

Board of Directors
Regular Quarterly Meeting
West Los Angeles College Foundation
March 9, 2021

MINUTES

Present: James M. Limbaugh, Ph.D., Caroline Kelly, Erik Moreno, Tony Berbiglia, Sapna Shah, Kim Etheredge, John Nachbar, Araceli Cole and Etelvina De La Torre

Absent: Albert Vera, Jr., and Scott Combest

Guests: Patti Montemer, Dr. Katherine Boutry, and Peter Mitsakos

The meeting was called to order at 5:04 p.m. by C. Kelly who welcomed everyone.

No public comment.

The board reviewed and approved the minutes: 9/18/20, 10/15/20, 11/12/20, and 12/1/20. The motion was made by J. Nachbar and second by E. Moreno. The motion carried unanimously.

The financial statements for the period July 1, 2020-January 31, 2021 were reviewed. The external audit report for the FYE June 30, 2020 was reviewed and accepted by the board. The motion was made by J. Nachbar and second by E. Moreno. The motion carried unanimously.

The board discussed and approved the following policies and procedures: Bank Reconciliation, Cash Receipts, Compliance and Whistle Blower, Conflict of Interest, Financial Audit, Gift Acceptance, and Grants Management. The motion was made by J. Limbaugh and second by J. Nachbar. The motion carried unanimously.

K. Etheredge provided a progress report on the status of establishing a Black Student Union (BSU) at West. A student survey has been completed asking students about their thoughts on the BSU and any support needed from the College. The BSU will be a place for Black students to gather and create community in a supportive environment.

Dr. Limbaugh presented on enrollment numbers for Winter and Spring. Enrollments have declined steadily across all 9 college campuses in the District due to the pandemic. The campus is preparing a re-engagement grid to return to campus when declared safe by the LA County Department of Public Health. West will receive an influx of funds from the federal government and the state of California: \$5M HEERF Emergency Funds, \$2M Governor Newsom's Early Action Funds, and funds from the Biden Administration stimulus package. A lot of the funding will do directly to students.

Dr. Boutry and Peter Mitsakos presented on the future establishment of a Creativity Studies Lab (CSL) that would be located at the 10100 Jefferson Blvd. property and share space with the Film & TV Production Crafts Department. CSL is modeled after Stanford's D-School. The CSL would be the only program of its kind in a community college. The CSL will be designed to be multifunctional and serve as a space for convening of creative minds. There's a \$2 million fundraising goal in support of the CSL.

The board approved the allocation of a miscellaneous account, not to exceed \$1,500 for use in sending flowers to the West community during a catastrophic loss or ailment. The motion was made by A. Cole and second by K. Etheredge. The motion carried unanimously.

The board discussed the consolidation of accounts under \$1,000 to a general scholarship fund but decided to wait to see if any more information on the accounts could be found. Discussion ensued on establishing a policy and procedure for handling accounts that have not been active for 5 years.

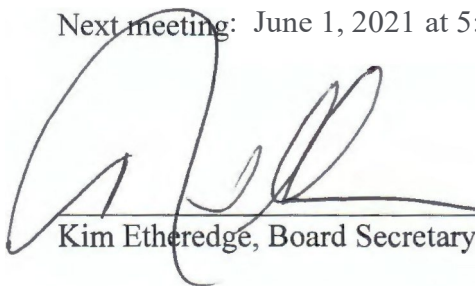
The board approved the adoption of a formal logo for the Foundation. The new logo has a "graduation cap" on the F as a symbol of our goal to promote student success. The motion was approved by A. Cole and second by T. Berbiglia. The motion carried unanimously.

The board discussed and approved the closure of the Luther Savings Bank account, once all the C.D.s mature and opening an investment account at Charles Schwab. The motion was made by E. Moreno and second by T. Berbiglia. The motion carried unanimously.

Announcements: Board Officer elections taking place in July. Consider adding a finance ad hoc committee. Be prepared to discuss fundraising strategies at the next meeting.

There being no more business before the board, the meeting was adjourned at 6:54 p.m. The motion was made by J. Nachbar and second by T. Berbiglia.

Next meeting: June 1, 2021 at 5:00 p.m.



Kim Etheredge, Board Secretary