

LOCATION: LOS ANGELES CITY COLLEGE FOUNDATION

855 N. Vermont Avenue
Los Angeles, CA 90029

TIME: 11:00 A.M.

MINUTES

Attendance:

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

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

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 11:05 A.M.
- b. Motion to accept minutes from February 18, 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. CLOSURE
 1. Robert mentioned that he asked the staff to join today's meeting just in case the Committee members have any questions. Particularly in connection with any administrative things that we are doing, including the scholarship. We close the office down due to the COVID-19. Yesterday was a week ago and Robert took that move knowing where this was all heading. We were already set up to work remotely so we are moving ahead
 - ii. SWAP MEET
 1. The Swap Meet is going to be down for the foreseeable future. So we're going to keep that close down and you know this is the time when we're lucky to have the resources that we got reserve to tap into without having to ask people to be either laid off or take reduced pay, everybody here is working.
 - a) The Swap Meet revenue was up \$25,446.17 from last year
 - b) The Swap Meet commission for February 2020 was \$53,744.98 for both Saturday and Sunday
 - c) Year-to-date total is \$112,238.19
 - iii. SCHOLARSHIPS
 1. The scholarship as you know, we are moving forward. Kevin Brown can talk about the alumni if it is necessary. We are reaching out to the alumni. We already asked out. He sent the newsletter out last week and we also sent a letter out this morning by email.
 - a) We are keeping them sort of update asking them if they need anything or on the other hand, those who have if they can help with anything. They may have access to, but also just sort of update people with what we are doing
 - iv. UPDATES
 1. After the couple of updates Robert thanked the members of the board who did participate on the Flu Shot Appeal. We're basically the lion's share of the money that was being utilized for the flu shots that President

Gallagher arranged for with Wesley Health. We are still getting the exact numbers there may have that, but the idea was to get 5,000 flu shots out to students. Make sure that people's immune systems are not competed by getting the flu. Then once you have a flu, you are more likely to contract the virus.

2. The food pantry was busy last Monday, which was the last day of a food pantry. Daren Lynne can talk more in detail about that food pantry
 - a) We served over 700 people at the food pantry
3. Martha Pelayo has been in touch with several the elected officials. She was on a call yesterday with several their representatives.
 - a) Robert was even in touch with the Mayor and the Governor's office over the weekend in connection with an offer that he got through an acquaintance of up to 100,000 testing kits that would be coming from South Korea because they don't need as much right now. The Mayor got back actually within a couple of hours to say that they are already talking to this company and the Governor's office reached out to me yesterday saying that they will pass this on to the appropriate people at their level.
 - b) We are just doing whatever we can to help even beyond what is going on, on the campus.
 - c) Ed Dilkes mentioned the need to talk about the request from the District Foundation for us to assist us with what would be the distribution of any help, we give the students and potentially including the scholarship awards. Robert Schwartz reported that Mike Fuller sent out an email to all the Foundations. That instead of us trying to send checks to people that we get to turn the money over to the District to be the central repository load up these bank mobile cards. Robert is hesitant to turn things over based on the experience in the recent past.

III. COLLEGE ADMINISTRATIVE REPORT

M. GALLAGHER

- a. President Gallagher mentioned that there is a lot of work that is been happening at the college to prepare our students for going online with their classes and for our staff to work online.
 - i. The only people on site right now are our facilities people. The custodians are going through the college and sanitizing everything and disinfecting everything and locking areas off to indicate that they disinfected it.
 - ii. The new date that we are publishing today as the date to return, quote, unquote is May 4. We are all aware of the fact that, that data is likely to move. How much it will move depends on what happens over the next couple of weeks, but we are planning to do the rest of this semester online.
 - iii. We are working on getting students, the Technology that they need. We have given them information on how to get free internet access. We are giving them information on how to get devices from the College, we are in an all-out situation of trying to make sure that our students have the technology they need to do this. And that our faculty have the technology they need to do this, we believe that all our faculty have the technology to do it right now, we are still planning to have graduation. On June 9 at the Greek theatre. However, if for some reason it does not appear that we can do an event like that we're in parallel planning a virtual graduation, but we're going to have a couple of faculty members from cinema TV and from our visual arts area work together to do something really cool.

IV. TREASURE'S REPORT

R. WINTERS

- a. FEBRUARY 2020 FINANCIALS AND CREDIT CARD STATEMENTS
 - i. Marv Hoffman mentioned again that he wants Bob Winters and Joseph Robillard to communicate and work on weekly reports for the Finance and Investment Committee as well as for the Executive Committee. Marv said that his personal feeling and he does not know how much slower the market can go and today it made a big turn
 - ii. The February 2020 financials and credit card statements were reviewed and approved by the Committee members
 1. Bob Winters moved to approve the February 2020 Financials and Credit Card Statements as presented
 2. Jeff Zarrinam seconded
 3. **Motion Passed MSP**

V. BOARD CHAIR'S REPORT

M. HOFFMAN

VI. PUBLIC COMMENTS

VII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 12:00 PM
- b. Next meeting will be on April 21, 2020 at 10:00 AM

NOTE: MSP=Moved Second Passed

Approved and signed by Secretary, Julie Stromberg:
