

May 18, 2021

7:30 a.m. – 8:00 a.m.

Zoom Web Conference

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. CALL TO ORDER

Mike Fine, President

II. EXECUTIVE DIRECTOR'S REPORT

Launa Wilson

III. PRESIDENT'S REPORT

Mike Fine

A. Strategic Plan Progress Update

B. Recognition of Outgoing Board Members

C. Welcome of Incoming Board Members

IV. ADJOURNMENT

Mike Fine

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David Slawson

Wes Speake

RCCD Foundation Board of Directors Meeting

May 18, 2021

8:00 a.m. – 9:00 a.m.

Zoom Web Conference

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. CALL TO ORDER

Mike Fine, President

II. APPROVAL OF MINUTES

A. March 16, 2021 Board of Directors Meeting

Mike Fine

III. ACTION ITEMS

A. Finance Committee Report

Teri Parker, Chair

i. Review of Financial Highlights Report dated 3/31/2021

- *Recommended Action: Acceptance*

B. Century Circle Funding Application

Launa Wilson

i. Review of Century Circle Funding Application Submission

- *Recommended Action: Approval*

IV. INFORMATIONAL ITEMS

A. Coil Funding Allocation

Mike Fine

B. Facilities Naming Gift Levels

Launa Wilson

V. OTHER BUSINESS

A. Chancellor's Remarks

Wolde-Ab Isaac

B. President's Remarks

**Gregory Anderson
Monica Green
Robin Steinback**

VI. ADJOURNMENT

Mike Fine

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

Annual Board of Directors Meeting

May 18, 2021

FINAL

MINUTES

The annual meeting of the Riverside Community College District Foundation Board of Directors was called to order by President Mike Fine at 7:30 a.m. via Zoom Conference		<u>Call to Order</u>
Members Present	Members Absent	Staff Present
Shauna Albright Dennis Brandt Shirley Coates Sergio Diaz Mike Fine Jacqueline Hall Jesús Holguín Judy Horan Martinrex Kedziora Teri Parker Robert Riddick Corey Seale Tamara Sipos David Slawson Lois Tomlinson	Jeremy Goldman Ben Johnson II Steve Loomis Wes Speake	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 Dr. Robin Steinback, Moreno Valley College President Michelle Herting, Incoming Foundation Board Member Albert Randall, Incoming Foundation Board Member Marie Wood, Incoming Foundation Board Member
<u>INFORMATIONAL ITEMS</u>		
<p>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.</p> <p>The Foundation has raised a total of \$3.2 million, fiscal year-to-date. The Foundation has seen a major increase in grant activity this year. Of thirty-nine grant submissions, only nine have been denied so far, which is a great return rate. E.D. Wilson thanked Development Officer Demarius Carmichael for his assistance in writing and submitting the grants.</p> <p>This year, several operational improvements that are significant to the operations of the Foundation have been made. The Foundation Toolkit, the primary source of information and guidance for internal constituents, has been digitized thanks to Assistant Director Wendy Johnson. The Foundation is currently in the process of documenting, in writing, all operational procedures for future records and is important for the on-going long term success of the organization. All the Gift Agreements have been created in templates to include standardized language across the board for all the various types of gift agreements.</p> <p>Due to the pandemic, the Colleges were unable to host the President’s Dinners in Fall 2020. E.D. Wilson thanked the College Presidents for their willingness to pivot with the Foundation to create very successful Giving Week events. The cost effectiveness in each of the events has resulted in the continuation of the event this upcoming year and beyond. In lieu of the annual Donor Appreciation Dinner, a very special project was completed. Donor Appreciation Gift Boxes were created for the top 2020 donors and personally delivered by E.D Wilson and D.O. Carmichael.</p> <p>Looking forward to next fiscal year, Giving Week planning for 2021 is already underway. Programmatic and budgetary planning will occur over the summer. Committee</p>		<u>Executive Director’s Report</u>

<p>assignments and the 2021-2022 meeting schedule will occur over the summer. A new board member orientation will be host in July or August. E.D. Wilson is excited to announce the first Board of Directors meeting next fiscal year, will be in-person, in the back yard of the Alumni House.</p> <p>In preparation of the return to campus, E.D Wilson and A.D. Johnson have created a plan on how to manage the Foundation Office with the guidance of the Chancellor and District Leadership. The plan is to start returning to in-person business next month. As previously stated, the first Board of Directors meeting in September will be in-person then transition to virtual board meetings after. Committee meetings can be accommodated in-person with the virtual option for those who prefer it. Public access to the Foundation offices will be limited. People will need appointments and meetings will be held outside if possible.</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. Acknowledged Vice Chancellor Goldware, Chancellor Isaac and all three college Presidents for their support and advocacy for the Foundation.</p>	
<p>President Mike Fine provided a progress update on the Foundation’s Strategic Plan. It is a five year plan and the organization is currently in the second year of implementation. E.D. Wilson’s comments, though focused on the past year, speak to the efforts of the past couple years. The Foundation has made excellent process from both an operational standpoint and a programmatic standpoint with regard to the Foundation’s activities.</p> <p>The Foundation, more than ever, is focused on its mission of supporting the District and its colleges through fundraising. Continue to give out roughly \$500,000 a year in scholarships directly to students which is a historical mission of the organization to support students. The Foundation also slightly pivoted to make an intentional expansion of fundraising efforts to increase funding for District and college programmatic priorities as well. The organization made a deliberate and strategic expansion of donor relation activities and established college specific fundraising events to bring more focused fundraising to the colleges from their surrounding communities. In the past, the Foundation hosted a longstanding annual fundraising dinner. The event has been broken down to be college specific to what is now known as the President’s Dinners.</p> <p>Fundraising outputs and outcomes improvements is a theme that should be highlighted. The addition of one new staff member, specifically Development Officer Demarius Carmichael, at the beginning of the strategic planning period has enabled more donor conversations, grant submissions, and improved results in annual giving and major gifts. The work being done has clearly demonstrated that with additional staff that the strategic plan calls for, the organization can continue to grow and expand its positive fundraising impact for the District.</p> <p>Behind the scenes, operational improvements have consumed a lot of time but are truly important foundational and structural things. When E.D. Wilson came on board, the organization inherited great relationships on the campuses and community, but there were cracks in the structural arrangements and operations such as documents, data, database management, agreement templates and a variety of other things. There has been a real investment in the Board of Directors. President Fine praised E.D. Wilson and Secretary Robert Riddick for all their work on the Nomination Committee to bring forth a diverse board both geographically and in ethnicities and for continuing to grow the Board’s representation of all three campuses and very much changing the look and input of the Board.</p> <p>Though the Foundation has shown great progress in regards to the strategic plan, there are challenges ahead. The organization has completely engaged in the strategic planning</p>	<p><u>President’s Report</u></p> <p><u>Strategic Plan</u> <u>Progress</u></p>

process, however resources are not fully there. The Foundation has a staff heavy mission, in that major fundraising efforts take a lot of time and care. Unfortunately, the Foundation staff capacity is currently very small and not conducive to the growth that is called for in the plan. President Fine gave credit to E.D. Wilson and A.D. Johnson for filling all approved staff positions, for the first time in a number of years. The strategic plan calls for additional positions to make the investments in the goals that were approved. Despite dramatic improvements and successes, the plan does call for additional growth in outputs and outcomes and proactive relationship building with major individual and private foundation donors. The plan also calls for the Foundation to get into planned giving. There are currently elements in the Foundation today in planned giving, but it is not a focus area. Expansion into that area cannot happen due to staff limitations. One Foundation goal is to assign a staff member to each of the three colleges so there is a contact person dedicated to that specific college and their efforts on campus, however the organization has not been able to implement that due to limited staffing. The organization has clearly demonstrated that investment into staff is worthwhile.

President Fine opened the floor to questions regarding the strategic plan update. Vice President Corey Seale applauded the summary of where the organization is today. Secretary Riddick echoed VP Seale's sentiments. Board Member Judy Horan expressed gratitude that the organization is treating the strategic plan like a living document and that it has not been shelved, which often happens with strategic plans. President Fine credited the strategic planning process overall to the Chancellor, Trustees and the executive team.

President Fine took time to recognize the outgoing Board members. Member Horan was the President in 2018-2019 and served two terms, or six years, on the Board. President Fine thanked Member Horan for the example she showed in service and leadership, for the ongoing commitment to stay involved in the Norco President's Advisory Board and as a community volunteer for the Foundation. Member Horan was also thanked for her commitment to the arts programs at RCC.

President Fine then recognized Board Member Tami Sipos, who served as President of the Board in 2017-2018 and two terms. Member Sipos' brought tremendous experience and service to the Finance Committee and has been key in guiding and updating the organization's infrastructure and policies.

President Fine went on to acknowledge Board Member Wes Speake who served one term for the last three years. The organization is grateful for the advocacy for the Foundation and colleges, specifically Norco College, in the community. Lastly, President Fine acknowledged Board Member Jeremy Goldman for serving one term. Member Goldman is the local government affairs representative for Edison International and Member Goldman's service representing Edison is a long-standing commitment by Edison to support the Foundation.

President Fine welcomed the three incoming Foundation Board Members and requested that each introduce themselves to the rest of the Board. Michelle Herting is a certified public accountant, accredited business evaluation specialist and accredited estate planner. Ms. Herting has a special interest in charitable gift planning and higher education, and would love to help the Foundation develop in this area.

Dr. Albert Randall started off his career during the Vietnam War in the military as a combat aviator. He then went into aerospace as an executive and worked for companies such as Hughes and Northrop Grumman. Dr. Randall was most recently the Chairman of the Board of Governors for Corona Regional Hospital and is currently on the Norco President's Advisory Committee. Dr. Randall's passion is with youth and helping prepare them for higher education and the future.

Marie Wood immigrated to the country when she was 12 years old. Ms. Wood attended Palomar Community College in San Diego and it was instrumental for her career. With the introduction to education and the support, Ms. Wood became a lawyer and practices business, real property and immigration law. Ms. Wood's work is focused on giving back to the community, especially students that need a little help to get them on the right track. Ms. Wood is looking forward to joining the Board.

Outgoing Board Member Recognition

Incoming Board Member Welcome

OTHER BUSINESS

President Fine introduced the new officers for the 2021-22 fiscal year based on the elections from last week. Elected to be President is Corey Seale, Vice President is Robert Riddick, Secretary is Lois Tomlinson and Treasurer is Teri Parker. Though there has always had a treasury function in the Foundation's bylaws, the process was divided between the District and Chair of Finance Committee, but this year it was elected to fill the Treasurer roll to bring additional strength and accountability to those responsibilities.

Finally, President Fine thanked the Board for the opportunity to serve as President for the past two years. President Fine started his relationship with the Foundation as an outside person being on the Audit Committee and it resulted in an outstanding opportunity to serve in the community. This Foundation is an opportunity to give back to the community that invested in him for over 60 years. President Fine expressed his gratitude to the Board, Foundation Staff, District leadership and college Presidents.

There being no further business, the meeting adjourned at 8:16 am.

ADJOURNMENT

Prepared by:

Shannon Tillett

Shannon Tillett
Administrative Assistant

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

Board of Directors Meeting

May 18, 2021

FINAL

MINUTES

The meeting of the Riverside Community College District Foundation Board of Directors was called to order by President Mike Fine at 8:16 a.m. via Zoom Conference		<u>Call to Order</u>
Members Present	Members Absent	Staff Present
Shauna Albright Dennis Brandt Shirley Coates Sergio Diaz Mike Fine Jacqueline Hall Jesús Holguín Judy Horan Martinrex Kedziora Teri Parker Robert Riddick Corey Seale Tamara Sipos David Slawson Lois Tomlinson	Jeremy Goldman Ben Johnson II Steve Loomis Wes Speake	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 Dr. Robin Steinback, Moreno Valley College President Michelle Herting, Incoming Foundation Board Member Albert Randall, Incoming Foundation Board Member Marie Wood, Incoming Foundation Board Member
<u>ACTION ITEMS</u>		
President Fine called the Members' attention to the previous meeting minutes from March 16, 2021. <u>It was moved and seconded to approve the March 16, 2021 Board of Directors meeting minutes. M/S/C: Robert Riddick/Dennis Brandt.</u>		<u>Approval of Minutes</u>
Finance Committee Chair Teri Parker presented an overview of the Financial Highlights Report dated March 31, 2021. The overview included a snapshot of the organization's cash/investment position, revenues and expenses. Total assets as of March 31 are \$15,426,036. Quite a bit of the increase are due to market appreciation and the Foundation is fortunate the portfolio held up and rebounded. Total revenue for the year is \$2,880,812. Total expenses to date are \$1,170,267. Net income to date is \$3,647,884. <u>It was moved and seconded to accept the Financial Highlights Report dated March 31, 2021. M/S/C: Corey Seale/Tamara Sipos.</u>		<u>Finance Committee Report</u>
Executive Director Launa Wilson informed the group the Foundation received an application from the RCC Business & Information Systems and Technology department. The amount being requested is just under \$2,000 from the Century Circle Fund and the department is requesting the funds to help students pay for a Certified Global Business Professional certification exam. The CGBP exam is part of the department's larger effort to become accredited by their industry's top professional organization the North American Small Business International Trade Educators Association. Not only will the funds help students, but through the new accreditation it will also help the department bring more awareness to the business program and college overall. E.D Wilson recommended approval		<u>Century Circle Funding Application</u>

<p>for the allocation request from the Century Circle Fund. President Anderson appreciated the support to help strengthen the program.</p> <p><u>It was moved and seconded to approve the Century Circle Funding Application submission. M/S/C: Dennis Brandt/Teri Parker.</u></p>	
<p><u>INFORMATIONAL ITEMS</u></p>	
<p>President Fine provided an update on the allocation of the Henry Coil trust. The trustee sold the Monterey property and the proceeds from the sale will be paid to the Foundation in cash as opposed to going into the trust. The organization wanted to get an initial payment in hand after waiting years so the funds could be given out to the arts department to support their program as quick as possible. The organization has not received the proceeds as the Foundation took the position the hold harmless agreement the trustee wanted the organization to execute was inappropriate. President Fine reported the Executive Committee’s decision on the allocation for the first set of dollars. Though there is no clearly defined school of the arts yet, they are defined in the document provided. In working with President Anderson, the Dean and department Chairs from the various entities, initial needs have been identified. The intention is to endow a certain amount as well as pay out a certain amount so funds can immediately be used in the program to benefit the students and faculty. The first designation is to establish the Henry W. Coil Jr. Endowed Term Teaching Chair for the Arts and the second designation is to establish the Henry W. Coil Jr. Visiting Artist Fund. President Anderson commented briefly that the Dean and Faculty Chairs worked closely on these ideas and they represent a really good approach to philanthropic funds because they are funding things that are hard to find funding for. For RCC to be able to establish a model for an endowed term teaching chair, can serve to benefit the college as they seek further funds from other sources to establish similar chairs in other disciplines.</p>	<p><u>Coil Funding Allocation</u></p>
<p>E.D Wilson presented the Board with the updated Minimum Gift Requirements for Naming of Facilities, Events and Programs form. There are two ways by which someone can have their name on a building or classroom. There is an honorary naming which usually happens when someone is nominated for extensive service to one or more college, the District or community where no gift is involved. The other naming is through a charitable contribution through the Foundation to support a program on one of the college campuses. The second method is what the document is meant for. The new document is broken down into categories with minimum amounts for each category. This allows the ability to negotiate terms of the naming and gift amount. The information was presented to the Executive Committee in April and the document was approved. E.D. Wilson shared it with the full Board for informational purposes.</p>	<p><u>Facilities Naming Gift Levels</u></p>
<p><u>OTHER BUSINESS</u></p>	
<p>District Chancellor Dr. Wolde-Ab Isaac expressed gratitude for the annual report presentation. Chancellor Isaac commended the commitment to implement the strategic plan. Chancellor Isaac thanked the Board for volunteering their time and it is clear how much the community cares for the students and institution. Chancellor Isaac recognized the disappointment and frustrations of seeing the potential, but not having the resources. There is a need for more staffing in the Foundation and the argument is clear that if the institution does not invest in personnel, the institution cannot expand the capacity. Chancellor Isaac expressed gratitude for the Board expansion and how the Board now reflects the community and society the organization serves both geographically and ethnically. In August, everyone will return to face-to-face operations. Managers and classified staff will return earlier in June to help planning and faculty and students will return on August 23, 2021. The Board of Trustees intends, much like the California State University and University of California systems, to mandate vaccinations after the vaccine has been granted full registration. The District is committed to safety and staying in line with the health guidelines. Chancellor Isaac mentioned the American Recovery Plan will bring in</p>	<p><u>Chancellor’s Remarks</u></p>

