

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); Julie Stromberg (Secretary); Jeff Zarrinam (Member-at-Large); Joe Dominguez (VP, Admin Services) and Lisa C. Nashua, Ph.D. (Executive Director)

Members Absent: Amanuel Gebru (LACC President) and Anna Le (President, Academic Senate)

Guests: Sterling Franklin, Tom Burley, Daren Lynne, Helen Khachatryan and Silvia Martinez

I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 11:05 A.M.
- b. Motion to accept minutes from May 28, 2024
 - i. Marv Hoffman motioned to accept and approve the minutes of May 28, 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. The swap meet report from Odd Market was distributed and Lisa mentioned that the swap meet had some downs due the weather. Phillip Dane and Lisa did a walkabout, and she gave Dr. Gebru a summary of the walkabout. They still need to figure out where they going to place the permanent porta potties.
 2. Overall, the swap meet is down by \$62,440.96 less than last year.
 - a) The Swap Meet commission for May 2024 was \$35,422.00 for both Saturday and Sunday.
 - b) The year-to-date total is \$162,773.58.
 - ii. EDD AUDIT
 1. The EDD has contacted the Foundation again. They have updated their dates up to 2024. The EDD contact is claiming that the previous system that they were using is no longer available to them and that all the documents previously uploaded by Helen are no longer available. They have requested to upload everything again and they've only given a three day turn around.
 - a) Lisa reminded the Committee that this is based off an unemployment filing from a temporary employee (1099) in the music department prior to the pandemic and they reached out to the Foundation during the pandemic for this audit and they were told that at the time there was no access to everything that they were asking for.

- b) Helen will provide all the information they are requesting, and Lisa will keep the Committee informed if there are any other updates.
- iii. 2023 AUDIT
 - 1. The LACC Foundation 2023 regular audit and the single stop audit have been completed. Lisa and Helen will review the draft copy and if everything looks fine it will be on the next Executive Committee meeting agenda to be recommended for Board approval at their meeting on July 30, 2024.
- iv. MAJOR DONORS
 - 1. Lisa went over some of the highlights of her major donors' report.
 - a) She provided a comprehensive report based on some questions that had been asked about where we were at with funding programs and the totals in the report covered throughout the academic year. However, this report is not thoroughly complete because they are still processing scholarship checks and other departmental requests.
 - 1) Lisa also mentioned that she also added the different initiatives that we've worked on, like the marketing and outreach initiatives. They've got the retainer with the agreement with Alex Swart for \$58,500 with an in-kind donation of \$61,500.
 - b) She went on to report on the funds received through June 17, 2024, between individuals, organizations and in-kinds. There're still some pending gifts to be received from Ron Kendis, Dr. William King, Ali Jazirehi, Mark Terasaki among others.
 - c) Lisa informed the Committee about Herb Alpert's visit to the campus. He is proposing some renovations to the Herb Alpert Music building. She will inform them if there are any other updates as the time goes by.
 - d) Steven Lebowitz' art donation is still on hold due to the LACCD having additional questions.
- v. PLANNED GIVING PROGRAM
 - 1. June 10, 2024 – 21 people are interested in setting up an appointment with an advisor and Lisa is setting up meetings for these individuals. She has developed a prospect list from Estate Planning information engagement as well as developing a cultivation plan to engage about 120 prospects who have navigated regularly through the links upon receipt of the newsletters and material being provided.
- vi. GALA 2024 PLANS
 - 1. As it was previously reported the 2024 Gala will be on Wednesday, October 23rd at the Skirball Cultural Center. Reception at 6pm and Program starts at 7pm.
 - a) Save the Date dropped and hit homes. They're currently identifying students for video and in-person speaking during the Gala program.
 - 1) The first set of sponsorship letters to be completed by July 2, 2024.
 - b) Lisa got Marsha Grant to work in the gala for a much lower rate than the previous years. They are working with Marsha and Joan to garner Rodney Respect Award recipient. Some of the potential candidates are Will Ferrell, Eddie Murphey, Adam Sandier, Ali Wong and Patton Oswalt.
- vii. BLACKBAUD RAISER'S EDGE DATABASE
 - 1. Lisa commented that the Blackbaud Raiser's Edge Database is on hold and will be discussed later in Robert Schwartz report.
- viii. FOUNDATION ENGAGEMENT
 - 1. Tom Burley's report was sent to the Committee along with the other meeting materials.
 - a) He went over some of the highlights of his report.
 - 1) He mentioned that he had some good news. This month, Jbay renew their funding for Guardian Scholars at \$4,500 and Kirchgessner Vision Foundation, which is the funding for the OSS for the blind and partially sighted students up their funding for \$37,200 from \$33,000.
 - b) Tom also reported on the current grant submissions and the 10 pending grants and gifts. Care First Community Investment for Equity in Medicine for \$1,200,000. Golden Globe Foundation for Cinema/TV and Journalism students for \$32,500. and a couple of other pending grants.

- c) He also informed the Committee that the Foundation has a new updated website and this was the opportunity for any of them to update their bios and/or photo.

ix. BASIC NEEDS PROGRAM

D. LYNNE

- 1. Daren Lynne's report was also sent to the Committee along with the other meeting materials.
 - a) She commented on the totals that were on Lisa's report and mentioned that those numbers need to be corrected since the amount is higher than what is in there. Lisa will make the corrections.
 - b) She's been working with Al and the Community relations person regarding the Gala. They have a commitment from Wesley Hills and from Al. That's about \$35,000. Al Ballesteros has identified another two table sponsors.
 - c) Daren went on to report on the other aspects of her work. She mentioned that she's finishing up the Emergency Food Shelter Phase 39. She's waiting for Helen to finish posting all expenses, but she thinks they've expended just about everything now. There's about \$3,000 left.
 - d) They're waiting to hear on the \$250,000 grant they've submitted. This is to provide food and rent/mortgage assistance to LACC students.
 - e) She's also waiting to hear something from the National Institute of Health to help to keeping locally health in place in the enhanced care case managers on campus.
 - f) Daren briefly spoke on the Cubby's Care Fund and mentioned that an invoice was submitted to the college for \$25,000 to provide basic needs emergency support to LACC students and will be added to the Cubby's Care Fund along with the funds that were allocated by the Board at their previous board meeting.

III. COLLEGE ADMINISTRATIVE REPORT

J. DOMINGUEZ

- a. Dr. Gebru was not able to attend the meeting. However, VP, Joe Dominguez gave a brief update on the campus community.
 - i. VP Dominguez reported that the summer session is underway and that the enrollment figures are holding, and they are performing the best efficiency district wise.
 - 1. Robert Schwartz asked him on the status of the students that couldn't re-register because they were about \$300 shy in their account.
 - a) Joe Dominguez reported that the district is finalizing a district wide process where students must pay 50% to re-enroll to show that they're committed and there's a payment plan.
 - 2. He informed the Committee that Dr. Carmen Dones the Interim Vice President of Academic Affairs started Monday, June 17, 2024. She was a Dean at West LA College.

IV. TREASURE'S REPORT

D. CHAN

- a. May 2024 Financials and Credit Card Statements
 - i. Bob Winters moved to approve the May 2024 financials and credit card statements as presented.
 - 1. Robert Schwartz seconded the motion.
 - 2. **Motion Passed MSP.**

V. LACC FOUNDATION POLICIES

L. NASHUA

- a. A copy of the updated LACC Foundation Policies and Procedures was distributed to the Committee by email. After reviewing and commenting on the updates the Committee agreed with the updates.
 - i. Ed Dilkes moved to approve the updated LACC Foundation Policies and Procedures as presented. Understanding that they're looking at much more comprehensive provisions and additions to the policy manual.
 - 1. Danny Chan seconded
 - 2. **Motion Passed MSP**

VI. BOARD CHAIR'S REPORT

R. SCHWARTZ

- a. Ad hoc Committee - Alternative Software Systems to Blackbaud

J. Zarrinam

- i. Robert Schwartz mentioned that this is in connection with the whole discussion of the Raser's Edge database, and like with every database, the ongoing challenges and issues. He had a conversation with Jeff Zarrinnam about potential alternatives. Robert reached out to a company that specialized in giving advice to entities like the Foundation, on what software to utilize. He contacted various of these companies and asked Jeff, Marv and Danny to be part of an Ad hoc Committee.
 - 1. Jeff Zarrinnam commented that he had a different approach, and he would rather get the people who regularly use the database software and find out what are everybody's needs. Then, they can figure out if they need a different database software.
 - 2.
- b. Closed Session – Personnel Matters
 - i. The Executive Committee adjourned and went into closed session at 12:37 PM, which was a productive discussion regarding personnel matters. The Committee voted to make a recommendation to the full Board based upon the discussion which will be presented at the closed session of the Board on July 30, 2024.
 - ii. The Committee returned to open session and adjourned at 1:30 PM.

VII. PUBLIC COMMENTS

- a. Sterling Franklin spoke about his fundraising experience, and he was sorry the Foundation has a bad computer system. We all want computer systems to do everything that is needed to connect with everybody. However, his concern was fundraising for LA City College Foundation. He asked if somebody has figured out how accurate its alumni list is in terms of having good addresses? Robert Schwartz responded that the Foundation has been using this software for over 20 years and there are there's about a half million alumni in the database.

VIII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 1:30 PM
- b. Next meeting will be on July 23, 2024, at 10:00 AM

NOTE: MSP=Moved Second Passed

Approved by Julie Stromberg, Secretary