



Board of Directors Meeting Minutes

Thursday, January 24, 2019

I. Call to Order

A regular meeting of the Rio Hondo College Foundation Board of Directors was held in the Campus Inn building at Rio Hondo College, Whittier, CA on January 24, 2019. The meeting convened at 4:35 p.m., President Dr. Carmella Franco presiding.

Board Members in Attendance:

Dr. Carmella Franco, President; Don Hannah, Vice President/Treasurer; Bryan Tabizon, Secretary; John Peel, Past President; Teresa Dreyfuss, Superintendent/President of Rio Hondo College; Terry Keller, Delia Morales, Mohamed Rassmy, Jose Uribe, Neal Welland

Members Absent:

Cecilia Rocha

Foundation Staff in Attendance:

Henry Gee, Rachel Garcia, Cynthia Nickell, Erika Perret-Martinez

A. Approval of Meeting Minutes

On the motion of John Peel, seconded by Neal Welland the Board voted unanimously to accept the August 16, 2018 minutes without changes.

II. Reports

A. Fundraising Report, Cynthia Nickell

Cynthia provided a comparison report of fundraising efforts for the first half of the 2018-2019 and 2017-2018 academic years. Restricted funds have already surpassed the budget projections by 84%. Unrestricted funds however, are only at 21% of budget. Highlights for 2018-2019 to date include:

- An increase to President's Circle membership of 4 for a total of 40
- Focus on scholarships yielding 6 new donors that included a revitalization of the Pellissier Scholarship
- A 20% increase for Faculty and Staff giving
- New grants for STEM and Guardian Scholars programs

Discussion ensued regarding when to take the 8% administrative fee from donations. Past minutes will be reviewed for how this is to be administered.

B. Scholarship Report, Erika Perret-Martinez

Erika provided an overview of the Fall 2018 Scholarship efforts. Application



assistance workshops, in class presentations and personal attention to specific programs generated 730 applications with 137 completed (19% completion rate). The personal statement continues to be the largest barrier to completing the application. For the Summer/Fall 2018 period, 175 awards were presented to 100 recipients with a total of \$76,842.00 distributed. Erika will be developing strategies which include:

- A master application for the entire academic year
- Moving away from email reminders to text messages
- Creating program specific workshops
- Contacting counselors to promote major specific scholarships

C. President, Dr. Carmella Franco

Dr. Franco expressed her appreciation for those who attended the Holiday Social Board of Directors' meeting and to Henry for pursuing a Homecoming event. She thanked the Foundation staff for a wonderful scholarship luncheon and the Board members who attended. She reported that Henry will be receiving the Fred Turner Award for Outstanding Service to the National Association of Student Personnel Administrators (NASPA) and thanked him for his excellent service to higher education.

D. Vice President/Treasurer, Don Hannah

A packet was distributed to all Board Members which included a summary Statement of Financial Position, Statements of Activities/Revenues & Expenditures, Unrestricted Assets, Customer Balance Summary, and Vendor Balance Summary as of December 31, 2018; in addition to Deposit and Check Detail from January 1-18, 2019.

E. Mid-Year Financial Update, Mohamed Rassmy

CDs from Banc of California were pulled and put in a Schwab investment account for 6 years at 3.5%. Old student debt was written off. There was a \$7000.00 increase in funds from Edison.

F. College Superintendent/President, Teresa Dreyfuss

Teresa Dreyfuss reported that she has had discussions with California State University, Los Angeles to absorb students that were not admitted and then allow them to transfer back to CSULA in two years.

Teresa attended the Wake Up Whittier Chamber event in January hosted by Rio Hondo College. The Police Academy had another successful graduation event in January with 39 cadets completing the program of which 21 are already hired and sponsored.

G. Interim Executive Director, Henry Gee



Henry Gee reported on a successful return of Homecoming. The Police Academy reunion was standing room only with approximately 150 attendees, including Hermosa Beach Police Chief Sharon Papa from class 107 who is the first female to head the Los Angeles Police Association. The Nursing Open House showcased photos from all but one graduating class. The activities at the gym were very well-received with approximately 150 in attendance.

The Fall Scholarship luncheon was a successful event for both students and families. Henry thanked Delia for the additional scholarships from the Whittier Rotary Club.

III. Items for Action

A. Mini-Grant Application – Communications Theater Tickets

On the motion of John Peel, seconded by Neal Welland, the Board voted unanimously to approve the Communications Mini-Grant request for an amount not to exceed \$500.00

B. Draft Financial Statements and Independent Auditor's Report for FYE 6/30/17

On the motion of John Peel, seconded by Teresa Dreyfuss, the Board voted unanimously to approve Draft Financial Statements and Independent Auditor's Report for FYE 6/30/17 without changes.

C. Amended RHCF Tax Return Forms 990 and 199

On the motion of Neal Welland, seconded by Delia Morales, the Board voted unanimously to approve the Amended RHCF Tax Return Forms 990 and 199 without changes.

D. Draft Budget 2018-2019

On the motion of Don Hannah, seconded by John Peel, the Board voted unanimously to approve the 2018-2019 Draft Budget without changes.

IV. Items for Discussion

A. Board Engagement activity on Homecoming was deferred to the March 14, 2019 meeting.

B. There was consensus to move forward with using the proposed Process for New Board of Director Member form.

V. Information and Calendar Items

A. Board of Directors Annual Planning Meeting, March 14, 2019, 3:00 p.m. (with dinner) Campus Inn

B. Taste of Rio Fundraiser, April 26, 2019, 6:00 p.m., RHC Main Campus



-
- C. Scholarship Awards Breakfast, May 17, 2019, 9:00 a.m., Campus Inn
 - D. RHC Commencement, May 23, 2019, 5:30 p.m., Parking Lot A
 - E. Board of Directors Annual Meeting and President's Circle Reception, June 27, 2019, 4:30 p.m., Location TBD

VI. Other Business

- A. Dr. Franco requested that the topic of small scholarships be placed on the next Executive Committee meeting agenda.

VII. Adjournment

President Franco adjourned the meeting at 6:08 p.m.

Minutes prepared by Rachel Garcia and reviewed by President Franco.