
Foundation for the Compton CCD

Regular Meeting Minutes

Date/Time: March 28, 2024 at 5:00 p.m.

Location: Instructional Building 1, Conference Room 161

Notetaker: Heather Parnock, Foundation Secretary

- I. Call to Order at 5:14 p.m. (President)
- II. Roll Call (Secretary)
 - a. Board Members present (in-person): Daniel Chenault, Sheri Berger, Eddie Magee, Elizabeth Martinez, Heather Parnock
 - b. Board Members present (remotely): Keith Curry, Abdul Nasser
 - c. Absent Board Members: Don Mason, Paul Flor, Sonia Lopez
- III. Public Comment on Agenda and Non-Agenda Items: None.
- IV. Review and Approve Minutes from January 25, 2024 Foundation Board Meeting
 - a. Edits: page 4, *missing year on VI. D. vi. (should be 2023)*
 - b. Motion to approve with one edit by D. Chenault, seconded by S. Berger.
 - c. 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. FTES up by 18% compared to last year (up 35% compared to two years ago); Community Day on Saturday, April 20; June 3 Groundbreaking for Student Housing Complex at 3pm (north of Student Services Building), will select contractor in May.
 - b. Foundation Officers/Executive Committee Update (Board President)w
 - i. Reviewed 3/28/24 agenda
 - ii. Reviewed definition of ‘standing committee’ according to Brown Act, in-person meetings may be required due to set schedule.
 - iii. District-related Board openings on hold; focus on community members.
 - iv. Executive Committee will finish 2023-2024 without a vice president.
 - v. Goal 5 – May 30 Academic Awards and Scholarship Banquet
 1. Shared cost with Black and Males of Color Success Program, using Auxiliary Services Funds
 - vi. April 20 Community Day, table reserved for Foundation.
 - vii. Juneteenth Concert Event proposal for Foundation to partner with Compton Chamber of Commerce
 1. The original request was for Foundation to co-sponsor the event; revised to ask Foundation to collect event set-up fees.

2. Does not connect to our 2023-2024 Goals, we do not have the capacity to facilities the request, timing is not right for Foundation.
 3. Future considerations: use of the online donation system requires donation to the Foundation (ex. one-time scholarship)
 4. Bylaws need to be updated, including the addition of annual dues, clarify titles.
- c. Foundation Director Report
- i. Foundation Manager position closes April 5. As of March 26, seven applicants. Next steps include screening, reestablishing hiring committee and interviews.
- d. Financial Update (Dr. Abdul Nasser and Treasurer)
- i. Statement of Financial Position for July 1, 2020 through June 30, 2023
 1. Balance Sheet (unaudited), Activity including Revenue, Net Assets including Intelcom Settlement
 2. Question: where does the employee giving money go? What budget line?
 3. Revenue vs expenditures... what budget line is used for contracts such as the audit firm or new/proposed donor management subscription?
 4. Request for monthly balance statements.
 5. Question: what did we pay in taxes? For the last three years. Do we file tax returns?
 - ii. Discussion:
 1. Scholarships List – some are not currently being issued.
 - a. According to Scholarship Analysis many have no activity.
 - b. We are promoting non-District scholarships. Ex. Veterans
 - c. Recently approved Scholarship expansion plan
 - d. Scholarships are categorized as institutional, departmental, ‘Foundation,’ and Osher related.
 - e. Need to gather documentation about the intent of scholarships.
 - i. Heather and Dr. Curry have access to historical documents. Share with Dr. Nasser.
 2. Asset lists includes ‘balances’ from campaigns that are no longer active, ex. vaccine incentive program.
 3. After 2024-2025 scholarships are awarded (May 2024) create a subcommittee to review current scholarships.
 - a. Board members to start collecting their questions about the scholarship program for a future discussion.
 4. Current scholarship timeline, spring 2024 students are excluded from the 2024-2025 scholarships. We should offer them year-round.
 5. Verify how scholarships are disbursed. Credit to their account or cash money?

VII. Action Items:

- a. CWDL Audit Contract (added by motion, E. Magee, seconded by D. Chenault. No abstains.)
 - i. Motion to approve the proposal, including funding by S. Berger, seconded by E. Magee
 1. Utilize operational funds from Intelcom settlement. \$11,233
 2. Conduct an audit of 2022-2023 financials.
 3. Note: we will need a contract for an audit for 2023-2024 next FY.
 - ii. Vote: Four votes in favor, no nays, no abstains. Motion carries.
- b. Donor Management Proposal

- i. Cost: \$3,452/year one, incl \$600 implementation fee, two-year subscription total \$6,305
 - ii. Discussion: This would replace the current system manually done in the Business Office. Were questions from January answered? Yes.
 - 1. Database limit... If we add the Employee Giving campaign, we could max out our database. Keep Employee Giving via payroll/District process, do not fold into online donor system.
 - a. Hold for new Foundation Manager: improve/expand Employee Giving Campaign, ex. yearly charitable tax deduction deadline, new employees, etc.
 - iii. Motion to approve the proposal by E. Magee, seconded by D. Chenault.
 - 1. Utilize operational funds from Intelcom settlement. \$6,305
 - 2. Start date: as early as June 1, 2024, August 1 pending the hiring of a new Foundation Manager in July 2024.
 - iv. Vote: Four votes in favor, no nays, no abstains. Motion carries.
- c. Remaining Board of Directors 2023-2024 Meetings
- i. Discussion: Rescheduling meetings vs adding working meetings in between. In favor of adding working meetings as needed, no set schedule.
 - ii. Note a set schedule of meetings, even for a workgroup, would need to be held in person; follow same rules as regular Board meetings.
 - iii. No motion.

VIII. Discussion/Information Items:

- a. Board of Directors Membership
 - i. Discussion: no new applications as of today, except for the one District employee. Requirement for Board Members to invite potential members to meetings (add to bylaws).
 - ii. Need to develop a plan to increase Board Membership. Priority for Foundation Manager and Board of Directors. Annual Goal for the Foundation Board and Foundation Manager.
- b. Oliver W. Conner Estate Update
 - i. Update provided in the agenda packet. 1161 Long Beach Blvd. Property (Lynwood, CA) – ready to transfer to the Foundation.
 - ii. We would maintain the property including insurance and at least one utility maintenance.
 - iii. Estate funds pay for Promise Program fee waiver vouchers.
- c. Saturday, April 20 Community Day – Resource Fair
 - i. Discussion: Table reserved 11am-3pm as part of Compton College Resource Fair. Answer questions, provide donation/scholarship information.
 - ii. Secretary to send Foundation Board calendar invite.
- d. Foundation Committees
 - i. See information in the agenda packet regarding subcommittees we are required to have per Bylaws.
- e. Annual Report
 - i. Per Bylaws, required to publish one each year (within 120 days of end of FY). More of a marketing piece.
 - ii. The goal is to publish our first one in October 2024.

iii. Does not have to be mailed.

IX. Other Business: *None*.

X. Future Agenda Items:

- a. 2024-2025 Scholarship Program Update
- b. Update on Employee Giving process and 'account.'

XI. Next Meeting: May 23, 2024 at 5:00 p.m.

XII. Adjournment at 7:11 p.m.