LOS ANGELES CITY COLLEGE FOUNDATION

EXECUTIVE COMMITTEE MEETING JANUARY 21, 2025

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: 848 0483 2319 **Passcode:** 926100

TIME: **10:00 A.M.**

MINUTES

Attendance:

Members Present & Conference Call: Robert Schwartz (Chairman); Marvin Hoffman (Immediate Past Chairman); Edward Dilkes (Vice Chairman); Danny Chan (Assistant Treasurer); Jeff Zarrinnam (Member-at-Large); Julie Stromberg (Secretary); Bob Winters (Treasurer); Olga Diaz (VP, Student Services); and Carmen Dones (Interim VP, Academic Affairs); 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: Tom Burley; Eddie Hernandez; Daren Lynne; Sterling Franklin; Helen Khachatryan and Silvia Martinez

I. CALL TO ORDER **R. SCHWARTZ**

a. The meeting was called to order at 10:03 A.M.
b. Motion to accept minutes from December 16, 2024
   i. Marvin Hoffman motioned to accept and approve the minutes of December 16, 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. There's going to be a meeting this week with Phillip Dane about the Swap meet. Lisa mentioned that the Swap Meet revenue is significantly down. Phillip Dane wants the Sheriff's department to make sure that there aren't going to be any Street vendors at the new location. However, the sidewalk is even wider outside of the parking structure than it is over on the small streets across the way.
         a) Robert reported that Philip Dane told him that on Heliotrope, street vendors face limited parking for lead trucks, unless a Council member reverses this. He believes this is because they can't leave their vehicles unloaded, unlike Vermont where they set up on Fridays. Phillip believes this makes it easier for street vendors to set up there.
            1) Lisa also mentioned that they're working on modifying the entrance to prevent people from passing through, but the challenge remains. She also mentioned that Joe Dominguez already discussed this matter with the sheriff, who reiterated that they won't remove people from a sidewalk, as it belongs to the city.
            2) Robert said that Phillip has been complaining about the Sheriff's lack of closure and lockdowns. He is receiving 5:00 AM phone calls, which is an issue for him. The Sheriff's ability to perform as they used to during Newport's swap meet is unclear. Robert asked if Joe Dominguez could check into this issue with the Sheriff's, but the root cause remains unknown

b) President Gebru wants an increase in income, but the current deficit makes it difficult. They will discuss this next week. Lisa said that she would rely on Robert to ensure everyone understands the limitations of the static amount.

2. Overall, the swap meet was down by $121,061.44 less than last year.
   a) The Swap Meet commission for December 2024 was $34,331.00 for both Saturday and Sunday.
   b) The year-to-date total is $409,787.20.

ii. MAJOR DONORS

1. Lisa went over some of the highlights of her major donors' report.
   a) She mentioned that Dr. Gebru and she will be meeting with Milt and Debbie Valera in a couple of weeks.
   b) Mark Terasaki's program is being implemented.
   c) In-kind gift of nearly $40,000 for Chemistry department equipment and materials. The first half was received in December. The second half will come this year.
   d) Lisa announced that the fundraising for our jazz alumnus Les McCann's scholarship endowment has ended, with an additional $6,000 as expected from a trust account, following a previous $4,000 donation.
   e) She also reported that the Foundation has launched an emergency support call for wildfire victims, and an application process is underway.
      1) The LACCD Foundation also has a fund supporting faculty, staff, and students. Lisa has contacted Kelly King to ensure consistency in criteria and verify individual impact, as the number of students in the affected area is unknown.
         i) Robert Schwartz asked why they have to have the same criteria for the Emergency Fund as the district. Lisa explained that they don't have to have the same criteria, but students will ask for resources from both. The LACC Foundation raised between $5,000 and $6,000, and they want to avoid duplicating efforts with the District's Foundation outreach. However, it's important to know how they verify impact to ensure students receive the right resources.
         ii) Robert also mentioned that between the 2022 and 2024 gala, there is nearly $500,000 in the two accounts, with about $218K for 2022 that has never been used. He suggested that the Committee should discuss putting at least a portion of 2022's money back into the depleted Emergency Support Fund to help students.
         iii) Lisa confirmed that the Foundation does not currently have the unrestricted funds referenced by Robert. She explained that $100,000 from this year's Gala proceeds has been designated for the Music program and another $100,000 has been allocated to Healthcare, leaving just over $100,000 in unrestricted funds available. Lisa noted that the prior year's unrestricted balance has also been largely utilized. She will verify the totals with Helen and report back to the Committee with an updated balance.
      2) Lisa is working with Supervisor Hilda Solis to coordinate emergency distribution with LACC Student Life
   f) The LACCD/LACCF agreement was moved to this month's Trustees meeting agenda instead of last month.
   g) They initiated their process with HUD community, and they are currently in Cohort 1 to complete the final proposal which is a self-guided program.

iii. COMPLETION AWARDS – RE-FUNDING REQUEST FROM LACC ADMINISTRATION

1. Robert mentioned that he is in favor of this idea. However, the slippery slope could lead to students discussing not paying, as the debt will be picked up by the Foundation. However, it is important to be aware that this could start happening once the word gets around that the Foundation's picking up the debt.
   a) Dr. Olga Diaz discussed this project which was initiated last year to simplify the process for students and staff at LACC. The project focuses on students with debt exclusively to LACC and meets strict eligibility criteria.
   b) The project targets two groups: those who meet eligibility criteria and those who complete their degree. The maximum exposure is about $30,000. If 142 students meet the criteria, the project could cover $30,000 worth of debt. However, it is difficult to turn around in a two-week time frame.

c) Dr. Diaz suggests that before every semester, if the Foundation decides to continue this process, they could pre-agree on a recurring amount to allow more lead time. This would help find students and help them navigate the process, including lifting holds on their accounts for registration. Dr. Diaz suggests setting up a recurring amount to support students in this way.

1) She discussed the need for $31,681 for 142,142 students and staying within the set parameters to avoid overspending. She also mentioned that the funding and parameters are designed to move quickly, and if a motion is adopted to cover the basic amount, the event can be completed as quickly as possible. However, the numbers are always changing, and data extraction and review are necessary to articulate the exact number. The goal is to stay within the agreed criteria, and a motion to approve the $30,000 amount is requested.
2) Julie Stromberg moved to approve $30,000 for the Completion Award.
3) Danny Chan seconded the motion.
   i) Julie Stromberg moved to amend her previous motion by changing the amount from $30,000 to $32,000.
   ii) Danny Chan seconded the motion
   iii) **Motion Passed MSP**

iv. ANNUAL AND PLANNED GIVING PROGRAM E. HERNANDEZ

1. The Planned Giving workshop has been rescheduled for February 20th, 2025. Over 1,900 postcards have been sent to potential donors, and a Planned Giving survey has been created to identify those interested in giving to LACC.
   a) Twenty-five individuals have requested a planned-giving estate guide, and thirty prospects have been personally invited to the next workshop. The team is currently reviewing 150 prospects, focusing on alumni donors and planning giving prospects
   b) Emeriti members have received the postcard and encouraged them to consider LACCF in their estate planning. Assistance has been offered to each prospect, and two planned giving prospects have been connected to thank them
2. Year End Campaign
   a) The Give A Credit campaign secured $37,790 in year-end funds. The campaign involved connecting with Anna Le and sending her GAC communication so she can share with faculty. Sent thank you letters to donors and encourage donations through email communication. Major donors were offered various donation amounts, including $46 for one credit, $92 for two credits, $184 for four credits, $552 for a full-time student for a semester, $1,380 for a full-time student for a year, and $2,760 for two years. Additionally, six email communications were sent to constituents, and social media posts were posted to engage followers.
   b) Give Every Month was established and included new GEM members. Reports were created by January 31, 2025, and a flyer was shared with faculty and staff. College leadership was strategized to encourage enrollment. The Give Every Month web page was updated, and faculty and staff were encouraged to donate through payroll deductions and credit card options. Communication included a student photo and inspiring quotes.
3. Nick Beck Investigative Journalist Lecture Spring Campaign
   a) Eddie secured James Brabazon for a lecture on May 1, 2025. The team is working with Rhonda Guess to ensure logistics, seek a campus location, and reach out to professors to ensure students attend the event.
4. Stewardship
   a) Over the past month, Eddie has connected with Dr. Levant six times to discuss increasing his endowment to provide more scholarships to psychology students. He has also drafted an internship proposal for Dr. Levant to review and analyze.
   b) Eddie has also communicated with Ted Sobel, who is interested in becoming a guest speaker for the Cinema/TV department. He is stewarding a large donation to the department or establishing an endowment.

c) He has connected with JoAnn Roth to discuss planned giving and a potentially new endowment. Eddie has also been in constant communication with Jackie Joseph to reissue a $10,200 check and has been discussing creating an endowment to support students.

v. FOUNDATION ENGAGEMENT T. BURLEY

1. Tom Burley went over some of the highlights of his report.
   a) He reported that he had submitted three grant requests. Michelson's 20MM in the amount of $25,000 for Basic Needs. Supervisor Solis in the amount of $10,000 for Cubby's Closet and Crail-Johnson Foundation for Guardian Scholars in the amount of $30,000.
   b) Tom also mentioned that they are working on submitting a proposal for the Weingart Foundation for underserved groups. The Kirchgessner Foundation for OSS in the amount of $42,600 and two more pending submissions.
   c) Tom went on to report on the pending Grants and Gifts as well as completing all the grants reports for this month.

vi. BASIC NEEDS PROGRAM D. LYNNE

1. Daren's report was provided to the Committee along with the other meeting materials.
   a) Emergency Food and Shelter Program (EFSP)
      1) Daren Lynne mentioned that the United Way of Greater Los Angeles Emergency Food and Shelter program, funds have been exhausted, and she has completed all the required reports. The next funding opportunity is expected to open in April, with potential additional funds due to recent fires.
      2) The Foundation's SAM.gov renewal is due by 1/25/25. I am working with Lisa and Robert to provide the necessary information.
   b) Nursing Grants
      1) Daren is working on submitting a letter of inquiry to the S Mark Taper Foundation for "It Takes a Village" proposals in the nursing department. She is also monitoring Sams.org grant opportunities for the Health Center and has been able to apply for funding to support current services and add-ons
2. The Pop-Up Pantry reopened after winter break, providing essential food support. The LACC truck has been asked to use a tarp for food pickups to ensure food coverage. Daren has included the calculation for pounds of food and number of meals in the report, as FEMA requires this information.
3. Daren mentioned that for years, sam.gov has been used for government grants information, but nothing has been done to update the information. After reviewing the information, a notarized letter from the Foundation stating that Lisa Nashua is the Executive Director is needed. The letter needs to be signed by either Julie Stromberg or Robert Schwartz and then uploaded to the portal.
4. Daren expressed concern about the $56,500 commitment for the Emergency Food and Shelter application, which she was told that it will not be provided by the Foundation. This situation requires her to explore other alternatives or adjustments, as the funds were used in an application and were also used to secure additional campus funds.
   a) Robert questioned this decision and mentioned that this matter was already discussed last spring when she was awarded the first half. Helen joined the discussion and mentioned that this is already an item line on the new proposed budget and that those funds were already allocated.
   b) Daren asked for confirmation that the $56,500 was going to be transferred to the Cubby's Care Fund.
      1) Marv Hoffman moved to approve the transfer of $56,500 from the Emergency Support Fund to the Cubby's Care Fund
      2) Robert Schwartz seconded the motion
      3) **Motion Passed MSP**

III. COLLEGE ADMINISTRATIVE REPORT J. DOMINGUEZ

a. Dr. Gebru was not present. VP Joe Dominguez gave a brief update on the campus.

b. The college will be having the enrollment fair this weekend.
c. He also reported on other aspects of the college like enrollment status and about the Safety campus fencing perimeter fence which is underway.

IV. TREASURE REPORT **B. WINTERS/D. CHAN**

a. December 2024 Financials and Credit Card Statements
    i. Bob Winters moved to approve the December 2024 financials and credit card statements as submitted.
        1. Ed Dilkes seconded the motion.
        2. **Motion Passed MSP**.
b. Review and Approval of 2025 Proposed Budget was moved to the Finance and Investment Committee meeting.

V. BOARD CHAIR'S REPORT **R. SCHWARTZ**

a. Robert Schwartz mentioned that he would postpone his report until the Board meeting next week.

VI. PUBLIC COMMENTS

a. Sterling Franklin inquired on the status for those Board members that had outstanding Board dues as of December 2024.

VII. ADJOURNMENT AND NEXT MEETING

a. The meeting was adjourned at 11:00 AM
b. Next meeting will be on Tuesday, February 25, 2025 , at 11:00 AM

NOTE: MSP=Moved Second Passed

Approved by Julie Stromberg, Secretary