

The Farmworker’s Institute of Education and Leadership Development FIELD BOARD OF DIRECTORS MEETING AGENDA

MINUTES

Location: Cambria Pines Lodge
2905 Burton Dr.
Cambria, CA 93428

August 26, 2017 9:00 AM

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in the meeting, please contact us 48 hours prior to the meeting.

ON THE WEB: Agendas may be viewed at www.farmworkerinstitute.org

1. MEETING CALLED TO ORDER

Mr. Villarino called the meeting to order at 9:09 A.M.

Mr. Villarino introduced staff of FIELD to the Board of Directors.

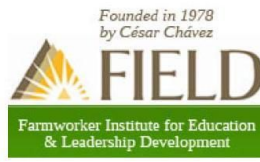
2. ESTABLISH A QUORUM

Roll call was done by secretary, Patrick Pine.

Roll Call: David Villarino (present)
Joseph Casas (General Counsel – nonvoting) (not present)
Anthony Chavez (present)
Patrick Pine, Secretary (non-voting) (present)
Dr. Mark Martinez (present)
Michael Gomez, Treasurer (non-voting) (present)
Ines deLuna (present)
Dr. Nora Dominguez (present)
Rick Najera (present)

Staff Present: Rosa Ruelas (present)

Dr. Tamar Asatryan (present)



Mona Sidhu (present)

Delilah Martinez (present)

Sergio Guzman (present)

Susana Escamilla (present)

3. SALUTE TO THE FLAG / FARMWORKER POEM

9:11 a.m. salute to the flag and farmworker prayer was led by Dr. Nora Dominguez

4. ADOPTION OF THE AGENDA

Mr. Villarino asked everyone to review the agenda. There were no comments. Chair entertained a motion to approve the agenda as amended. Rick Najera moved and Ines DeLuna seconded the motion. There was no discussion and the motion was approved unanimously by David Villarino, Nora Dominguez, Ines DeLuna, Rick Najera, Anthony Chavez and Dr. Mark Martinez at 9:37 A.M.

5. CLOSED SESSION

The board may call for a closed session to discuss confidential personnel matters, potential litigation, or other matters allowed under the Brown Act.

- a) *Pending litigation and personnel matters
(The board went into closed session)*

6. OPEN SESSION

A report out from closed session.

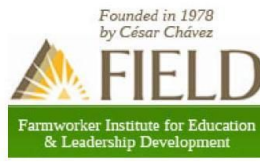
Close session ended at 10:02 A.M. Open session resumed at 10:03. A report was made regarding Mr. David Villarino's salary. Salary will be utilized by the IRA in lieu of wage increase.

7. APPROVAL OF THE CONSENT AGENDA:

All consent agenda items for the FIELD BOARD OF DIRECTORS are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval recommended on all items listed:

- a) Approval of minutes from the June 29, 2017 meeting.
- b) Approval of minutes from the July 7, 2017 meeting.

Chair entertained motion to approve the minutes from June 29, 2017 and July 7, 2017. Nora Dominguez moved and it was seconded by Rick Najera. Mr. Villarino abstained and the motion was carried at 10:05 A.M. There was no discussion and it was moved by Anthony Chavez, Ines DeLuna, Rick Najera, Nora Dominguez and Dr. Mark Martinez.



8. REPORTS: THE BOARD MAY, IF TIME PERMITS, TAKE BOARD REPORTS AND SUPERINTENDENT'S REPORT AT ANY TIME DURING THE MEETING AND NOT AT A SPECIFIC TIME.

There is very limited board discussion, between the board, except to ask questions or refer matters to staff, and no action will be taken unless listed elsewhere on the agenda or on a subsequent agenda:

9. INFORMATION ITEMS (nonvoting):

- a.) Review of Financial Statement 2016-2017.
 - 1) Un-audited Financial Report by Rosa Ruelas
 - 2) Income expense
 - 3) Balance Sheet

Review of financial statements started at 10:19 A.M. Rosa Ruelas presented information regarding the financial statements of 2016-2017. Rosa went over the balance sheet and spoke about the total liabilities and net assets that equaled to \$1.8 million. Some example of assets that are reported includes, cash, accounts receivable, vehicles, property and equipment, and advances. The total liabilities is \$1.6 million. Some examples of liabilities items include, accounts payable, loan payables, deferred revenue and restricted funds. Rosa then went over the combined revenue and expense statement of the fiscal year through period ending on 6/30/17. Rosa explained that FIELD came into a positive with an amount of \$260,000.

Rosa then went over three bar graphs, which included: Field Revenue and Expenses, FIELD Revenue by Source and FIELD Expense by Source.

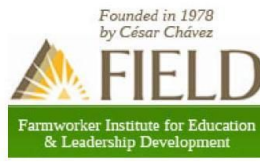
The last items that Rosa went over was: FIELD Combined proposed budget for 2017-2018 and FIELD funding source proposed budget for 2017-2018.

Rosa explained the different reports. The combined budget includes the different programs/sections of FIELD. The funding by source budget is divided by different funding. The type of funding sources that include Federal and State grants.

- b) Review of Corporate Plan, Structure and Budget
 - Mr. Villarino (CEO) will give an overview of the following items:
 - 1) 2017-2018 Corporate Plan

At 11:01 A.M. FIELD's corporate plan was reviewed by Mr. David Villarino. The 2017-2018 corporate plan consists of an executive summary, corporate analysis, action plan, enrollment trends and an operational structure. David explained that there are 5 key pieces to building FIELD into a successful institution. The five areas are: Community services, regional chapter, legislative leaders, strategic planning and building leadership.

He emphasized the importance of having strong leaders in our programs. He gave the example of the placement of Sergio Guzman. As well as the placement of Delilah Martinez and Richard Alvarez for EPIC. 2016-2017 Action Plan: Both goals were accomplished by adjusting the workload and dividing the Kern County regions.



2) Operational Structure

At 11:55 A.M., Mr. Villarino went over two corporate structures: The Corporate Program Structure and FIELD's organizational chart. The program structure is divided by three sections: Community Services, Academics and Career Technical Education. The organizational chart is divided by regions. At 11:58 A.M. Mr. Villarino briefly reviewed two bar graphs that documents the completion percentage of ESL and the percentage of diplomas distributed throughout the years of 2013-2017. David let everyone know that this information is documented in FIELD's student base system.

3) Operational Budget

A key operational budget will be to ensure FIELD's \$7 million budget by improving business support for the regions from program related sources of \$350,000.

4) Strategic Planning

Under the executive summary, David also summarized the long term strategic growth which is to build strategic alliances in the legislature, local governments and develop a bridge process for employee owned cooperative businesses through Career Technical Education. Mr. Villarino announced that there will be a Strategic Planning session with Mr. Patrick Below in October.

Break was taken at 12:15 P.M.

c) Presentations

Presentations reconvene at 1:35 P.M.

1) Community Services Plan by Sergio Guzman

Sergio went over the community services executive summary. He talked about FIELD's mission and vision. He then went over the communities that FIELD's serves. He let everyone know that some of the issues or barriers that our students face is not being able to help their children with school work and overall being able to communicate daily with others. Sergio then over his three objectives which is to serve over 7,000 students in 3 regions, research and recommend three new students programs and improve division efficiency by integrating program accountability between personnel. The last item he went over was FIELD's site projections for 2017-2018.

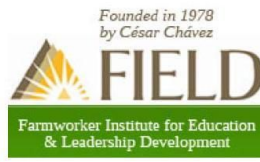
FIELD main video was played for everyone to watch at 1:52 P.M.

2) Academic Services Plan presented by Delilah Martinez

a) Provisional Internship Permit (PIP): Mirella Bautista, Cesar Reveles, Matthew Mijares and Armando Sanchez, Keith Trumbo (added)

Delilah gave a brief overview of academic services and what was accomplished last year for EPIC. Compliance with Nevada County-MOU's, student records and teacher credentials. She then talked about CASAS student success reaching a higher level. Talked about using side by side curriculum to create a pathway and academic growth. Delilah also let the Board know about having 11 professional development days for teachers.

2:10 P.M. EPIC Graduation was played. After the video was played Rick Najera suggested we have a call to action at the end of the video and talk more about the history of Cesar Chavez. Tamar also suggested



we follow up with the students in 6 months to a year. The graduation video can be edited and add clips of other graduations that took place.

Mr. Villarino terminated the FIELD Board of Directors' Meeting at 2:28 P.M. and to reconvene after the EPIC agenda.

FIELD's Board of Directors' Meeting reconvened at 3:33 P.M.

3) Chavez Youth Corps/Kern Services Conservation Corps Plan presented by Anthony Chavez (KSACC Director)

Anthony Chavez presented the Chavez Youth Corps/Kern Services Conservation Corps plan. He went over his analysis and action plan. He let everyone know that KSACC last year became the 14th Certified Local Conservation. He then went over the objectives for each action plan. They will like to use technology in the field. Michael Gomez suggested researching for an IT company that focuses on the environmental industry. One of the main goals is to recruit 60 corps members. Online ad placements have been posted with over 200 leads. Orientations have been set up and KSACC presentations are being scheduled in different learning centers throughout Kern County. A recommendation was done to hire a counselor for KSACC to guide corps members throughout their educational path.

KSACC's presentation ended at 4:02 P.M.

4) Financial Management Plan presented by Rosa Ruelas

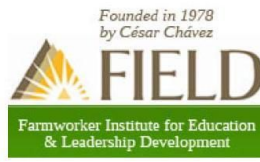
Rosa presented the financial management plan at 4:03 P.M. She went over the objective and the four action steps for the financial management plan. The objective for the financial management is to provide FIELD financial direction that ensures \$400,000 earned revenue. The accounting department will be implementing a new accounting software and will like to implement an updated reimbursement system.

Financial Management Plan ended at 4:11 P.M.

5) Business Services Plan presented by Dr. Tamar Asatryan

Dr. Tamar Asatryan presented the business services plan at 4:13 P.M. She went over the support services analysis and briefly went over the objectives and action steps. The first objective is to provide logistical support to FIELD programs, which includes providing devices to both EPIC and ESL Classes and textbooks. The Business Services dept. will like to develop two systems which are, an inventory system and a property management system for facilities and leases. At the moment Aeries is being used as the high school's student information system but will like to also integrate ESL into Aeries. The second objective is to upgrade technology at FIELD's 23 campuses. Dr. Asatryan let the Board know that at the moment, LanPro Systems is being used as the main internet provider. A recommendation was given regarding finding a internet provider that focuses on serving rural communities. CASAS e-testing will be implemented as a pilot for ESL and EPIC. Admissions and Records and business support will be moving to new office in Tehachapi.

Business Services Plan presentation ended at 4:31 P.M.



Human Resources started at 4:33 P.M.

- 6) Human Resources Plan presented by Mona Sidhu
 - a) Review of Pro-bono client services from the law firm of Morgan, Lewis & Bockius LLP

Mona Sidhu reviewed her HR Analysis and action plan. The objective for HR is to design, organize and staff a fully operational HR system that serves both the education and non-profit program functions of FIELD. HR's desired results is to reduce staff overturn by regularly scheduling evaluations and orientations and attract staff that respects and understands FIELD's core values. Mona stated that the use of social media is important. As well as updating FIELD's website.

Human Resources presentation ended at 4:46 P.M.

10. OLD BUSINESS: None at this time.

11. NEW BUSINESS: No new business

FIELD:

1. Action Item-Shall the FIELD Board Approve the 2017-2018 Corporate Plan and Budget?

Rick Najera moved and it was seconded by Nora Dominguez. It was carried unanimously. David Villarino, Anthony Chavez, Rick Najera, Nora Dominguez, Ines DeLuna and Dr. Mark Martinez all voted yes on the motion.

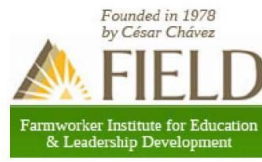
Action Item-Nomination and Election of Board of Directors for 2017-2018.

Dr. Mark Martinez moved and it was seconded by Rick Najera. The motion passed by with Directors Anthony Chavez, Rick Najera, Nora Dominguez, Ines DeLuna, Dr. Mark Martinez and Director Mr. Villarino abstaining.

ADJOURNMENT:

Chair entertained a motion to adjourn and Ines DeLuna moved to adjourn and it was seconded by Anthony Chavez. There was a vote and everyone agreed to adjourn. It was approved by Rick Najera, Ines DeLuna, Anthony Chavez, David Villarino, Nora Dominguez and Dr. Mark Martinez. The meeting adjourned at 4:59 P.M.

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday November 4, 2017. Time and location to be determined



This Meeting Agenda was posted at least 72 hours in advance of the meeting at the FIELD Main Office, 410 West J. Street, Suite A, Tehachapi, CA 93561, online on the website, and at the meeting location.