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## BOARD OF DIRECTORS MEETING DECEMBER 6, 2012

**Members present:** Neal Welland, Rich Casford, John Peel, Terry Keller, Teresa Dreyfuss, Karime Sanchez Bradvica, Brenda Wiewel, Robert Holcomb,

**Members not present:** Sylvia Southerland

**Staff Present:** Howard Kummerman

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**I. Call to Order/Welcome:** Meeting called to order at 4:00 p.m. by President Neal Welland.

- a. **Approval of Minutes of September 6, 2012:** Neal Welland had a correction under Foundation President's Report 1. a. last sentence, The Board will. Howard will check the pdf version and add full sentence or remove the incomplete sentence. *Motion by Rich Casford to approve minutes as corrected; second by John Peel – Motion carried.*

**II. Reports**

a. **Presidents Report – Neal Welland**

- i. Neal discussed three focus areas for his year as President:
- 1. Scholarships Process.** Getting them out to students in a timely manner, keeping accurate detailed records of them and being transparent so that faculty and staff can see that the Foundation is following through with its mission.
  - 2. Infrastructure / Governance.** Making sure by-laws are current and correct, and that the Foundation is compliant in its daily operations.
  - 3. Marketing and Public Relations.** Updates to the Foundation website and improving the public's perception of the Foundation. The purpose of all of this is to have the Foundation running efficiently and up to date when in a year or so a new Executive Director takes over and helps to make the Foundation grow even more.
- ii. Neal and Howard have interviewed and are recommending to the Foundation the hiring of the new Program Assistant. Neal would like to recommend the weekly hours be raised to 40 instead of the original 37.5. A board member asked how the additional hours might affect any hidden costs, i.e. taxes. There will be an increase in the expense for the additional hours and for the payroll taxes but this small difference is available in the current budget.
- iii. Neal thanked Karime and Terry for agreeing to be on the Scholarship Committee. They will review applications and Faculty

recommendations. Most of it can be done on-line. Howard will be available to help if needed.

- iv. Bruce Lazenby submitted a letter of resignation. Bruce has served on the Board for ten years. Work and family obligations are a priority for him right now. A board member asked if Bruce would recommend a representative from Rose Hills. Neal is waiting for Bruce to get back to him on that subject. Howard has a recommendation for another Rose Hills representative if one is needed.

**b. Treasurers Report / Finance Committee – John Peel**

- i. Budget revisions. John Peel pointed out that the categories had been cleaned up to reflect what the Foundation is doing presently. There was a discussion regarding the Administrative Fees. Neal suggested that there be clarification of grants, scholarships, endowments and the costs associated with each and that a one page document with the explanation be created.
- ii. *Motion by John Peel to approve the 2012-2013 Budget that has been accepted by the Executive Committee; second by Rich Casford - Motion Carried*
- iii. Halbert Hargrove Investment Portfolio – Report made by Steve Klosterman of investments for the Foundation.

**c. College President’s Report - Teresa Dreyfuss**

- i. No report, as the Interim Superintendent / President had to leave.

**d. Executive Director’s Report-Howard Kummerman**

- i. The Foundation Office has been moved to the L Building, 4<sup>th</sup> floor, by Howard’s office. Debi Chavez, the Federal Work Study student has moved there also. At this time, Michelle Yriarte from the President’s office, is still working 2 hours per day to support the Foundation.
- ii. Howard has been meeting with Mohamed Rassmy to clean up and combine accounts with duplicate titles.
- iii. Howard has met with Math & Science, Health Sciences, and the Fire Academy programs among others to discuss their accounts.
- iv. Howard has been meeting with Dean, Directors and those at the college that have been involved with the scholarship process to confirm amounts and clarify details.
- v. Howard has been working on the Donor database to clean it up and make it more efficient. He hopes to propose an upgraded on-line version that will help to streamline the process and make reporting

- easier. It would also help with the donation process by allowing donors to contribute on-line.
- vi. Howard is solidifying the process for deposits and disbursements to help get the scholarship awards to the students in a timely manner.
  - vii. Howard explained a bit about the scholarship process. In the past, advertisement has been done by sending students emails to let them know of upcoming opportunities. He hopes to be able to implement NextGen, a scholarship program that the college owns in conjunction with the Foundation. Students fill out one application and the program matches those they are eligible for. The reviewing by a committee can also be done on-line.
  - viii. On the subject of restructuring the process, the college is forming a Scholarship Committee to work with the Foundation to set up requirements and review applicants. Robert Holcomb from the college has agreed to chair the committee.
  - ix. Of the ten scholarships advertised, a number of them were awarded to the students in December. The others will be disbursed as soon as possible when the Spring 2013 semester starts.
  - x. Howard has been taking pictures of the students receiving their checks to use for display and marketing purposes.
  - xi. Endowments- permanently restricted assets. Howard is researching what the original restrictions were. It was a 20 year restriction on disbursement of funds. 50% of the interest could be disbursed within the first 20 years. Neal and Howard met with Lyla Eddington, to gain a historical perspective on the grant-funded endowments from Title III and V.
  - xii. Development – Scholarships are the main focus but unrestricted donations are still needed. Rio Hondo College Foundation has a good reputation overall and continues to receive donations. A letter will be going out to committed donors for a year end giving appeal.
  - xiii. Grant update:
    - 1. So. CA Edison-\$25,000.00 pending
    - 2. Arthur Rupe Foundation-\$50,000
    - 3. PIH Nursing grant-\$50,000.00
    - 4. City of El Monte Block grant-\$50,000.00
  - xiv. Howard will focus on Faculty/Staff giving next year. Thank you letters need to go out to show appreciation.

### **III. New / Old Business**

- a. It was moved by Rich Casford and seconded by Terry to approve John Peel as Treasurer through June 30, 2013. Motion carried. Neal thanked John for stepping up to replace Bruce Lazenby.

- b. It was moved by Terry Keller and seconded by Rich Casford to accept the recommendation from the Rio Hondo College Classified Senate (CSEA) and Interim Superintendent / President Teresa Dreyfuss to elect Mohamed Rassmy to the Foundation Board of Directors. Motion carried.
- c. It was moved by John Peel and seconded by Robert Holcomb that the hours for the new Foundation Program Assistant be increased from 37.5 to 40 hours a week and that Janet Castagnola be hired through June 30, 2013. Motion carried.
- d. A Board member asked about the President's Report, as Teresa Dreyfuss had to leave early. Howard touched on some budget items, including Community College budget challenges, academic issues, etc.
- e. Neal announced that Howard would be sending an email to members with the schedule for the Board of Directors and the Executive Committee meetings.

**IV. Adjourn 5:30 p.m.**