



## Board Meeting Minutes November 14, 2023

- Board Members:** Nina Bailey, Laurie Brandt, Gino DiGregorio, Cynthia Grande, Janan Johnson, Connor Lai, Laurie Love, Katherine Maschler, Brooke Matson, Laurie McCarthy, Ann O'Brien, Daniel Shrader, Tamara Powers, Ben Steinberger, Tracy Underwood, Rob Van Lingen, Paul Wafer, Mark Waronek, Clay Zachry
- Absent:** Komal Ahmed, Eman Dalili, Mark Burton, Kelsey Iino, David Liaw, Esther Marcial, Jason Nishiyama, Richard Rede, Brenda Thames, Dan Vozenilek
- Staff:** Kate Choi, Andrea Sala, Nancy Tonner, Heidi Wang
- Recorder:** Nancy Tonner
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President Janan Johnson called the meeting to order at 4:04 pm.

### CONSENT AGENDA

- 1) Approve Consent Agenda:

*Brooke Matson made a motion to approve the Consent Agenda. Laurie Brandt seconded. Motion passed.*

### PUBLIC COMMENT

There were no comments from the public.

### NON-CONSENT AGENDA

#### I. PRESIDENT'S REPORT

Janan Johnson

- 1) Guest Speaker: Michael Miller, Director, ECC Art Gallery
  - Michael gave a presentation on an upcoming event called the International Sidewalk Chalk & Mural Festival. The event will be held on May 17-24, 2024. Michael is hoping to get the community involved and bring them to campus.
- 2) Forensics Team
  - Francesca Bishop gave a presentation about the El Camino Forensics Team participating in the International Forensics Association Tournament and Competition in Dublin, Ireland in March 2024 and asked for support to bring five students to the Tournament.
  - Discussion ensued regarding establishing a policy to follow when asking for funds for specific programs. The Board Governance Committee will create this policy by the end of the fiscal year.

*Mark Waronek made a motion to approve \$12,500 to support five students to attend the IFA competition. Laurie Brandt seconded. Motion passed.*

### 3) Elizabeth Noble Estate Gift

- Andrea Sala updated the Board on the Elizabeth Noble \$2M estate gift. Mrs. Noble passed away in December 2021 and we have not been notified by her attorney regarding the estate. We have retained Baker, Burton & Lundy in Hermosa Beach to contact the attorney of record regarding the estate.

## II. BOARD GOVERNANCE

Laurie Love

### 1) Board Policies

- There are five policies to review this year, most that will need input from the Finance Committee and Graystone Consulting. Love has sent policies to Clay Zachery to begin the review process.

## III. FINANCIALS (approved in Consent Agenda)

Clay Zachry

### 1) ECCF Audit June 30, 2023

- Leslie Ward from our audit firm, Clifton Larson Allen (CLA), reviewed our annual audit. It was determined that acceptable accounting practices were met and there were no findings.

*Rob Van Lingen, representing the Audit Committee, made a motion to accept the annual audit for fiscal year 2022-2023. Brooke Matson seconded. Motion passed.*

## IV. OPERATIONS

Brooke Matson

### 1) Scholarship Update

- Students have completed the activation process for the 2023-24 scholarships. 579 scholarships were awarded for a total of \$852,145 and 481 were activated for a total of \$725,145. The activation rate is better than prior years.
- The reading and ranking of scholarship applications will begin in February and a prize will be given to the ECCF Board member who reads the most applications.

## V. ECC STUDENT REPORT

Connor Lai, Student Representative

- On October 29<sup>th</sup> staff and students participated in the SKECHERS Friendship Walk. ECCF was a sponsor and there was a booth with Outreach staff educating thousands of people on the benefits of ECC.
- College Night was held on November 8<sup>th</sup> and 1,195 prospective students and their guests had the opportunity to connect and engage with our Warrior family. This was the largest College Night in history.

## VI. ECC Presidents Report

Dr. Brenda Thames – Absent

## VII. STAFF REPORT

Andrea Sala

### 1) Distinguished Alumni and Gratitude Awards Dinner

- The honorees were announced for the 2024 Distinguished Alumni and Gratitude Awards. The dinner will be held on Friday, February 23, 2024 at the Doubletree Hotel in Torrance.
- Sponsorship opportunities are available. Torrance Refining has purchased a \$5,000 sponsorship and Pati Johnson has purchased a VIP table.

- 2) Fundraising Update
  - Presented data showing fundraising totals to date for the following specific funds: General, gift acceptance, Distinguished Alumni Dinner, Community Partners, President's Circle, STEM, GIK, and Scholarships.
  - More than \$1.2M has been raised to date, and we are above our fundraising goal.
- 3) Strategic Plan
  - President Thames has asked the Foundation to develop a formal Strategic Plan. A committee is needed to assist with this process, and an email will be sent out to all Board members asking for participation.
- 4) Giving Tuesday
  - Heidi Wang announced Giving Tuesday will be held on November 28<sup>th</sup>. A Rams ticket package has been donated by a generous Foundation Board member so donors will receive on chance to win for every \$50 donated.
- 5) ECC Retiree Luncheon
  - The ECC Retiree Luncheon was held on October 27 with over 90 attendees. Clay Zachry was the guest speaker and was presented with a thank you gift.
- 6) ECCF Mission Statement Review – Tabled to be included in the new Strategic Plan.

## **VII. DISCUSSION/NEW BUSINESS**

No new business.

**Meeting Adjourned at 5:11 pm.**