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Committee: FOUNDATION BOARD OF DIRECTORS

Date: May 19, 2016

Time: 12:00 NOON

Location: MA-003

Present:

D. Crippens

J. McDowell

Ex-Officio:

R. Farrell

J. Motta

M. Gallagher

L. Frank

K. Phipps

C. Johnson-Taylor

E. Pulation

D. Kuba

E. Robinson

R. Lane

J. Yokota

S. Martínez

Staff:

A. Arnold, Executive Director

C. Du, Assistant

Guests: Victoria Genevier, Accountant – Stanislawski & Company; Carole Anderson, LATTC Design & Media Arts Department Chair.

Meeting Convened: The Foundation Board meeting was called to order at 12:05 p.m. by Chairperson David Crippens.

Public Comment: No public comment.

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Item III: Chairperson’s Report

Key Consideration

- David Crippens addresses the resignation of the executive director.
 - David Crippens states that the executive committee discussed and is recommending that the foundation find a part time executive director until the dinner in October.
 - David Crippens states that this is an opportunity for the board to think about the job description of an executive director.
 - David Crippens states that he will be meeting with the foundation staff to discuss the job duties and expectations going forward.
- David Crippens states that he spoke with Mary Gallagher about how to set up the



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Alumni work this summer.

- David Crippens states that most community colleges do not have the resources to work on alumni.
- David Crippens states that there will be two student workers doing the work this summer and the target is to frame the Alumni Association around the 100th anniversary of the college in 2025.
- David Crippens states that he will bring the results of the summer work to the board for discussion because there is no quick return, it will take 3-5 years to get going, and the work is labor intensive. (LACC has a full time staff person focused only on alumni whom the foundation does not have).
- David Crippens states that he is meeting with LATTTC leadership. He has met with Mary Gallagher and Kaneesha Tarrant and will be meeting with Leticia Barajas soon.
- David Crippens reminds the board of the mission to double money raised in 5 years and states that it is important that board efforts are integrated.
- David Crippens asks President Laurence Frank about campus completion rates.
- President Laurence Frank states that, this year, the college is allowed to grow and get rebased.
- President Laurence Frank states that more faculty will be added, if the college grows.

Action Taken: No action taken

Item IV: Executive Director's Report

Key Consideration

- David Crippens goes over the executive director's report.
 - David Crippens states that Golden Thimble Grants have gone out, Tools for the Trades took place, The Green Foundation Tools gift cards ceremony took place, the culinary Casino Night fundraiser took place, and graduation is coming.
 - David Crippens states that there is pending income from the Thomson and Weingart foundations.
- David Crippens states that there needs to be follow up with the Green Foundation as well has the guests from the Annual Dinner.
- David Crippens states that there will be changes to the meeting schedule as the board moves toward a committee structure to become a governing board instead of a board that deals with the day to day.
- David Crippens asks if there are any questions regarding his or the executive director's reports.
- Chini Johnson-Taylor asks for elaboration on graduation.
- President Laurence Frank invites the board to attend graduation ceremonies on June 4th and states that there are new pathways flags and Marqueece Harris Dawson is a speaker.
- The board discusses graduation and alumni work.

Action Taken: No action required.



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Item V: Financial Report

Key Consideration

- Victoria Genevier presents the financial reports from March and April 2016.
- Victoria Genevier asks the board to note that balances have changed since last month due to the adjustments received from the auditor for April of the prior fiscal year due to some expenses and income that were being counted in this fiscal year, which were actually for last fiscal year.
- March Statements
 - **Budget vs. Actual**
 - p.2 line 83 Expenses increased due to adjustments: expenses from last period were expensed in this fiscal year, some of this fiscal year expenses should be prepaid
 - p.3 line 97 Foundation has only spent 62.92% of the portion allocated to expenses.
 - **Statement of Assets, Liabilities, and Net Assets**
 - p.4 line 8 New line item from adjustments. The entire \$50,000 of income due from restitution was realized last fiscal year, so all amounts paid this fiscal year will go against this balance sheet account. \$49,300 is the amount still remaining.
 - p. 4 line 13 Notice new account, CCS Endowment Fund 2 from Audit adjustments.
 - p. 4 line 21 Cash Balance of Morgan Stanley account higher than last month due to sale – see realized gain on Statement of Revenues and Expenses
 - **Statement of Revenues, Expenses, and Net Assets**
 - p.5 line 13 More ticket income for the Culinary Event was received
 - p. 5 line 20 Title V Endowment income received
 - p. 5 lines 37-38 More Osher and Kaiser Scholarships were given out (see check disbursements to LATTC on the last page)
 - p. 5 lines 42-45 More Skills USA and Designated Scholarships given including American Gas, Chancellors, ALE, Veteran Expenses, and Foundation Funds (see check disbursements to LATTC on the last page)
 - p. 5-6 lines 51-80 All expenses normal- see detail on last page of Check Disbursements
 - p.6 line 85 Notice a realized gain from a sale in the Morgan Stanley Account
- April Statements
 - **Budget vs. Actual**
 - p. 1 line 43 Notice new account for Slate-Z Program
 - p. 3 line 99 Total Expenses for the year is now at 85.53% from Skills USA and Slate-Z Program
 - **Statement of Revenues, Expenses, and Net Assets**
 - p. 5 line 11 Other Funds of \$500 is Mona Field Scholarship
 - p. 5 line 13 More ticket income received for culinary event
 - p. 5 line 18 Other income from scholarships include Olivia Garrison Memorial Scholarship and April 29th Symposium Award funds
 - p. 5 line 21 More Title V Income



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- p. 5 line 37 Slate-Z income spent
- p. 5 lines 44-46 More disbursements for Skills USA, Tools for the Trade, and Designated Funds such as Cake Competition awards and the Golden Thimble Fashion Show (See last page for disbursement details)
- p. 6 All other expenses normal

Action Taken: No action required.

Item VI: Committee Reports

Key Consideration

- Audit and Finance Committee – Adopt 2016-2017 Budget
 - Rod Lane goes over the proposed budget for the 2016-2017 fiscal year.
 - David Crippens states that the budget watches the expenses, anticipates more money being brought in from the annual dinner and less money from other revenue items.
 - Rod Lane states that the 3% administrative fee budget line item may change as there is further discussion on increasing the fee to be in line with other foundations.
 - David Crippens states that the administrative fee is a huge policy issue that needs to be discussed.
 - Robert Farrell states that he hopes that, in the future, the administrative and executive director salaries are not tied to the college guidelines but rather tied to the market and that the administrative assistant position has the opportunity to grow.
 - Chini Johnson-Taylor states that there needs to be an evaluation of the assistant.
 - David Crippens states that there will be discussion on an evaluation.
- Dinner Task Force – select consultant
 - Darlene Kuba states that there were two proposals for consideration: ICAP and Blue Room.
 - Darlene Kuba states that ICAP put together a budget and solicits sponsors which the other company does not do and is therefore the Task Force's recommendation to the board.
 - Rod Lane states that Blue Room is great and would bring new flourishes to the dinner but ICAP is a better option because ICAP works directly with people who would be contributing to the dinner.
 - John McDowell asks if the Task Force has any other issues it wants to bring up.
 - Darlene Kuba informs the board of the other items:
 - More signage to direct people toward parking
 - Method of online payment
 - Dinner will take place October 20th at 5:30pm on campus.
 - Chini Johnson-Taylor will arrange for the Colburn School to perform.
 - The board discusses potential honorees.
 - John McDowell states that he witnessed firsthand ICAP's ability to follow up.
 - Rod Lane states that he would like ICAP to update the board with an ongoing list of sponsors.



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- Jacob Motta suggests the following:
 - Money could be saved by using chairs and tables that the campus has.
 - Having more student participation would make participants feel more connected to the college.
 - People can make donations anonymously instead of making a pledge call.
- Nominating Committee
 - Darlene Kuba states that the candidates for consideration are Sonia Nayak, John Murillo, Carole Anderson, Tana Donaghy, and Freddie McClain.
 - Darlene Kuba states that the Nominating Committee recommended Sonia Nayak, John Murillo, and Tana Donaghy.
 - Darlene Kuba states that the Nominating Committee wanted to bring the issue of faculty members Carole Anderson and Freddie McClain to the board.
 - Darlene Kuba states that she highly recommends Carole Anderson.
 - Robert Farrell states that he suggests faculty deal with faculty.
 - Rod Lane states updates the board on the discussion at the Nominating Committee meeting:
 - The committee decided to bring to the board the discussion on a policy on the number of faculty to be on the board because there was an impasse and no consensus among the members.
 - The intent of finding new members was to bring in industry people.
 - Having too many faculty members on the board would bring problems of jealousy.
 - Elton Robinson and John McDowell are the faculty representatives on the board already.
 - The matter was a concern about a policy of the board having more members from the faculty.
 - President Laurence Frank states that LACC, ELAC, and Valley College are the most successful foundations of the 9 colleges and they do not have faculty on their boards.
 - President Laurence Frank states that Southwest College's foundation, of which the board was all faculty, was unsuccessful and had laid off their foundation.
 - President Laurence Frank states that, as College President, he takes his job very seriously as the representative of the college and liaison between the college and foundation.
 - President Laurence Frank states that, at the moment, there are already 5 people from the college on the board:
 - President Laurence Frank
 - Elton Robinson who is the faculty representative from the Academic Senate. Elton Robinson replaced Carole Anderson who at the time replaced Steve Kasmar.
 - Chini Johnson-Taylor is a retired faculty from LATTTC who is the foundation's best chance at tapping into LATTTC retirees.
 - John McDowell is Director of the LATTTC Labor Center.
 - Erik Pulation is the owner of All Service Catering and is LATTTC's community person.



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- President Laurence Frank states that even though there are numerous people from LATTC on the board, he feels the real responsibility lies with himself and the board should be bringing in more members from industries outside of the college.
- Sandra Martinez states that she would like to know and understand what the process is for selecting and adding board members.
- Darlene Kuba states that the process is that anyone who wants to participate is brought to the Nominating Committee and that the names discussed today were those people.
- Darlene Kuba states that 3 of the names were recommended for approval and two of the names are up for board discussion.
- Chini Johnson-Taylor states that the 3 names recommended to move forward are from the banking, legal, and special needs fields which were previously stated the board needed.
- John McDowell states that Carole Anderson is the most qualified of all the faculty to join the board.
- John McDowell states that it is a valid question to bring in more faculty and that the board wants to bring on more people to raise more money.
- President Laurence Frank states that the matter requires a deeper conversation and a development of a formal process of bringing more people onto the board.
- President Laurence Frank states that he was avoiding taking on new duties considering his health but that he would like to be part of the Nominating Committee as it develops the process of adding more people to the board.
- Rod Lane suggests that board candidates being considered not be in the room while they are being considered.
- JoAnne Yokota states that the board should not move forward today but move forward next month after the issue of adding more faculty is discussed by the Nominating Committee.
- Elton Robinson states that he agrees with JoAnne Yokota and that he was brought on to replace the faculty representative.
- Elton Robinson asks what his role is on the board as faculty representative if the board is going to be adding more faculty to its ranks.
- Darlene Kuba states that the three non-faculty names can be moved forward because they are from the banking, legal, and human services industries.
- President Laurence Frank states that someone can notify the candidates that the board is in the middle of the selection process.
- Sandra Martinez states that there is usually a pool of board candidates being looked at so some delay is normal and that it would be good to have a larger pool of candidates.
- Chini Johnson-Taylor states that past minutes show that President Laurence Frank is part of the Nominating Committee.

Action Taken: The following actions are taken:

- **A motion is made by David Crippens and seconded by Darlene Kuba to approve the 2016-2017 budget.**
- **A motion is made by President Laurence Frank and seconded by Sandra Martinez to table the matter of adding board member candidates and bring the**



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matter of a policy of faculty board members back to the Nominating Committee.

- **A motion is made by Rod Lane and seconded by JoAnne Yokota to accept ICAP as the event planner for the annual dinner.**

Item VII: President's Remarks

Key Consideration

- President Laurence Frank states that there is growth money on the table for the college and that the college is shooting for 6% in growth.
- President Laurence Frank states that SLATE-Z helped in getting the MTA board to approve a low cost fare card for part time students which would be more functional because most community college students attend part time.
 - The low cost fare Metro card would be helpful in the college's endeavors to reach its growth numbers.
- Chini Johnson-Taylor states that on June 23, the Colburn School will be performing on campus and suggests the foundation host a reception.
 - Rod Lane suggests that the concert reception be a paid ticketed event as to get more people interested in attending and the ticket sales can be split between the college and foundation.
 - David Crippens asks that Chini Johnson-Taylor come back to the board with a plan of action.

Action Taken: No action required.

Meeting Adjourned: David Crippens adjourned the meeting at 12:50 p.m.