



MINUTES

Committee: EXECUTIVE COMMITTEE
Date: February 11, 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: None.

Meeting Convened: The Foundation Executive Committee meeting was called to order at 12:08 p.m. by Chairperson David Crippens.

Public Comment: No public comment.

Approval of Minutes: There was a 20 minute discussion here.

The minutes from executive committee meeting held January 7, 2016 were approved with changes to pages 2-4.

Chini Johnson-Taylor said there is no alumni form on the website and begins a discussion on alumni outreach. David Crippens states that alumni outreach is very complex and requires investment of resources and does not pay off quickly. David Crippens states that it is the same principle as pledge drives in public TV. David Crippens asked Chini Johnson-Taylor to list anything missing from the website. David Crippens states that he wants to be very clear that executive committee minutes are approved by the executive committee, not by the board. David Crippens states that those minutes are a public record of what actions were taken. David Crippens states that in the next 6 months, we will do a thorough review of insurance which is tasked to the finance committee. David Crippens states that a broker will present to Abby Arnold and Abby Arnold will bring a recommendation to us. David Crippens states that there will be a presentation to committee in the summer.

The minutes from executive committee meeting held January 9, 2016 were approved for board review with changes to page 3.



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There is discussion on a change in the format to shorten the minutes and Chairman David Crippens states that he will discuss the matter with legal counsel with Abby Arnold and Darlene Kuba. Darlene Kuba states that Arnold Blanchard requires minutes and Roberts Rules should be in the bylaws.

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Item IV: Set Agenda for Board Meeting 2/18/2016

Key Consideration

- David Crippens opens the discussion on the agenda for the board meeting set for February 18, 2016.
 - Rod Lane suggests having the President's report first in case there are items the board needs to act on.
 - Chini Johnson-Taylor suggests a student profile report to better understand the student demographics and the population the foundation serves, especially Veterans.
 - David Crippens states that a good presenter is needed for a presentation on the student profiles to be effective.
 - Abby Arnold states that that would be Institutional Effectiveness. The person in charge of that department only works one day a week at LATT C though. Abby Arnold will investigate the availability of a presenter.
 - There is consensus that the student profile report will be sent out and Chini Johnson-Taylor, David Crippens, and Abby Arnold will talk to institutional effectiveness about the kind of presentation desired.
 - Darlene Kuba asks for a copy of the draft minutes for the entire executive committee.
 - The committee discusses a legal matter that the board should hear about.
 - Rod Lane states that the board should discuss possible legal remedies.
 - David Crippens states that the board needs to explore the options and move fast.
 - David Crippens states that the item should be discussed in closed session.
 - Rod Lane inquires the rules of a closed session meeting.
 - Darlene Kuba states that closed session meetings apply to legal matters and personnel issues.
- David Crippens states that he will schedule a meeting to discuss the criteria and process for the evaluation of the executive director.
- Chini Johnson Taylor states that she wants clarity on the 3% administrative fee on the scholarship agreement.
 - Abby Arnold states that the 3% was in place before she took the job.
 - David Crippens states that that requires a fuller discussion because it is to improve the foundation's corpus and other colleges do this.
 - Darlene Kuba states that every penny of the dinner is to go to scholarships.



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- Rod Lane states that 3% seems low for covering costs.
- Rod Lane states that administrative costs need to be paid and dinners generally go to the general fund to pay for administrative costs.
- Darlene Kuba states that Edison would cancel the grant if they knew the 3% was not going to scholarships.
- Darlene Kuba states that 100% of what is raised at the dinner goes to scholarships.
- David Crippens states that discussion on the 3% should be held off for now, the administrative charge is needed to get where the foundation is going, and that the annual dinner will not be the only fundraiser.
- Darlene Kuba asks who was tasked with the dinner because the minutes say Sandra Martinez and Jacob Motta were in charge and she was shocked that Jacob Motta would be in charge of the dinner.
- David Crippens states that there needs to be a lot of research on how to get administrative costs paid.
- Abby Arnold announces that she has a written \$100,000 agreement for Gold Thimble student support.
- David Crippens states that he met with the Executive Director at Valley College.
 - David Crippens states that Valley College does not do a dinner because they have the President's Circle.
 - David Crippens states that the problem with the dinner is that you cannot get a full tax write-off.
 - David Crippens states that there need to be other options for raising money.
- Darlene Kuba asks David Crippens to read off the agenda items for the board meeting.
- David Crippens reads off the items decided for the board meeting.
- There is a brief presentation by a Veteran.

Action Taken: The agenda for the board meeting is set as follows:

- **Open**
- **Public Comment**
- **Closed Session - legal matter**
- **Minutes**
- **Chair's Report**
- **Executive Directors Report**
- **President's Report**
- **Monthly Budget Statement**
- **Student Profile**
- **Nominating Committee Report**
- **Scholarship Committee Report**
- **Adjournment**

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