

LOCATION: ZOOM CONFERENCE

1 669 900 6833 (US Toll)

Meeting ID: 964 5932 6824

Join from PC, Mac, Linux, iOS or Android: <https://laccd.zoom.us/j/96459326824>

TIME: 11:00 A.M.

MINUTES

Attendance:

Members Participating: Marvin Hoffman (Chair); Bob Winters (Treasurer); Julie Stromberg (Secretary); Danny Chan (Assistant Treasurer); Mary Gallagher (LACC President); Mickey Hong (LACC Academic Senate President) Lisa C. Nashua, Ph.D. (Executive Director) and Robert Schwartz (Member)

Members Absent: Edward Dilkes (Vice Chair) and Jeff Zarrinam (Member-at-Large)

Guests: Kevin Brown; Helen Khachatryan; Silvia Martinez and Daren Lynne

I. CALL TO ORDER

M. HOFFMAN

- a. The Meeting was called to order at 11:00 A.M.
- b. Motion to accept minutes from February 22, 2022.
 - i. Julie Stromberg moved to accept the minutes as published.
 - ii. Danny Chan seconded
 - iii. **Motion Passed MSP**

II. EXECUTIVE DIRECTOR'S REPORT

L. NASHUA

- a. Lisa Nashua gave a report on the following items.
 - i. SWAP MEET
 - a) Lisa Nashua reported that she had a conversation with Phillip Dane about going back to the full apportionment in June which he indicated that he appreciated that consideration. There are still some challenges with the outside vendors and Mr. Dane is trying to work with a third-party mediator to come in and talk with the vendors.
 - b) The Swap Meet revenue was up \$64,771.20 from last year.
 - c) The Swap Meet commission for February 2022 was \$\$32,218.20 for both Saturday and Sunday.
 - d) Year-to-date total is \$64,771.20.
 - ii. ALUMNI/CORPORATE AND FOUNDATION ENGAGEMENT
 1. Lisa mentioned that Kevin Brown has been working hard and they are putting together a prospect list. Kevin will start with about 150 prospects. 50 will be stewardship, 50 for solicitation and 50 brand new ones to build that pipeline.
 2. Lisa also informed the Committee that this year's Commencement will be at the Greek theatre. The Foundation is working on seeing if we can assist them with getting a speaker for commencement to inspire the students. Kevin facilitated getting some water bottles and also suggested in implementing a GR Code, so that students can take their phone and click on it and go straight to the alumni portion of our website and sign up to be active in the Alumni Association.
 3. Lisa mentioned that the Nick Beck Lecture Series is going to be postponed. They talked about moving it to the fall and see if they can get some journalists to participate.

4. Kevin has worked on a document that it's going to be posted on the website that defines what a distinguished alumnus is at LA City College. They're also working on establishing how they define an alumnus for City College and how people can nominate someone to be a distinguished alumnus.

iii. BASIC NEEDS PROGRAM

D. LYNNE

1. Daren Lynne sent her report before the meeting, but she mentioned that she followed up with the California Office of Emergency Services and the FEMA applications that was previously denied and then she submitted an appeal was now approved. She's trying to figure out how to get the money.
2. Daren talked about Food for Thought, they've been providing e-grocery gift cards and after a discussion with Dr. Gallagher and some other involved parties they had increased that from \$25 a week to \$50 a week and are now supporting about 980 students per week to our most needy students.
3. Midterm Final meals starts on Thursday. They're doing 500 students a day at \$12 credit in the Cub Store. The students don't have to belong to a particular program, if they're on campus and they need food they can go in there swipe their student ID and get food. Daren also explained how they decided to create window display panels that would help the students understand how these programs come about and how the funding work.
4. Daren also reported on other aspects of the Basic Needs Program and VITA Program.

iv. GALA 2022

1. The Gala planning is in progress. The event will be on October 27, 2022, and the Valera's are the first confirmed honorees. Lisa and Gala Committee are looking for the two more honorees.

v. AUDIT, BY-LAWS AND POLICIES & PROCEDURES

1. Lisa informed the Committee that the Audit is currently in progress. They auditors will be meeting with the Audit Committee. Danny Chan to be the point person for this committee.
 - a) As a result of the audit, Lisa had a chance to talk with the auditors and how things had been processed in her previous institution and looking at our own internal policies and procedures and documenting those as well. Lisa said we must communicate our policies and procedures, particularly as it relates to transactions with the district, and the departments that holds funds with at the Foundation.
2. Lisa also mentioned that the Foundation must update its bylaws. She said that there are items in the bylaws that don't accurately reflect Standard Practices for a nonprofit entity. We're a sizable nonprofit entity within the Community College system. LA City College Foundation is one of the top foundations for the Community colleges. We need to update the terminology that's in there and asked that at the next Board meeting, we should ask for a committee to be formed to update the bylaws.
3. The Finance and Investment Committee need to update the Investment Policy. There are two things missing from the Investment policy that a lot of donors asked about specifically what the pending rate is, and it should be included in the policy as well as the rolling average.

vi. CONFLICT OF INTEREST – BOARD MEMBERS

1. This agenda item was added as a request from Ed Dilkes. Lisa thinks the most important component of it, is that we should also have an actual Conflict of Interest policy that outlines the process, should there be an actual conflict.

III. COLLEGE ADMINISTRATIVE REPORT

M. GALLAGHER

- a. President Gallagher reported on several things about the College.
 - i. She mentioned that they will end the year with a balanced budget. Enrollment this year has dropped by almost 20%.
 - ii. LA City College is going to do an in-person graduation at the Greek theatre on Tuesday June 7 and it'll be at five o'clock.
 - iii. She informed the Committee about the City Senior Days that was happening today and about the different activities that the College has done for Black History Month, they're things for Women's History Month and they're planning a huge Earth Day birthday celebration on Friday April 22.
 - iv. She also gave a brief update on the Bond projects and the opening of the cafeteria

- b. Mickey Hong reported on the faculty and the different events that will take place on campus. One of the events is the Korean Event which will be on April 26th at 11am. The Armenian event will be in May. She briefly spoke about the two new programs. Korean Program and Armenian Program

IV. TREASURE’S REPORT

R. WINTERS/D. CHAN

a. FEBRUARY 2022 FINANCIALS AND CREDIT CARD STATEMENTS

- i. Bob Winters reported that the portfolio amount in Windward as of yesterday was \$44,954,807.46.
 - 1. The February 2022 financials and credit card statements were reviewed and approved by the Committee members.
 - 2. Bob Winters moved to approve the February 2022 Financials and Credit Card Statements as presented
 - a) Danny Chan seconded
 - b) **Motion Passed MSP**

V. BOARD CHAIR’S REPORT

M. HOFFMAN

- a. No updates from Marvin Hoffman. Julie Stromberg informed the Committee about a prospective new Board member. He is former Councilmember David Ryu. Marvin Hoffman asked Julie to send his resume to the Executive Committee and to be added to the next Executive Committee meeting on April 19, 2022.

VI. PUBLIC COMMENTS

- a. None

VII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 12:10 PM
- b. Next meeting will be on April 19, 2022 at 10:00 AM

NOTE: MSP=Moved Second Passed

Approved and signed by Secretary, Julie Stromberg: _____