

**EAST LOS ANGELES COLLEGE FOUNDATION**  
**BOARD OF DIRECTORS MEETING**  
OCTOBER 15, 2015  
EAST LOS ANGELES COLLEGE - CORPORATE CENTER  
4:30 p.m.

**Members Present:** Marvin Martinez, Raymond Cheng, Paul De La Cerda, Tina Hwang, Marshal Chuang, Christine Chui, Philip Cohen.

**Members Absent:** Ken Maxey (excused), Asif Mahmood (excused), Priscilla Lizárraga (excused), Marissa Castro-Salvati (excused), Helen Romero Shaw (excused).

**Guests:** Selina S. Chi, LACCD, Senior Director of Foundations.

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I. **Call to Order:** Chairman Cheng called the meeting to order at 4:56 p.m.

II. **Approval of the Minutes:** The minutes of July 30, 2015 and September 5, 2015 (with name correction) were approved. R. Cheng noted that two letters were attached to the meeting packet that are relevant to the minutes of July 30, 2015.

➤ M/S/P: (Martinez/Chuang/Passed)

III. **President's Report:** President reported on the upcoming March 2016 accreditation and invited the Board to be a part of the process through the focus groups. He also reported on the districts search for a district wide food vendor. Noted that after visiting a campus with a food vendor he is favorable with the districts pursuit. He stated that the district will be proceeding according to district procurement policies and that input from the colleges is being gathered through surveys. He informed the board of recent incidents that occurred on campus and stated that steps are being taken to prevent similar incidents in the future. Immediate action taken was to hire additional officers and posting of signs with information on how to get help.

**IV. Executive Director's Report:**

- a. P. De La Cerda reported on the Anguiano Event. President commented that he was looking forward to the event as it will bring awareness of the mural and the college.
- b. He also reported that he has been working with the East Side Spirit and Pride Alumni Association on ideas for collaborations. He noted that he plans invite them to share information on their organization in November.
- c. He informed the board that the accountant has been approved for FMLA and that he has been out due to illness. He added that due to the difficulties with the accountants' absence the opportunity to hire an Accounting Technician through the business office arose. The interviews have taken place and a candidate has been selected and will be starting in November.
- d. President noted that ELAC was awarded two Title V grants. P. De La Cerda added that the Cooperative grant includes matching funds which gives the Foundation the opportunity maximize their fundraising efforts.

**V. Consent Agenda:**

- a. Accept JP Morgan Chase Grant: P. De La Cerda noted that this \$50,000.00 grant will benefit the logistics program.
  - M/S/P: (Hwang/Cohen/Passed) Motion passes unanimously.

**VI. Old Business:**

- a. Approve 2013 External Audit: It was noted that the report puts the Foundation in good financial standing. P. Cohen suggested that an audit committee be formed.
  - M/S/P: (Martinez/Cohen/Passed) Audit report was accepted and approved to submit.

- b. Re-Cap of Board Retreat: R. Cheng noted that Dinner on Friday and Breakfast on Saturday was donated by Fantasy Springs and requested a thank you letter be sent out.
- c. Fall 2015 Scholarship Program: P. De La Cerda reported that the selection process was currently taking place.
- d. President's 13<sup>th</sup> Annual Gala: P. De La Cerda reported that the Langham was not yet secured due to Langham policies.
- e. Investment Counsel Update - Payden and Rygel: C. Chui updated the board on the status of the transfer of funds to our investment counsel. It was brought up that P. De La Cerda was not a signer on many of the accounts and that S. Chi was needed to initiate the transfer of funds on those accounts.
  - M/S/P: (Hwang/Chung/Passed) Board accepted the report and approved S. Chi to sign and initiate the transfer of funds.

#### **VII. New Business:**

- a. ELAC Foundation - Ribbon Cutting/Grand Opening: P. De La Cerda state that November 13 was a possible date for our Opening Date, an email is to be sent out once confirmed.
- b. Fiscal Agent - Workforce: P. De La Cerda requested authorization to use administrative fees from incoming statistic workbook sales funds to be used for a scholarship. No motion was needed, board agreed to this and asked P. De La Cerda to use his judgement.

#### **VIII. Items from the Floor:**

- a. S. Chi requested that one ELAC Foundation CCCSE Scholarship be named after Lydia Rudametkin. A DSP&S counselor that is very ill with cancer and has been part of the college for a long time.
  - M/S/P: (Hwang/Cohen/Passed)
- b. P. De La Cerda reported that a request from the Chancellor through the LACCD Foundation came to support the Umpqua

College in Oregon as a district. The request was for a \$100.00 Donation.

➤ M/S/P: (Hwang/Chuang/Passed)

c. R. Cheng noted that vacant Vice Chair positions needed to be filled and would like to address this at the next meeting. He also noted that he would like to see increased board attendance and participation.

**IX. Adjournment:** The meeting adjourned at 7:12 p.m.

Respectfully Submitted:

*Michelle Rodríguez, Foundation Development Assistant*

Documents: II and IVa,