



## MINUTES

Committee: EXECUTIVE COMMITTEE  
Date: January 7, 2016  
Time: 12:00 pm  
Location: President's Conference Room  
Present:

- D. Crippens
- C. Johnson-Taylor
- D. Kuba
- R. Lane

Staff:

- A. Arnold, Executive Director
- C. Du, Assistant

Guests: John McDowell, Director of LATTC Labor Center.

**Meeting Convened:** The Foundation Executive Committee meeting was called to order at 11:58 a.m. by Chairperson David Crippens.

**Public Comment:** No public comment.

## ITEMS

### **Item III: Establish Agenda for 1/21 Board of Directors Meeting**

#### **Key Consideration**

- Item A – Committees of implementation of November retreat action items
  - David Crippens suggests keeping the committees as in the bylaws as a framework:
    - Executive
    - Audit and Finance
    - Nominating
    - Development/Fundraising, and Planned Giving
    - Scholarship
    - Alumni Organizing
  - Chini Johnson-Taylor agrees.
  - David Crippens suggests that a Dinner Committee would be an ad hoc committee. The dinner is a social enterprise for raising money. It operates separately and should not take up too many board resources.



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- Rod Lane states that the dinner is for donors to participate, advertise the foundation's programs, and bring new people in.
- Darlene Kuba states that the board needs to be involved in the dinner and that it is a critical fundraising event.
- Abby Arnold states that she would like the foundation to develop ongoing relationships with dinner attendees.
- Darlene Kuba states that instead of calling it the "Dinner ad hoc committees, it could be called the "fundraising/social enterprise committee."
- Rod Lane is interested in pathway focused fundraising and bringing those people in. (e.g. construction, culinary.)
- David Crippens states that bringing in board members from sectors that represent the institution is a job for the Nominating Committee.
- Chini Johnson-Taylor states that the college advisory committees used to sponsor a breakfast with industry leaders to find out what's needed in the industry and using funding as a way of connecting.
- David Crippens states that an investment policy or committee is needed. He is meeting with the California Community Foundation to seek information on foundation investments.
- Rod Lane states that investments are under the Audit and Finance Committee per the bylaws number 8.
- Rod Lane states that that he is concerned with having too many committees.
- David Crippens states that not all committees will be activated right away.
- Darlene Kuba asks for a timeframe of committee activation.
- David Crippens states that he sees 5-6 months.
- Darlene Kuba asks about Abby's work with the alumni.
- Abby Arnold states that she has acquired various alumni lists from different sources and began work on them. David Crippens requested she slow down the work in light of other priorities.
- David suggests that a timeline be available in one week. Priorities include reaching half a million disbursements in five years, infrastructure and governance structure, having grants go through the foundation. Renting parking when school is not in session would help.
- Item B – Payment to Beverly Ryder for Retreat Facilitation
  - David Crippens suggests \$1000 for the work that Beverly Ryder did.
  - Chini Johnson-Taylor agrees, stating that Beverly Ryder did a lot of work before, during, and after the retreat.
    - **A motion to authorize payment of \$1000 to Beverly Ryder for her retreat services is made by Darlene Kuba and seconded by Chini Johnson-Taylor.**
- Item C – Election of Treasurer
  - David Crippens ask Rod Lane if he would like to be the treasurer because he is the sole member left on the Audit & Finance Committee.
  - Darlene Kuba states that that nomination needs to go through the Nominating Committee.
  - Abby Arnold states that the bylaws state that the nominating committee does not select officers but rather selects new board members for board



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- consideration.
- David Crippens suggests that the nominating committee meets 10 minutes before the board meeting.
- Item D – Audit FYW 6/30/2015
  - Abby Arnold goes over the work that the audit and finance committee will have in the upcoming meeting and following months:
    - The auditor will be presenting to the audit and finance committee the hour before the board meeting where she will be presenting again.
    - The policy and procedures manual that the auditor worked on is ready and pending committee review.
    - A budget needs to be ready for review in April and adoption in May.
  - Chini Johnson-Taylor states that since there is only 1 audit and finance committee member, these items should go before the executive committee.
  - Darlene Kuba states that the Executive Committee should be included in Audit and Finance Committee meeting in the interim.
  - There is a General Consensus that the Executive Committee will be present at the Audit and Finance Committee meeting scheduled for 11am on the 21<sup>st</sup> with the auditor.
  - Chini Johnson-Taylor states that eventually there should be an annual report written and it should be featured on the foundation website.
  - Darlene Kuba requests that a copy of the revised policy and procedures manual and audit draft be sent to the executive committee.
- Item E – Support for accreditation visit
  - David Crippens states that he has extended a dinner invitation to the accreditation team. Foundation support for accreditation is something standard that colleges do during accreditation.
  - John McDowell states that the foundation is evaluated in the accreditation report.
  - Chini Johnson-Taylor wants the entire board to receive an email of the sections of the accreditation report pertinent to the foundation.
- Item F – Other Items
  - **Evaluation of Executive Director, Abby Arnold**
  - David Crippens states that the Executive Committee should evaluate Abby Arnold.
  - Darlene Kuba states that it may be a conflict of interest for Rod Lane to evaluate Abby because of their friendship.
  - David Crippens states that if there is, he will ask for it to be declared but he does not think there is a conflict of interest.
  - Rod Lane states that in terms of recusing, that is usually only when there is mutual financial interests involved or if there are familial ties.
  - David Crippens states that the evaluation will be where the job is, where we're going, and what's been done. He will lead the evaluation of the executive director.
  - **Insurance**
  - David Crippens states that there are two insurance proposals for Directors and Officers policy. One is for about \$17,000 and the other is for about



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\$4000.

- Darlene Kuba requests that there be at least 3 bids.
- Rod Lane wants to hear the details from a broker on what will and will not be covered if the foundation switches to the lower cost option for insurance.
- David Crippens states that we will obtain one and then there can be a phone conference to discuss the insurance decision.
- **Scholarships**
- Chini Johnson-Taylor inquiries about spring scholarships.
- Abby Arnold said that that \$41,750 of \$160,000 budgeted for the fiscal year was given out in fall. After certain funds have been identified as needing to go out this spring, there will be about a \$50,000 gap that could be filled if we are to spend as budgeted.
- Darlene Kuba says the foundation should give the \$50,000 out.
- There is a general consensus that the gap of \$50,000 in scholarships will be given out by the foundation in addition to the other funds that need to go out as per funder requests.
- Darlene Kuba and Chini Johnson-Taylor are concerned that the scholarship money does not spread out equally to all departments.
- David Crippens states that he will meeting with President Laurence Frank and Wally Hanley, president of the Academic Senate, to investigate whether there are inequities scholarship distribution, and if so, how they should be addressed.
- **Past board Members**
- Chini Johnson Taylor wishes to honor the board members who resigned recently.

### Action Taken:

- **A motion to authorize payment of \$1000 to Beverly Ryder for her retreat services is made by Darlene Kuba and seconded by Chini Johnson-Taylor.**
- **The executive committee set the agenda for the board meeting January 21.**

**Meeting Adjourned:** Chairman David Crippens adjourned the meeting at 1:36 p.m.