



## SAN BERNARDINO VALLEY COLLEGE FOUNDATION MINUTES

November 8, 2023 - 5:00 p.m. – AD/SS 207/ZOOM

### **SBVC Foundation Board Directors Present/Absent:**

<b>P</b>	Dolores Armstead	<b>P</b>	Mike Layne	<b>P</b>	Thomas Robles
<b>P</b>	Paul Bratulin	<b>P</b>	Becky Lepins	<b>A</b>	Diana Z. Rodriguez
<b>A</b>	Davena Burns-Peters	<b>A</b>	Bronica Martindale	<b>A</b>	Nelva Ruiz Martinez
<b>A</b>	Michael Burrows	<b>P</b>	Justin Martinez	<b>A</b>	George San Martin
<b>P</b>	Veronica Bustillos	<b>A</b>	Kimberly Morales	<b>A</b>	Allynn Scott
<b>P</b>	Bill Clarke	<b>P</b>	Kerry Neal	<b>P</b>	Michael Sola
<b>P</b>	John Echevarria	<b>A</b>	Shelby Obershaw	<b>P</b>	Steve Sutorus
<b>P</b>	Linda Fontanilla	<b>A</b>	Lisa Obershaw-Durham	<b>A</b>	James Tillman
<b>A</b>	Scott Henderson	<b>P</b>	Joseph Paulino	<b>A</b>	Helen Tran
<b>A</b>	Ernesto Izarraras	<b>P</b>	Ernie Perez	<b>A</b>	Anne Viricel
<b>P</b>	Kenneth Lane	<b>P</b>	Anthony Roberson		

**SBVC Staff:** Phylcia Sanchez

**Guests:** Carol Dixon

### **I. Call to Order:**

President Justin Martinez called the meeting to order at 5:19 p.m.

### **II. Approval of minutes from the September 13, 2023**

Lane moved, Robles seconded, minutes were approved.

### **III. Spring Gala Updates:** Carol Dixon

Currently, there have been 15 out of 50 tables sold for the upcoming gala. The invitations will be mailed on or shortly after January 2, 2024. The centerpieces for the event are being created by the art department. There will be 4-6 items for the live auction. The catering for the event has been secured. Lamar has offered to advertise the gala on their billboards throughout the Inland Empire.

### **IV. SBVC President’s Report**

- Compliments were given to Mike and Phylcia for their hard work in the Foundation Office. The President’s Office is working on having a full-time Administrative Assistant join the Foundation Department.
- The college is currently working on the new bachelor’s degree program for Water Resource Management. SBVC may be the only college that has applied for this program at the community college level.

- The enrollment trend is continuing to increase. The college is continuing to contact any students that have fully dropped from their classes to ask why they left and how could the college assist the student so that they can return to school.
- Tennille Norris was thanked for her time and service while she served as Interim Vice President of Administrative Services. Keith Bacon will start in January as the permanent Vice President of Administrative Services.

#### **V. Committee Reports**

a) Alumni – Thomas Robles

The committee would like to host more engagement events for alumni to be able to attend. In addition, the committee would also like to start an Alumni Spotlight feature in the Foundation newsletter.

b) Board Development – Thomas Robles

The committee will be meeting soon.

c) Finance – Justin Martinez

No report.

d) Fundraising – Justin Martinez

No report.

Strategic Planning – TBD

No report.

e) Audit – Justin Martinez

No report.

#### **V. Budget Report:** Mike Layne

The Board was provided with the Foundation’s actuals vs. budgeted report through September 2023. There were no issues with the budget report.

#### **VI. Director-’s Report:** Mike Layne

- The Foundation is still selling corporate tables. Starting in January, individual tickets will go on sale.
- The Foundation is waiting to hear a response from San Manuel regarding the \$2.2 million grant proposal they submitted. The grant would allow them to increase staffing in the department which would then increase donor cultivation and donations.
- The grant application has officially been submitted for the \$1.5 million grant from Congressman Pete Aguilar. The grant will be used to purchase two zero-emission trucks for the electric vehicle program and a large portable generator.
- The Foundation has been awarded an Edison Grant for \$25,000 for Edison STEM scholarships as well as a \$45,000 grant to support the Electric Vehicle Tech Program and a \$5K sponsorship for the Spring Gala.
- The Foundation has hired a new student worker to assist in the office. Her name is Leslie Uribe.
- The Foundation hosted a table at the San Bernardino Block Party in October to promote the Foundation and the college.
- Currently the auditor is wrapping up the 2022-2023 audit.
- The Foundation is currently working on an end of the year appeal that will be mailed to donors and community members.

- The Employee Giving Campaign will start on Monday, November 27<sup>th</sup>. The goal of the campaign is to increase the number of employees donating through payroll deduction and the amount of funds the employees are donating.
- The scholarship application opened on October 1, 2023, and the application will close on January 31, 2024.
- The Foundation will be starting to look for a new bank due to another fraudulent check being cashed. A police report has been made and the officers are currently investigating the case.

**VII. Old Business:** Justin Martinez

No report.

**VIII. New Business:** Justin Martinez

The Board was informed that when the minimum endowment threshold was increased from \$2,500 to \$5,000 in 2018, the \$2,500 endowments were not receiving their allocated interest because the accounts were not grandfathered in at the time. The Board was asked for a motion to allocate interest to the old \$2,500 endowment accounts. The motion was made by Paulino and seconded by Clarke. The motion was approved.

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

Respectfully submitted,

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Dr. Linda Fontanilla, Secretary