

El Camino College Foundation Executive Committee Minutes

April 26, 2022

Location: Zoom

Committee Members: Janan Johnson, Laurie Love, Laurie McCarthy, Brooke Matson

Absent: Jeff Kern

Staff: Kate Choi, Andrea Sala, Heidi Wang

Absent: Nancy Tonner

Recorder: Laurie Love

Laurie McCarthy called the meeting to order at 4:03 p.m.

I. PRESIDENT'S REPORT:

Laurie McCarthy

1. Approval of Agenda and Minutes:

Motion to approve the meeting agenda and March 1, 2022 meeting minutes by Janan Johnson; seconded by Brook Matson. Motion passed.

2. In-person Board Meetings:

- Discussion ensued regarding in-person Board meetings. The consensus was that in-person full Board meetings were preferable over the option of continued ZOOM meetings. The first choice for a meeting location was the Alondra Room.
- ECC protocols will be followed with board members required to check in. It was also decided that the Executive Committee could continue with meetings over ZOOM.

II. FINANCIALS:

Andrea Sala for Jeff Kern

1. March 31, 2022 Financials:

- There is a 3% change in total liabilities and net assets from last year at this time. Contributions look good.
- Expenses are on track.
- President's Circle is amazing.
- An overview of the Gala will be presented at the May Board meeting.

III. BOARD GOVERNANCE:

Andrea Sala

1. Brown Act for ECCF Board meetings:

- Andrea Sala received a legal opinion from the ECCCD legal counsel as requested by the Board regarding the Brown Act. This legal opinion will be forwarded to the Board with the May Board meeting materials, and an explanation will be provided at the May Board meeting. Meeting agendas will be posted on the Foundation website and a paper copy will be posted in the administration building information case.
- No Form 700 is required for ECCF Board members.
- A Board Retreat, if planned, will need to follow the Brown Act as well.

2. Nominating Committee:

- Andrea Sala will reach out to members to serve on the nominating committee. Mark Waronek will be serving as the Chairperson.

3. Board Term Renewals (Class of 2019):

- Andrea Sala will reach out to members who have served three years to determine their interest in renewal. This will be completed prior to the May Board meeting.

IV. OPERATIONS REPORT:

Janan Johnson

1. Scholarship Awards Update:
 - 497 scholarships have been awarded at just under \$600,000.
 - There are an additional 105 to be awarded at just under \$200,000.
 - Students are being notified if they did or did not receive a scholarship by email.
2. Distribution Committee Meeting April 21 - Madden Grants:
 - There is \$78,000 to distribute this year.
 - \$73,000 was requested, mostly for equipment and software.

VI. STAFF REPORT:

Andrea Sala and Heidi Wang

1. 75th Anniversary events for campus staff and faculty:
 - Three events are being held for the campus community:
 - Chorale music performance on June 3rd, which will be free to the community, and feature songs from seven decades.
 - Athletic Department is recognizing the top 75 male and female athletes on September 10th.
 - Faculty and staff will have an event at the Radium to celebrate the 75th anniversary. It was suggested that Foundation unrestricted funds be used to host the event as good will and thanks for all they do for students at ECC. More information will be shared at the May Board meeting.
2. 75th Anniversary Gala Proceeds:
 - Discussion ensued on how to distribute proceeds focused on Warrior Pantry and South Bay Promise. More discussion will be held.
3. President's Circle and Community Partners Update:
 - Community Partners:
 - Actuals to Date - \$51,600 (74% of budget)
 - With pledge commitment (AT&T) - \$54,100 (77% of budget)
 - Six new partners – Beach Futbol, Century Housing, G&M Oil, Howmet Aerospace, JPMorgan Chase and World Back to Work.
 - One Upgrade – Graystone Consulting
 - Renewals – Bachem, Keenan & Assoc., Kinecta, Parker & Covert, Providence, SchoolsFirst, SoCalGas, tBP/Architecture, Torrance Memorial and Van Lingen Group.
 - Dropped– Amazon, HMC Architects and VectorUSA.
 - President's Circle:
 - Actuals to Date - \$135,858 (136% of budget)
 - 12 new donors, 9 upgraded and 2 reinstated donors
4. ECCF Mission Statement Updates:
 - Mission Statement has not been reviewed in five years.
 - Consideration to add faculty and staff in the Mission Statement and to be more inclusive of the campus community.

Meeting adjourned at 5:41 p.m.

Motion to adjourn the meeting by Janan Johnson; seconded by Brook Matson. Motion passed.