

EAST LOS ANGELES COLLEGE FOUNDATION

BOARD OF DIRECTORS MEETING

JANUARY 13, 2015

G1-301AB

5:30 p.m.

Members Present: Raymond Cheng, Selina S. Chi, Marshal Chuang, Christine Chui, Philip Cohen, Tina Hwang, Sandy Ho, Priscilla Lizárraga, Helen Romero Shaw and Dr. Ann Tomlinson.

Members Absent: Marvin Martinez (excused), Dr. Asif Mahmood (excused), Marissa Castro-Salvati (excused).

Guests: Alejandro Guzman

Staff: Martha Pelayo and Michelle Rodriguez

- I. **Call to Order:** Chairman Cheng called the meeting to order at 5:45 p.m.

- II. **Approval of the Minutes:** M/S/P (Chuang/Ho): The minutes of December 12, 2014 were approved with amendment to location and addition of International Celebrity Silvia Yin as Sandy Ho's guest.

- III. **President's Report:** In the absence of the President Dr. Ann Tomlinson reported that the College would be getting additional funds from the state but that a great part of the funds would be restricted to support particular programs. She also reported that the GO EAST initiative is bringing more students to ELAC and that there are plans to hire additional faculty in the coming year. Plans to use the Corporate Center for administrative offices are moving forward, the space is being prepared for occupancy. Work on possibly leasing the top floors of the corporate center is in progress. She noted that Chancellor

Francisco Rodriguez' Inauguration will be held at EAST on April 2, 2015. R. Cheng inquired about the Bachelors program. Dr. Tomlinson stated that West Los Angeles College's proposal was moved forward by the district to the state for the Dental Program and was approved.

- IV. Executive Director's Report:** S. Chi shared that she is a member of the APITA caucus as the co-chair of the student success committee. She will be traveling to Sacramento at the end of January for the league conference.
- S. Chi shared a Compensated return document developed by College of the Canyon and noted the importance of document given that it illustrates the benefits of the Foundation to the college. The document can be used as a model for a similar ELAC Foundation report. She reported that the fiscal outlook for the foundation is good but noted the focus for the remainder of 2014-2015 would be devoted to fundraising rather than on infrastructure.
- Reported on the STEAM contract, noting that there was a misunderstanding about the administrative fee for contracts. STEAM billing will be made without the administrative fee.

- V. Consent Agenda:** The Executive Director reviewed the consent agenda and fielded questions.

- a. Board Nomination: The nomination committee recommended to move forward the Board nomination for Ken Maxey, Comcast. Nomination passed with unanimous approval.
- b. SAI Scholarship: Acceptance of SAI agreement renewal to provide scholarship funds to ELAC.
- c. Spring Scholarship Posting: Ratified the list of the scholarships that will be posted was presented. R. Cheng inquired about the amount per scholarship. S. Chi stated that the number and amount of scholarships depended on available funds and the interest earned on endowments.

- d. UCLA Contract: S. Chi reminded the board of the commitment that was made to support the UCLA Alliance program. The contract is in process and we should earmark about \$10,000.00.
- e. Ratify Gas Company Gift: Through the support of Board Director Helen Romero-Shaw the Foundation applied for a Gas Company grant in the amount of \$2,500.00.
- f. Ratify Wing Chung Gift: Acceptance of Mr. Wing K. Chung stock gift to the Foundation with a value of \$14,372.13.
- g. Ratify Dr. Ann Tomlinson Non-Cash Donation: Acceptance of Dr. Ann Tomlinson's 2005 car donation with a value of over \$8,000.00 to be used by the Automotive Technology department.
- h. RFP for Investment Counsel: Tabled
 - M/S/P: (P. Lizárraga/S. Ho) Approve items a - g in the consent agenda. Motion passes unanimously.

VI. New Business:

- a. Retirees and Alumni High Tea: S. Chi recalled a time when the college had a retiree luncheon and would like to invite retirees and alumni once more to come back to the college to see the developments while at the same time encouraging more active engagement. S. Chi noted that she has spoken to Karen Azzara, a former student, who wanted to get involved in scholarship support. A high tea was discussed to take place in the spring at no cost to attendees.

VII. Old Business:

- a. Gala update: M. Pelayo reminded the board that the Gala will be held on May 21, 2015. She presented the sponsorship levels as recommendations. After much discussion, the sponsorship levels were accepted with the addition of a sponsorship level for two seats. It was noted that the college is also celebrating its 70th anniversary. An MC has not yet been secured. Nominees for awards was in

discussion. Entertainment for the Gala is in planning stages with suggestions reach out to the college students to tie in the 70th anniversary. An event manager was suggested to manage event production. The February board meeting was set as a deadline to suggest honorees.

b. Social Enterprise Reports

- JEMplus: tabled
- Outdoor Marketplace: Progress is being made with a new operator.

VIII. Items from the Floor: On behalf of M. Castro-Salvati S. Chi proposed to move the Board Meeting dates to the first Tuesday of the month.

IX. Adjournment: The meeting was called adjourned at 8:04 p.m.

Respectfully Submitted:

Michelle Rodriguez, Foundation Development Assistant

Documents: II, Va and Vc.