



## MEMORANDUM

To: Tommi Ng  
Human Resources

From: Donna Hoffmann  
Director of Resource Development

Date: 3/7/11

Subject: SBVC Annual Awards Nomination

**Nominee:** Cindy Runyon

**Category:** Honored Retiree

I nominate Cindy Runyon as the Honored Retiree. Cindy retired in May 2009 after 33 years of service to San Bernardino Valley College.

Cindy was instrumental in the success of the SBVC Alumni & Athletic Hall of Fame dinner last fall. She was quick to nominate an alumnus for the Distinguished Alumni award, who was subsequently selected. She then provided historical photos of the alumnus to be used in the awards presentation. In fact, when she found out she knew another honoree (one of the Athletic Hall of Fame recipients), she also provided photos of that person. This helped my office create an entertaining PowerPoint and enhanced the program significantly.

Cindy also attended the event, traveling from Arizona to do so. She encourages her colleagues to join SBVC Alumni & Friends and continues to provide historical information on our alumni to my office.

In addition, Cindy is a committed donor to the SBVC Foundation. She consistently gives to the Annual Fund and has supported the Auditorium Seat fundraiser, as well as textbook scholarships. Cindy is quick to call our office if she has not received the annual fund campaign letter in the fall because she wants to contribute. I am not aware of other donors who are so conscientious!