

## BOARD INFORMATIONAL PACKET

### PCF OVERVIEW

The Peralta Colleges Foundation (PCF) is an independent 501(c)(3) non-profit auxiliary to the Peralta Community College District. The Foundation supports academic excellence and success throughout the District by building partnerships in the region to raise funds for scholarships to committed students and financial support to the four colleges that comprise the district.

Since its inception in 1971, the Peralta Colleges Foundation has enhanced the intellectual, cultural, and educational needs of our students, faculty and staff, by providing scholarships, supporting the professional development of faculty and staff, and fostering innovation in the educational programs.

The scholarships we fund are pivotal in creating meaningful opportunities for students of all ages, including helping undocumented, underprivileged and homeless students achieve their dreams.

### An Economic Engine

The Peralta Community College District helps fuel the economic engine of the greater East Bay, supplying the region with a trained workforce in essential fields such as nursing, automotive technology, office administration, mechanics, bio-manufacturing, bookkeeping, carpentry, food service and restaurant management, to name a few. This workforce helps build and maintain a vibrant, economically diverse region that meets the present and future needs.





## The Gateway To Higher Education

Nearly 50 percent of all higher education students in the U.S. currently attend a community college. As is the case with community colleges throughout California, Peralta's four colleges have become the gateway to higher education for students of all ages. Our student body includes many nontraditional students, meaning they are older (average age is 30) and juggling home, family and work responsibilities as they pursue their educational and career goals. More than half of our students are women.



## Why We Need Your Support

Approximately 70% of students receive some form of financial aid; many manage personal and family responsibilities while advancing their educational, professional and vocational goals.

The Peralta Colleges are known for outstanding staff, students and alumni, and the Foundation's commitment is to keep this quality consistent while also keeping enrollment up and class fees low. State and local appropriations cover just the most basic costs of instruction, with little or no funds available to assist students with books, supplies, equipment, lab fees and other kinds of expenses.



# PCF BOARD OVERVIEW

Individuals serving on the Peralta Colleges Foundation Board of Directors act as ambassadors, advocates and stewards. They have a fiduciary responsibility to ensure the proper governance, efficient operation, fiscal health and integrity of the Foundation, taking actions to ensure the organization fulfills its mission. Board members should familiarize themselves with the Foundation's purpose, key activities, history and needs, and support programs that advance these areas. Board members provide a primary link to the community, including constituents, the public, and the media.

**Board Terms:** Board members serve two-year terms and are expected to serve at least one term. A member may serve three consecutive two-year terms and then must cycle off for one year before he or she may be considered again for board service.

**Board Attendance:** The Board of Directors currently meets six times per year, and members are expected to prepare for and attend at least five of those meetings, including the Annual Meeting in September. Failure to attend the requisite number of Board meetings may result in dismissal from the Board.

**Participation on Committees:** Each Board member is expected to serve on at least one standing or ad hoc committee. Current standing committees include finance/audit, board development, fund development, scholarships and faculty grants.

**Fundraising and Development:** Board members should serve as role models by making Peralta Colleges Foundation a charitable priority during their tenure on the Board of Directors. Board members are expected to make a meaningful gift (cash, stocks or bonds) each year and make Peralta Colleges Foundation one of their top charitable donations during their tenure on the board of directors. In addition, Board members should attend Foundation fundraising and friend-raising events and encourage others to do so.

**Organizational Oversight:** In addition to familiarizing themselves with the Foundation's purpose, key activities, history and needs and support programs that advance these areas, Board members are expected to provide assistance and advice to the Executive Director and staff on issues within their interest and expertise. Board members should actively participate in strategic and business planning and evaluate the progress of the Foundation in achieving its goals as defined in this process.

**Executive Director:** The Board of Directors employs the Executive Director, approves the compensation for this position, and, if necessary, dismisses the Executive Director. An annual performance evaluation is conducted based on the defined goals of the organization. While the Executive Director is responsible for hiring and managing the Foundation's staff, a Board committee may be asked to provide assistance in developing policies, job descriptions, compensation and other human resources advice.

**Ensure Legal and Ethical Integrity and Maintain Accountability:** Board members should hold themselves accountable for the Board's effectiveness by being aware of key governance issues, such as bylaws, self-evaluation, election of officers, leadership development, the recruitment and orientation of new Board members and conflict of interest. As an auxiliary organization to the Peralta Community College District, the Foundation shall follow the District's Conflict of Interest Code (Board Policy 6.86, Section X) and disqualify him or herself from making or participating in the making of any decisions which he or she knows or has reason to know will have a reasonably foreseeable material financial effect on the member or his or her immediate family. Board members have a fiduciary responsibility to the Foundation, which includes monitoring the effectiveness of the organization. This includes familiarizing themselves with the Foundation's financial statements and business dealings.



## **WE INVITE YOU TO CONSIDER JOINING THE PERALTA COLLEGES FOUNDATION BOARD OF DIRECTORS!**

Join us in participating in PCF's academic revolution, where we strive to create impactful opportunities for students of all ages, including supporting undocumented, first-generation, and housing-insecure students in realizing their aspirations. Are you committed to enhancing the well-being of young adults in the East Bay and beyond? Do you possess a deep enthusiasm for higher education, STEM fields, and fostering the development of essential life and career skills?

### **PCF BOARD RECRUITMENT**

The Peralta College Foundation's Board is seeking people who are dedicated, committed, available, willing to learn, and have a positive, can-do attitude.

### **TIME COMMITMENT**

Participate in board orientation by reading materials in advance, attending scheduled session and meeting with staff.	2 hours (one time only)
Prepare for and attend Board meetings	1- 2 hours preparation six times per year. 2 hours per meeting six times per year
Participate on at least one committee	1 – 5 hours per month depending upon the committee
Attend fundraising and friend-raising events, up to four per year	10 – 20 hours per year
Participate in annual Board retreat	4 – 8 hours per year

### **FUNDRAISING COMMITMENT**

\$5,000 give/get annual commitment. This commitment can be fulfilled through active participation in fundraising events and campaigns or by making an individual donation. If you have any concerns regarding this commitment, we encourage you to engage with the Executive Director or a Board Officer to explore alternative options to meet this requirement. Your support is vital in helping us achieve our mission, and we are grateful for your contributions.

**FOR MORE INFORMATION ABOUT JOINING PCF'S BOARD OF DIRECTORS, PLEASE CONTACT: Executive Director, LaNiece Jones, [ljones@peralta.edu](mailto:ljones@peralta.edu)**