

LOCATION: MARINO Ristorante
6001 Melrose Ave
Los Angeles, CA 90038

CONFERENCE CALL INFORMATION

Dial: 1 (669) 900-6833

Meeting ID: 882 4287 2257

Passcode: 502777

TIME: 11:00 A.M.

MINUTES

Attendance:

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

Members Absent: Marvin Hoffman (Immediate Past Chairman); Julie Stromberg (Secretary) and Anna Le (President, Academic Senate)

Guests: Shannon Cassidy; Brittany Delany and Daren Lynne

I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 11:14 A.M.
- b. Motion to accept minutes from November 28, 2023
 - i. Jeff Zarrinam motioned to accept the minutes of November 28, 2023, meeting as submitted.
 - ii. Danny Chan 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 Phillip has come by to look at the space on campus and they will start to look at what that looks like to do the agreement. The swap meet is finally tracking well ahead of last year.
 - a) Overall, the swap meet is up by \$47,743.76 more than last year.
 - b) The Swap Meet commission for November 2023 was \$40,261.10 for both Saturday and Sunday.
 - c) The year-to-date total is \$485,702.64.

ii. FOUNDATION ENGAGEMENT

- 1. Brittany Delany, Director of Foundation and Government briefly went over the main highlights of her report.
 - a) She mentioned that she continues to work on some of the programs that she manages with our foundation grants and continues to cultivate a relationship with the Guardian scholars, Ralph Bunche Scholars Honors program, Cinema/TV department, Journalism department and learning more about the Radiologic Technology program. She's working with Julie Washenik on Care First Community Investment grant for program area 'Equity in Medicine.'
 - b) Brittany is also working with Dean Alvarez and Dean Harrison and Dr. Rivera on the 'Fresh Food' program area for Care First Community Investment grant from L.A. County.

iii. BASIC NEEDS PROGRAM

D. LYNNE

- a) Daren Lynne went on to report on the Emergency Food and Shelter grant. There is a little bit left in rent about \$30,000 and they were working to expend the remainder of the food money. However, they have

extended the deadline for spending by 12 months, so the new date is December of 2024 so they will have some systems rolling forward and they are going to keep the funding that they had, and they will use it for the Pop-Up Food Pantry.

- b) Daren mentioned that the Fresh Success contract is with the Foundation. It is a contract with LACC as our educational partner. The gross expenditure budget was \$1.2 million that they could submit. She also mentioned that we have the largest program in the State. That is going to net by the end of the contract about \$750,000.

iv. ANNUAL AND PLANNED GIVING PROGRAM

1. Shannon Cassidy briefly reported on the Lecture Series and mentioned that Senior Producer Ira Rosen will give a lecture to Journalism and Cinema students about his storied career in primetime news programs on culturally impactful shows like 60 Minutes and 20/20. An event kicks off meeting is scheduled for early January. The event will be on March 7, 2024, at 12:00 PM.
2. She went on to report that the Planned Giving program is moving forward, and a meeting between the foundation and the consultants is held bi-weekly to review the marketing plan, identify prospects, and continue building out resources and skills.
 - a) The next communication will go out Mid-December through the planned giving website host Crescendo.
 - 1) There were already two individuals asking for more information regarding the program. In addition, on how they can make planned gifts.
3. Shannon mentioned that the Give a Credit campaign was officially launched on November 17th. The challenge match was \$20,156.00 and as of December 7th it had raised \$\$27,721.00. Currently they're a little over \$30,000.
 - a) They will send two emails a week and post twice a week until December 31st. In New Year's Eve, they will send two emails and three social media posts.

v. MAJOR DONORS

L. NASHUA

1. Lisa went over the major donors' report.
 - a) She went over a couple of highlights and mentioned that it was a team effort; Sterling Franklin saw Carol Kozeracki when he was visiting the math team. They spoke about the Break It to Make It program. Following discussion with Shannon and then with Lisa. \$67,000 endowment to benefit Break It to Make It students. Endowment earnings to be \$2,760 following the Give a Credit model to fund one student's entire units at LACC.
 - b) Lisa mentioned that she talked to Jerry Ward and he's going to renew his gift to benefit the Dream Resource Center. She also heard back from Professor Jazirehi, who used to teach at UCLA, came to LACC. When we went to present at department meetings, he said, he saw Lisa present and he heard about all the different scholarships the Foundation offers. Therefore, he contacted Lisa to talk about setting up a scholarship. He is going to do an endowment for his father. His wife and mother-in-law are going to do a separate endowment. Professor Jazirehi will be meeting with Lisa to give her the check.
2. Blackbaud – Raiser's Edge Donor Database
 - a) She reported that they have an updated contract with Blackbaud Raiser's Edge and Financial Edge that was negotiated by Shannon Cassidy to upgrade to NXT. The company will be eliminating the current version utilized by LACCF with the ability to archive inactive records and only pay for active records. The overall cost will be slightly reduced, yet the team will utilize a more dynamic system for CRM and communications through RE.

III. COLLEGE ADMINISTRATIVE REPORT

A. GEBRU/J. DOMINGUEZ

- a. Dr. Gebru mentioned that a lot of good things were happening on the campus.
 1. He briefly spoke about the 10.23% raise that they're getting which was negotiated across the Board.
 2. Dr. Gebru also mentioned that they got a lot of work to do in terms of course completion, course success and course transfer. He wants to make sure that they are trending in the right direction. So, he's excited about the opportunities and he's hoping that they can do some of those things next semester.

3. He also spoke on other things that he will try to improve like student services and facilities enhancement. There are a lot of things that need work, and he said that if he needs the Foundation support, he will sure come and ask for it.

IV. TREASURE'S REPORT

B. WINTERS/D. CHAN

- a. November 2023 Financials and Credit Card Statements
 - i. Bob Winters moved to approve the November 2023 financials and credit card statements as presented.
 1. Ed Dilkes seconded.
 2. **Motion Passed MSP**
 - ii. Danny Chan briefly spoke on the current market and the way the Foundation portfolio is doing so far.
- b. 2024 Proposed Budget – Draft
 - i. The Executive Committee was not ready to vote on the approval of the 2024 Proposed Budget because they need more time to review all the items listed.
 1. Ed Dilkes moved to tabling this agenda item for the next meeting on January 23, 2024.
 2. Danny Chan seconded.
 3. **Motion Passed MSP**
 - ii. Robert Schwartz brought up a couple of topics that were relevant to Dr. Gebru and Joe Dominguez. He mentioned the difference between when the Foundation takes in money and when the college takes in money. When the college takes in money, the money basically gets spent because they're not investing the money. When the Foundation takes money, we can leverage it for more money. This came up because before the Foundation was managing the Coffee Shop, the Vending Machines, the Parking Rental revenue, and the Filming revenue. The district took away the Coffee Shop, the Vending Machines, and the Parking Rental revenue. The Parking Rental was used to not only pay for Daren Lynne's salary, but also to support other programs that benefited the students.

V. BOARD CHAIR'S REPORT

R. SCHWARTZ

- a. Proposed Update – LACCF Articles of Incorporation
 - i. The Executive Committee accepted the proposed updates along with the small amendment from Ed Dilkes.
 1. Danny Chan moved to approve the proposed updates and amendment by Ed Dilkes to the LACC Foundation Articles of Incorporation and recommended to be taken to the Board for final approval.
 2. Ed Dilkes seconded.
 3. **Motion Passed MSP**

VI. PUBLIC COMMENTS

- a. None

VII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 11:50 AM
- b. Next meeting will be on January 23, 2024, at 10:00 AM

NOTE: MSP=Moved Second Passed

Approved by Julie Stromberg, Secretary