

LOS ANGELES CITY COLLEGE FOUNDATION

EXECUTIVE COMMITTEE MEETING

JANUARY 20, 2026

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: 820 9505 2702 **Passcode:** 302491

Link: <https://laccd.zoom.us/j/82095052702?pwd=AY5ftCMoy1qS31iwPJLm2P7R6nvP59.1>

Participants via ZOOM:

NAME:

Mavin Hoffman

LOCATION:

128 Ketch Mall, Marina Del Rey, CA 90292

TIME: 10:00 A.M.

MINUTES

Attendance:

Members Present: Robert Schwartz (Chairman); Danny Chan (Treasurer); Julie Stromberg (Vice Chair); Jeff Zarrinam (Member-at-Large); and Martha Esparza (Associate Executive Director)

Members Via Zoom: Marvin Hoffman (Immediate Past Chairman)

Members Absent: Gregory Goeckner (Secretary) and Amanuel Gebru (LACC President)

Guests: Dr. Olga Diaz (VP of Student Services); Dr. Sobia Khan (VP of Academic Affairs); Shannon Carter (VP of Administrative Services); Helen Khachatryan and Silvia Martinez

I. CALL TO ORDER

R. SCHWARTZ

- a. The meeting was called to order at 10:08 A.M. A roll call was conducted, and quorum was confirmed.

II. APPROVAL OF MINUTES

R. SCHWARTZ

- a. Action Item: Approval of the Executive Committee meeting minutes from November 18, 2025.
 - i. Motion: Marvin Hoffman - motioned to accept and approve the minutes of November 18, 2025, meeting as presented.
 1. Second: Jeff Zarrinam
 2. Vote: Approved unanimously.
 3. **Motion Passed MSP**

III. ASSOCIATE EXECUTIVE DIRECTOR'S REPORT

M. ESPARZA

- a. Martha presented her report
 - i. SWAP MEET - UPDATE
 1. She provided an update on the Swap Meet operations and mentioned that revenues improved in December.
 2. They also discussed the legal action by Phillip Dane that pertains to the City.
 - a) Vice President Carter emphasized that the College and District are not parties to the dispute.

- 1) The district has requested proper documentation for the contract renewal process.
- 3. This month the swap meet is down by \$269,583.70 compared to last year.
 - a) The commission for December 2025 was \$8,586.99 for both Saturday and Sunday.
 - b) The year-to-date total is \$140,203.50.
- ii. 2025 AUDIT – FEBRUARY 23, 2026
 - 1. Martha informed the Committee that the annual audit is scheduled to begin February 23, 2026.
- iii. DEVELOPMENT UPDATES
 - 1. Martha reported on some development activities:
 - a) She mentioned that the CTE campaign goal of \$100,000 is approximately \$13,000 short; additional contributions pending.
 - 1) Martha commented that Board participation goal has not yet fully achieved.
 - b) An endowment of \$25,000 for a native scholarship was finalized.
 - c) Martha went on to mention that multiple grant proposals were submitted, including funding for parenting students and the Food for Thought program.
 - 1) Daren is working on the submission of a \$13,000 grant to Columbia Bank for the Food for Thought program.
 - d) Pop-Up Pantry: Transition from pop-up pantry to permanent on-campus pantry planned.
 - 1) Target opening in early February pending facility readiness.
 - e) Martha reported that the team began planning for the upcoming gala in the fall, with potential dates in October or November, and discussed the importance of reaching out to vendors and the college community for support.
 - 2. The foundation aims to increase fundraising efforts and align marketing strategies with the college's goals, emphasizing the importance of storytelling in their campaigns.

IV. COLLEGE ADMINISTRATIVE REPORT

S. CARTER/S. KHAN/O. DIAZ

- a. Dr. Gebru was not present. The Vice Presidents gave an update on the following:
 - i. Campus Updates:
 - 1. Campus quad reopened following improvements.
 - 2. Enrollment fair scheduled
 - ii. Enrollment:
 - 1. Fall 2025 headcount increased approximately 9% over Fall 2024.
 - 2. Winter enrollment increased approximately 6%
 - 3. Spring projected to continue upward trend.
 - iii. Staffing:
 - 1. Administrative transitions and searches underway
 - iv. Facilities:
 - 1. Discussion regarding potential renovation or replacement of the cinema building.
 - 2. District evaluating options, including funding and space considerations.

V. TREASURE REPORT

D. CHAN

- a. 2026 Proposed Budget
 - i. Danny went on to review the 2026 proposed budget
 - 1. Overall reduction in projected revenues and expenses compared to prior year.
 - 2. Swap Meet income expected to decline significantly.
 - 3. Corporate grant revenue is projected to decrease.
 - 4. Gala projected to generate approximately \$500,000 gross, with estimated net of about \$300,000.

5. The Committee approved the draft budget, which includes administrative fee adjustments and depreciation updates.
- ii. Motion: Robert Schwartz - motioned to approve the draft budget, which includes administrative fee adjustments and depreciation updates.
 1. Second: Julie Stromberg
 2. Discussion: Budget characterized as a working draft subject to adjustments during the year.
 3. Vote: Approved unanimously.
 4. **Motion Passed MSP**
- b. November and December 2025 Financials and Credit Card Statements
 - ii. Danny went on to give an update on the Foundation Financials.
 1. The Foundation's financial status was reviewed, with total assets ending at \$57.66 million in 2025.
 - a) Slight month-to-month decrease is attributed primarily to operating cash usage.
 - b) Investment portfolio showed gains.
 - iii. Action Item: Motion to approve November and December 2025 Financials including bank & credit card statements.
 1. Motion: Robert Schwartz - moved to approve the November and December 2025 financials and credit card statements as submitted.
 2. Second: Julie Stromberg
 3. Discussion: Questions addressed regarding payables, cash usage, and asset changes.
 4. Vote: Approved unanimously.
 5. **Motion Passed MSP.**

VI. BOARD CHAIR'S REPORT

R. SCHWARTZ

- a. Robert acknowledged challenges experienced during the past year.
 - i. He emphasized the importance of expanding fundraising efforts, donor outreach, and cultivation.
 - ii. He also highlighted the annual gala as a critical revenue source for the Foundation

VII. PUBLIC COMMENTS

- a. No public comments were received.

The open session was adjourned at 11:10 AM to move to the Closed Session.

VIII. CLOSED SESSION

R. SCHWARTZ

- a. PERSONNEL MATTERS (Gov. Code § 54957)
 - i. Closed session was held to discuss Personnel Matters (Gov. Code § 54957).
 - ii. Reportable Action:
 1. Chairman Robert Schwartz reported that, the Executive Committee, in closed session, promoted Martha C. Esparza to the position of Executive Director of the Los Angeles City College Foundation.

The Committee reconvened in Open Session at 11:25 AM

IX. ADJOURNMENT AND NEXT MEETING

- a. The meeting was adjourned at 11:30 PM
- b. Next meeting will be on Tuesday, February 24, 2025, at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved by Gregory Goeckner, Secretary