

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); Danny Chan (Assistant Treasurer); Julie Stromberg (Secretary); Amanuel Gebru (LACC President); Olga Diaz (VP, Student Services); Joe Dominguez (VP, Admin Services); Carmen Dones (Interim VP, Academic Affairs) and Lisa C. Nashua, Ph.D. (Executive Director)

Members Absent: Anna Le (President, Academic Senate); Bob Winters (Treasurer) and Jeff Zarrinam (Member-at-Large);

Guests: Tom Burley; Eddie Hernandez; Daren Lynne; Sterling Franklin; Alex Swart; Helen Khachatryan and Silvia Martinez

I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 11:06 A.M.
- b. Motion to accept minutes from October 22, 2024
 - i. Marvin Hoffman motioned to accept and approve the minutes of October 22, 2024, meeting as submitted.
 - ii. Julie Stromberg seconded.
 - iii. **Motion Passed MSP**

II. EXECUTIVE DIRECTOR'S REPORT

L. NASHUA

- a. Lisa Nashua's report was sent to the Committee along with the rest of the meeting materials.
 - i. SWAP MEET - UPDATE
 1. Lisa Nashua provided an update on the Swap Meet, showing a significant decrease from last year. Joe and the team are working on locating storage and addressing the district's need to amend the previous agreement for location. They have a year-long renewal, but hope to amend the agreement for the new location a few months into the new year
 2. Overall, the swap meet is down by \$100,369.34 less than last year.
 - a) The Swap Meet commission for October 2024 was \$34,176.00 for both Saturday and Sunday.
 - b) The year-to-date total is \$345,072.20.
 - ii. EDD AUDIT
 1. The EDD auditor, who was supposed to return in November, has been quiet. Lisa is considering calling them to find out if the November report was completed, as the supervisor guaranteed it would be done in November.
 - iii. MAJOR DONORS
 1. Lisa went over some of the highlights of her major donors' report.
 - a) The team is working to close out gifts before the year-end, including those who are committed lower than expected. Lisa also mentioned that she will be drafting a proposal for Mark Terasaki to avoid delays on a \$25,000 gift. Milton & Debbie Valera and Lisa are working on a meeting with Dr. Gebru. Additionally, a meeting with Herb Alpert Foundation attorneys is pending to finalize the letter of intent for the last donation.

- b) George Lopez plans to do a master class at LACC, and Joan will collaborate to relaunch the Rodney Dangerfield Institute. The class will cover film, TV, theater, and the institute, aiming to increase excitement and faculty involvement. Joan is excited about the project.
 - c) The LACCD/LACCF agreement was moved to the December trustee meeting due to a delay in completion by the other foundations.
 - d) The scholarships and awards process has been delayed due to some departments' request to extend the scholarship due date. Silvia and Helen will be working on the selection and awarding scholarships in the next two weeks. This has caused a surge in emails from students who have been waiting for a decision for months. The extensive review process is a rewarding way to connect with students.
- iv. PLANNED GIVING PROGRAM E. HERNANDEZ
- 1. The planned giving is already launching. Eddie is reviewing 150 prospects and collaborating with Lisa to cultivate each. He connected with the Emeriti Group and encouraged them to include LACCF in their estate planning. He also reached out to twelve individuals requesting an estate planning guide, increased the prospect list, and connected with three prospects to answer their questions.
- v. INDIVIDUAL DONOR SUPPORT/CAMPAIGNS E. HERNANDEZ
- 1. The Give a Credit campaign secured \$12,000 in matching gifts and is seeking additional funds. Email communication was sent to constituents seeking donations for flexible unrestricted funds. Multiple donation amounts are offered and drafting four email communications that will be scheduled and sent to constituents. Social media posts and emails were also sent to LACCF followers on Facebook and LinkedIn and to retired faculty.
 - 2. The Give Every Month initiative was launched through an email by President Dr. Gebru to faculty and staff, with strategies to encourage enrollment in the Give Every Month initiative. The initiative is included in the LACCF's webpage. Communication includes a student photo and inspiring quotes to drive donations.
 - 3. Eddie and the Christopher from the Theatre department reviewed hundreds of photos from theatre events that took place in 2024 and selected a photo from a play called Queen of Califas. The final design was submitted to Ortiz printing, and over 700 holiday cards were mailed to donors, board members, district trustees, and payroll-deductions. The holiday card includes a soft request for donations to support students attending a crucial theatre festival.
 - 4. Eddie collaborated with Rhonda Guest on the Nick Beck Investigative Journalist Lecture Spring Campaign, and she nominated Jacob Soboroff and James Brabazon for a lecture series in the spring.
 - 5. Eddie has communicated with Loretta and Lenora Sanders about six times, thanking them for contributions and answering questions about their Simmie Lewis Scholarship, and is planning a meeting to maintain their engagement. He emailed three times to Shannon Hammock from the Maggie Phair Institute for Democracy and Human Rights to arrange a meeting and establish a new scholarship in honor of their founder. Eddie has also communicated with Harry Mannos two times this month about his recent donation of \$1,000 to Harry Manos as a Martha K. and George H. Manos Scholarship for students and he is maintaining regular communication with Grace Mormen, who established the Agnes Partin Scholarship for Excellence in English scholarship, to ensure her continued involvement with the Foundation.
- vi. FOUNDATION ENGAGEMENT T. BURLEY
- 1. Tom Burley went over some of the highlights of his report.
 - a) He announced a \$360,000 three-year grant from the California Community Foundation to support BITMI, allowing them to engage more with Outreach/In reach. This is a three-year commitment of \$120,000 per year.
 - b) Tom mentioned that they also got re-commit from the In-N-Out Foundation for Guardian scholars at six thousand dollars. That's the same level that they gave out last year.
 - c) He's still working with senior leadership and Lisa on a proposal for the Weingart Foundation for underserved groups.

- d) Tom went on to report that they've thanked all elected officials for participating in the LACCF 2024 Gala and sent them all a copy of the tribute journal. He's working with Supervisor Solis' office and Juan Alvarez on a grant for Cubby's Closet.

vii. **BASIC NEEDS PROGRAM**

D. LYNNE

- 1. Daren's report was provided to the Committee ahead of time and was also provided at the meeting.
 - a) Daren Lynne provided an update on the Emergency Food and Shelter Program, stating that Phase 39, was \$699,000, is now closed and will continue until December 2024.
 - b) She mentioned that they're supporting Food and Housing by utilizing the last funds from the Pop-Up Food Pantry to supplement shelf stable items from Vons. They also purchased food from Rick Produce and distributed 1,100 grocery gift cards to students with food insecurity through City Cares Network.
 - c) Phase 41 funding cycle, ongoing through December 2024, includes processing rent assistant requests, expending \$16,232 in rent support, and purchasing 500 \$100 grocery gift cards for City Cares Network distribution.
- 2. National Institutes of Health Research Grant
 - a) Daren gave a brief update on this grant.

III. COLLEGE ADMINISTRATIVE REPORT

J. DOMINGUEZ

- a. Dr. Gebru introduced Dr. Olga Diaz, the new VP of Student Services. Dr. Diaz briefly spoke about herself and mentioned that she's looking forward to working with the LACC Foundation.
- b. Dr. Gebru mentioned that they'll be having a Thanksgiving event and invited the Committee to attend.
- c. He also reported that he was invited to the White House by President Joe Biden.
- d. Dr. Gebru attended a Summit on Career Technical Education at the White House, attended by President Biden and Jill Biden, focusing on community colleges. The event provided an opportunity to represent City College, and it highlighted the focus on workforce education and student jobs.
- e. He also reported on other aspects of the college.

IV. TREASURE REPORT

D. CHAN

- a. October 2024 Financials and Credit Card Statements
 - i. Danny Chan moved to approve the October 2024 financials and credit card statements as submitted.
 - 1. Marvin Hoffman seconded the motion.
 - 2. **Motion Passed MSP.**

V. BOARD CHAIR'S REPORT

R. SCHWARTZ

- a. Robert Schwartz went on to introduce Alex Swart. Who is currently working on the College branding and marketing. Alex gave an update on the campaign which is about to end and he's looking for an extension. This matter will need the review and approval of the full board.

VI. PUBLIC COMMENTS

- a. Sterling Franklin asked several questions on the Ella Fitzgerald Scholarship Challenge Match as well as other questions regarding the Foundation Endowment.

VII. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 12:10 PM
- b. Next meeting will be on Monday, December 16, 2024, at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved by Julie Stromberg, Secretary