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## Board of Directors Meeting Minutes

Thursday, August 27, 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 August 27, 2020. The meeting convened at 4:03 p.m., President Dr. Carmella Franco presiding.

#### **Board Members in Attendance:**

Dr. Carmella Franco, President; Bryan Tabizon, Vice President/President Elect; Don Hannah, Vice President/Treasurer; Maria Torres Muro, Vice President of Programs; Dan Rubalcava, Secretary; Teresa Dreyfuss, Acting Superintendent/President RHC; Terry Keller, Delia Morales, Max Ordonez, Ricardo Perez

#### **Members Absent:**

Mohamed Rassmy, Dr. Arturo Reyes, Superintendent/President RHC (on leave); Oscar Valladares

#### **Foundation Staff in Attendance:**

Rachel Garcia

#### B. Approval of Minutes: June 11, 2020

On the motion of Terry Keller, seconded by Dan Rubalcava, the Board voted by all members present [Franco, Hannah, Keller, Ordonez, Perez, Rubalcava, Tabizon, Torres] to approve the June 11, 2020 Minutes without changes.

### II. Reports

#### A. President

Dr. Franco announced that Dr. Reyes is currently on leave and Teresa Dreyfuss has been appointed as Acting Superintendent/President of the College. She requested a correction to Agenda Item IV.A. "Interim Executive Director" shall be changed to "Temporary Executive Director".

#### B. Vice President/Treasurer

The End of Year Financial Report and Draft Budget were not available at the time of the meeting. The Balance Sheet and YTD Budget Preliminary Actuals from March 31, 2020 were shared on the screen. Don Hannah provided a brief summary. Unrestricted funds are down from the previous



year primarily from the cancellation of *A Taste of Rio*. Temporary restricted income remains stable.

*[Teresa Dreyfuss joined at this point of the meeting.]*

C. Acting College Superintendent/President

Teresa Dreyfuss confirmed that the College's financials and reserve are very good. The State has approved an extension of the adopted budget deadline from mid-September to mid-October due to COVID. The vacant Trustee seat for District 1 will be filled by appointment instead of an election. Interested parties should apply. Enrollment is good, Intersession will be online, and it is still to be determined if the Spring 2021 term will be in person or online.

### **III. Items for Discussion and Planning**

A. End of Year Financial Report

Information provided in the Vice President/Treasurer's Report (II.B.).

B. Draft Budget for 2020-2021

Information provided in the Vice President/Treasurer's Report (II B.).

C. Review Board of Director Responsibilities Document

The draft document from 9/12/19 was reviewed. All Board Members will have an opportunity to review and submit suggested edits by email no later than September 10, 2020. The document with additional edits will be taken to the September 17, 2020 Executive Committee Meeting for further discussion.

*[Delia Morales joined at this point of the meeting.]*

### **IV. Items for Action**

A. Appointment of and Approval of Contract for Part Time Temporary Executive Director

On the motion of Teresa Dreyfuss, seconded by Dan Rubalcava, the Board voted unanimously by all members present [Dreyfuss, Franco, Hannah, Keller, Morales, Ordonez, Perez, Rubalcava, Tabizon, Torres] to approve the appointment of Henry Gee as part time Temporary Executive Director effective September 1, 2020.

On the motion of Bryan Tabizon, seconded by Teresa Dreyfuss, the Board voted unanimously by all members present [Dreyfuss, Franco, Hannah, Keller, Morales, Ordonez, Perez, Rubalcava, Tabizon, Torres] to approve the Consultant Agreement for a part time Temporary Executive Director with



changes to extend the term to end August 31, 2021 and a pay rate of \$2083.00 per month.

B. Approve Board of Directors Roster for 2020-2021 and Membership Terms

On the motion of Don Hannah, seconded by Maria Torres, the Board voted unanimously by all members present [Dreyfuss, Franco, Hannah, Keller, Morales, Ordonez, Perez, Rubalcava, Tabizon, Torres] to approve the Board of Directors Roster for 2020-2021 and Membership Terms with a correction to the title of Bryan Tabizon (Director of Administration) and revision of the officer terms for both Dr. Franco and Bryan Tabizon to end on December 31, 2020. At that time, Bryan Tabizon will assume the position of President and Dr. Franco will become Past President for the remainder of the officer term (until 6/30/22).

C. Revision to 2020-2021 Board of Directors Meetings and Events Calendar

On the motion of Bryan Tabizon, seconded by Dan Rubalcava, the Board voted unanimously by all members present [Dreyfuss, Franco, Hannah, Keller, Morales, Ordonez, Perez, Rubalcava, Tabizon, Torres] to accept and approve the additional Board Meeting for October 22, 2020 as presented on the revised 2020-2021 Board of Directors Meetings and Events Calendar.

## V. Information and Calendar Items

- A. Golf Tournament Fundraiser, October 9, 2020; 1 pm, POSTPONED
- B. Next Board of Directors Meeting/Planning Retreat, October 22, 2020; 4-6 pm, Zoom Conference Call. Major Topic: Development of 5 Year Goals.

## VI. Other Business

No new business was brought forth.

## VII. Adjournment

President Franco adjourned the meeting at 5:11 p.m.

Minutes prepared by Rachel Garcia and reviewed by President Franco.