
Foundation for the Compton CCD

Regular Meeting Minutes

Date/Time: January 25, 2024 at 5:00 p.m.

Location: Instructional Building 1, Conference Room, Room 161

Notetaker: Heather Parnock, Foundation Secretary

- I. Call to Order at 5:07 p.m. (President)
- II. Roll Call (Secretary)
 - a. Board Members present (in-person): Heather Parnock, Daniel Chenault, Elizabeth Martinez, Paul Flor, Abdul Nasser, Edward Magee, Don Mason
 - b. Board Members present (remotely): Keith Curry, Sonia Lopez
 - c. Absent Board Members: none
 - d. Guest(s): Sheri Berger, Valerie Uribe
- III. Presentation
 - a. Oliver W. Conner Estate (Valerie Uribe, administrator of the estate)
 - i. Status Report on the Estate of Oliver W. Conner (as of January 16, 2024)
 1. Oliver W. Conner connection to Compton College and how the estate came to be estate (given in its entirety to Compton CCD); overview current six properties reference to Inside Higher ed August 5, 2019 article (available online)
 2. \$2.5 million in cash assets, not including the actual value of properties
 3. Multiple properties needed repairs since June 2019
 4. Attorney fees due to personal injury lawsuit and dispute with co-owner of one of properties
 - ii. Eventually, the Estate will be moved from under Uribe's oversight to the Foundation; then Foundation will manage estate and proceeds.
 - iii. Funds from the estate support the Foundation and the Compton College Promise Program
 - iv. Monthly update provided to Governing Board – to be shared with Foundation Board of Directors (add to agenda packet going forward)
- IV. Public Comment on Agenda and Non-Agenda Items
 - a. ~~Guest Speaker:~~ Crystal Moore, 2023-2024 Associated Student Government President
 - i. Not present.
 - b. Guest: Sheri Berger, Vice President of Academic Affairs at Compton College, Foundation Board of Directors applicant (nominated by K. Curry)
 - i. Introductions; resume included in agenda packet; hired by Compton College in June 2020; previously worked at LACCD; would like to be more involved at Compton College; fun facts; overview of Presidential Scholars and annual scholarships (\$1,000 award, one for each Guided Pathway Division)
- V. Review and Approve Minutes from October 26, 2023 Foundation Board Meeting

- a. Edits: None.
- b. Motion to approve without edits by D. Chenault, seconded by E. Martinez (0 nays)

VI. Oral Reports:

- a. Compton College and Compton Community College District Update (Dr. Keith Curry)
 - i. Completing winter term and spring semester begins in February.
 - ii. Enrollment is up by nearly 24%
 - iii. Working on a grant for transfer; another grant from College Futures Foundation for workforce development
 - iv. Monitoring State Budget, anticipating a deficit (\$38-78 billion)
 - v. Facilities update: IB2 to be completed, opening in April; going out to bid for new PE Complex (construction costs higher than anticipated); started renovation of Admin Bldg in progress.
 - vi. The Governing Board approved a resolution (in December 2023) in support of a feasibility study in terms of a Facilities Bond for Nov. 5, 2024 ballot. Community Survey in the next few weeks; gather community feedback.
 - vii. Submitted a request to state for \$15 million to support a new, on-campus 24/7 urgent care facility, open to the public and Compton College students.
- b. Foundation Officers/Executive Committee Update (Board President)
 - i. Met in December... reviewed Sheri's nomination/application; reviewed January agenda; discussed reconvening subcommittees, need to review Bylaws (missing info, need some clarification on a few items)
- c. Foundation Manager Report (Secretary)
 - i. Five-Year Scholarship Improvement/Expansion Plan
 - 1. Went into effect for 2024-2025 scholarships; application opened December 1, 2024 (deadline February 29, 2024)
 - 2. Use of \$400k Intelcom settlement over five years... added new scholarships including ones for part-time students, all five Guided Pathway Divisions, expanded specific-programs, categorial programs, adult learners, and transfer students.
 - a. Most are \$500/year scholarship, up to \$1,000
 - b. Online application helps choose applicable scholarships
 - c. Current students are emailed about the Scholarship application, information is available on web, social media, Canvas, text message
 - i. Call Center is also calling students regarding spring registration.
 - d. Support available in the Student Success Center and Financial Aid office with application and personal statements.
 - e. Awards are issued in fall semester based on enrollment
 - f. Future plans for year-round scholarships.
 - i. Paul: a new timeline for application and awarding would be necessary.
 - g. Annual scholarship awards celebration planned for spring 2024; Foundation Board invited to attend and participate.
 - h. Eddie: has a focus group of students determined why students didn't apply or why they didn't receive scholarships in the past?
 - i. Elizabeth: when are students notified? (in April)
 - i. Receive certificate at awards banquet and money in fall.
 - j. Sheri: what about students who are graduating?
 - i. Current scholarships are for continuing students.

- k. Elizabeth: Using scholarship as an incentive for continued enrollment; but are we helping remove financial barriers? Or is help too late?
 - i. Change distribution schedule in the future. Students who don't enroll until Spring may miss the quick deadline for next year's scholarships.
 - l. Dr. Curry: Professional Development Day presentation – include info on Scholarship Program
3. Continue to solicit donations to expand and improve scholarship program
4. Emergency Grant program to be developed.
 - a. Collection of annual dues to establish the program.
 - b. \$114/year, due by June 30 each year.
 - c. Collected via check, cash or credit card at the Bursar's Office.
 - d. If/when there is a transaction fee for online payment; put on the individual (for annual dues)
- ii. Bloomerang (formerly known as Kindly) Donor Management [updated] Proposal
 1. Annual subscription (two options), one-time onboarding/implementation fee
 2. Donor Search is optional (predictive giving, portfolio tracking)
 3. Transaction fees apply for collection of donations
 4. Side note... Apple Partnership (Paul Flor) ... use of Benevity was suggested.
 5. Follow-up Questions for Bloomerang:
 - a. CA Community College references
 - b. Campaign examples
 - c. When/how are collected donations distributed to the Foundation?
 - d. Tax deductible receipts – auto generated?
 - e. Can we pay dues? Details/process, transaction fees.
 - f. Is there a limit to the number of communications with donors?
- d. Financial Update (Dr. Abdul Nasser and Treasurer)
 - i. Unaudited financial statements July 2022-June 2023
 - ii. Corporate Donations, Donations by Individuals, CCCD One-Time Contribution*, Interest Income
 1. *Compton CCD Resolution No. 09-12-2022C
 - a. Intelcom Settlement - \$400k earmarked for scholarships; \$180k to support operations of Foundation include staff salaries; \$25k for AB540 scholarships; \$25k Dymally Fellowships
 2. 2022-2023 Revenue was unusual.
 - iii. Expenditures
 - iv. CWDL Audit Proposal \$32-35k *per year*. Need a more reasonable cost. (less than 200 transactions per year)
 1. Last approved (third-party) contract was the collection or financial information and perform compilations (audit preparation, no conflict of interest).
 - v. Discussion:
 1. African Diaspora (A²mend) – trip to Ghana every two years, professional development opportunity; money is from Intelcom Settlement, based on Board Resolution
 2. Care for Kinds fundraising for annual Toy Giveaway. Didn't spend all the money collected, roll over to next year.
 3. Need to keep track of donations that pay for specific/individual District events.
 4. Need to develop an fundraising campaign to fund operations. (2023-2024 goal)
 - a. Board needs unrestricted funds.

- b. Foundation Manager salary is only covered for 1-2 years based on settlement.
 - c. Donor Management subscription
 - d. Administrative costs ex. audit
 - 5. When will audit be completed? Should be completed in 2-3 months once contract is signed (March). Possibly before end of fiscal year. Present at June 27 Board of Directors meeting.
 - 6. Financial Statements to be presented at each Board of Directors meeting (info item vs action)
- vi. Statement of Financial Position as of June 30, 2023 (unaudited)
 - 1. 2022 Assets add up to \$1.8M
- vii. Audit is separate from [required] Annual Report (promotional piece) – would need to pay an outside vendor create the initial report, based on approved outline
 - 1. Per Bylaws (article IX, Section 3), Annual Report to be published w/in 120 days of close of fiscal year (October of each year)
 - 2. Hold for 2024-2025
 - 3. Required items: Assets and Liabilities (avail Aug/Sept), principal changes, revenues/expenses (restricted and unrestricted), disbursements, info required by Bylaws, Title 5, etc.
 - a. Scholarship Program
 - 4. Community Relations Budget could cover the cost of building, printing and distributing the [initial] report.

VII. Action Items:

- a. Board Member Nomination: Sheri Berger (director associated with the District)
 - i. Discussion:
 - 1. Resignation of Joyce and Roberto (via email); and we didn't fill Vanessa's position; need to fill faculty and nonprofit positions; note - Dr. Nasser and Dr. Curry are ex officio (non-voting) members
 - 2. Review of Bylaws (Article III)
 - a. Need to fill director associated w/ District
 - b. Foundation Director should be classified as Foundation staff, remove from Board of Directors; therefore, Foundation Manager and director are non-voting members.
 - 3. Currently have two District-employees who are voting members (Flor and Mason); plus Trustee Lopez
 - ii. Motion to approve nomination by D. Mason, seconded by E. Magee (5 ayes, 1 nay – D. Chenault)
 - 1. Chenault – priority should be on non-District positions. Can we require Board members to recruit members?
 - 2. Foundation President, director and Compton College president/CEO to meet to discuss/develop a plan for Board recruitment.
 - a. Note: At next executive committee meeting, two new applications available for review (both are district employees, neither fill the faculty vacancy) – place on hold.
 - b. One of 2023-2024 Goals is to increase community engagement.

- b. ~~Donor Management Proposal~~ – *no vote; bring back final proposal and additional information in March; and set subscription start date.*

VIII. Discussion/Information Items:

- a. 2023-2024 Foundation for the CCCD Goals
 - i. Motion to approve goals with edits (approved at October 2023 meeting)
- b. Foundation Committees
 - i. Establish Audit Committee (according to Bylaws, Article VI Committees) – at least 3 members, cannot include president/CEO of Compton College or VP of Administrative Services
 - 1. The Audit Committee shall be responsible for reporting the findings of the annual audit to the board as soon as possible once the audit is completed. The Audit Committee will present to the board any proposals from public accounting companies when a new contract is warranted and shall be responsible for such other matters as may be required by the California Nonprofit Integrity Act. The board will vote on which proposal to accept for future audit work. The Audit Committee shall not have the authority of the board.
 - 2. Should be number 1 focus (Dr. Curry)
 - ii. Executive Committee is currently acting as Board Development Committee
 - 1. Waiting on applications to vs. submitted versus connecting with community to solicit new members.
 - 2. Should be separate. Keep as is through 2023-2024.
 - iii. Finance/Investment Committee
 - 1. The purpose of the Finance/Investment Committee is to assist the Board with all financial policies and strategy, including review of the annual operating budget. The Finance/Investment Committee will also coordinate the Board's financial oversight responsibilities by reviewing and recommending investment and spending policies, interpreting these policies for board and staff members and monitoring investment performance. The committee's tasks include the following: review asset allocation and the performance of investments on a quarterly basis; interview and recommend new investment managers to the Board; recommend annual Foundation budget to the Board for approval; monitor Foundation expenditures in accordance with the annual budget; review annual financial audit and report results to the Board; and conduct Board education programs in the investment/finance areas.

IX. Other Business:

- a. None.

X. Future Agenda Items:

- a. Membership
- b. Annual Report Planning
- c. Board of Director meeting schedule; remaining 2023-2024 meetings
- d. Committees (and/or workgroups) – priority is the Audit Committee
 - i. Report at next Board of Directors meeting

XI. Next Meeting: March 28, 2024 at 5:00 p.m.

XII. Adjournment at 7:06 p.m. (motion made by E. Magee, seconded by P. Flor)