

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); James R. Reeves (LACC VP of Administrative Services) and Robert Schwartz (Executive Director)

**Absent:** James Lancaster (LACC VP of Academic Affairs) and Michael Kalustian, (President, LACC Academic Senate)

**Guests:** Silvia Martinez

**I. CALL TO ORDER**

**M. HOFFMAN**

- a. The Meeting was called to order at 10:03 A.M.
- b. Motion to accept minutes from June 23, 2020
  - i. Ed Dilkes 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. PROMISE ZONE
    - 1. Last week it was a meeting of the Leadership Council of the Promise Zone and they voted the foundation onto that Council because we are going to act as the fiscal agent. Robert thinks it will open the door for us to contact a number of funders that we have not really had tremendous success in the past.
  - ii. GUARDIAN SCHOLARS AND PRESIDENT'S SCHOLARS
    - 1. Robert gave a quick update on the Guardian Scholars. A full transition has now taken place and Veronica Garcia is no longer involved with Guardian Scholars as its administrator. Robert mentioned that they had a talk about two weeks ago and it was decided that Mario Escalante will be the new Guardian Scholars counselor and Alvaro Aguila is now the new person managing the Guardian Scholars Program.
    - 2. He mentioned that we are entering the third week of July and we still do not have a solid list of President's Scholars. Since Jaime Arevalo retired last year, we are facing a decrease in students applying for this scholarship. A couple of days ago the Outreach people only had 13 students that applied for the program. Which is the smallest group since the first year.
  - iii. SWAP MEET
    - 1. Robert informed that the swap meet is still close. He mentioned that they been having conversations with Dr. Gallagher and with Rick Landis about potential reopening and he said that James Reeves has been incredibly involved with this matter also. With everything that it is going on with the pandemic, all we have to do is wait. President Gallagher said that the District is not stopping us from opening the swap meet, it is the situation that we are in is what is stopping us from opening the swap meet.
    - 2. The Swap Meet continue to be down until further notice.
      - a) The Swap Meet revenue was down **\$184,148.04** from last year
      - b) The Swap Meet commission for June 2020 was \$0.00 for both Saturday and Sunday
      - c) Year-to-date total is \$132,174.07

iv. ALUMNI AND CORPORATE/FOUNDATION ENGAGEMENT

1. Robert reported that Kevin has been doing a great job of just connecting with alumni without asking for money. Robert checked around, including people for other schools and in charge of fundraising and they said that the thing they are not doing is asking anyone for money. So, Kevin is been just contacting people to say anything for Happy birthday to how you are doing.

v. SBA/FEMA

1. Robert informed the Committee that Daren Lynne was applying for several FEMA related grants. These things are all intertwined. She was applying for United Way Cares money for emergency food and shelter. So, by August 13th we are supposed to find out about two items we applied for the total \$2 million we are supposed to be aligned to get 60% of that. The way they have this formula set up that would be \$1.2 million and have that be a 10% indirect fee to us. That would be \$120,000 to the Foundation. Again, we will hear about that the middle of August. That is why Robert did not want to start revising the budget.
2. Robert also mentioned that he received a call from Theo Kingma to inform him that the HFPA had their meeting and they approved \$20,000 grant for us to use for scholarships but it can also be use for COVID related as well.

vi. DISTRICT AUDIT

1. The Foundation submitted the response to the District Audit findings. Robert said that Arnold called him two weeks ago and to inform him that they had reviewed our responses and based upon what they originally found in our responses. They are not going to make any changes to our fight. So, now Robert will work with Selina Chi to give them an action plan of what we're going to do

**III. COLLEGE ADMINISTRATIVE REPORT**

**M. GALLAGHER**

- a. President Gallagher briefly updated the Committee of what has been happening with our situation with the response to COVID-19
  - i. She reported that they went fully remote in spring for some of their classes. They were not able to complete some of the classes, they are going to bring back to complete for example Dental technology that they cannot complete their classes online since they are more like hand on courses.
    1. They have been talking very seriously about the need for making sure that the students get Chromebooks and get textbooks. So, they have a program that Jim Reeves has been working on with the bookstore. She said that they have preserved some Cares money to be able to cover textbooks and Chromebooks that students cannot afford to cover through their financial aid.
    2. She talked about the bond program. They are having some major challenges with da Vinci; they visited the da Vinci building about three weeks ago and it is missing key components for art program. She already told them that she will not accept the building in the condition that it is in because they will not be able to teach art and that is just not going to work for them. They are not on campus right now anyway, but she is been truly clear with what will be acceptable for them. The art room need to have ventilation for painting and other sort of items and materials that you use that have heavy fumes and there was no additional ventilation put into the building.
  - ii. James Reeves reported that he is been working with Rick Landis with regards to the swap meet. He also mentioned that UCLA MSOL program has been completed. That is the modern manufacturing program out of UCLA. There will be occupying the second floor of Life Sciences building whenever we can get them in the lease agreement, the initial lease agreement is through the duration of their grant, which is about two and a half years they fully expected to be renewed.
    1. James Reeve also reported on the campus budget and the oversight committee

**IV. TREASURE'S REPORT**

**R. WINTERS**

- The Committee briefly discussed the updates in the investment policy and will be discussed further in the Finance and Investment meeting
- a. LACCF INVESTMENT POLICY UPDATE
    - i. This agenda item was tabled for next Executive Committee meeting in August

1. Ed Dilkes moved to table the review and approval of the new Investment Policy

2. Jeff Zarrinam seconded

3. **Motion Passed MSP**

b. JUNE 2020 FINANCIALS AND CREDIT CARD STATEMENTS

i. The June 2020 financials and credit card statements were reviewed and approved by the Committee members

1. Ed Dilkes moved to approve the June 2020 Financials and Credit Card Statements as presented

2. Jeff Zarrinam 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 Committee agreed to recess the Executive Committee meeting and convene after the Finance and Investment Committee

i. Ed Dilkes moved to recess this meeting and open the meeting of the Finance and Investment Committee

1. Jeff Zarrinam seconded

2. **Motion Passed MSP**

b. The meeting was reconvened at 12:48 PM and was adjourned at 1:05 PM

c. Next meeting will be on August 18, 2020 at 11:00 AM

**NOTE: MSP=Moved Second Passed**

**Approved and signed by Secretary, Julie Stromberg:**

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