

**SAN BERNARDINO VALLEY COLLEGE
FOUNDATION MINUTES
June 12, 2013 – 4:00 p.m. – District Board Room**

SBVC Foundation Members Present:

Bruce Baron	Craig Petinak
Rich Beemer	Beverly Powell
Lois Carson	Tanya Rogers
Stephanie Cereceres	Ruth Sandlin
Dr. Gloria Fisher	Donald Singer
Patricia Hinojosa	Lew Warren
Barbara McGee	Evlyn Wilcox

SBVC Foundation Members Absent:

John Futch	Mark Seay
Eloise Gomez Reyes	Paul Shimoff
Judi Penman	Mike Stull
James Ramos	Bob Temple
Leslie Rodden	Danny Tillman
Lynda Savage	Brian Townsend

Guests Present:

Charles E. Painter of Painter, Smith & Gorian
Steve Dobrenchuk of Payden & Rygel

SBVC Foundation Staff Present:

Cyndie St. Jean
Laura Gowen

I & II Call to Order; Welcome & Introductions:

President Rich Beemer called the meeting to order at 4:06 p.m. and introduced Bruce Baron, Chancellor at SBCCD.

III. Approval of the Minutes of April 17, 2013:

Rich Beemer asked for a motion from the members present to approve the minutes of April 17, 2013. **TANYA ROGERS so moved; LOIS CARSON seconded the motion. MOTION APPROVED.**

IV. Financial Reports:

Charles Painter of Painter, Smith and Gorian distributed a report showing the annual investment status of our account for 2012. He walked through the charts and answered any questions.

Steve Dobrenchuk of Payden and Rygel distributed his report showing the annual investment status of our account. He walked through the charts and answered any questions. Our account is all bonds, mostly AA, which is near the top of bond quality.

Tanya Roberts presented the Foundation budget for 2013-2014. She spoke about grants and Valley-Bound timing. Rich Beemer asked for a motion to accept the Foundation Budget for 2013-2014. **LOIS CARSON so moved; STEPHANIE CERECERES seconded the motion. MOTION APPROVED.**

V. Director & Officer Elections:

Lois Carson reported that the Board Development Committee met and distributed 2013-2016 Slate of Directors. She stated that one director, Leslie Rodden, has indicated that she will not return to the board next year due to work commitment. They recommended that Nancy O'Kelley, retired high school principal (Eisenhower HS) in Rialto and is currently a board member for the Rialto Unified School District, be added to the Board. Rich Beemer asked for a motion to accept the slate of Directors for the Foundation. **LOIS CARSON so moved; LEW WARREN seconded the motion. MOTION CARRIED.**

Lois also spoke about the 2013-2014 Slate of Officers. She reported that all current officers have agreed to a second term. Rich Beemer asked for a motion to

accept the slate of Officers for the Foundation. **LOIS CARSON so moved; PATRICIA HINOJOSA seconded the motion. MOTION CARRIED.**

VI. SBVC President's Report:

Dr. Gloria Fisher spoke about the Child Development Center. They are currently operating at full capacity and turning away children. She reported that we have received a grant of \$270,000.00 for our child development center. We will be able to accept 40 more children and hire additional faculty.

She also reported that priority registration for Valley-Bound students has been formalized allowing them priority registration to help fulfill their requirements.

VII. Foundation Director Search:

Rich Beemer indicated that he, Paul Shimoff, Beverly Powell and Tanya Rogers sat down with Dr. Gloria Fisher. They looked at the current job description of the Foundation Director and looked at other colleges to compare. Rich indicated that the person placed in charge should have a solid background in running a non-profit organization.

Bruce Baron, Chancellor addressed the issue. He indicated that this is an excellent time to re-evaluate the job description for the Foundation Director. Take into consideration job descriptions from other colleges and similar sized non-profits. That the new director needs to work on a progressive 5-7 year plan including planned giving campaign, fundraising, and alumni relations.

Bruce indicated that he would like to bring in an interim director for the first six months (July to December) to maintain the flow of business. While this person is here, contact CASE (Council for Advancement and Support of Education). They are education's leading resource for knowledge, standards, advocacy and training in alumni relations, communications, fundraising, marketing and related activities. Bruce stated we could contract a CASE consultant to come in and determine the effectiveness of our organization compared to other successful organizations, create a profile for the type of person we are looking for in the Director position,

including experience in running a non-profit, and determine a competitive salary which probably needs to be higher. CASE is excellent in accessing leadership and staffing levels. He also believes we are understaffed.

Currently the Foundation provides scholarships but does not raise money for staffing. We have talked for many years about an alumni coordinator to build an alumni database, create a formal campaign, and put together look at planned giving. According to Bruce, a foundation of this size should be able to create an annual \$5 million campaign. Bruce indicated that the new director needs to understand the district funding gaps and the direction the district is going and include that in their strategic planning. Bruce will go to his Board of Trustees and ask for the funds to pay for the CASE consultant. We will create an RFP, send to a number of consultants and make up a committee to look at and make a recommendation for staffing and salary requirements.

Lois Carson indicated we need to continue going forward and planning. She is very supportive of bringing in a consultant from CASE. She is familiar with CASE and indicates they would be helpful.

Stephanie Cereceres said we should look at retirees from our organization or other non-profits in the area that could be a great asset to our Foundation.

Bruce stated we can post the interim position immediately and asked how much the Foundation Board would like to be involved. Rich Beemer indicated that the president and vice president of the Foundation (Rich Beemer and Beverly Powell) would like to be involved in selecting the interim director.

Tanya, Gloria, Beverly and Rich will meet next week to move forward on the interim position. Tanya indicated there are several organizations she will contact to get a list of potential candidates. The interim position can be posted immediately. The goal is to start the interim as close to July 1 as possible. Tanya spoke with Donna and she will provide whatever she can to make a smooth transition.

VIII. New Business:

Dr. Ruth Sandlin is committee chair for a fundraiser event in October.

The next meeting will be held in September, the date and location to be determined. Everyone agreed the meeting should remain at 4:00 p.m.

IX. Adjourn:

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Dr. Gloria Fisher, Acting Secretary