

**El Camino College Foundation
Board Meeting Minutes
November 15, 2022**

Board Members: Laurie Brandt, Mark Burton, Cynthia Grande, Michael Hirsch, Kelsey Iino, Janan Johnson, David Liaw, Sidney Lee, Laurie Love, Laurie McCarthy, Ann O'Brien, Richard Rede, Meir Snir, Rob Van Lingen Paul Wafer, Mark Waronek, Clay Zachry

Absent: Komal Ahmed, Nina Bailey, Gino DiGregorio, Victor Ibarra, Jeff Kern, Esther Marcial, Katherine Maschler, Brooke Matson, Jason Nishiyama, Josh Rogge, Brenda Thames, Tracy Underwood, Dan Vozenilek

Staff: Kate Choi, Andrea Sala, Nancy Tonner, Heidi Wang

Recorder: Laurie Love

President Laurie McCarthy called the meeting to order at 4:09 pm.

CONSENT AGENDA

1) Approve Consent Agenda and Minutes:

Kelsey Iino made a motion to approve the Consent Agenda and October 10, 2022 Minutes. Mark Waronek seconded. Motion passed.

PUBLIC COMMENT

There were no comments from the public.

NON-CONSENT AGENDA

I. PRESIDENT'S REPORT

Laurie McCarthy

1) South Bay Promise Laptops:

- 183 laptops are on loan through the Promise Program, 79 are unrepairable, and 36 were not returned. An additional 150 new HP laptops were ordered.
- Andrea Sala and Laurie McCarthy met with ECC's CTO, Loic Audesseau, to obtain answers to Board member's questions regarding the old laptops and the recently ordered ones. It was acknowledged that the more recent rounds of laptop loans and their expected return dates all fell within the COVID period. Questions answered included how decisions are made regarding broken laptops, who makes those decisions, how the decision-making process worked to determine the brand and capability of the recent new HP laptops ordered, and how the longevity of these loaned laptops, often used by family members, differs from that of single-user personal laptops. The answers to these questions were provided to the satisfaction of the Board.

2) Holiday Celebration:

- The Holiday Celebration will be held on Tuesday, December 13th at Mercado Restaurant starting at 5:00 pm.
- The Executive Committee will meet prior to the Celebration at 4:00 pm.

II. BOARD GOVERNANCE

Janan Johnson

1) Policy Review:

- The following policies will be reviewed this year: Fundraising, General Fund, Gift Acceptance, Committee Structure, Foundation Salary Policy. The committee will include Andrea Sala, Janan Johnson and Cynthia Grande. The revisions will be shared with the Board for an approval at the March Board Meeting.

2) An oral review of the Board of Directors' Goals and Expectations took place including:

- A financial contribution or obtain a corporate contribution that is significant. The suggested minimum donation is \$1,000 annually to become a President's Circle member.
- Attend annually the six regular meetings of the Board of Directors as well as any occasional retreats or other specified meetings as scheduled. Attend meetings of any committee on which the member sits.
- Governance concerns were shared regarding a Board member who has failed to meet these expectations for an extended period of time including non-attendance at multiple meetings.
- The Board was informed that beginning in June 2022 numerous attempts were made to reach the Board member by Laurie McCarthy, Andrea Sala, and Janan Johnson. The outreach occurred by voicemail, email and text over many months with no response initiated by the Board member.

Janan Johnson made a motion to terminate the Board position of Jeff Kern. Ann O'Brien seconded. Motion passed with three abstentions.

III. FINANCIALS

Michael Hirsch

1) October 31, 2022 Financials:

- Liabilities have increased because more scholarships have been awarded.
- Revenue is positive in spite of the current market.
- We are tracking well with income at 33% of the year completed.

2) Annual Audit/Audit Committee – Ron Van Lingen

- The ECCF Audit Committee met with the audit firm Clifton Larson Allen (CLA) who recently completed the annual audit. It was determined that acceptable accounting practices were met and there were no findings.

Rob Van Lingen made a motion to accept the annual audit for fiscal year 2021-2022. Mark Waronek seconded. Motion passed.

III. OPERATIONS

Paul Wafer

1) Scholarship Update:

- Scholarships not awarded for specific majors was previously discussed as an issue, particularly during COVID. This year the Operations Committee will work with the Foundation staff to determine whether the issue is the marketing of a specific target scholarship or if the definition of the scholarship criteria is too narrow.

IV. ECC STUDENT REP. REPORT

Jenna Abdula for Sidney Lee

- College Night had 800+ in attendance, 50 clubs participated by giving tours.
- Club Rush had 700+ participants.
- Makers Space is open.
- Transfer and financial workshops were held.
- Student Health week, Peaceful Mind week, Suicide Prevention and a Job Fair were all successful.
- Student Voter Project was successful.
- Students will attend a leadership conference in San Diego.
- Blood Drive will be held October 11-13.
- The Social Justice Center had its Grand Opening.
- “Ballot Bowl”, a project to get students registered to vote, took place before the November election.
- Cash for College and College Night will be held in the next few weeks.
- Thank you to the Foundation for the South Bay Promise Laptops which are necessary for the students.

VI. STAFF REPORT

Andrea Sala/Heidi Wang

1) CP/PC Overview:

- Community Partners:
 - FY 2023 Budget: \$55,000
 - Actuals per financials: \$16,450
 - Actuals to date: \$18,950
 - Actuals with pledge commitments: \$21,450
- President’s Circle:
 - FY Budget: \$130,000
 - Actuals per financials: \$33,979
 - Actuals to date: \$38,862
 - Actuals with pledge commitments: \$41,362

2) ECCF Mission Statement Review:

- The Mission Statement review was tabled until the January Board Meeting.

V. DISCUSSION/NEW BUSINESS

No new business.

Meeting Adjourned at 5:30 pm

Mark Waronek made a motion to adjourn. Michael Hirsch seconded. Motion passed.