

Board of Directors Meeting
INTELECOM Intelligent Telecommunications
(dba Intelcom Learning)

March 25, 2016
9:00 A.M. - 11:00 A.M.
150 E. Colorado Boulevard, Suite 300
Pasadena, CA 91105

To join remotely:

*PC, Mac, iOS, Android: <https://cccconfernow.zoom.us/j/3894769063>
Phone: (646) 558 8656 or (408) 638 0968 ♦ Meeting ID: 389 476 9063*

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. MINUTES

ACTION

- A. Board of Directors Meeting: January 22, 2016
Attachment A

Recommended Action: Approve January 22, 2016 meeting minutes.

- IV. GENERAL BUSINESS

ACTION

- A. Meeting Schedule 2016-17
Attachment B

Recommended Action: Review and approve 2016-17 proposed meeting schedule.

- V. REPORTS

- A. CEO
 - 1. Executive Committee/Board Member Replacement re: Erica LeBlanc
 - 2. Grant Proposal Update
 - 3. ACCE Conference Update
 - 4. CSAG and SVAG Updates
 - 5. Sacramento: April 2016
 - 6. Intelcom Vision Plan

Attachment C

- B. Administration and Finance
 - 1. Financial Reports: February 29, 2016

Attachment D

- 2. Investment Portfolio Review

Attachment E

C. Marketing Report
Attachment F

D. Production Report
Attachment G

VI. OTHER

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

**Meeting of the Board of Directors
Intelecom Learning**

March 25, 2016
9:00a.m. - 11:00 a.m.
Intelecom Learning

MINUTES

I. Call to Order

Chair Erika Endrijonas called the meeting to order at 9:07 a.m.

II. Roll Call

Board of Directors

Lori Bennett(remote; departed at 10am)

Erika Endrijonas

Cherylee Kushida (remote)

Joe Moreau (remote)

Jean Shankweiler

Board Members Erica LeBlanc and John Makevich were absent. Intelecom Learning employees Allen Dooley and Meg Cundiff were present. Intelecom Resource Associate Stan Francus (Interim Vice President of Academic Affairs at Golden West College) attended remotely.

III. Minutes

A. Board of Directors Meeting Minutes: January 22, 2016

M/S/P Shankweiler/Kushida to accept and approve the January 22, 2016 meeting minutes as submitted.

IV. General Business

A. Meeting Schedule for 2016-17

Meg Cundiff reviewed the schedule; it mirrors last year's and includes five Board meetings plus the Consortium Annual Meeting. Adjustments may be made as needed later. **M/S/P Shankweiler/Kushida** to accept the schedule as proposed.

V. Reports

A. CEO

Executive Committee/Board Member Replacement re: Erica LeBlanc. Allen Dooley reminded the Board that Erica LeBlanc is resigning from the Executive Committee/Board as of June 30, 2016. Erika Endrijonas commended Erica LeBlanc for her years of service. Erika encouraged the group to consider potential replacements, ideally a Consortium member college president with a particular interest in technology; this criteria is important as we strive to increase college buy-in and also to collaborate with the OEI. Jean Shankweiler agreed that greater exposure is needed at the presidential level. Erika asked that suggestions for candidates be provided to her or to Allen.

Grant Proposal Update

Allen stated that grant-seeking is now part of Intelecom's standard operations. Proposals are out to Walmart and Kaiser for the Medical Billing and Coding project. A letter of inquiry has been sent to

Parsons for a technology infrastructure upgrade; Board members Erika, Jean, and Joe provided letters of support. Allen has written a draft proposal for the student veterans mobile app initiative; it has been submitted for a complimentary critique to the Grantsmanship Center. Responses from Parsons and the Grantsmanship Center are expected in April. By end-May, Allen plans to submit the veterans proposal to potential funders. Erika mentioned that Wells Fargo is a known funder of veterans initiatives.

ACCE Conference Update

Allen reported that Intelcom's ACCE presentation in February was attended by 40-50 college Community Services college administrators. Additionally, the session on Intelcom's Medical Billing and Coding project (presented by Betty Sedor, Jo Moore, and Sydnee Risk) was well-received; attendee Jarek Janio/Santa Ana commented that this product would have great application in short-term career courses within colleges' AEBG plans.

CSAG and SVAG Updates

Allen reported that the Community Services Advisory group met in February and some committee members attended the ACCE presentation. The Student Veterans Advisory Group will meet in April; this group now includes a representative of the Veterans Coalition of Glendale and the Verdugos.

Sacramento: April 2016

Allen and Cameron will attend the CCCAOE conference and are arranging additional visits with David Lawrence (Veterans Services Specialist, CCCCCO) and Paul Steenhausen (Professional Learning Network, CCCCCO). Allen thanked John Makevich for referring him to Paul to explore possible content needs. Lori Bennett shared her enthusiasm for this idea, given the ongoing challenge in the CCs of training new employees.

Intelcom Vision Plan

Allen referred to Attachment C, a three-year corporate plan that was requested by the Board in January. He expressed thanks to Cameron Cox for his assistance in preparing the document.

Other

Allen reported that connections with colleges continue, including meeting Kookie Murray at LATTC who will be joining the Student Veterans Advisory Group. Allen and Cameron will visit Palomar and MiraCosta on April 5. Lori Bennett suggested a visit to VCCCD would be timely now that they have a full slate of administrators. Joe Moreau applauds the efforts being made at getting out in the field. On a related note, next week Allen will provide Erika an FAQ document regarding the repository so she can discuss it with Pam Walker at the CCCCCO.

B. Administration and Finance

Peter Grant joined the meeting and reviewed the Attachment D financials. He commented that there is a substantial cash balance and minimal productive assets. Regarding liabilities, a recent accounting change required adding \$1.2M in liabilities, representing the unfunded portion of the CalPERS liability for this 12-employee organization. (Peter researched the possibility of leaving CalPERS to remove this liability, but CalPERS would require a \$7M payment by Intelcom.) Referencing the statement of activities, Peter noted that revenue has been very good, clouded only by unrealized losses on the Schwab account. Expenses are below budget but not capitalized, since we are not in production. Peter reviewed that the VEBA trust is fully funded, which ensures that retiree medical benefits are intact in the case of insolvency. He responded to a question about PERS contribution rate increases for next year, stating that Intelcom will be required to make one-time payments based on PERS' assumption of salary increases, which Intelcom has been light on.

Peter presented the semi-annual review of the Schwab account portfolio. He reviewed that this primarily conservative account was opened in 2011 and has performed much better than the LAIF account which previously held funds. Referring to Attachment E, he noted that some riskier classes of assets (i.e. foreign equity funds) have been spent down for cash flow purposes. Peter will

continue to analyze the portfolio semi-annually, using MorningStar as an advisory resource. He responded to a Board inquiry about Consortium district obligations; per the JPA, Consortium districts are not liable for Consortium debts and obligations.

C. Marketing

Cameron Cox joined the meeting. He reported that 31% of FY 1516 projected revenues remains to be identified. Marketing is focusing on repository sales, including the Academic Collection and Nursing Skills collections, as well as promotion of the 1000+ adult ed-relevant videos to AEBG consortia. (Erika mentioned the \$700K that each CCC will receive and must spend by June 2017; Adrienne Mullen at the LACCD is leading this initiative.) Repository sales are slated to expand into the K-12 market through a new arrangement with a long-time Intelcom distributor. Existing content continues to feed the Udemy online learning platform; this will sidecar when we have new projects.

D. Production

Cameron reviewed Attachment E in Sydnee Risk's absence. Over 500 Department of Labor career exploration videos have been added to the repository; captioning was provided courtesy of the DECT grant. Board members mentioned the Get Focused/Stay Focused and Linked Learning initiatives as potential leads for this content. Intelcom is moving the repository video content to a new streaming service, due to the upcoming cessation of service provided currently by Seattle CC TV. Intelcom's senior editor for over 20 years, James Knight, will retire later this Spring.

VI. **Other**
None.

VII. **Public Comment**
None.

VIII. **Adjournment**
The meeting adjourned at 10:10 a.m..

Approved by: _____
Secretary to the Board of Directors