
Foundation for the Compton CCD

Regular Meeting Minutes

Date/Time: November 21, 2024 at 5:30 p.m.

Location: Room 113, Student Services Building
Compton College, 1111 E. Artesia Blvd., Compton CA, 90221

Notetaker: Heather Parnock, Foundation Secretary

- I. Call to Order at 5:34 p.m. (President)
- II. Roll Call (Secretary)
 - a. Board Members present (in-person): Dan Chenault, Paul Flor, Sheri Berger, Heather Parnock, Edward Magee, Elizabeth Martinez
 - b. Board Members present (remotely): *none*
 - c. Absent Board Members: Keith Curry, Sonia Lopez, Abdul Nasser, Don Mason
 - d. Guests: *none*
- III. Public Comment on Agenda and Non-Agenda Items: *None*
- IV. Review and Approve Minutes from the September 26, 2024 Foundation Board Meeting
 - a. Motion to approve with no edits by S. Berger, seconded by E. Magee.
 - b. *Motion Carries*. Four yeas, no abstentions.
- V. Presentations: *none*
- VI. Oral Reports:
 - a. Compton College and Compton Community College District Update (Dr. Berger on behalf of Dr. Curry)
 - i. 2024 Measure CC passed with 68% of voters in favor, certified results in 2 weeks. New projects include 24/7 urgent care in Lot A (in partnership with/ St. John's Community Health, open to the public and for students), a new student union (meeting space, cafeteria), and a new science building, and the final phase of student housing.
 - ii. Enrollment is up 15% in FTES for Winter 2025 (compared to this time last year); spring is also up, and registration opened 2 weeks earlier than fall 2024.
 - iii. Question from D. Chenault: How many of the 2024-2025 scholarships were awarded this semester?
 - iv. Grand Opening Ceremony and Ribbon Cutting for Instructional Buildings 1 and 2 took place on Nov. 19
 - v. Campus closed for Thanksgiving (Nov. 28-29, 2024) and Winter Break (Dec. 24, 2024 through Jan. 1, 2025); winter classes begin Monday, Jan. 6, 2025.
 - b. Foundation Officers/Executive Committee Update (Secretary on behalf of Vice President)
 - i. No applications to review; reminder sent to Keenan Handy regarding application for the Board (no response as of yet)

- ii. Conflict of Interest Forms (annual requirement) – sent electronically for signature, missing 2 (Curry and Lopez)
 - 1. Question from D. Chenault: Didn't we sign these two years ago?
 - a. Yes. Should have been done every year after the organizational meeting according to the Bylaws.
 - b. Question from D. Chenault: Can this be modified to match terms? (Bylaws would need to be modified.)
 - iii. Online Donor Management – see agenda item below.
 - iv. Reviewed criteria for RFP – see action item below.
 - v. New Giving Tuesday Campaign, as well as an update from Human Resources regarding payroll deductions for District employees. Available on the Open Enrollment Form, no active campaign to promote to new or existing employees. HR did confirm employees can enroll at any time, Foundation Director will send an email to District employees in Jan/Feb 2025.
 - 1. Question from D. Chenault: can non-District employees sign up for that?
 - 2. Not at this time. Would have to enroll in a monthly donation via online donation system. Will ask HR and Business Office for more information (include in the next Foundation Director Report).
 - vi. First Class Vending contract renewed on Sept. 2024 Governing Board Agenda - \$8,000/month to Foundation through 06/2029. (need to follow up with Nasser and Curry for details, unrestricted?)
 - vii. 2025-2026 Scholarship application will open Dec. 1
- c. Foundation Director Report
- i. 2024 Giving Tuesday campaign raised \$850 in one day. Deadline is Dec. 10 for 2024 charitable contributions.
 - 1. If the donor doesn't indicate a purpose for the funds, what should we do with the money? Right now, the funds are going into the general account.
 - a. Non-Specified Purpose = Without Donor Restrictions: 50% for emergency grants, 50% for operational funds?
 - 2. Suggestion from E. Magee: update the donation form so that they check a box, limit options (unrestricted, scholarships (separate form?), emergency grants, or specify a program)
 - a. For Giving Tuesday specifically, limit to unrestricted, emergency grants?
 - b. Recommendation: Future Discussion/Action Item – 2025 Giving Tuesday campaign limits the purposes for the donations (Unrestricted, Scholarships, and Emergency Funds) and/or setting the percentage of donation that remains with the Foundation.
 - ii. Discussion: collection of funds for specific purposes (ex. equipment or uniforms)
 - 1. When funds are collected for a specific purpose, they are considered Restricted.
 - 2. Should we be charging a small administrative fee to cover the costs of managing and disbursing the funds for their designated purpose?
 - 3. Are we reporting on how the funds are being used? (transparency and accountability)
 - iii. Scholarships: new application from Holifield Family – three \$1,000 scholarships in honor of Emily and Benjamin Holifield and Women's History Month, to be disbursed

in March 2025. Funding was not submitted with the application. The family indicated they would fundraise through March 2025.

1. Foundation Policies and Procedures do not currently require funding upfront.
 2. Discussion: advertising scholarships before funds are secured can be risky.
 - a. Recommendation: Executive Committee to review Scholarship and Fundraising policies (determine best practices for managing risks associated with fundraising while the scholarship application is open) and prepare a recommendation for a future discussion/action item.
 3. Secretary to draft response to Holifield Family for Dr. Curry to review.
 - a. Board is not in favor of including the new scholarship without the funds.
- iv. Annual Report – draft four-page layout, printing covered by Community Relations Department. Required content per Bylaws is not readily available.
1. Secretary and Treasurer to meet and discuss.
- v. Bloomerang (online donor management) – subscription began 11/1
1. Difficulties setting up the account due to documentation requirements and signatures needed (Secretary working with VP of Administrative Services)
 - a. Account manager is required to provide SSN in addition to Foundation’s TIN. Could be to prevent fraud, could be associated with the Patriot Act that requires the platform to verify the identity of individuals involved in financial transactions. Might be an additional layer of security for the online account.
 - b. Secretary to contact vendor for more information.
 - c. Virtual training and an online help database are available.
 2. Review of Processing Fees (3.95% + \$0.30 per transaction, 1.95% + \$0.95 per eCheck)
 3. Receipts are provided upon confirmed donations. Donor database compiled.
 4. Next Steps: set up communications and campaigns. We will launch the first campaign in January 2025.
 - a. Implement an ongoing general donation campaign for unrestricted use.
 - b. Future Discussion Item: Determine the buckets we want to set up General, Athletics, scholarships, Presidential Scholars, and Emergency Grants.
- vi. Question re Intelcom Settlement: Have the funds been earmarked correctly? (Report requested from Dr. Nasser) New scholarships are not listed on the Assets list.
1. \$400k for scholarships (over 5 years), \$180k to support Foundation operations including Foundation Manager salary; \$25k for AB540 scholarships; \$25k Dymally Fellowships
- vii. Discussion regarding the history of existing scholarships: do we have documentation regarding the creation and funding of scholarships? (some paperwork exists in old files); why have some scholarship balances not changed in years? Does that mean they haven’t been distributed?
1. Recommendation: involve the treasurer and others in researching the scholarships.
- viii. State and Federal documents required for 501(c)3 organizations – several state and federal documents that must be submitted annually.

d. Financial Update (Treasurer)

- i. Dr. Berger met with Dr. Nasser regarding recent financial statements. Question re inactive accounts, need access to Quickbooks, need to separate restricted from unrestricted.
 1. Example: Trust accounts held outside the Foundation. Need to reconcile those accounts as well. Some show a negative balance.
 2. Collection of funds for annual events versus scholarships or department/program use.
 3. Need to address accounts with negative balances and unspent funds (going back five years)
 4. Assets and financial position were certified by the auditor. Statement of Activity tracked by Business Office.
 - a. 2023-2024 Audit to be completed in spring 2025.
- ii. Review of the list of scholarships. Unclear which are active.
 1. Request from Board to separate Scholarships, Athletics and Departments.
 2. Need to contact donors and determine what actions to take; what are their intentions? If no response, move funds to unrestricted.
- iii. Osher Matching: currently capped, District placed on a spending plan.
 1. Part of the California Community Colleges Scholarship Endowment (CCCSE).
 - a. The Osher Foundation also pledged to match additional contributions to the CCCSE (on a 1:2 basis) over three years (2008-2010).
 2. To qualify for these scholarships, students must have completed 24 units of degree-applicable study, be enrolled in at least six units for the ensuing semester, and qualify for a Board of Governors fee waiver.
 - a. Scholarships can be awarded each semester.
- iv. Promise Program – part of the Oliver W. Conner Estate, provides fee waivers to eligible students as well as \$400 in book vouchers. (request for a report on Promise Program participants)
- v. Question from P. Flor: on the Net Asset sheet, what is the “Turkey Giveaway”? Looks like a negative balance. Unsure if this is the District’s turkey giveaway (students and employees) or connected to the Mozell Saunders event (community).
 1. Two other ‘events’ in the negative: “Hoe Down” and “Senior Spa Day” (Governing Board-sponsored events)
 2. Do we need to bring all negative accounts back to zero?
 3. COVID-19 Vaccine Incentive Program – funds remain. Can that be used to balance other accounts or placed into unrestricted?
 4. S. Berger points out that ‘Presidential Scholars’ isn’t listed and we collect funds each year to cover these awards.
 5. H. Parnock noted the Wake Up Play event. Funds were collected to cover expenses, and invoices were submitted for payment. So why is there a balance of \$1,678? (secretary to check collected funds vs expenses for this event)
 - a. One-time event. If money left over, should be absorbed into Unrestricted budget.

VII. Action Items:

- a. Review/Approve - RFQ for Nonprofit Operational Support
 - i. Motion to table and reallocate RFP and funds for a forensic accountant by D. Chenault, seconded by E. Martinez.
 - ii. Discussion:

1. Focus should be on the financial status and transparency of our scholarship program.
2. Provide regular updates to at least the Executive Committee.
- iii. *Motion Carries*. Five yeas, no abstentions.

VIII. Discussion/Information Items:

- a. Update on Brown Act guidelines (Secretary with Dr. Curry) – email sent to legal counsel, not reply as of yet. (bring back next meeting)
- b. Update on Donor Management System (Secretary) – see Foundation Director report above.
- c. Update on Oliver W. Conner Estate (refer to agenda packet)
 - i. 11619 Long Beach has been leveled. The estate received a partial payment of \$650k insurance payout for the demolition of the property.
 - ii. 1911 N. Santa Fe. Personal injury lawsuit in progress. Highest income generator (11 units). Question regarding “ownership” of the property.
 - iii. 12616 Long Beach (rezoned for retail/commercial) \$60k in violations. The current structure will be demolished.
 - iv. The Governing Board was provided with a detailed update on the properties and income and costs associated with the estate at the Nov. 19 meeting. Market analysis will be provided for the two vacant lots at a December meeting.

IX. Other Business:

- a. Executive Committee to review Bylaws (next meeting Dec. 5) – determine what needs to be updated (ex. conflict of interest statement (annually vs based on term), requirements for scholarship set-up, etc.), set a deadline to review with Board of Directors.

X. Future Agenda Items from Board Members:

- a. Discussion/Action Items:
 - i. Incoming contributions without restrictions should be categorized as Unrestricted.
 - ii. 2025 Giving Tuesday Campaign – Specify specific options (Unrestricted, Scholarships, and Emergency Funds)
 - iii. Require a certain percentage of all donations to remain with the Foundation (categorized as Unrestricted for operational needs), especially donations collected online (to offset transaction fees and online subscription)
- b. Discussion Items:
 - i. Identify categories for online campaigns, such as General, Athletics, Scholarships, Presidential Scholars, Emergency Grants, and Other (write-in)
 - ii. Negative Accounts and Unspent One-Time Funds
- c. Reports:
 - i. Status of Scholarship Expansion Plan – Have the Intelcom funds been placed in the correct category? (VP Administrative Services and Secretary)
 - ii. 2024-2025 Scholarship Update (Financial Aid Director)
 - iii. 2024-2025 Oliver W. Conner College Promise Program Update (interim director, Educational Partnerships)

XI. Next Meeting: January 23, 2025 at 5:30 p.m.

XII. Adjournment at 7:13 p.m.