

LOS ANGELES CITY COLLEGE FOUNDATION

EXECUTIVE COMMITTEE MEETING

APRIL 02, 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); Julie Stromberg (Secretary); Jeff Zarrinam (Member-at-Large); Amanuel Gebru (LACC President) and Lisa C. Nashua, Ph.D. (Executive Director)

Members Absent: Danny Chan (Assistant Treasurer); Joe Dominguez (VP, Admin Services); Anna Le (President, Academic Senate)

Guests: Thomas Burley, Daren Lynne, Helen Khachatryan and Silvia Martinez

I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 11:04 A.M.
- b. Motion to accept minutes from February 27, 2024
 - i. Marvin Hoffman motioned to accept and approve the minutes of February 27, 2024 meeting as submitted.
 - ii. Jeff Zarrinam 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 kept closing due to the rainy weather. Lisa contacted Phil about getting the check on time. Dr. Gebru and Lisa will continue the conversation about the possibility of having the swap meet on the campus located over by the Library and the Sci-Tech building.
 - a) Overall, the swap meet is down by \$15,713.54 less than last year.
 - b) The Swap Meet commission for February 2024 was \$30,699.00 for both Saturday and Sunday.
 - c) The year-to-date total is \$64,120.00.
 - ii. 2023 AUDIT
 1. Helen has sent all the requested documents to the auditor. Lisa mentioned that the audit might not be ready for the April Board meeting. There is also a possibility that there is going to be a single audit for our federal funds.
 - iii. MAJOR DONORS
 1. Lisa went over some of the highlights of her major donors' report.
 - a) She mentioned that she's following up with Jeremiah Cillpam regarding nominating LACC Foundation for consideration of a Chick-fil-A corporate. The goal is \$300,000.
 - b) She had a lunch meeting with Sterling Franklin and Dr. Gebru to begin building a relationship – aimed at working toward the establishment of the President's Fund for Innovation. Target funds \$180,000 annually.

L. NASHUA

- c) Lisa also mentioned that Dr. Ronald Levant made his final pledge payment to complete his \$500,000 donation - \$300,000 for the Dr. Ronald Levant Scholarship and \$200,000 for the endowed Dr. Ronald Levant Lecture Series. Dr. Levant is working to plan a visit to CA with the aim of garnering additional resources to support the Psychology Program.
- d) She had a phone meeting with Steve Lebowitz regarding the sculptures. The donation is based on the need for the art to be on display to the public. The LACCD Board of Trustees has approved these sculptures. Lisa already met with Build LA, and they proposed storing the two sculptures since the quad will be torn up starting early fall for one year. Two locations have been identified for temporary installation. We should be receiving the agreement where it says that the LACC Foundation is the recipient of the funds.

iv. PLANNED GIVING PROGRAM

- 1. The Planned Giving program continues to move forward. The Estate Planning seminar is scheduled for April 11th. There are about 30 rsvp's so far. Weekly email reminders are scheduled to go out. Lisa is also coordinating a Campus Tour for the Emeriti group on the same day, and it will help them to come to both events.
 - a) Dr. Gebru mentioned that he had already emailed all the VPs to help Lisa get the information she needs.

v. FOUNDATION ENGAGEMENT

- 1. Lisa Nashua introduced Thomas Burley as the new Director of Foundation and Government.
 - a) She mentioned that Tom is getting involved and introducing himself to some of the elected officials as well as the grant donors.
 - b) Tom was able to finish two grants and Lisa and him worked together to get the grant application to the Golden Globe Foundation with all the updated information. He's also getting ready to work on the LOI for Parsons Foundation.
- 2. Lisa mentioned that they received confirmation from Adam Schiff's office. The President signed the bill, and the Foundation is on deck to receive the \$654,000 earmark. Lisa will wait for the next steps to complete final documentation and timeline.

vi. GALA 2024 PLANS

- 1. The 2024 Gala will be on Wednesday, October 23rd at the Skirball Cultural Center. Reception at 6pm and Program starts at 7pm.
 - a) Alex Swart created a beautiful design and key art for the 2024 Gala invitation. They will be preparing the save the date for mailing with key art.
 - b) Al Ballesteros has been confirmed as one of the honorees. Lisa is working with Ellen Zaman from Children's Hospital LA to confirm her as the other honoree.

vii. BLACKBAUD RAISER'S EDGE DATABASE

- 1. Lisa will have a meeting with a Blackbaud representative to go through the duplicate issue, identify non-retrievable records, and look at query extraction records oddities.
 - a) The Committee discussed this matter further and the possibility to hire a Database Specialist to manage the Foundation's database.

viii. BASIC NEEDS PROGRAM

D. LYNNE

- 1. Daren Lynne went over her report.
- 2. She mentioned that the National Institutes of Health (NIH) Grant was in. It ended up the numbers are different because they don't allow the college to have built in funding for food. Daren also had wanted to include materials in different languages, but they don't allow that type of printed materials either. The final numbers are almost \$1.5M to the program. Half million a year for three years. \$462K in indirect cost. Part of that is structured like how Daren's time was on the Fresh Success Grant. 25% of her time will be covered on the grant.
- 3. The UWGLA - Home for Good grant is back-office infrastructure. They made a request for about \$5,500 for the Financial Edge software update as well as a new computer and some learning software and continued support. The decision for that will be around April.
 - a) Daren also spoke on the Emergency Food and Shelter Phase 41 and Phase 39 and Fresh Success program.

- 1) She mentioned that they will be having a Management Evaluation. On April 16th, the California Department of Social Services is sending five of their staff members to come see our operations.
 - 2) Daren reported that because of our involvement with Fresh Success and since we've been fully funded, and the contract has ended will need to have single stop audit. The rule for a single stop audit, it's if you expend more than \$750,000 in Federal funds in your fiscal year then you need an audit. After several phone conversations with Rachael Green (Auditor) she now has a better understanding about all the transactions. The audit process determines whether your organization's financial statements fairly present the financial position of the organization and whether they're presented in accordance with Generally Accepted Accounting Principles, which is why Rachel might have so many conversations about how to track the funding based on what occurred and the best way.
- ix. **SPRING 2024 EVENT – CALENDAR REQUEST**
1. Lisa mentioned that they have listed the events that are coming up for this spring and they're going to send calendar invitations to all Board members to attend the events. The Board members can just accept the ones that they plan to attend.

III. COLLEGE ADMINISTRATIVE REPORT

A. GEBRU/J. DOMINGUEZ

- a. Dr. Gebru mentioned that the meeting with Kaiser Permanente went well and that it was good to see our students there taking advantage of the partnership and that they seem to want to continue to build on that partnership.
- b. He thanked Lisa and the members of the Board who were able to attend the President's Investiture. He mentioned that the event very well and that they had a great turn out. He is excited to be part of this community and felt good to be welcomed by everyone.
- c. Dr. Gebru also informed the Committee on the coming events that will be happening on campus in the coming months. Like the Dean's Tea and the Budget Town Hall that will be hosted by LACC on April 23rd.

IV. TREASURE'S REPORT

R. WINTERS/D. CHAN

- a. Mr. Winters went on to report that he had to contact Windward to get access to the account. They requested for him to provide them with his social security number and other requirements. He is now waiting for them to approve his request. He asked if someone else from the Committee to request access to see the portfolio performance. It seems that Danny already has access to the account.
- b. February 2024 Financials and Credit Card Statements
 - i. Ed Dilkes moved to approve the February 2024 financials and credit card statements as presented.
 1. Jeff Zarrinam seconded.
 2. **Motion Passed MSP.**

V. BOARD CHAIR'S REPORT

R. SCHWARTZ

- a. None

VI. PUBLIC COMMENTS

- a. None

VII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 12:03 PM
- b. Next meeting will be on April 23, 2024, at 10:00 AM

NOTE: MSP=Moved Second Passed

Approved by Julie Stromberg, Secretary