

# LOS ANGELES CITY COLLEGE FOUNDATION

## EXECUTIVE COMMITTEE MEETING

FEBRUARY 27, 2024

**LOCATION:** LACC Foundation Conference Room  
Student Union Building  
855 N Vermont Ave  
Los Angeles, CA 90029

### CONFERENCE CALL INFORMATION

**Dial:** 1 (669) 900-6833

**Meeting ID:** 811 0670 4987

**Passcode:** 567255

**TIME:** 11:00 A.M.

## MINUTES

### Attendance:

**Members Present & Conference Call:** Robert Schwartz (Chairman); Marvin Hoffman (Immediate Past Chairman); Edward Dilkes (Vice Chairman); Bob Winters (Treasurer); Danny Chan (Assistant Treasurer); Jeff Zarrinnam (Member-at-Large); Amanuel Gebru (LACC President); Joe Dominguez (VP, Admin Services); Anna Le (President, Academic Senate) and Lisa C. Nashua, Ph.D. (Executive Director)

**Members Absent:** Julie Stromberg (Secretary)

**Guests:** Brittany Delany, Carole Wenger, Daren Lynne, Helen Khachatryan and Silvia Martinez

### I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 11:10 A.M.
- b. Motion to accept minutes from January 23, 2024
  - i. Jeff Zarrinnam motioned to accept and approve the minutes of January 23, 2024, meeting as submitted.
  - ii. Bob Winters seconded.
  - iii. **Motion Passed MSP**

### II. EXECUTIVE DIRECTOR'S REPORT

L. NASHUA

- a. Lisa Nashua reported on the following items.
  - i. SWAP MEET - UPDATE
    1. Lisa reported that the swap meet had a rough start for January, which was not a surprise with the inclement weather that we had during that month. Dr. Gebru, Lisa and Robert met with Phillip in the morning to talk about the possibility of having the swap meet on the college campus located over by the Library and the Sciences building.
      - a) Overall, the swap meet is down by \$4,096.54 less than last year.
      - b) The Swap Meet commission for January 2024 was \$33,421.00 for both Saturday and Sunday.
      - c) The year-to-date total is \$33,421.00.
    - ii. 2023 AUDIT
      1. The auditors were going to reach out to members of the LACC Foundation Audit Committee to go forward with any questions or any concerns that the Committee might have for them to specifically look at during the audit.
      2. The staff has already provided some of the requested documentation. The Foundation also notified the different departments that have accounts that December 31<sup>st</sup> was the end of 2023. Any invoices, any payments that they needed to be processed by the end of January so that Helen could completely closeout the year.
  - iii. MAJOR DONORS
    1. Lisa went over some of the highlights of her major donors' report.

- a) She mentioned that Dr. Gebru and she had a fabulous meeting with Al Ballesteros who is the President & Chief Executive Officer of JWCH Institute, Inc. They discussed potential partnerships opportunities in healthcare with the college.
  - 1) They are partnering with a Little Tokyo nonprofit who is doing the construction on the corner of Santa Monica and Vermont. They're building the housing inside that building. They're also going to be placing a Dental facility and an Optometry facility that LACC students will have access for.
- b) Lisa also mentioned that another important highlight was that Carole Wenger had been working hard to get a hold of John Branca and while she was working on that. The President of Occidental College called Dr. Gebru and asked him to go to a meeting. Dr. Gebru asked Lisa to join him in the meeting and they found out that John Branca was involved in that meeting. They're discussed the possibility for pipelines for our LACC students to Oxy, which John Branca is very in favor of, but they want to start with the music students.
  - 1) Carole Wenger asked to let her contact John Branca to continue with the previous proposal for him to fund some program at LACC. They will follow-up him after the meeting to determine how this new proposal fits with his interests and funding opportunities with LACC.
- c) Lisa has been in communication with Jeremiah Cillpam and is tracking when the opportunity to submit information to begin consideration of funding through Chik Fil A corporate. Goal \$300,000.
- d) She went over the other items in her report like the meeting with Daniel Marlos to discuss the concept of photography contest concept "faces of LACC." Daniel offered to partner with the Foundation and donate his art to raise funds for scholarships and awards for students. Potential funds up to \$50,0000. She also briefly talked about the Nick Beck Lecture with Ira Rosen on March 7<sup>th</sup>.
  - 1) Carole Wenger mentioned that she needed to get all the lists used to send notifications about the different events.

iv. PLANNED GIVING PROGRAM

- 1. The Planned Giving program is moving forward. They're currently working on getting better data. The Emeriti Association mailing list is very limited and has not been updated for a while. The planned giving seminar is scheduled for April 11th, which will be an opportunity to invite new prospects and current donors onto campus to learn more about Planned Giving.
  - a) Dr. Gebru mentioned that he had already emailed all the VPs to help Lisa get the information she needs.

v. FOUNDATION ENGAGEMENT

- 1. Brittany Delany, Director of Foundation and Government briefly went over some of the highlights on her report.
  - a) She reported on the grants that have been received as well and the submissions that are on deck. Brittany mentioned that they received continued support from ECMC Foundation in our Pop-Up Pantry. Daren Lynne, Lisa, and Brittany have worked together well on the Pop-Up Pantry program.
  - b) Brittany also went on to thank Ed Nahmias for his gift in support of Guardian Scholars' event. Where they took 11 students to go see 'Romeo & Juliet' on February 22 at the Center Theater Group.
  - c) She talked a little bit about some engagement that she had with some of our elected officials. She has been working with Lisa and the Committee for the Investiture, and she was really, happy to hear that the mayor's office confirmed the mayor's participation who will be offering some welcoming remarks.

vi. BASIC NEEDS PROGRAM

D. LYNNE

- 1. Daren Lynne started her report by mentioning that she will be speaking at the Student Services Officers Annual Conference scheduled for March 12-15, 2024, in San Francisco, CA. Speaking with the Foundation for California Community College team, their title is Empowering Students, Innovative Partnerships and Holistic Basic Needs Support. They've asked her to talk about all the things that have been implemented here at LACC to support its students.
- 2. She briefly talked about the National Institutes of Health (NIH) Grant. Daren shared the information with Lisa and Robert Schwartz. She confirmed LACC and Wesley Health's participation. The NIH grant's target collaboration will be LACC for education, Wesley Health for health and Fresh Success for food & employment skills.

3. The Emergency Food and Shelter program was expanded and now they have partner with Vons the local grocery store on Sunset Blvd. However, it requires some of the foundation's staff to go every week and pay in person. The feedback from students was significant and they're quite happy because now they can get canned goods, beans, rice, tortillas, bread and not just snack food. They've also started processing rent applications.
  - a) Daren mentioned that she had a conversation with Nune last night and apologized for bringing it up at this point, but she thinks that there's about \$12,000 left in the Basic Needs funding, and since her salary is now being covered by the LACC Foundation, she'd like to use those funds. They're still finding students that need assistance with rent. However, they don't have funding to help students with utility assistance. She's unable to pay utilities support out of the Emergency Food and Shelter program. Now that they don't have Basic Needs funding from the College, this is where they have an area where they're unable to support.
    - 1) She was hoping that the Executive Committee will consider letting her retool or use those funds to help with emergent needs. Robert Schwartz responded that it would work for them.
4. Daren also reported talking to Al Ballesteros about the Gala and will be working him with his contact list. Robert suggested to include a note with Al's name on all the mailing that's coming from him including his name on the return address.

vii. DONOR PROSPECTING & ENGAGEMENT

C. WENGER

1. Carole Wenger went on to mentioned that she was initially given a list that has bad data on it and that she was trying to figure that out. She's sent emails to all those people and got a lot of bounce back. She also spoke on the previous relationships she had when she was here in the past with some of the donors.
2. She mentioned that she wasn't getting responses from the faculty and to help the departments she needed to get information from them.
  - a) Joe Dominguez mentioned that she could attend some of the Deans meetings so she can get an idea how they operate and be able to communicate with them.
3. She also reported that she was currently working in updating the scholarship list to be able to contact the donors to see if they want to add to the scholarship principal.

viii. SPRING 2024 EVENT – CALENDAR REQUEST

1. Lisa mentioned that they have listed the events that are coming up and what they're going to do is to send Board members calendar invitations to all these events. The Board members can just accept the ones that they plan to attend.

ix. GALA 2024 PLANS

1. Alex Swart is working on the invitation for the 2024 Gala which will be on Wednesday, October 23rd at the Skirball Cultural Center. Lisa mentioned that they already have Al Ballesteros as a confirmed honoree. Ellen Zaman from Children's Hospital LA has not been confirmed yet.
2. Lisa is finalizing the Sponsorships form for distribution and to add it to the LACC Foundation Donation Site. A \$10,000 Sponsorship has been received from Ed Dilkes.

**III. COLLEGE ADMINISTRATIVE REPORT**

**A. GEBRU/J. DOMINGUEZ**

- a. Dr. Gebru mentioned that they're a few weeks into the semester, students are back on campus and online.
- b. He briefly mentioned that they have some activities planned for the month of March.
  - i. As part of their efforts to bring students back to LACC. They'll be doing the Senior City's Day on March 18<sup>th</sup> to the 21<sup>st</sup>. They are anticipating about 2,000 students from their partner high schools. They're trying to get them registered to get them classes, get them counseling, appointments, orientation.
  - ii. Dr. Gebru also talked about the 17th Annual A2MEND Conference, which this year will be hosted at the Hyatt LAX. A group of about 15 African American male students that are part of their A2MEND Charter will be participating at this conference and will have the opportunity to engage with about 500 students from across the state, and some of them will be eligible for scholarship opportunities.

- iii. He informed the Committee about some other things that are happening at City and asked Joe Dominguez to give an update on the College budget. Joe Dominguez mentioned that they currently have a \$1.9 million deficit, but they're working on various items to reduce that for the end of this fiscal year.

#### **IV. TREASURE'S REPORT**

**R. WINTERS/D. CHAN**

- a. January 2024 Financials and Credit Card Statements
  - i. Bob Winters moved to approve the January 2024 financials and credit card statements as presented.
    - 1. Ed Dilkes seconded.
    - 2. **Motion Passed MSP.**
  - ii. Robert commented that the portfolio was 2% down from December 31, 2023.

#### **V. BOARD CHAIR'S REPORT**

**R. SCHWARTZ**

- a. 2024 Board of Directors Dues
  - i. Again, Robert reminded the Committee to pay their 2024 Board of Directors dues and to complete their 2024 Conflict of Interest form.
  - ii. Robert also informed the Committee about Brittany Delany leaving the Foundation office and thanked her for all the work she did for the Foundation.

#### **VI. ACTION ITEM**

- a. Consideration of Use of \$24,000 of HPPA Endowment Unrealized Gains for Film Productions Awards
  - i. Robert Schwartz briefly spoke about the HPFA Endowment fund and recommended approving the use of the requested funds.
  - ii. Ed Dilkes moved to approve the use of \$24,000 of the HPPA Endowment unrealized gains for film productions awards.
    - 1. Bob Winters seconded.
    - 2. **Motion Passed MSP**

#### **VII. PUBLIC COMMENTS**

- a. None

#### **VIII. ADJOURNMENT AND NEXT MEETING**

- a. The meeting was adjourned at 12:58 PM
- b. Next meeting was originally scheduled for March 26, 2024, at 11:00 AM but due to the unavailability of some of the participants it got postponed to April 2, 2024, at 11:00 AM.

**NOTE: MSP=Moved Second Passed**

**Approved by Julie Stromberg, Secretary**