



SAN BERNARDINO VALLEY COLLEGE FOUNDATION MINUTES
November 18, 2020 - 5:00 p.m. – Zoom

SBVC Foundation Board Directors Present/Absent:

A	Amy Avelar	P	Kenneth Lane	A	Michael Sola
P	Susan Bangasser	P	Mike Layne	A	Scott Stark
P	Paul Bratulin	P	Justin Martinez	A	Edward Szumski
P	Dennis Byas	P	Kerry Neal	P	Dexter Thomas
P	Taylor DeBenedictis	P	Patricia Nickols-Butler	A	Jose Torres
P	John Echevarria	A	Faye Pointer	A	Bea Valdez
P	Robert Garcia	P	Beverly Powell	A	Anne Viricel
P	Gary Kelly	A	Zohaib Rehman		
P	Allynn Jackson	P	Diana Z. Rodriguez		

SBVC Staff: Girija Raghavan and Phylicia Sanchez

Guest: Pat Spafford

I. Call to Order:

President Dennis Byas called the meeting to order at 5:05 p.m.

II. 2019-2020 Audit Pat Spafford of Spafford & Landry, Inc.

The audit report and financial statements were mailed out to each Board Director. Mr. Spafford reviewed the audit report. The Foundation received a clean opinion. The Foundation's net assets are \$4,998,498, support & revenues for the year are \$1,124,998, and expenses are \$692,813. Thomas moved, Lane seconded to accept the 2019-2020 audit report and financial statements.

III. Approval of minutes from September 9, 2020

Nickols-Butler moved, Powell seconded, and minutes were approved with no changes.

IV. Board Approvals Dennis Byas

- a) Amendment to Spending Policy – At times there are delays resulting from current spending limits on the Executive Committee and the Foundation Interim Director. It was recommended to change the Spending Policy to the following:

- \$2,499 or less: Interim/Director of Foundation approve
 - \$2,500 - \$5,000: Two members of the Foundation Executive Committee must approve
 - \$5,001 or more: Expense must be approved by the SBVC Foundation Board
- *Notifications will be made to the Executive Committee by the Executive Director before spending the Foundation funds.

Garcia moved, Thomas seconded to amend the Spending Policy and to accept the new changes to the policy. The motion was approved.

- b) Board Approval for Interim Director access to Investment Account – Layne would like approval for full access to the Foundation's investment account. Nichols-Butler moved, Bangasser seconded, to approve the Interim Executive Director's access to the investment account. The motion was passed.

V. SBVC President's Report

President Rodriguez reported:

- President Rodriguez thanked the Foundation for the well wishes and the flower arrangement that was sent for her mother's passing.
- The college fared extremely well during the recent accreditation. There were only three recommendations in the report regarding increasing effectiveness. The college also received a commendation for the work the college has done in the community. A final report will be sent to the college in January.
- Before the Thanksgiving Break, the campus is going to conduct a survey that is in partnership with the Gates Foundation and Growing Inland Achievement. The purpose of the survey is to identify some gaps and to identify perceptions where the leaders might perceive one area of the campus as good, but the rest of the campus might perceive differently and vice versa. One survey will be sent to selected campus leaders and another survey will be sent to the rest of the campus. The survey will also provide information from both sides if there are problems that need to be looked into. President Rodriguez is excited about receiving the results, especially since next semester the campus will start working on its master strategic plan.
- There have been conversations with community colleges in the region around athletics. There will be no athletic competitions this semester. Going into next semester, the governing body over athletics will be sending out an email asking the college to opt-in or opt-out by a particular date in whether or not the college would compete in athletics in Spring One and Spring Two. Spring One mostly consists of high contact high-risk sports and Spring Two are the sports that possess less of a risk. Once the campus receives the email asking if the college will compete, the campus leadership will meet with the Athletics Department to discuss how the campus should move forward with athletic competition. If the college does participate in athletics, then the college would like to offer conditioning classes for the athletes. The campus leadership will meet with the Athletics Department and the coaches to see what those conditioning classes might include. Currently, athletes are conditioning from home through apps. But first and foremost is the physical safety of the athletes from COVID.
- Enrollment has dropped significantly, as it has at other colleges around the state. The college's full-time enrollment equivalent is down 1200 FTES from this time last year. Our student headcount is down about 3400 students. The college is trying to take a different approach with its enrollment management strategies and with its marketing and outreach strategies. The college is trying to identify where the students are and determine what can be put in place to entice them to return to SBVC or start at SBVC. The college is also going to reach out to the students currently enrolled to make sure they return for the spring semester. The spring semester will be entirely online. The college is looking at how to bring back more students to the campus in a safe matter. The State Chancellor is telling the colleges to plan on being online for the fall 2021 semester.

VI. Committee Reports

a) **Alumni** – Ed Szumski

No report.

b) **Board Development** – Susan Bangasser

Bangasser wanted to remind Board Directors that January is when we start our board nomination process. It's never too early to start thinking about nominating new Board Directors who are willing to serve on our Board.

c) **Finance** – Bea Valdez

No report

d) **Strategic Planning** – Patricia Nickols-Butler

The updated performance measurement tool was emailed to the Board. At the September meeting, the Board approved our Strategic Plan and the revised vision and mission statement. The committee went back and worked on the performance measurements. The committee would like to report quarterly to the Board on what progress has been made on the three goals and some of the objectives that have been set. It was recommended that any fundraising activities go through the Fundraising Committee and invite any Board Directors to join depending on the level of fundraising activity going on outside of that. There was also one other change made. The committee set a goal to send out 1,000 emails to the first-year graduates. The goal was changed to sending out at least 5,000 emails to students. There is an email database that is being created that includes both current students and alumni. No action was the Board was required since the Strategic Plan was already approved.

e) **Fundraising** – Dexter Thomas

The Board was provided with a Profit and Loss Statement. The tournament brought in \$33,435 in income, \$10,769.70 in expenses, and a profit of \$22,665.22. Tournament sponsors included HMC, SBD Airport, East Valley Water District, Hillwood Investments, and Rich & Sharyn Beemer. There was \$3,025 brought in from tee-signs. We had 119 golfers play in the tournament. There was \$1,755 raised from the opportunity drawings, \$1,285 raised from the auction, and \$3,500 raised from the golf ball drop. Half of the profit will go towards athletics. The next tournament date is to be determined at the January Board meeting.

f) **Audit** – Dennis Byas

The 2019-2020 audit has been completed and approved by the Board.

VII. Director-'s Report: Mike Layne

Layne reported:

- The scholarship application opened on October 1st and will close on January 31st. Sanchez reported we have received 99 applications as of a couple of weeks ago. There are many applications that have been drafted but not fully completed. We may have fewer students applying for scholarships this cycle, since some students have dropped out of school due to the pandemic or other personal reasons. Email reminders have been going out to the students reminding them to apply. The Writing Center is offering Scholarship Essay Workshops to assist students with the essay portion of the application. Currently, our office is working on determining how many scholarships we will be able to award.
- The Annual Report is on track to go out before the end of this month. There have been several alumni highlighted in the report, including Chuck Obershaw. The Executive

Committee reviewed the layout of the financial statements that were included in the report.

- Edison has committed \$75,000 in grants to the Foundation. One of the grants is for \$25,000 for 25 STEM scholarships. Edison had asked the Foundation to reapply for the \$50,000 Electric Vehicle Grant that would assist the Diesel Program.
- SoCalGas has renewed their grant for \$25,000 that will assist the Diesel Program.
- We are currently waiting on the notification from the Foundation for California Community Colleges. The grant is designed to assist students with emergency financial aid and support services during the pandemic. The Foundation has applied for \$150,000 for emergency student financial assistance. If the funds are awarded, they will be combined with the funds the Foundation donated and a \$20,000 grant award from Inland Empire Community Foundation to help students address any financial hardship during the pandemic.
- The Foundation has retained a CPA Consultant that is working with Phylcia and Girija on QuickBooks. Currently, the CPA is setting up the monthly budget reconciliation process. The contact with the CPA is a month-to-month contract. Currently, we are paying her \$2,000 a month but we will likely not need her for more than six months.
- The Foundation for California Community Colleges has asked the Foundation to apply for over a \$10,000 grant. The grant is for current or former foster youth that need financial assistance during the pandemic.
- The Foundation is still working with Paul in Marketing to update the Foundation website. The process will start in the next couple of months so that the website becomes user-friendly and looks more professional.
- We are currently waiting on the U.S. Department of Education Talent Search Grants to come out. We currently have an existing contract with a consultant to assist us in applying for at least one or possibly two of Talent Search grants. The funds will be used to build better pipelines between our local high schools, feeder middle schools, and the Valley College campus.
- The Board is looking into the possibility of moving our checking account at some point to a different bank. This will not happen immediately, but we have been considering it for a while.

VIII. Old Business: Dennis Byas

No report.

IX. New Business: Dennis Byas

No report.

X. Other:

Nichols-Butler informed the Board the Community Action Partnership of San Bernardino County will be giving out 2,000 turkeys to low-income families, along with food boxes. The event will occur at San Bernardino Valley College. The event will occur on Saturday, November 21, 2020.

XI. Adjourn: The meeting was adjourned at 6:25 p.m.

Respectfully submitted,



Diana Z. Rodriguez, Secretary