



## VICTOR VALLEY COLLEGE DISTRICT FOUNDATION, INC.

Board of Directors

Meeting: July 13, 2016

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### MINUTES

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Present: Tim Anderson, Casey Armstrong, Jackie Augustine-Carreira, Larry Cusack, Lorrie Denson, Fred Hunter, Norm Hurst, Jason Lamoreaux, Scott Nassif, Teri Ortega, John Pinkerton, Mary Pringle, Kirk Riding, Frank Robinson, Sharon Rodriguez, Eric Schmidt, Shannon Shannon, Paul Stanton, Marianne Tortorici, Roger Wagner, Caroll Yule, Marco Aguayo (Guest), David Quintero (Guest), Robert Sewell (Guest), Catherine Abbott, Kirsten Acosta, Frank Castanos and Glennis Duncan.

Not Present: Merlin Aalborg, Peter Allan, Don Brown, Deedee Garcia, Craig Garrick, Mike Nutter, Logan Olds, Suzanne Richards, Dawn Serbus, Bill Scott, and Donna Wells.

- I. The meeting was called to order at 7:03 am. Eric welcomed new board member Mary Pringle and ASB President Marco Aguayo and ASB Council member David Quintero.
- II. **Calendar Review** – The board received and reviewed the July - September 2016 calendars and the major annual events calendar. Cathy noted that the Finance committee meeting for August has been moved to August 9 to accommodate vacation schedules.
- III. **Consent Agenda:** The following items were approved as presented: MSC (Hurst / Yule).
  - a. Minutes of the June 8, 2016 meeting.
- IV. **Items pulled from Consent Agenda:** None.
- V. **Information / Discussion:**
  - a. Foundation Staff Changes – Kirsten Acosta was introduced as the new Foundation Assistant Director. She has previously served as a team captain for the Great Alumni Hunt. James has resigned and has accepted a position with the County of San Bernardino Workforce Development Department.
  - b. Annual Conflict of Interest Forms – Staff distributed BP1: Code of Ethical Conduct and the Conflict of Interest Certification and Disclosure Form. All board members are requested to complete and return both forms by the next board meeting. Eric noted that in the "Interests of Other Charitable Organizations" paragraph is where a perceived conflict could be recognized if a member is serving on two separate charitable organizations.
  - c. Board Retreat – Tentative September 16, 2016 – Staff will send out a calendar item to the board for approval. If anyone cannot attend, please send back a proposed new date. The board agreed to meet on the VVC campus.
  - d. Progress Report – Staff distributed the June 2016 progress, grants and contract / community education and executive director reports. Cathy reported that the annual staff

retreat was last week and staff goals will be submitted for approval at the August board meeting. Staff has included adding common goals with College and Trustees to this year's goals.

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

- a. VP Resource Development – Caroll Yule – Caroll reported that Hall of Fame award nominations are now being accepted.
- b. VP Public Outreach & Recognition – Mike Nutter – Shannon reported that the Friends of the Foundation would like to report the success of the job shadow program and the effect it had on approximately 20 students at the next Trustee meeting. The committee is still working on the donor recognition wall update. The Installation event went well in June.
- c. VP Programs & Allocations – Frank Robinson – No report.
- d. VP Campus Connections – Peter Allan – Absent.
- e. VP Operations – Norm Hurst – No report.
- f. Treasurer – Shannon Shannon – Shannon reported that the financial statements and 16/17 budget will be presented at the next board meeting.
- g. Past President – Don Brown – Cathy, Eric and Kirk will be attending the past presidents' meeting tomorrow morning.

VII. **Comments:** Dr. Wagner reported that VVC has rolled the tentative budget to allow for current year fiscal spending. 7.1% in reserve has been transferred to cover the increase in employee benefits. Tracey Richardson is the new VP of Administration. She comes to VVC from Hartnell College. Marco will be filling in until an ASB Foundation Representative is appointed. Eric shared a Certificate of Appreciation for the Foundation from VVC for scholarship donations and a letter from a student thanking the Foundation for their scholarship award. A check was presented to the Trustees last night for \$15,563 for the Student Success Fund transfer from the Hall of Fame. He thanked Larry for hosting the Installation event and requested volunteers to help review the Foundation bylaws. Cathy reported that Victorville Motors and Desert Fiat will partner with the Foundation for the Great Alumni Hunt 2.0. Marianne suggested contacting retired VVC faculty and staff for annual giving. Norm requested a report on the Veteran's Resource Center.

VIII. The meeting adjourned at 8:05 am.