



## MINUTES

Committee: EXECUTIVE COMMITTEE

Date: April 15, 2016

Time: 10:00am

Location: Conference Call

Present:

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

Staff:

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

**Meeting Convened:** The Executive Committee conference call was called to order at 10:02 a.m. by David Crippens.

**Public Comment:** No public comment.

**Approval of Minutes:** The minutes from meetings March 17, 2016 and March 28, 2016 were approved.

## ITEMS

### **Item IV: Three Month Strategic Implementation Calendar**

#### **Key Consideration**

- David Crippens talks about the three month work plan for strategic implementation.
  - David Crippens states that the Dinner Task Force will begin planning and investigate whether net revenues can be enhanced.
  - David Crippens states that the Audit and Finance Committee will work on the 2016-2017 budget, select investment advisor, establish an endowment fund to accept the federal Title V funding, develop an investment policy, and review banking relationships.
  - David Crippens states that the Social Enterprise Task Force will study ways to increase foundation revenue through coliseum parking, a swap meet or farmers market, and collaborative program grants with the college.
  - David Crippens states that the Nominating Committee will consider candidates



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- for appointment, propose re-election or replacement of board officers, and review the terms of existing board members.
- David Crippens states that the Scholarship Committee will review policies to grow funding available, review scholarship criteria (minimum units, GPA, need, field of study), create endowed scholarships, and work on engaging faculty in payroll deduction program.
- David Crippens states that the Alumni Organizing Committee will develop a strategy and budget for engaging alumni.
- David Crippens states that the executive director will be evaluated in May.
- David Crippens states that student workers will be hired over the summer to create a database.
- David Crippens states that staff will work on a draft annual report to be released in June.
- David Crippens states that Christine Du will be trained in website management by July.
- Darlene Kuba provides an update on the Dinner Task Force.
  - Darlene Kuba states that the date is to be October 20<sup>th</sup> at 5:30pm.
  - Darlene Kuba talks about the options for honorees.
  - Darlene Kuba states that the Colburn School is an option for entertainment.
  - Darlene Kuba states that she is working with Abby Arnold on an RFP for an event planner consultant.
  - Rod Lane asks if the RFP can be shared.
  - Darlene Kuba states that the RFP needs changes and that Krista Phipps is involved too so she will need to look at it.
  - David Crippens asks if the task force had a chance to talk about how to increase the net revenue or if the dinner has reached a plateau.
  - Darlene Kuba states that there is no plateau because dinner revenues are based on the honorees.
  - Chini Johnson-Taylor states that Leticia Barajas will be able to tell the task force what pathways to highlight at the dinner such as health sciences and alternative fuel.
  - Rod Lane asks how the highlights will be presented.
  - Chini Johnson-Taylor states that some people may not go to the cocktail hour and there will be displays to engage them.
  - Chini Johnson-Taylor states that there will need to be a budget developed for the dinner.
  - Darlene Kuba states that the dinner budget will be based on who is honored.
  - Chini Johnson-Taylor states Krista Phipps asked about an alumni directory.
  - Chini Johnson-Taylor states that the RFP needs to get out quickly.
  - Darlene Kuba states that Abby Arnold sent a first draft and that changes need to be made.
  - Rod Lane asks if the RFP can be sent out to the committee.
  - Darlene Kuba states that she needs to check with Krista Phipps before sending the RFP to consultants.
  - David Crippens states that the RFP should be centralized with the staff.
  - Darlene Kuba states that there would be a motion to send out the RFP.



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- David Crippens states that there is no action on the item.
  - Rod Lane states that he thinks the committee can agree there was consensus on the RFP.
- Darlene Kuba tells Rod Lane that she sent him an email wishing to participate in the Audit and Finance Committee.
- Rod Lane states that he will send an invite.
- Rod Lane states that he would like to participate in the Dinner Task Force and asks when the next meeting date is.
- Darlene Kuba states that she does not know the next meeting date but that the whole board needs to participate in the dinner by either getting or giving \$5000.
- Chini Johnson-Taylor states that she was told about the \$5000 ask when she joined.
- Abby Arnold states that the \$5000 ask is not restricted to the dinner.
- Chini Johnson-Taylor agrees, stating that it should be per fiscal year.
- Darlene Kuba thinks there should be a list of board contributions annually.
- Abby Arnold asks if that is a request.
- Darlene Kuba states yes.
- Chini Johnson Taylor states that she thinks she saw a list at the retreat.
- Darlene Kuba asks Abby Arnold to send the list.
- David Crippens states that he didn't see the list.
- David Crippens states that going forward, contributions will be tracked and that the only dinner material he remembers from the retreat is Iris Caplan's report from the retreat.
- David Crippens states that he is meeting with Mary Gallagher and USC to gather information for coliseum parking.
- David Crippens states that the Nominating Committee will be bringing names for the next meeting.
  - Darlene Kuba states that there is no date for a Nominating Committee meeting yet.
- Chini Johnson-Taylor gives an update on the Scholarship Committee.
  - Chini Johnson-Taylor states that Abby Arnold provided a review of the process.
  - Chini Johnson-Taylor states that Elton Robinson and Kaneesha Tarrant were present.
  - Chini Johnson-Taylor that the committee wanted to know the dollar amount of scholarships given out by the college and that Kaneesha Tarrant would be providing the information.
  - Chini Johnson-Taylor states that a task force comprised of Elton Robinson, Deborah Campbell, Darlene Kuba, and herself would be evaluating the point system and equity.
  - Chini Johnson-Taylor states that there would be a reception after the scholarship ceremony next year.
  - Chini Johnson-Taylor states that there should be a section in the annual report for scholarships.
  - Chini Johnson-Taylor states that the committee clarified that they meant "discovery" instead of "forensic" on the scholarship committee agenda in regards to the Exxon and BP scholarship funds that were discovered.
  - Rod Lane asks if those funds were the funds that the auditor identified in the



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audit.

- Chini Johnson-Taylor states that she is not certain.
- Chini Johnson-Taylor states that Kaneesha Tarrant was not clear on a date for a joint Scholarship Committee meeting.
- Rod Lane states that there should be a presentation to educate the board on foundation scholarships, their criteria, where the money goes and how the money came to the foundation.
- Chini Johnson-Taylor states that the task force will be reviewing the scholarship point system and asks Abby Arnold if there is anything else to be added from the meeting.
- Abby Arnold states that she thinks Chini Johnson-Taylor covered it all.
- Darlene Kuba states that the Annual Report has to be done.
- Chini Johnson-Taylor asks if the website has been updated.
- Abby Arnold states that she updates the website with agendas, minutes, and occasional articles.
- Chini Johnson-Taylor asks if the names of the students who received scholarships can be put on the website.
- Abby Arnold states that she is not sure about names but definitely, scholarship amounts should not be included.
- Abby Arnold states that she wants to put something up where students can comment if they got a scholarship.
- Chini Johnson-Taylor asks if the website is the Trade-Tech or foundation website.
- Abby Arnold states that the foundation website is linked on the college website.
- David Crippens suggested checking with the college to see if putting student names on the website is something what the college wants also.
- Abby Arnold states that Kaneesha Tarrant represents the campus scholarship committee and that campus scholarship committee is more procedural and about function, not policy.
- Darlene Kuba asks if Kaneesha Tarrant would be the person to talk policy with.
- Abby Arnold states yes.

**Action Taken: No action taken.**

### **Item V: Establish Agenda for 4/21 Board of Directors Meetings**

#### **Key Consideration**

- Darlene Kuba asks if there is any change in the restitution amount paid.
- Abby Arnold states that there is no change.
- David Crippens suggests closing the meeting to discuss restitution.
- Chini Johnson-Taylor states that it should be discussed in closed session.
- Darlene Kuba states that it is not a lawsuit.
- David Crippens states that discussing the matter in closed session allows for strategy.
- The following agenda items are established along with the normal ones:
  - Closed Session: Legal Matters
  - Approval of Minutes
  - Chair's Report



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| <ul style="list-style-type: none"> <li>o Executive Director Report</li> <li>o Committee Appointments</li> <li>o Committee Updates</li> <li>o Trade Tech Report</li> </ul> |
| <p><b>Action Taken: No action taken.</b></p>  |

**Item VI: Resumes for Consultant: Evaluation of Executive Director**

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| <p><b>Key Consideration</b></p> <ul style="list-style-type: none"> <li>• David Suggests interviewing each candidate and bringing back notes to decide on a selection.</li> <li>• Darlene Kuba wants to interview the candidates too and thinks the whole Executive Committee should.</li> <li>• Rod Lane suggests agreeing on a short list and phone call.</li> <li>• Darlene Kuba states asks if Christine Du is still on the line and states that this portion should be closed session.</li> <li>• Rod Lane states that this is not a personnel issue.</li> <li>• David Crippens states that a closed session cannot be called because it is not on the agenda and that doing so would violate the Brown Act.</li> <li>• Rod Lane shares his thoughts on the resumes available. <ul style="list-style-type: none"> <li>o Rod Lane states that Kikanza Nuri-Robins has a lot of experience and has published a lot, which is a good sign for a well written report. Rod Lane states that Kikanza Nuri-Robins has a breadth of experience and he is impressed.</li> <li>o Rod Lane states that Marci Maniker is okay but more of a coach than an evaluator.</li> <li>o Rod Lane states that Dee Michaelis has a bio rather than a resume but she is directly an HR person which is a strength.</li> <li>o Rod Lane states that the other two candidates Vanessa Butler and Susan Afriat have worked in organizations but don't seem to have much experience consulting.</li> </ul> </li> <li>• David Crippens states that we need someone to develop criteria so that the Executive Committee can do the evaluation.</li> <li>• Rod Lane suggests following up with Susan Afriat for references because she seems to have a narrow band of experience.</li> <li>• Rod Lane states that the method of interviewing is also important.</li> <li>• Rod Lane states that his top three are Dee Michaelis, Kikanza Nuri-Robins, and Marci Maniker but he prefers the first two more.</li> <li>• Chini Johnson-Taylor states that most of Kikanza Nuri-Robins' experience is in the Chamber of Commerce and Marci Maniker and Dee Michaelis are mostly banking people which is not viable. Chini Johnson-Taylor states that she didn't see a lot of fundraising people.</li> <li>• Chini Johnson-Taylor states that Vanessa Butlet has done work for non-profits in LA.</li> <li>• Rod Lane states that Marci Maniker has done work for City of Hope, Kaiser Permanente, Cornacopia Foods, Good Will Industries, and UCLA and he can't imagine that there is no fundraising going on in those organizations.</li> <li>• David Crippens asks if Chini Johnson-Taylor is saying she wants a consultant with</li> </ul> |
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fundraising experience.

- Chini Johnson-Taylor states that Marci Maniker's listed skill set are not really the skill set of an Executive Director.
- David Crippens disagrees.
- David Crippens suggests agreeing on a top 2 to interview.
- Rod Lane states that he wants to see people agree on follow-up questions for candidates.
- Rod Lane wants to ask Vanessa Butler about her consulting experience.
- Darlene Kuba states that the candidates should be narrowed down before asking questions.
- David Crippens agrees.
- Darlene Kuba shares her thoughts on the candidates.
  - Darlene Kuba states that she did not think Susan Afriat or Dee Michaelis were viable.
  - Darlene Kuba states that Kikanza Nuri-Robins was more of an academia person than a non-profit person.
  - Darlene Kuba states that she was impressed with Vanessa Butler because she understands what an executive director does and knows how to fundraise, market things, get sponsorships.
- David Crippens asks who the top 2 candidates are.
- Rod Lane suggests asking objective and quantifiable follow-up questions first.
- Chini Johnson-Taylor asks if all candidates should be asked about their consulting experience.
- Rod Lane states that there is consensus that Susan Afriat is not viable.
- David Crippens confirms that a questions to ask if about further background on candidates' consulting experience.
- Darlene Kuba asks fundraising experience.
- Rod Lane disagrees stating that fundraising is a plus but a good HR person's job is how we move forward versus fundraising person which is more like development.
- Chini Johnson-Taylor disagrees.
- David Crippens states that HR people just have to understand the job, not necessarily have done the job.
- David Crippens confirms that the plan is to ask questions, do phone interviews, and that one person has already been eliminated.
- Darlene Kuba and Chini Johnson-Taylor state that Dee Michaelis is not viable.
- Rod Lane states that Dee Michaelis is not his top pick but to still ask her about her nonprofit consulting experience.
- Darlene Kuba asks if there are different questions for different candidates.
- David Crippen states that he will ask the candidates to send him additional information on their consulting experience for nonprofits, every candidate will hear the same thing, and he will send out what he is going to ask.
- Chini Johnson-Taylor asks about the request for funding for SLATE-Z.
- David Crippens states that that is a bigger issue which will be addressed at the Audit and Finance Committee meeting.

**Action Taken: No Action Taken.**



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**Meeting Adjourned:** David Crippens adjourned the meeting at 11:00a.m.