



## VICTOR VALLEY COLLEGE DISTRICT FOUNDATION, INC.

Board of Directors

Meeting: June 14, 2017

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### MINUTES

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Present: Peter Allan, Tim Anderson, Casey Armstrong, Jackie Augustine-Carreira, Don Brown, Lorrie Denson, Craig Garrick, Dennis Haghighat, Norm Hurst, Mike Nutter, Angela Perdomo, Tracey Richardson, Kirk Riding, Frank Robinson, Eric Schmidt, Dawn Serbus, Shannon Shannon, Marianne Tortorici, Roger Wagner, Donna Wells, Caroll Yule, Catherine Abbott, Kirsten Acosta, Frank Castanos and Kristi Sandberg.

Not Present: Merlin Aalborg, Larry Cusack, Deedee Garcia, Fred Hunter, Jason Lamoreaux, Scott Nassif, Logan Olds, Teri Ortega, Mary Pringle, Sharon Rodriguez, Bill Scott, Paul Stanton and Kevin Yousef.

- I. The meeting was called to order at 7:03 a.m. Richardson led the Pledge of Allegiance. Riding suggested opening meeting in prayer. Schmidt tabled the suggestion for future discussion.
- II. **Calendar Review** – The board received and reviewed the June – August 2017 calendars and the major annual events calendar. Abbott noted that staff retreat will be local July 5-6 and all major events are completed for the school year.
- III. **Consent Agenda:** The following items were approved as presented: MSC (Hurst / Shannon).
  - a. Approve May 10, 2017 Minutes,
  - b. Accept Resignation of Sharon Rodriguez,
  - c. Accept Resignation of Frank Robinson,
  - d. Accept Resignation of Merlin Aalborg.
- IV. **Items Pulled from Consent Agenda:** Richardson asked if changes to Job Descriptions created any budgetary impact. Abbott explained that there is no impact to the overall budget even though there have been small line item budget shifts due to the loss of an employee. Existing open position is not currently scheduled to be filled. The following items were approved as presented. MSC (Allan / Haghighat).
  - a. HP20 – Staff Job Description: Director of Development / Assistant Director
  - b. HP30 – Staff Job Description: Manager of Grant Development
  - c. HP31 – Staff Job Description: Manager of Contract / Community Education
  - d. HP40 – Staff Job Description: Accounting & Finance Coordinator / Executive Assistant
- V. **Action Items**
  - a. Elect Candidates Nominated to 2017-18 Board of Directors – The slate of Directors were approved as presented. MSC (Hurst / Robinson).
  - b. Appoint 2017-18 Officers - The slate of Officers were approved as presented. MSC (Wager / Hurst). Tim Anderson will replace Caroll Yule as the new Vice President of

Resource Development. Schmidt updated the board on the President's Job Description and new succession plan.

VI. **Information / Discussion:**

- a. Donor Outreach Updates - Allan and Wagner shared their positive contact experience thanking donors. Wagner shared the importance of personal contact with donors. Anderson suggests providing more numbers and other contact information as he has consistently gotten voicemail and no responses.
- b. Progress Report – Abbott reviewed the performance report update. Grants awarded: Upward Bound \$257,500/year for 5 years. Contracts are mostly completed for the academic year, summer is slower but will pick up in fall. Review of expenditures. The scholarship drive awarded \$165,000 in scholarships to 160 students. Tortorici commented on the length of the scholarship ceremony and possibility of splitting it into fall and spring semesters.

VII. **Committee & Task Force Reports:**

- a. VP Resource Development – Caroll Yule – No Report
- b. VP Public Outreach & Recognition – Mike Nutter – No report.
- c. VP Programs & Allocations – Fred Hunter – Absent.
- d. VP Campus Connections – Peter Allan – No report.
- e. VP Operations – Norm Hurst – The Executive Director evaluation for the period ended May 6 is complete. Thank you to those who participated with and helped score applications for scholarships. Thank you to Gabby for all her work on scholarships and the event.
- f. Treasurer – Shannon Shannon – No report.
- g. Past President – Don Brown –The Past President/Emeritus council meeting is tomorrow.

VIII. **Comments:** Wagner reported that VVC has had a flurry of graduations, Nursing is the only one left and VVC is expecting its accreditation soon. Schmidt thanked Wagner/VVC for the opportunity to speak at graduation and thanked the scholarship committee and staff for a great process and event. Schmidt also thanked the board for letting him serve as President. Tracey reported that the Board of Trustees passed tentative budget, final budget will be submitted in September after state approves their final budget. Denson appreciated being able to help with scholarship selection but suggests helping students learn how to better their applications (grammar/style needs improvement). Directors suggested referring students to VVC Writing Center, holding workshops during scholarship drive or pulling in other community groups (writing groups, retired educators, etc.) to help students. Robinson thanked everyone on the Board and the staff and has enjoyed his time on the Board. Abbott referenced the attached Executive Director report. The first DVH cohort has successfully completed and passed their first semester. The second DVH cohort has been selected.

IX. The meeting adjourned at 7:58 a.m.