

LOCATION: ZOOM CONFERENCE

TIME: 10:00 A.M.

MINUTES

Attendance:

Members Participating: Marvin Hoffman (Chai); Edward Dilkes (Vice Chair); Bob Winters (Treasurer); Julie Stromberg (Secretary); Jeff Zarrinam (Member-at-Large); Mary Gallagher (LACC President) and Robert Schwartz (Executive Director)

Absent: James Lancaster (LACC VP of Academic Affairs); James R. Reeves (LACC VP of Administrative Services)

Guests: Helen Khachatryan, Jessica Duran, Martha Pelayo, Daren Lynne, Kevin Brown, Hayley Cook and Silvia Martinez Michael Kalustian, (President, LACC Academic Senate)

I. CALL TO ORDER

M. HOFFMAN

- a. The Meeting was called to order at 10:03 A.M.
- b. Motion to accept minutes from March 24, 2020
 - i. Jeff Zarrinam moved to accept the minutes as published
 - ii. Bob Winters seconded
 - iii. **Motion Passed MSP**

II. EXECUTIVE DIRECTOR'S REPORT

R. SCHWARTZ

- a. Robert Schwartz gave a report on the following items
 - i. RESOLUTIONS
 - 1. FEMA
 - a) Resolution allowing Robert Schwartz to sign FEMA documents and Daren Lynne to submit FEMA documents on behalf of LACC Foundation
 - 1) We are seeking FEMA reimbursement (Application LACCF 001) of \$78, 857.22 for the following as description:
 - 1. Related medical facility services and supplies - Flu vaccines \$73,500
 - 2. Purchase and distribution of food and other consumables - Pop Up for 3/16/2020 (this would include Patty and Anna's time, purchase of items from Bookstore, and our \$2.39 per individual served cost as determined from previous FEMA food grant) about \$5,357.22 total
 - 2) We are seeking FEMA reimbursement (Application LACCF 002) of \$1,347,265.46 for the following description:
 - 1. Critical support services to keep students fed, housed, provide medical support and to provide financial support to reduce the human and financial consequences of COVID-19 in the form of education and job training support which includes grants for food, utilities, and shelter (Emergency Grants); scholarships; educational textbooks and equipment; food; medical services; and grants to Los Angeles City College educational departments to facilitate instruction (Cinema/TV). This includes salaries and supplies
 - 2. SBA/Paycheck Protection Program (PPP)
 - a) Resolution that LACC Foundation is unanimously consenting to borrowing the PPP loan from City National Bank.

- 1) LACC Foundation is applying for the Small Business Association (SBA) PPP loan in the amount of \$150,713 through the CARES ACT. This is a forgivable loan providing relief to businesses and non-profits that have remained in operation since the pandemic
3. The Executive Committee recognizes its obligation legally to do all the things necessary during these trying unusual times of the COVID-19. The Executive Committee agreed to call for a special meeting of the Board of Directors to be held via Zoom Conference for today, April 21, 2020 at 8:00p.m to provide their approval and/or proxy approval by email to approve the resolution for us to apply for the SBA loan and the FEMA funding. These funds are needed to cover our losses in revenue from the swap meet, filming and what would have been our next Gala while we maintain Foundation staffing and the ongoing work that we are doing on behalf of the students. We have already provided more than \$200,000 to the students since the beginning of March and are working on another \$200,000 in scholarship support. No one in the state is doing what we have accomplished, and the SBA and FEMA funding will allow us to continue to do our work and bring additional resources to LACC.
 - a) Jeff Zarrinam moved to have Marv Hoffman send a waiver of consent email to the LACCF Board of Directors asking them to join the special meeting via zoom or send their approvals in writing via email.
 - 1) Bob Winters seconded
 - 2) **Motion Passed MSP**
- ii. EMERGENCY FUND
 1. Robert gave an update on the status of the Emergency Fund and mentioned that the Foundation staff have been working harder than when they were all in the office. About 280 students have received the emergency stipend. We also purchased 30 laptops for the Cinema-TV students for their loan program using the HFPA Fund
- iii. SCHOLARSHIPS
 1. The scholarship ceremony is not going to happen at the end of May. We will send the scholarship checks and certificates to the awardees
 - a) We were thinking about doing a virtual ceremony but that is still in the air. We are planning in giving out about \$190,000 in scholarships for Foundation only this spring 2020
- iv. CLOSURE
 1. Robert mentioned that most likely we are going to keep working remotely until the summer but that's until we get any other instructions from the school and/or City.
- v. SWAP MEET
 1. The Swap Meet is going to be down until further notice.
 - a) The Swap Meet revenue was down \$15,032.61 from last year
 - b) The Swap Meet commission for March 2020 was \$19,935.88 for both Saturday and Sunday
 - c) Year-to-date total is \$132,174.07
- vi. UPDATES
 1. Robert also mentioned that Kevin Brown had an idea about having a conversation with the other Community Colleges to talk about best practice. This will be done a Reginal Network Meeting using Zoom.

III. COLLEGE ADMINISTRATIVE REPORT

M. GALLAGHER

- a. President Gallagher mentioned that they have been busy since the first of March, dealing with the challenges of moving all of classes, all of the faculty and the students to the remote online learning environment. The people who are left working on a regular basis are the security staff from the Sheriff's Department and they will remain on campus. They increased their staffing for us since the south side of the campus is open, but they have done a really good job of keeping people off the campus.
 - i. The other only people on site now are our facilities people. Staff and faculty only go on campus as Robert indicated with the foundation staff just to drop things off and pick things up.
 - ii. We have very few incidences of identified exposure and suspected COVID-19 and we have a few cases of confirm COVID-19. We actually have between students and staff seven cases of self-reported confirmed COVID-19 but because we've been essentially off campus since the 13th of March the incubation period for anybody that

probably someone would have had contact with has passed, with the exception of one of our employees. We had a death of one of our employees from COVID-19. It was our IT manager. He had been with the District for about 20 years. He had worked at four campuses and the District office and he passed away at the end of March

- iii. She also spoke about if they are planning to do a virtual graduation. They will also be doing a face to face graduation for 2020 graduates as well, but it will be later when large gathering groups can resume. So, it may be that we combine 20 and 21 fortunately the venue we use at the Greek theatre is large enough to accommodate something like that

IV. TREASURE'S REPORT

R. WINTERS

a. MARCH 2020 FINANCIALS AND CREDIT CARD STATEMENTS

- i. The March 2020 financials and credit card statements were reviewed and approved by the Finance and Investment Committee members
 - 1. Bob Winters moved to approve the March 2020 Financials and Credit Card Statements as presented
 - 2. Rick Landis seconded
 - 3. **Motion Passed MSP**

V. BOARD CHAIR'S REPORT

M. HOFFMAN

- a. No updates

VI. PUBLIC COMMENTS

VII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 11:00 AM
- b. Next meeting will be on May 19, 2020 at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved and signed by Secretary, Julie Stromberg:
