



## MINUTES

Committee: EXECUTIVE COMMITTEE  
Date: March 17, 2016  
Time: 10:45 am  
Location: President's Conference Room  
Present:

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

Staff:

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

Guests: None.

**Meeting Convened:** The Foundation Executive Committee meeting was called to order at 10:50 a.m. by Chairperson David Crippens.

**Public Comment:** No public comment.

**Approval of Minutes:** The minutes from Executive Committee meeting held February 11, 2016 were approved. The minutes from Nominating Committee meeting held February 9, 2016 were approved. The minutes from Scholarship Committee meeting held February 16, 2016 were approved.

## ITEMS

### **Item IV: Committee Reports and Membership**

#### **Key Consideration**

- Nominating Committee
  - David Crippens states that he met with someone from AEG to bring to the committee.
  - Rod Lane states that we want to increase the number of board members but that the names should be brought to the nominating committee to first consider.
  - Rod Lane states that when approaching people that may be interested in joining the board, the question should be, "Would you like to be considered



## MINUTES

- for the board?"
- Darlene Kuba states that sometimes people change their minds.
  - Rod Lane states that we can say in recruiting that we are trying to bring in people in industries parallel to the pathways model the college has and we would love to have you considered.
  - Darlene Kuba agrees, making reference to David Crippens' roadmap to recruitment form.
  - Rod Lane states that recruitment should be a three step process:
    - 1 – Extend the invitation to be considered.
    - 2 – The nomination committee vets the candidate.
    - 3 – A slate is brought to the board to ultimately approve the candidate
  - Darlene Kuba states that the board did get to vote on approving new members.
  - Rod Lane states that the Nominating Committee is just to vet potential candidates.
  - Rod Lane states that going forward, the candidates should not be present at the meetings.
  - Rod Lane states that the Nominating Committee should bring a slate of people to the board and not expect them all to get approved.
  - David Crippens states that usually with other boards, the Nominating Committee will vote on a slate.
  - Chini Johnson-Taylor states that it should also be made clear to candidates that they are expected to give or get \$5000 to the foundation.
- Scholarship Committee
    - Chini Johnson-Taylor asks about the funds that were to go to the Child Development Center.
    - Abby Arnold states that she is waiting on the center to tell her who to make the check out to because the backup documents were just a spreadsheet of books and prices.
    - Chini Johnson-Taylor states that she is referring to the amount for musical instruments and planter beds.
    - Christine Du states that the invoice was received and that a check was made out for the invoice amount and to the company and put in LaTanga Hardy's campus mailbox.
    - Chini Johnson-Taylor asks about the money for Kaiser Scholarships.
    - Darlene Kuba asks how much Kaiser Money is outstanding.
    - Rod Lane states that he wants a better explanation of scholarships and a restricted funds list.
    - Darlene Kuba states that the restricted funds list should go through the Scholarship Committee and that she wants the list to say when the funds get disbursed, where the money comes from, and the restrictions.
    - Abby Arnold states that the restrictions are set by the auditor.
    - Darlene Kuba states that she wants an excel Spreadsheet of the restricted funds.
    - David Crippens states that he was hoping to sort restricted funds out when



## MINUTES

- the FY 2016-2017 annotated budget is made.
- Rod Lane states that Abby Arnold created a scholarship agreement that states who established the fund and what the requirements are.
  - Rod Lane states that at one point the board said that it gives out scholarships only and that giving books to kids in the center is not really a scholarship.
  - Abby Arnold states that those forms are filed.
  - Darlene Kuba states that she wants to see that on the budget and asks for a timeframe.
  - David Crippens states that the budget will be available in June.
  - Chini Johnson-Taylor states that she did not see the Exxon and BP totaling about \$50,000 on the scholarships report that was sent to her.
  - Abby Arnold states that the auditor recently found the BP and Exxon funds in the accounting.
  - David Crippens states that the annotated budget will take care of these concerns.
  - Chini Johnson-Taylor states that she brought BP and Exxon up because it was not included.
  - Abby Arnold states that the funds are managed by Renee Madyun and that she meets with Renee often.
  - David Crippens states that we will come back to the matter.
  - David Crippens wants to see the biggest charges to the Scholarship Committee dealt with: Equity and Financial Aid.
  - Chini Johnson-Taylor states that she wanted to have the next meeting with the campus scholarship committee.
  - Darlene Kuba asks how often the committee meets.
  - Abby Arnold states that she goes to the campus scholarship committee meetings when she can but there can be weeks or months in between.
  - David Crippens states that foundation Scholarship Committee needs to have a special meeting or task force.
  - Abby Arnold states that President Laurence Frank has asked that the request to attend the campus Scholarship Committee be put through to Vice President of Student Services Kaneesha Tarrant.
  - Darlene Kuba asks that Abby Arnold let her know when the next meeting is because Rod Lane wants to come to the meeting Scholarship Committee meeting.
- Executive Committee
    - David Crippens has been visiting with other board members to determine which committees they would like to serve on.
    - David Crippens states that the Finance Committee needs to start work on investments, putting out an RFP, and figuring how much to investment and the implications.
    - Abby Arnold states that most foundations have an investment policy.
    - Rod Lane states that Sandra Martínez should be added to the Finance Committee.
    - Darlene Kuba states that if she wants to be on the committee she should say



## MINUTES

something.

- David Crippens and Rod Lane state that Sandra Martínez has stated that she wants to be part of the Finance Committee.
- Chini Johnson-Taylor states for the check requests over \$2500 that come to the Executive Committee, she would like to see which line item it would come from and what is still available in the budget for that line item.
- Darlene Kuba states that in regards to the signature on the check request form, the board should approve the expense before the Executive Director does.
- Abby Arnold states that the current procedure follows what is in the Policy and Procedure Manual.
- David Crippens states that he is against the change because the foundation already has the most airtight process for disbursing funds that he has ever seen.
- David Crippens states that the foundation must be able to move fast in doing business, and that it is best to keep the current policy.
- Chini Johnson-Taylor states that the Committee is just rubber stamping then without the change.
- Rod Lane disagrees, stating that if the expense is over \$2500, Abby Arnold's signature is just stating that she has looked at the account and is passing the request over to the Executive Committee to approve. The check does not get made if there is no approval.
- Abby Arnold states that there still needs to be two signatures after the check is made.
- Rod Lane states that when he signs a check, he looks at the backup information to the check to make sure he understands what it is for.
- David Crippens states that there are already so many roadblocks before a check gets signed and that he doesn't want to add any more.
- Chini Johnson-Taylor states that her issue is that it says "approved by" on the check request form where Abby Arnold signs.
- Rod Lane states that at least 3 people are looking at the expense: Abby Arnold, and two check signers.
- Rod Lane states that having too many checks and balances get expensive because it takes more time which is money.
- David Crippens states that an annotated budget will clearly state what funds are used for.
- Chini Johnson-Taylor suggests again to indicate the line item and how much is available in future check requests.
- David Crippens states that this can be done in the interim phase before the annotated budget is available.
- Rod Lane states that we need to streamline accounting.
- Abby Arnold states that the chart account number is included on the check request form.
- Rod Lane states that adding the line item in the check request for the interim is okay.
- Rod Lane states that any more checks and balances to be triple certain is



## MINUTES

- taking up money, or time which is money, which is taking money away from the student.
- Rod Lane states that he would rather see Abby Arnold writing grants.
- David Crippens asks Rod Lane to discussing streamlining accounting with him later.
- Chini Johnson-Taylor requests that the foundation logo be on all foundation forms – like the check request form.
- David Crippens states that it is just paper.
- Darlene Kuba asks how much restitution has been paid.
- Dinner Task Force
  - David Crippens begins discussion on the Dinner Task Force.
  - Chini Johnson-Taylor asks who is on the task force.
  - David Crippens states that he thinks that it is Darlene Kuba, Chini Johnson-Taylor, and Krista Phipps.
  - David Crippens states that the task force needs to begin work.
  - Darlene Kuba asks what the charge of the task force is.
  - Darlene Kuba asks if the task force is determine whether we do a dinner or figuring out a date.
  - David Crippens states that the charges are to:
    - Find out what to do to increase the funds raised.
    - Find out how to make it not as time consuming to the board.
  - Darlene Kuba states that the dinner is a major fundraising event and that the board needs to participate.
  - David Crippens states that the dinner will not the biggest fundraising event anymore.
  - Rod Lane states that at other foundations, the staff are usually very involved with the dinner.
  - Darlene Kuba states that we will see.
  - Chini Johnson-Taylor states that a dinner task force chair needs to be appointed now as well as a deadline because invitations need to go out and honorees need to be discussed.
  - David Crippens asks who is interested in chairing the task force.
  - Darlene Kuba states that she will chair.
- David Crippens states that in regards to Darlene Kuba’s alumni engagement questions, he is looking toward the college’s 95<sup>th</sup> and 100<sup>th</sup> anniversaries per the meeting he had with Vice President Mary Gallagher.
  - David Crippens stated that the Chamber can get involved because they historically created the school.
  - David Crippens states that the alumni giving can create an endowment.
- David Crippens states that the college passed Accreditation with flying colors.
- Chini Johnson-Taylor states that this is the first time that the whole district has undergone Accreditation at the same time.
- David Crippens states that in terms of the foundation’s entrepreneurial activities, hh met with Mary Gallagher to discuss how to rent out facilities for a flea market, farmers market, and parking.
- Rod Lane asks how the Foundation gets money if the college could just do the projects



## MINUTES

themselves.

- David Crippens states that the college is not able to do it.
- David Crippens states that the foundation is 3 months behind schedule because he wouldn't talk to anyone because of accreditation.
- David Crippens states that he wants to raise money for student programs for overhead.
- David Crippens states that he is looking into moving Cash for College to LATT C.
- Chini Johnson-Taylor states that that is a great idea because the college is a better location than the Convention Center.
- David Crippens states that he still needs to talk to Vice President Leticia Barajas.
- David Crippens states that the campus is ready to take off and that the foundation needs to build its corpus.
  - David Crippens states that the Chamber does a lot for the college and he's looking into doing it through the foundation.

**Action Taken: No action required. There is consensus that for an interim period until the annotated budget is ready in June, check requests that come to the Executive Committee will include the corresponding line item and amount available in the budget.**

### **Item V: Policies and Procedures (to include the Brown Act)**

#### **Key Consideration**

- David Crippens states that regarding the Brown Act, the district Lawyer has said that any requests from the foundation must go through the college president.
- Darlene Kuba states that an attorney is needed on the board so that the foundation does not have to rely on district counsel.
- David Crippens states that he is review the bylaws and will come back to the board.
- David Crippens requests that any requests to the Executive Director be made through the Chair because he knows the schedule of the office and what the staff is doing. This way there is one voice coming to the staff.
- David Crippens states that he wants to have codified everything that the foundation does.
- David Crippens states that no decisions are made without discussion.

**Action Taken: No action required.**

**Meeting Adjourned:** Chairman David Crippens adjourned the meeting at 1:11 p.m.