



## 1. PURPOSE

The Victor Valley College Foundation is a charitable public benefit corporation that operates independently from Victor Valley College. The Foundation is governed by a 33 member board of directors and is subject to all laws governing 501(c) (3) organizations operating within the State of California. While no law currently requires the Foundation to post agenda for its board of directors meetings, or to publish its approved minutes, the organization wishes to operate in a transparent manner and has elected to authorize the public posting of the monthly agenda and to make the minutes available to interested parties.

## 2. POLICY / PROCEDURE

The Victor Valley College Foundation Board of Directors generally meets on the second Wednesday of each month at 7:00 am in the Student Activities Center at Victor Valley College.

- Agenda for monthly meetings will be posted on the Foundation website at [www.vvcfoundation.com](http://www.vvcfoundation.com) at least 72 hours prior to the meeting date. In addition, these agenda will be posted outside the Foundation office, located in Building 55. Posted agenda will include only the identification of action items to be considered and items to be discussed.
- Items may be added to the agenda at the time of the meeting provided a majority of board members vote in favor of amending the agenda.
- Approved Minutes for previous meetings will be available at a cost of \$0.25 per page if obtained from the Foundation office and/or available for review at [www.vvcfoundation.com](http://www.vvcfoundation.com) within 72 hours of approval. Only approved minutes will be available for review.

The public may attend Board of Directors meetings as invited guests. If they should desire to speak, they must first be recognized by the Chair or the President of the Foundation. Presentations must be delivered one week in advance for approval by the Foundation Executive Director. There is no designated time for open public comments.