

**REGULAR MEETING
MINUTES**

May 22, 2017

2:30 p.m., Riverside County Office of Education, 3939 Thirteenth St., Riverside, CA 92501

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

With at least 48 hours' notice, any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting the Administrative Assistant to the Foundation Board at 3939 Thirteenth St., Riverside or by calling (951) 826-6473.

OPENING PROCEDURES

1. **CALL TO ORDER**

The Regular Meeting of the Riverside County Office of Education Foundation (RCOEF) was called to order by Vice Chair Kot at 2:42 p.m.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Director Kot.

3. **ESTABLISHMENT OF A QUOROM**

a. **RCOE Foundation Directors**

- Mr. Jack Clarke (absent)
- Ms. Teresa Hyden
- Ms. Diana Kot
- Mr. Ron Miller
- Dr. Judy D. White (Designee Damon Smith)
- Vacant
- Vacant

4. **PUBLIC COMMENTS**

This item is placed on the Agenda so that members of the audience have an opportunity to speak to any item on the Agenda or regarding subjects or concerns that do not appear on the Agenda. Any person wishing to speak is requested to complete the "Request to Address the Board" form and bring it forward to the Board Secretary. Each person wishing to address the Board will be limited to **five minutes** for public input on each item, subject, or concern not to exceed 20 minutes.

5. **APPROVAL OF AGENDA**

It is moved by Director Miller and seconded by Director Hyden that the agenda be approved as presented.

4 Ayes

Motion adopted

CONSENT AGENDA

1. APPROVAL OF MINUTES

Minutes of the Regular Meeting of the Riverside County Office of Education Foundation (RCOEF), January 30, 2017.

It is moved by Director Hyden and seconded by Director Miller that the minutes be approved.

4 Ayes

Motion adopted

ACTION ITEMS

1. **SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM) SCHOLARSHIPS FROM EDISON INTERNATIONAL – EXPANSION:** RCOEF Board discussed specifics of the scholarship expansion with the Board.

Cherise Wickham – We awarded 6 scholarships to STEM majors, and identified 13 RCOE students (distributing 5 scholarships, and the remaining 8 scholarships were unclaimed due to the recipient's lack of evidence in college attendance). For 2017, we received a grant from Western Riverside Council of Governments (WRCOG) to provide student scholarships. With these funds, we awarded 24 scholarships to students who are attending School of Career Education. Southern California Edison has awarded us another \$60,000 to continue scholarship awards. This year, because of the nature of those awards, Edison had a strong commitment to serve students who wanted to pursue a particular major in STEM fields in which they predetermined. Last year it became difficult for us to find students who wanted to pursue those particular majors. Therefore, with the \$60,000 this year, we engaged in conversations on how we could open the competition up to other student populations inside of our districts to gain an eligibility pool. If we didn't get enough eligible participants from RCOE programs, we could support other students countywide that were pursuing STEM majors. The scholarship subcommittee wanted to make sure we gave equitable consideration and access to all districts. We came up with quality criteria for which we could engage certain districts in the opportunity and do some strategic outreach. Last year, we opened up the opportunity to Perris Union High School District. We determined, based on the data, we would provide some outreach opportunities for Hemet, Val Verde, and Palm Springs Unified School Districts, and we are asking the districts to prescreen applications for completeness and eligibility requirements so that we can narrow down and provide the subcommittee and Board recommendation on what students they feel, at a district level, are considered high need and would benefit greatly from the support of the Board and donors. Director Hyden – With the need to work ahead on the scholarship expansion, the March Board meeting being canceled, and having the scholarship committee be part of the decision making, we are asking the Board to approve what we have accomplished.

It is moved by Designee Smith and seconded by Director Miller that the expansion of the Edison International STEM scholarships be approved as presented.

4 Ayes

Motion adopted

2. **2017-2018 ANNUAL BUDGET FOR RCOEF:** The Board of Directors adopted the proposed annual budget for the RCOEF.

Director Hyden presented the 2017-2018 annual RCOEF budget, noting the budget is reasonable and conservative.

It is moved by Director Miller and seconded by Designee Smith that the annual 2017-2018 budget be approved.

4 Ayes

Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS

1. **FOUNDATION BOARD EXPANSION AND FILLING OF VACANCIES:** The RCOEF Subcommittee and Board discussed the nomination of persons to serve on the Board of Directors and to include the filling of current vacancies. Total number of directors of the Board not to exceed 15 directors.

Director Hyden - Eric Eckstrom's bio is being distributed. Director Miller brought his name forward and confirmed he is still interested in serving on the Board. Director Clarke had expressed a desire to meet with our new superintendent to determine her view about the Foundation. Due to scheduling conflicts, I met with Dr. White. She would like to see the Foundation grow, is not opposed to the expansion of the Board, and may have a couple of names to recommend – I will follow up with Dr. White. Also, she would like us to explore and do more things, eventually. She is not looking to steer the Board in a different direction. Director Kot – When the subcommittee met, through Ana Farfan, we were notified that Jennifer Binkley, the new CEO of Altura Credit Union, who is replacing Mark Hawkins, is interested and approved to join us. I will follow up with Ana Farfan to obtain Jennifer's bio. Director Hyden – When we talk about the expansion of the Board, we already have two vacancies on the Board that have to be filled. We have five of the 7-member Board. We need to first look at replacing the two Board vacancies, and then bring on any additional members. Director Kot – Eric Eckstrom is still interested, if we approve his nomination; and follow up with Jennifer Binkley from Altura Credit Union. I will follow up with Director Clarke on his recommendation of Dr. Donald Botic, whereby requesting his bio. When the subcommittee met, we had another list of eight individuals that we would like to approach when the time is right, once we get through the first list. Director Hyden – I would like to recommend to the Board, having interest from Eric Eckstrom and Jennifer Binkley, once we obtain her bio, that these two individuals fill the vacancies we have and then look at the others as an expansion to the Board. I would like to entertain a nomination for Eric Eckstrom and have him present at the next meeting where he could join the Board at that point in time. My assistant will send Mr. Eckstrom a formal welcome and meeting schedule.

It is moved by Director Hyden and seconded by Designee Smith that the expansion of the Board of Directors be approved as presented.

4 Ayes

Motion adopted

2. **MEETING CALENDAR FOR 2017-2018:** Reviewed and discussed proposed draft meeting calendar for 2017-2018.

Director Hyden – The 2017-2018 meeting calendar was drafted to the same schedule that we have had, but we did make some modifications. We need to discuss what will work with everyone's schedule. Director Ron – I am good with those dates. Director Kot – I have a conflict with July 13 and September 14. The second Thursdays do not work in my schedule and I don't have my 2018 schedule to check the remaining dates. Director Hyden – Let's look at scheduling this year's meetings (July 20, September 28, and November 30), and look at scheduling next year's dates at the next meeting.

It is moved by Designee Smith and seconded by Director Miller that the meeting calendar for 2017-2018 be approved as amended for this calendar year.

4 Ayes

Motion adopted

DISCUSSION/POSSIBLE ACTION ITEMS - Continued

3. **ANNUAL SPONSOR RECOGNITION:** It was determined by the RCOEF Board that the Annual Sponsor Recognition Event be held on Thursday, October 26, 2017, with a \$500 and above sponsorship threshold, and the venue to be determined.

Director Hyden - Last year we had the event here in our Conference Center. Scholarships were from Edison International and our own funding and we saved on facility costs. Someone mentioned to me that the new RCC culinary building has an outdoor dining/reception area on the rooftop. I will look into what it would cost. We will schedule it here, research the cost to have it at RCC, and bring it back to the Board. The invitations would be for whoever participated at any level, and we may do some selective recruitment of city individuals. We will set sponsorship categories (Bronze, Silver, and Gold) with a \$500 and above sponsorship threshold, and ask volunteers to organize this event.

It is moved by Director Miller and seconded by Director Hyden that the Annual Sponsor Recognition Event be approved as presented.

4 Ayes
Motion adopted

INFORMATION/DISCUSSION ITEMS

1. 3rd Annual 5K Fun Run/Walk Event Recap

Director Hyden distributed and went over the Foundation 5K Fun Run/Walk Profit and Loss handout, showing the financial results of the event. We did fairly well with the sponsorships and income, having income at \$10,124.50 and expenses to a minimum of \$3,551.52. The net income is \$6,572.98. Part of this profit is due to not having a facilitator and doing it ourselves. We had tremendous employee support/volunteers that did a great job. My hope is that we employ an executive director to carry out these functions. We did not have the use of the covered picnic area due to the homeless not vacating this area. For next year, we are going to look at the old Riverside Golf Course, which is gated. The venue is yet to be determined and we are working with the city to get the facility fee waived prior to July. Our new superintendent, Dr. Judy White, came out for a little while prior to her next engagement. The participation was not as high, and we will need to work on engaging more people to participate next year. ABS did win again on the gift basket.

2. School of Career Education Scholarships Awarded

Ron Vito gave an update on the SCE scholarship. We have awarded 24 scholarships, totaling \$30,500. It expands across the many programs we have. This was very significant for enrolling our students in college. Director Hyden – The money from the WRCOG comes through RCOE and not the Foundation, but the Foundation is administering it. These funds work similarly to a grant process, whereby you get reimbursed for what you expend. We had capacity for \$35,000. To date, we have spent \$30,500. We are now invoicing WRCOG to obtain the funds back.

3. Status of Executive Director Position for RCOEF

Director Hyden - About a month ago, we had recruitment for the executive director position for the Foundation, which is funded by the superintendent of schools on a part-time basis. We interviewed two qualified individuals, one more suited for the position than the other. Both Dr. White and I met with her, but unfortunately she found out she has a health condition and couldn't take the position. We are back at square one, running the advertisement until filled. This is posted on the Edjoin website, and we have expanded the posting for this second recruitment.

INFORMATION/DISCUSSION ITEMS - Continued

4. RCOEF Golf Tournament – June 23rd

Director Hyden – We have sent out notification to all the Board members, our RCOE community, and other folks in the community outside of RCOE that we want to invite to the golf tournament on June 23rd. We are looking for participation and sponsors. We are a 501(c)(3), Foundation, which is tax deductible. The money that is raised through the golf tournament and 5K events goes to benefit the students in our RCOE programs first.

5. Introduction of Issues to be Addressed at Future Meetings

- Complete Board expansion (for July 20, 2017 agenda)
- Board Member Terms (for July 20, 2017 agenda – Organizational Meeting). New members will start on a four-year term, which will not conflict with anyone else. The staggering terms were only in place initially. Have Jennifer Binkley present at the July 20th meeting, with her bio, to have her officially nominated and voted in.
- Finalize 2017-2018 Meeting Schedule – 2018 dates (for July 20, 2017 agenda)
- Revisit Foundation Next Steps, now that Dr. White is here (after Board expansion)

6. Board of Directors Comments

Director Kot – Thank you, Teresa, and the team here at RCOE for your dedication, professionalism, and talent that you graciously give this Foundation.

ADJOURNMENT

Time: 3:53 p.m.

PUBLIC VIEWING OF DOCUMENTS

As per Government Code Section 54957.5, all documents related to this meeting are available for public viewing at each Riverside County Office of Education Foundation Meeting and at 3939 Thirteenth Street, Riverside, CA 92501.