

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 Diaz

Jeremy Goldman

Jacqueline Hall

Jesús Holguín

Ben Johnson II

Martinrex Kedziora

Steve Loomis

Tamara Sipos

David Slawson

Wes Speake

RCCD Foundation Board of Directors Meeting

September 15, 2020

7:30am – 8:30am

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.

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|------|---|---|
| I. | Call to Order | Mike Fine, President |
| II. | ACTION ITEMS | |
| A. | Executive Committee Report | Mike Fine/
Wendy Johnson |
| i. | Updated RCCDF Governing Documents | |
| | • Recommended Action – Ratify Approval | |
| ii. | 2020-21 Program Plan | Mike Fine/
Launa Wilson |
| | • Recommended Action – Approve | |
| iii. | 2020-21 Operating Budget | Mike Fine/
Wendy Johnson |
| | • Recommended Action – Ratify Approval | |
| B. | Finance Committee Report | |
| i. | Financial Highlights Report dated 6/30/2020 | |
| | • Recommended Action – Ratify Acceptance | Teri Parker, Chair |
| III. | INFORMATIONAL ITEMS | |
| A. | Audit Committee Report | Corey Seale, Chair |
| B. | Nominations Committee Report | Robert Riddick, Chair |
| C. | Executive Director's Report | Launa Wilson |
| IV. | OTHER BUSINESS | |
| A. | Chancellor's Comments | Wolde-Ab Isaac |
| B. | College President Comments (if in attendance) | Monica Green
Robin Steinback
Gregory Anderson |
| V. | PUBLIC COMMENT | |
| VI. | ADJOURNMENT | |

RIVERSIDE COMMUNITY COLLEGE DISTRICT FOUNDATION

Board of Directors Meeting

September 15, 2020

FINAL

MINUTES

The meeting of the Riverside Community College District Foundation Board of Directors was called to order by President Mike Fine at 7:31 a.m. via Zoom Conference		<u>Call to Order</u>
Members Present	Members Absent	Staff Present
Dennis Brandt Shirley Coates Sergio Diaz Mike Fine Jacqueline Hall Jesús Holguín Judy Horan Ben Johnson II Steve Loomis Teri Parker Robert Riddick Corey Seale Tami Sipos David Slawson Lois Tomlinson	Shauna Albright (E) Jeremy Goldman (U) Martinrex Kedziora (E) Wes Speake (U)	Launa Wilson, Executive Director Wendy Johnson, Assistant Director Demarius Carmichael, Community Relations Specialist Guests: Dr. Wolde-Ab Isaac, RCCD Chancellor Dr. Gregory Anderson, Riverside City College President Dr. Monica Green, Norco College President Rebecca Goldware, Vice Chancellor Institutional Advancement and Economic Development
<u>ACTION ITEMS</u>		
<p>President Fine called the Members' attention to the updated Foundation governing documents in the Board packet, with special attention to the brief summary of changes provided by staff. President Fine provided a brief overview of the changes to the organization's Articles of Incorporation and Bylaws, explaining that the majority of these changes were required due to changes in state nonprofit law. After discussion and further explanation of several minor details, President Fine called for a motion to ratify the Executive Committee's approval from its August 18, 2020 meeting.</p> <p><u>It was moved and seconded to ratify approval of the updated RCCD Foundation governing documents as presented. M/S/C: Tami Sipos/ Teri Parker.</u></p>		<u>Updated RCCDF Governing Documents</u>
<p>President Fine provided a brief explanation of the relationship between the RCCDF Strategic Plan and the annual program plans developed by the Executive Director and her team. He then turned over the floor to Launa Wilson who called the Members' attention to the 2020-21 RCCDF Program Plan, with special attention to the Goals/Metrics section of the document. After discussion and clarification of several minor details, President Fine called for a motion to approve the 2020-21 RCCDF Program Plan.</p> <p><u>It was moved and seconded to approve the 2020-21 RCCD Foundation Program Plan as presented. M/S/C: Corey Seale/Dennis Brandt.</u></p>		<u>2020-21 Program Plan</u>
<p>President Fine provided a brief overview of the 2020-21 Operating Budget that was created by Foundation staff and presented and approved by the Executive Committee at its August 18, 2020 meeting. Seeing no questions or further discussion, President Fine called for a motion to ratify the Executive Committee's approval.</p> <p><u>It was moved and seconded to ratify approval of the 2020-21 RCCD Foundation Operating Budget as presented. M/S/C: Ben Johnson II/Sergio Diaz.</u></p>		<u>2020-21 Operating Budget</u>

<p>Finance Committee Chair Teri Parker presented an overview of the Financial Highlights Report dated June 30, 2020. Overview included a snapshot of the organization’s cash/investment position, revenues and expenses. After the overview and seeing no questions or further discussion, President Fine called for a motion to ratify the report’s acceptance by the Finance Committee at its September 1, 2020 meeting.</p> <p><u>It was moved and seconded to ratify acceptance of the Financial Highlights Report as presented. M/S/C: Corey Seale/Jacqueline Hall.</u></p>	<p><u>Finance Committee Report</u></p>
<p style="text-align: right;"><u>INFORMATIONAL ITEMS</u></p>	
<p>Vice President Corey Seale presented an overview of the audit process and its importance to the overall health and functionality of the RCCD Foundation. He also explained that as the Vice President of the Board, he automatically chairs the annual audit process according to the Bylaws. The Audit Committee is an ad-hoc committee that meets for a very short period in order to review the audit report with the auditors and present its final recommendation to the full Board. With President Fine’s support, VP Seale solicited volunteers from the Board to serve on the Audit Committee for this year. Joining the Audit Committee for 2020 are: David Slawson, Tami Sipos, and Lois Tomlinson.</p>	<p><u>Audit Committee Report</u></p>
<p>Secretary Robert Riddick presented an overview of the nominations process and its importance to the continuity of the RCCD Foundation Board of Directors and the overall health of the organization. He also explained that as the Secretary of the Board, he automatically chairs the annual nominations process according to the Bylaws. The Nominations Committee is an ad-hoc committee that meets from November through March to identify and vet potential incoming board members and present its final recommendation to the full Board. With President Fine’s support Secretary Riddick solicited volunteers from the Board to serve on the Nominations Committee for this year. Joining the Nominations Committee for 2020 are: Ben Johnson II and Jacqueline Hall.</p>	<p><u>Nominations Committee Report</u></p>
<p>Executive Director Launa Wilson provided a brief update on FYTD accomplishments and upcoming Foundation activities. Funds raised to date are just over \$190,000, including several major gifts from corporate donors including Bank of America, SchoolsFirst Federal Credit Union and CapRock Partners. The second annual scholarship student profile mailing went out in August to all scholarship donors, and response has been overwhelmingly positive. The next donor stewardship project upcoming is the third annual endowment report mailing, which is due for completion in early November. E.D. Wilson reminded the Board of each of the college Giving Week events and encouraged them to consider sponsoring or participating. Finally, E.D. Wilson announced that a new Administrative Assistant is currently moving through the final HR process and will hopefully begin work within the next month.</p>	<p><u>Executive Director’s Report</u></p>
<p style="text-align: right;"><u>OTHER BUSINESS</u></p>	
<p>RCCD Chancellor Wolde-Ab Isaac provided a brief update on the District’s hybrid campus re-opening for a limited number of CTE programs that have lab and other instructional requirements that cannot be accomplished remotely. Chancellor Isaac expressed pride in the health precautions taken by the District and Colleges to ensure the safety of faculty, staff, students and administrators who are spending time on-site. Chancellor Isaac also expressed his gratitude to the Foundation Board of Directors for the financial support it approved to help students in need who did not qualify for other forms of emergency aid. Finally, Chancellor Isaac encouraged the Board to continue this support and fundraising specifically for emergency student needs, as many RCCD students continue to be impacted by the ongoing COVID-19 pandemic.</p>	<p><u>Chancellor’s Remarks</u></p>
<p>Norco College President Monica Green provided a brief update on Norco College’s transition to hybrid instruction for courses requiring limited in-person activity. President Green also took the opportunity to talk about Norco College Giving Week and encourage Foundation Board Members to sponsor or participate. Finally, she thanked the Foundation</p>	<p><u>College Presidents’ Remarks</u></p>

<p>for its ongoing partnership and support of the entire District and Norco College specifically.</p> <p>Riverside City College President Gregory Anderson also provided a brief update on Riverside City College's transition to hybrid instruction for courses needing it. President Anderson also spoke about his ongoing effort to increase engagement from the broader community despite the current challenges presented by the pandemic. Finally, President Anderson touched briefly on the upcoming RCC Giving Week event scheduled for December 2020.</p>	
<p>There being no further business, the meeting adjourned at 8:38 am.</p>	<p><u>ADJOURNMENT</u></p>
<p>Prepared by:</p> <p><i>Shannon Tillett</i></p> <hr/> <p>Launa Wilson Executive Director</p>	