



Board of Directors Meeting Minutes

Thursday, April 9, 2020

I. Opening Items

A. Call to Order

A regular meeting of the Rio Hondo College Foundation Board of Directors was held virtually via the Zoom platform on April 9, 2020. 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; Dr. Arturo Reyes, Superintendent/President RHC; Terry Keller, Delia Morales, Ricardo Perez, Mohamed Rassmy, Dan Rubalcava, Maria Torres Muro

Members Absent:

Dr. Alice Mecom, Max Ordonez, Jose Uribe, Oscar Valladares

Foundation Staff in Attendance:

Henry Gee, Rachel Garcia

B. Approval of Minutes: February 7, 2020

On the motion of Don Hannah, seconded by Bryan Tabizon, the Board voted by all members present [Franco, Hannah, Morales, Perez, Rassmy, Reyes, Rubalcava, Tabizon, Torres; Keller abstained] to approve the February 7, 2020 Minutes without changes.

C. Introduction of New Board of Director Members (4)

A brief bio was provided in the packet on each new member. New members present [Perez, Rubalcava, Torres] expressed their excitement about joining the Foundation and continuing current and past collaborations. These new additions broaden the Board base per the wishes of the Board of Directors.

II. Reports

A. President

Dr. Franco greeted the new members and expressed her gratitude during these unprecedented times to continue the work of the Foundation.

B. Vice President/Treasurer

A Balance Sheet and Statement of Revenue & Expenditure for period

ending February 28, 2020 were included in the packet. Don Hannah deferred to Mohamed to provide a summary. The balance sheet shows a decrease in the bank and cash accounts due to scholarships awarded; however, there is an increase in unrestricted assets due to the staffing reduction in late 2019. The income statement shows scarce revenues mainly due to the current COVID19 environment.

C. College Superintendent/President

Dr. Reyes thanked the new members joining the Board. He reported that the College has moved to remote instruction and operations with the exception of Certified Nursing Assistants (CAN) due to rules of their governing body. He praised Henry and his Student Services team for their efforts especially with the food party distributions. The College is also loaning Chromebook, providing housing vouchers, and internet hot spots all with the hope that students will stay engaged. The College will receive \$6.2M from the CARES package with 50% allocated to direct aid to students. He encourages the Foundation to create a platform for faculty and staff to contribute financially to assist students.

D. Interim Executive Director

Henry Gee reported that *A Taste of Rio* has indeed been postponed until September 25, 2020. He is seeking input from the Board regarding options for the Golf Tournament before contacting the California Country Club. The 2020-2021 scholarship process has been delayed for a number of reasons; however, it is still very important especially in the current climate. He will be looking at outreach options for the application process. Henry will be initiating a "30 days to Finish" fundraising campaign to launch April 21 and close on May 21, 2020 with the objective to reach out to past event sponsors, faculty and staff to help students get through this crisis.

III. Items for Discussion

A. Web Site Update

Draft pages of the updated RHC website were shared by Rachel Garcia. All Foundation members will be contacted to share a brief bio and photo to post on the webpage.

B. *A Taste of Rio* and Golf Tournament Fundraisers Postponed

A Taste of Rio will be postponed until September 25, 2020. Discussion occurred during the Interim Executive Director's report regarding options for the Golf Tournament. The consensus was to postpone the Golf Tournament and Inaugural Athletic Hall of Fame Dinner until August. Henry will contact the California Country Club for date options.

C. Executive Director Search Process

Dr. Franco expressed her concern about the time commitment involved with doing a proper search for a permanent Executive Director to replace Henry when he retires at the end of June. This is often done by a search firm at a cost of \$10-\$15K. The recruitment process entails:

1. Gathering Input from the constituent members
2. Creating a job posting and hiring timeline
3. Reviewing the applications for minimum qualifications
4. Screening applicants
5. Conducting interviews
6. Performing background checks

Dr. Reyes has offered to have the College HR department assist with the recruitment since District hiring has been frozen and to save the cost to the Foundation. There was agreement along with a desire to clarify recruitment roles and responsibilities for both the Foundation and the College.

D. 2020-21 Executive Committee Officers

Don Hannah has commitments that preclude him from assuming the role of President of the Board. This item was tabled.

IV. Items for Action

A. Draft Audit Report for Years Ending June 30, 2019 and 2018

On the motion of Don Hannah, seconded by Dan Rubalcava, the Board voted unanimously by all members present [Franco, Hannah, Keller, Morales, Perez, Rassmy, Reyes, Rubalcava, Tabizon, Torres] to approve the Draft Audit Report for Years Ending June 30, 2019 and 2018 without changes.

V. Information and Calendar Items

An updated 2019-2020 Board of Directors Meetings and Events Calendar was distributed with an effective date of 4/8/20.

- A. *A Taste of Rio* Fundraiser, POSTPONED to September 25, 2020; 6 p.m., RHC Campus
- B. Board of Directors Annual Meeting, June 11, 2020; 4 p.m., Possible Zoom Meeting
- C. President's Circle Reception, POSTPONED
- D. Golf Tournament Fundraiser, POSTPONED; California Country Club
- E. Inaugural Athletics Hall of Fame, POSTPONED; California Country Club



VI. Other Business

Current Board Members welcomed the new Board Members and shared brief biographical comments.

VII. Adjournment

President Franco adjourned the meeting at 5:54 p.m.

Minutes prepared by Rachel Garcia and reviewed by President Franco.