
Foundation for the Compton CCD

Regular Meeting Minutes

Date/Time: Thursday, August 25, 2022 at 6:04 p.m.

Location: Zoom Meeting

Notetaker: Heather Parnock, Foundation Secretary

- I. Welcome (Daniel Chenault)
- II. Roll Call (Heather Parnock) + = present, - = absent
 - Daniel Chenault +
 - Roberto Chavez +
 - Edward Magee +
 - Dr. Keith Curry +
 - Heather Parnock +
 - Dr. Paul Flor +
 - Sonia Lopez -
 - Vanessa Madrid +
 - Don Mason +
 - Elizabeth Martinez +
 - Dr. Rodney Murray -
 - Dr. Abdul Nasser +
 - Paul Simpson -
 - Joyce E. Warhop +

Guest(s): Reuben James, Dir. of Purchasing and Auxiliary Services (on behalf of Stella Luna)
- III. Public Comment on Agenda and Non-Agenda Items
 - a. *None.*
- IV. Review and Approve Minutes from July 28, 2022 Foundation Board Meeting
 - a. Motion to approve (*w/ one edit, correction to Paul Medina's name*) made by Daniel Chenault and seconded by Roberto Chavez
 - b. *0 Nays*
- V. Continuing Foundation Board of Directors Authority to Hold Virtual Meetings Pursuant to Assembly Bill 361 – Open Meetings: State and Local Agencies: Teleconferences
 - a. Motion to approve (*no edits*) made by Daniel Chenault and seconded by Don Mason
 - b. *0 Nays*
 - c. Compton CCD will be rescinding [AB 361](#) at the September 12 Board Meeting
 - i. Therefore, Brown Act committees, including the Foundation Board of Directors, will probably need to begin meeting in-person (or hybrid meeting) in November 2022.
 - ii. Board members unable to attend in person would need to post notice of their participation virtually, and publicly post the agenda at their location.
 1. Daniel: posting of agendas at the District? (no, at the Board members' location)
 2. Joyce: where would in-person meetings being held? And cost for parking?

3. Vanessa: post a hard copy of the agenda at your virtual location? w/o divulging home address (correct)
4. Secretary: currently, hard copy of the Board agenda is posted outside the President/CEO Office

VI. Compton College and Compton Community College District Update (Dr. Keith Curry)

The Compton Community College District received over \$684,180 as our share for the [dissolution of Intelcom Intelligent Consortium](#). The majority of the funds will be transferred to the Foundation for the CCCD. \$180,000 for staffing and \$400,000 for scholarships, \$25,000 for AB540 scholarships, and \$25,000 for [Compton College Dymally Fellows Program](#). The remaining funds will be used for the African American Males Education Network and Development (A²MEND) African Diaspora Education Summit 2022. Unspent funds from the summit will be earmarked for additional scholarships.

VII. Foundation Officers/Executive Committee Update (Daniel Chenault)

- a. Monthly Executive Committee meetings scheduled through December 2022
- b. Annual Meeting to be held on June 23, 2022 at Regular Meeting – Election of Officers
 - i. Terms of Office – *see below*
- c. [Foundation Board Application/Interest Form](#) – available online
 - i. Recommendation through nomination process
 - ii. All interested parties, whether referred by a current Board member or not, must submit an application to be included in the review/nomination process.

VIII. Presentation

- a. Financial Update (Dr. Nasser)
 - i. *Issue with software; will bring an update next month.*

IX. 2022-2023 Membership

- a. Terms of Office ([Bylaws](#) - Article IV, Section 3): All the board members other than ex officio board members shall serve two (2) year terms, and may, if reappointed, serve consecutive terms. Ex officio directors serving on the board of directors by virtue of the position such director holds shall serve on the board of directors for a term concurrent with that of the position which made such director an ex officio board member. For purposes of clarity and avoidance of doubt, any ex officio director who ceases to hold the position which made such director an ex officio board member, shall cease to be an ex officio director.
 - i. When do current Board members' terms begin?
 1. Foundation Board reconvened in Fall 2020 ([September 3, 2020](#)). Current members included Paul Simpson, Rochelle Webb, Keith Curry, Steve Kibui, and Rodney Murray
 2. New members as of [September 3, 2020](#): Elizabeth Martinez, Paul Flor, Vanessa Madrid, Don Mason, Daniel Chenault, and Edward Magee
 3. Heather Parnock appointed to the Board [December 9, 2021](#)
 4. New members as of [February 17, 2022](#): Roberto Chavez and Joyce Warhop
 - ii. Joyce: renewal of Board membership – what is process? What does Board prefer? Board has authority to reappoint members with expiration date?
 - iii. Abdul: last time we voted (can we vote on everyone as a group?)
 - iv. Heather: two members were haven't heard from in awhile (Simpson and Murray)

- v. Abdul: if bylaws are silent, can we do staggered terms?
- ~~vi. Motion to renew terms of Board members w/ expiring terms of 2022 – those who are present at the Aug. 25, 2022 regular meeting – for an additional two years:

 - 1. ~~By Joyce Warhop, seconded by Roberto Chavez~~~~
- vii. Daniel: we worked on bylaws just last year, so this wasn't in play then.
- viii. Vanessa: we were just formalizing the documents as we all started the Board; creating parameters and guidelines for the Foundation, weren't really serving yet – just in the creation process.
- ix. Daniel: if the Bylaws weren't in effect in 2020; determine date by when bylaws were signed [Dec. 9, 2021]
- x. Joyce: was there a more recent revision to the Bylaws? agree to have a new end date.
- xi. Amendment to bylaws re non-profit status approved in February 2022
- xii. Daniel: If the Board is approved, okay with December date when we finalize the Bylaws.
- xiii. Motion: Amend term start date from September 2020 to December 2021 for [all members prior to 2022] due to the finalization of the Bylaws effective December 2021.
 - 1. Motion made by Daniel Chenault and seconded by Joyce Warhop
 - 2. 0 Nays

X. [Foundation for Compton CCD Policies and Procedures](#)

- a. Foundation Board Member packets distributed via email for review and digital signing - including Statement of Conduct and Commitment, Conflict of Interest Disclosure Form, and Whistleblower policy – due June 30, 2022
 - i. Still missing one: Murray (Heather w/ Dr. Murray)

XI. Foundation Committees

- a. Foundation Events: Roberto and Vanessa
 - i. Daniel: received info and contacts... 249 possible guests + Fdtn Board = 258; what would be our limit?
 - 1. What is the capacity of the Art Gallery? (Reuben) 65-100
 - 2. L-SSC would increase capacity
 - a. Stella: provide layout of the space to determine maximum capacity
 - ii. Vanessa: anyone have experience inviting the business community to an event?
 - 1. Joyce: I have. Printed and digital invites. 75% RSVP; recommend deadline to RSVP to help with catering [and seating]
 - 2. Deadline to RSVP = Tuesday, October 4
 - 3. Send invites by September 16
 - 4. Review existing guest list to determine best method to invite (Roberto, Vanessa and Joyce)
 - a. Some of the organizations don't have a particular recipient
 - 5. Need Foundation@compton.edu email (Heather w/ ITS)
 - 6. Vanessa (chat): I reached out to Harvey and Mandeda about live music - haven't heard back yet.
 - 7. Printed invites (200-300)
 - a. Vendor TBD – design and print
 - b. Mailing house? Labels vs hand-addressed

8. Don – send as many as you can to cast a wider net for RSVPs to increase turn out
9. Elizabeth – send a save the date as a calendar item? Heads up; lobby has an echo... might not be good for a ‘presentation’
- iii. Vanessa: guest list...
 1. Joyce: will continue to research other areas
- iv. Heather: event planning – checklist
 1. Parking – Lot A – reserve X # spots
 2. Catering – pick-up and go, simple appetizers
 - a. Art Gallery sample: meat & cheese trays, self-serve
 - b. Pre-portioned
 3. Entry to Campus Protocol – masks required indoors except while eating/drinking
 - a. Provide hand sanitizer
 4. Check-in table
 5. Majority cocktail tables (and stools?); some sit-down tables and chairs
 6. A/V: podium and mic; power point presentation via laptop
- v. Presentation: a few words from Board President (MC) and Dr. Curry, and overview of the Foundation
- vi. ‘Marketing Materials’ – Tartars Athletics schedules;...
- vii. Walkthrough of location: Roberto, Eddie, Don, Elizabeth, and Vanessa – Wednesday, August 31 at Noon-1:00 p.m.
- viii. Virtual Working Meeting: Thursday, Sept. 8 at 6pm
 1. Follow-up items: business cards, nametags; financial statements, and more.
 2. Breakrooms at working meeting(s)

XII. Other Discussion Items

XIII. Future Agenda Items

XIV. Next Meeting: September 22, 2022

XV. Adjournment: at 7:31 p.m. (Daniel Chenault/Vanessa Madrid)