
Foundation for the Compton CCD

Regular Meeting Minutes

Date/Time: September 26, 2024 at 5:30 p.m.

Location: Room 113, Student Services Building

Notetaker: Heather Parnock, Foundation Secretary

- I. Call to Order at 5:35 p.m. (President)
- II. Roll Call (Secretary)
 - a. Board Members present (in-person): Dan Chenault, Sheri Berger, Heather Parnock, Don Mason, Elizabeth Martinez,
 - b. Board Members present (remotely): Keith Curry
 - c. Absent Board Members: Sonia Lopez, Abdul Nasser, Edward Magee, Paul Flor
 - d. Guests: Keenan and Katasha Handy
- III. Public Comment on Agenda and Non-Agenda Items: *None*
- IV. Review and Approve Minutes from July 25, 2024 Foundation Board Meeting
 - a. Motion to approve with no edits by D. Chenault, seconded by S. Berger.
 - b. *Motion Carries*. Four yeas, no abstentions.
- V. Presentations: *None*
- VI. Oral Reports:
 - a. Compton College and Compton Community College District Update (Dr. Keith Curry)
 - i. Enrollment up by 12% as of today; continue to provide basic needs services for students, including one free meal/day and \$20 in vouchers each week for the on-campus farmers market; \$200 million Compton CCD facilities bond on the Nov. 5 ballot, includes multiple potential new construction projects as well as renovations; working new academic programs incl fire academy and culinary arts program with CUSD; Compton CCD Board of Trustees approved 2024-2025 Final Budget at September 10 meeting.
 - b. Foundation Officers/Executive Committee Update (Board President)
 - i. The Executive Committee met on August 27, set 2024-2025 meeting schedule, treasurer connected with the VP of Administrative Services regarding financial statements.
 - c. Foundation Director Report
 - i. Final interviews for Foundation Manager position, waiting on final reference checks for two candidates (from search form), should make a final decision next week, hopefully for Board of Trustees approval at Oct. 15 Board meeting with a late-October start date.

- ii. Potential Board member in attendance today – Keenan Handy.
 - 1. Interested in learning more about the Foundation and definitely interested in joining, amazing what the College has done. Catered a few College events and see the students. Youth group organizations, change their perception of life and give them opportunities. A lot of connections via the restaurant. Education is key to success.
 - 2. Overview of the Board of Directors (Secretary) make up of the Board of Directors membership – need more community members, meetings every other month, Executive Committee consists of elected officers (agendas, applications, budget review), process of hiring a Foundation Manager, looking forward to new online donation/donor management system, no active fundraising activities, but we do collect donations on behalf of College programs and activities, annual goals, expanded scholarship program last year to include part-time students and additional majors and transfer students, want to launch a new emergency grant program in addition to basic needs provided by the District. Main focus is to provide scholarships to students; need to review current scholarship database via a subcommittee. Need a strategic fundraising plan.
- d. Financial Update (Treasurer)
 - i. Access to QuickBooks files and accounting records; VP Admin Services provided Excel files. Treasurer will follow up for additional information. Action item below is a proposal for the next two audits.

VII. Action Items:

- a. Contract with CWDL for the 2023-2024 and 2024-2025 Audits (\$18,270)
 - i. Motion to approve by D. Mason, seconded by S. Berger.
 - ii. Discussion:
 - 1. Audits for 2023-2024 and 2024-2025, fiscal years ending on June 30, 2024 and 2025.
 - 2. Taxes for 2023-2024 are due by November 15, 2024.
 - 3. CWDL also provides audits for the Compton Community College District and throughout the State of California. Reputable.
 - 4. Contract will be paid from operational funds; if we need financial assistance the Compton CCD can assist with payment since this is a requirement of the District.
 - iii. *Motion Carries*. Four yeas, no abstentions.
- b. Review and approval of 2024-2025 Goals
 - i. Motion to approve with one edit by S. Berger, seconded by D. Chenault.
 - ii. Discussion:
 - 1. Revised version based on July 25 discussion. Measurable goals.
 - 2. Edit: Change the deadline to implement the online donor management system to Dec. 31, 2024.
 - 3. Priority to set up an emergency grant program before the spring 2025 semester.
 - 4. Foundation-related events could include the scholarship awards banquet, Community Day and outreach at Commencement.
 - 5. Community engagement is a priority for the new Foundation Manager.
 - iii. *Motion Carries*. Four yeas, no abstentions.

VIII. Discussion/Information Items:

- a. Update on Brown Act guidelines (Secretary)
 - i. [Assembly Bill 2449](#) in effect until January 1, 2026
 - ii. Secretary to provide a draft email for Dr. Curry to send to legal counsel for an opinion on [AB 2449](#) in regards to the Foundation Board of Directors and remote attendance.
 - iii. Technically, AB 2449 doesn't apply to Dr. Curry, he's not a voting member.
- b. Roles and Responsibilities of Foundation Manager
 - i. Focus on the Foundation's 2024-2025 goals
 - ii. Update the Foundation marketing materials.
 - iii. Invite scholarship donors to annual awards banquet, recognize their contributions, as well as invite potential donors.
- c. Update on the Oliver W. Conner Estate
 - i. Two August 2024 status reports included in agenda packet. Also included in monthly Governing Board agendas.
 - ii. Background Info: Refer to [Settlement Agreement between CCCD and Oliver W. Conner relatives](#) regarding the \$6 million estate.
 - iii. Fire at north Long Beach property (currently vacant), \$350,000 insurance claim. Compton CCD to determine next steps, rebuild? sell? Possible Board of Trustees resolution. Dr. Curry will provide an update at next Foundation Board meeting.
 - iv. Property manager and trust, paid through revenue from properties, manages all current properties.
- d. Employee Giving Campaign – Opt-In Payroll Deductions
 - i. Priority for new Foundation Manager ahead of 2024 Charitable Giving Deadline of December 31, 2024.
 1. Attend Guided Pathway Division and institutional standing committee meetings to introduce themselves, promote the Foundation's mission, and provide information on Employee Giving Options.
 2. Form that HR can include in the new employee onboarding process
 - ii. Request for new Donation-In-Kind Form
 - iii. Possible Matching Gift Program with SCE - The company matches up to \$2,000 annually per employee for donations made to all eligible 501(c)(3) nonprofit, educational, and (170)(c)(1)public organizations.

IX. Other Business

X. Future Agenda Items from Board Members: *None*.

XI. Next Meeting: November 21, 2024 at 5:30 p.m.

XII. Adjournment at 6:23 p.m.