



Board of Directors Meeting Minutes

Thursday, October 22, 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 October 22, 2020. The meeting convened at 4:02 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; Teresa Dreyfuss, Acting Superintendent/President RHC; Terry Keller, Mohamed Rassmy

Members Absent:

Delia Morales, Max Ordonez, Ricardo Perez, Dan Rubalcava, Secretary; Oscar Valladares

Foundation Staff in Attendance:

Henry Gee, Rachel Garcia

B. Welcome of Temporary Executive Director

Dr. Franco welcomed Henry Gee back to the Foundation in his new role as part-time Temporary Executive Director.

C. Approval of Minutes: August 27, 2020

On the motion of Bryan Tabizon, seconded by Maria Torres Muro, the Board voted by all members present [Dreyfuss, Franco, Hannah, Keller, Rassmy, Tabizon, Torres] to approve the August 27, 2020 Minutes without changes.

II. Reports

A. President

Dr. Franco informed the Board that Dan Rubalcava is experiencing a serious personal illness and will be absent for an extended period. Good wishes for his recovery were expressed. She also commented on the positive news coverage that Rio Hondo College has received recently. She announced that December will be her last full Board meeting as President, and that Bryan Tabizon will assume the Presidency.

B. Acting College Superintendent/President

Teresa Dreyfuss thanked Dr. Franco for serving as President and her contributions to the Foundation. She confirmed that instruction for the Spring 2021 term will be remote. Current enrollment is down by 2%. Off-site centers continue to remain closed. The College will continue to expand its dual enrollment with the local high schools. The adopted budget for the College has been completed. There is a big difference in the state apportionment compared to what was estimated. Stephen Kibui's return to the College as Vice President of Finance and Business has been welcomed by all.

C. Vice President/Treasurer

The Statement of Financial Position as of June 30, 2020 was shared. Despite the decline in unrestricted assets, the Total Liabilities and Equity is showing a positive \$267,713 from the prior year. This number is expected to improve as the financials are updated before the end of the year.

D. Temporary Executive Director

Henry Gee thanked the Board for approving his contract and looks forward to continuing to work with the Board.

The 2020-2021 scholarship cycle was launched on October 19 and applications will be open for 5 weeks. The Foundation partnered with the Student Success & Dream Center to create instructional videos and virtual workshops for students who need help completing their applications.

The Rio Cares Student Relief Fund has raised \$33,064 since April 24, 2020. The Foundation contributed \$10K from its Title III endowment account. (BOD ratified 6/11/20.) Individual awards of \$200-\$300 were distributed to 122 students at the end of June for a total disbursement of \$29,000 to date. Another disbursement is scheduled before the end of the year. Fernando Centeno has been tasked with reaching out to previous sponsors to transfer their commitments to the Rio Cares fund.

There are 5 grant reports due before mid-November.

III. Items for Discussion and Planning

A. Development of Goals

1. Status Reports for 2019-2020 Goals – a presentation was provided by Henry Gee on: scholarships, programs supported by grants, faculty and staff giving, President's Circle Membership, Unrestricted Funds, Major Donors and Endowment
2. Self-Sufficiency Goal – draft Board Goal and Objectives were presented by Henry Gee.



3. 5-Year Goals – Henry Gee proposed 5-year goals for President's Circle Membership, Board Membership and Unrestricted Funds.
 4. Budget – the tentative draft budget for 2020-2021 was reviewed.
- B. Foundation Priorities During COVID
- A presentation given by Henry Gee outlined the priorities in the areas of: scholarships, donor tracking and retention, unrestricted funds, Foundation operations and Board growth.
- C. Fundraising Events
- Henry Gee presented a list of possible fundraising efforts for consideration.
- D. Amendments to Foundation Bylaws – First Reading
- Proposed Revisions to Article V, Sections 4, 5, and 8; and Article X, Section 6 were presented. A minor edit was made to Article X, Section 6.
- E. Holiday Social
- Since COVID restrictions continue to prevent in person gatherings, a virtual holiday social will be discussed by the Executive Committee.

IV. Items for Action

- A. Ratify Amendment to Consultant Agreement for Part Time Temporary Executive Director Term ~~Ending~~ Changing from August 31, 2021 to June 30, 2021
- On the motion of Don Hannah, seconded by Bryan Tabizon, the Board voted unanimously by all members present [Dreyfuss, Franco, Hannah, Keller, Rassmy, Tabizon, Torres] to approve the amendment to the term of the Part Time Temporary Executive Director consultant agreement for Henry Gee. The term of the contract will be from September 1, 2020 through June 30, 2021.
- B. Approve Draft Budget for 2020-2021
- On the motion of Don Hannah, seconded by Terry Keller, the Board voted unanimously by all members present [Dreyfuss, Franco, Hannah, Keller, Rassmy, Tabizon, Torres] to approve the Tentative 2020-2021 Budget as presented.
- C. Approve Board of Directors Responsibilities Document – Second Reading
- On the motion of Bryan Tabizon, seconded by Mohamed Rassmy, the Board voted unanimously by all members present [Dreyfuss, Franco, Hannah, Keller, Rassmy, Tabizon, Torres] to approve "RHC Foundation Board Member Responsibilities" document as presented.



V. Information and Calendar Items

- A. Board of Directors Holiday Social, December 10, 2020; 5 p.m. TBD
- B. Board of Directors Meeting, February 5, 2021; 11 a.m. – 12:30 p.m., Zoom Conference Call (may move to Feb 4, 2021 at 4 p.m.)

VI. Other Business

No new business was brought forth.

VII. Adjournment

President Franco adjourned the meeting at 6:01 p.m.

Minutes prepared by Rachel Garcia and reviewed by President Franco.