



SAN BERNARDINO VALLEY COLLEGE FOUNDATION MINUTES
May 6, 2015 - 5:00 p.m.

SBVC Foundation Members Present/Absent:

A	Bruce Baron	A	Patricia Hinojosa	A	Mike Stull
P	Rich Beemer	A	John McMahon	A	Danny Tillman
P	Lois Carson	A	Judi Penman	A	Barbara McGee
P	Stephanie Cereceres	A	Beverly Powell	P	Eloise Gomez-Reyes
P	Dr. Gloria Fisher	P	Ruth Sandlin	A	Jose Torres
P	Gloria Harrison	P	Lynda Savage	A	Brian Townsend
A	John Futch	P	Paul Shimoff	A	Evlyn Wilcox
		A	Donald Singer	P	Dr. Greg Zerovnik

SBVC Foundation Staff Present: Mr. Kevin Dooley, Mrs. Laura Gowen

I. Call to Order; Welcome & Introductions:

President Lynda Savage called the meeting to order at 5:00 p.m.

II. Welcome & Introductions:

Guests Present:

- A.) Phil Morris – Retired Judge, Superior Court of Ca., County of San Bernardino
- B.) Heidi White, CPA – Painter, Vavrinek, Trine, Day & Co.

III. Approval of minutes from March 18, 2015

No changes noted. Rich motioned and Eloise 2nd.

IV. SBVC President’s Report: Dr. Fisher mentioned that we were sharing the evening with an amazing on-campus “dedication” over at the art studio. We have a number of platforms around campus that have been awaiting art to be completed. We have been gifted a piece of art for the platform in front of the art studio and the dedication was taking place at the same time. Please take some time to appreciate this new art.

We have been successful in filling eight full time faculty positions. However, we have also had three additional faculty members retire. The plans are to fill these positions as soon as possible.

She also invited everyone to become familiar with the campus calendar, located on the school's website, to keep up to date on all of the campus events.

VI. Committee Reports:

- a.) Finance: Mr. Dooley filled in for Ms. Hinojosa.
 - a. Foundation financials. Using the Statement of Activity, revenue showed \$532,681 for the end of FYQ3. Crossing \$500,000 is a great sign and puts the Foundation within striking distance of the goal of \$750,000.
 - b. Audit Update for FY 2013/2014 – Mrs. Heidi White (near the end of the meeting) briefly reviewed the audit and opened the floor to questions. Mr. Paul Shimoff noted a \$46,000 amount on the final page of the audit. Mrs. White shared that this amount had been wrong categorized, and was adjusted to balance the audit. Mrs. White also referenced the suggested changes to the Business Office Functions she and her staff provided. Each of the nine points should be addressed moving forward, and improve overall productivity of the Foundation.
 - c. Directors and Officers Insurance – quotes were provided and two of three were competitive. The projected costs were between \$2,900 and \$3,600 a year. The Finance Committee will review the information and provide their suggestion to the Executive Committee and the entire board for final discussion and a vote for approval (if appropriate).
 - d. RFP for new financial institutions – Mr. Dooley has provide the Finance Committee with a template, that includes a suggested timeline, to use when requesting proposals for asset management of

the Foundations investment portfolios from financial institutions. The Finance Committee will review the RFP, and begin the process sometime this summer.

b.) Board Development: Ms. Lois Carson shared that the committee had worked hard over the past three months to research and meet with potential new board members. She shared that she would have preferred to have all of the possible candidates listed on the ballots but that for now we would vote on the three listed. Mr. Dooley advised the board that approving a large number of new members is significant. However, the board should consider staggering the approval of new board members to avoid having too many end their terms during the same year. Ballots were provided and the vote was tallied. The results were a unanimous approval for all three candidates (Gary Miller, Gary Saenz and Edward Szumski) as new board members starting July 1, 2015.

c.) Fundraising: Mrs. Ruth Sandlin

- a. Golf Tournament Results – We had beautiful weather for the day's event and rough numbers at this point show that we were successful in raising \$18-20,000 for the event which welcomed @ 90 golfers.
- b. Graduation Appeal – More than 7,000 letters will be mailed in our annual graduation appeal. This mailing should go out next week.
- c. Board Gifts – Mrs. Sandlin reminded the board that some have met their financial goal for the year and thanked them. She reminded everyone to make his or her gift by the end of the year (June 30th). Discussed was the possibility of a reminder system to notify members of their giving levels each month in order for them to stay on top of their expectations for the year. This is a possibility and will have to be looked at for the best method of notification.
- d. 90th Anniversary Gala 2016 – The proposed date of October 15th, 2016 was shared. At this point, we are securing chairs to head the committee. Dr. Fisher suggested a Friday may be better than a Saturday due to staffing and expense to the college. After some

discussion it was agreed upon that the 90th would be celebrated on a Saturday.

Mrs. Stephanie Cereceres has been asked to chair but has reservations unless another person accepts to “co-chair” with her, as this is such a large event. Laura will review the documents from the 85th to see if chairpersons were assigned. Documents do show that the Master of Ceremonies was Carleton W. Lockwood.

The Fundraising Committee will review the programs from the 75th and 85th events for things such as event layout, guest list and VIP’s.

d.) Institutional Awareness: Mr. Brian Townsend was absent however Dr. Greg Zerovnik shared that he had met with Mr. Townsend and that he is making some progress on highlighting our events and the campus in general in local publications.

VII. Director’s Report: Mr. Kevin Dooley

- a.) Update on the Director of Development and Community Relations position – Mr. Dooley reported that the first level interviews take place during the week of May 11, 2015. Mr. Rich Beemer and Ms. Barbara McGee will represent the Foundation. The second level is to be held the week of May 18th or 25th assuming that the first level goes well. Mrs. Lynda Savage will represent the Foundation at the second level. Mr. Dooley reported that the selection and approval of a new Director by the Board of Trustees could occur in June, but July is more realistic. The hope would be to have someone assigned and for the beginning of the fiscal year.
- b.) Grant Update – Mr. Dooley reported that grant applications and letters of inquiry (LOI) had been requested or sent to The Park Foundation (\$70,000), EdExcelencia! (\$5,000), The Johnson-Ohana Foundation (\$25,000) and The S. Mark Taper Foundation (\$250,000) over the past 5 months. Mr. Dooley nominated the Valley-Bound Commitment Program and Ms. Maria Del Carmen Rodriguez for the James Irvine Leadership Award (\$200,000).

Responses should begin to come into the Foundation (or the contact on the application or LOI) over the coming weeks and over the summer.

- c.) Reaching the \$750,000 Goal by June 30, 2015 (The Next 56 Days) – Mr. Dooley shared that the Graduation Appeal will help the Foundation get closer to the goal by adding another \$5,000 to \$7,500 if all goes well. However, an additional \$200,000 to \$213,000 will be needed to clear the goal. Board members should continue to promote the needs and opportunities available at SBVC, and complete their financial commitment prior to June 30, 2015.
- d.) Continuation Memo – A continuation memo will be provided in the coming weeks, which will outline the most important steps needed as summer approaches. Mr. Dooley for reminded the board that his contract ends on May 8, 2015 and he thanked the board for the honor of serving the Foundation. He expressed his availability to offer assistance to the new Director when he/she was chosen.

VIII. Next Board Meeting:

**June 17 – ANNUAL MEETING
5:00 p.m. B-100**

VIII. Adjourn: The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Dr. Gloria Fisher, Secretary