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# Foundation for the CCCD Minutes

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**Facilitator:** Daniel Chenault  
**Date:** May 26, 2022  
**Start Time:** 6:04 p.m.  
**Recorder:** Heather Parnock, Foundation Secretary

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- I. Welcome (Daniel Chenault)
- II. Roll Call (Heather Parnock) + = present, - = absent
  - Daniel Chenault +
  - Roberto Chavez +
  - Edward Magee +
  - Dr. Keith Curry +
  - Heather Parnock +
  - Paul Flor -
  - Sonia Lopez +
  - Vanessa Madrid +
  - Don Mason +
  - Elizabeth Martinez -
  - Dr. Rodney Murray -
  - Abdul Nasser +
  - Paul Simpson -
  - Joyce E. Warhop +
  - ~~Rochelle Webb~~
- III. Public Comment (Heather Parnock)
  - a. No requests
- IV. Review and Approve Minutes from April 21, 2022 Foundation Board Meeting
  - b. Motion made by Keith Curry and seconded by Daniel Chenault
  - c. 0 Nays
- V. Continuing Foundation Board of Directors Meeting to Hold Virtual Meetings Pursuant to Assembly Bill 361 – Open Meetings: State and Local Agencies: Teleconferences
  - d. Motion made by Daniel Chenault and seconded by Joyce Warhop
  - e. 0 Nays
- VI. Compton College and Compton Community College District Update (Dr. Keith Curry)

A lot happening on campus including June 10 commencement at 5:30 p.m. confirmed keynote speaker Dr. Robert K. Ross, CA Endowment Foundation; focusing on opening the campus and provide services and resources to students; May 24 Scholarship Awards Ceremony gave out scholarships and honors; May 25 Athletics Awards Banquet; next week transfer event, and June 7 nursing pinning ceremony (Heather to email a list of upcoming events)

## VII. 2021-2022 Members

- a. Resignation of Rochelle Webb (April 7, 2022 letter addressed to Dr. Curry and Mr. Chenault)

## VIII. Potential New Members

- a. Develop a recommendation process
  - i. Vanessa: is there a limit to the # of faculty? – at last 2 (refer to Bylaws)
  - ii. Currently: Recommend then invite -- bring resume to meeting for review, then invite to next meeting for introductions, then next meeting 'interview' candidate and they accept/decline invite from the Foundation, then send the welcome letter
  - iii. Joyce: community leadership involvement... ex. UCR Concerned Citizens
  - iv. Don: public announcement or publicize membership opportunities? Submit a form of interest?
    1. Develop a MS Office Form to collect info include resume (Heather - bring to next meeting) – If you're interested in being a Board member... monitor throughout the year. Secretary to provide update at meetings.
  - v. Joyce: should be an odd number of Board members (not even) for voting purposes, do we want to set a cap; two-year terms, prepare for recruitment ex. letter of referral or resumes submitted; or ID members who want to serve a 2nd term
    1. Dr. Curry - (refer to Bylaws – pages 3-4) Doesn't prohibit publicizing membership opportunities. We have complete membership.
    2. Heather – not less than 9, but not more than 21; currently at, with resignation of Rachelle – 12 members; do we meet all the criteria?
      - a. President/CEO of Compton CCD: Dr. Curry
      - b. VP of Admin Service: Abdul
      - c. Staff: Heather
      - d. Faculty: Don and Vanessa
      - e. Non-Profit: Joyce and Roberto
      - f. Private Sector: Eddie and Paul
      - g. Member of Governing Board: Sonia
  - vi. Joyce: When is our Annual Meeting? At that meeting we would make that determination.
  - vii. Don: Review membership to keep odd number; similar situation that we have now with resignation of a member.
  - viii. Daniel create a Purpose... create a pool of applicants, ongoing review, in case of a loss of a member
  - ix. Don: remain in compliance w/ bylaws.

## IX. 2022-2023 Meeting Schedule

1. Monthly or bi-monthly? For Board Meetings
  - a. Keith and Don -- bi-monthly
  - b. Motion for bi-monthly – moved by Daniel, seconded by Joyce (and Dr. Curry)
  - c. 1 Nays (Vanessa – prefer monthly meetings)
2. Committee Meetings
  - a. Fundraising (Daniel) no meetings scheduled at this time; should be monthly; then decide on frequency
  - b. Dr. Curry – to address Vanessa's concerns about monthly meetings, if subcommittees meet every month then provide a report at the bi-monthly meetings.... Board to vote the month prior on next meeting.
    - i. Vanessa – need to hear about what we're trying to do as a Board and then determine how many meetings are needed to get things done; as things

ramp up we may need to meet more frequently; would like to see progress being made.

- ii. Dr. Curry – are members open to adjusting the schedule as needed?
- iii. Joyce – in the off months – the sub committees would meet and then report at next Board meeting; special meetings can be set up per bylaws
- iv. Heather – another option, Schedule monthly meetings and every other one is a working meeting and split into two breakrooms? That way we have a set date/time each month; and can conclude as a group.
- v. Roberto - Have tried that before, some committee work needs requires more time (up to four hours).
- vi. Daniel: We could have 30-45 minutes in the breakout sessions. We can always calendar in-between-meetings to complete assignments.
- vii. Roberto: give it a try and see how it works; assess the format.
- viii. Vanessa – room to add meetings as needed, ex. August event
- ix. “Amended” motion: Monthly Foundation meetings; every other month designated as working meetings w/ breakout rooms for the committees
  - a) Fourth Thursday at 6 p.m.?
  - b) Motion made by Daniel, seconded by Roberto
  - c) 0 Nays
- x. Next meeting is June 23 at 6 p.m. (workgroup meeting)
- xi. Then, July 28 is a regular meeting w/ committee reports
- xii. November 24 is Thanksgiving, reschedule or skip
- xiii. Heather to create a list of meeting dates and send to Daniel for review; include on June 23 agenda

### 3. Executive Board Meetings (Daniel, Eddie, Roberto and Heather)

- a. Monthly – different day of the week from the Foundation
  - i. Daniel: Second or third Wednesday or Thursday
  - ii. Joyce – some meet prior to regular meeting
  - iii. Roberto: Wednesdays at 5 p.m., starting June 15
  - iv. Eddie: schedule changes all the time, work nights/evenings; will make it work. Not available June 9, 16, or 23

## X. Update on Foundation for Compton CCD Policies and Procedures

- a. Policies and Procedures posted online:  
<https://www.compton.edu/district/foundation/docs/FCCCD-Policies-Procedures.pdf>
- b. Foundation Board Member packets to be distributed electronically for review and signing – including Statement of Conduct and Commitment, Conflict of Interest Disclosure Form, and Whistleblower policy
  - i. Heather – send via email, Adobe DocuSign

## XI. Foundation Committees

- 1. Fundraising Campaign
  - a. Members: Daniel (chair), Joyce, Don, Eddie, Paul, and Heather
  - b. Update: none at this time

### 2. Foundation Events

- a. Members: Keith and Vanessa (co-chairs), Roberto, Elizabeth and Stella Luna (Compton College Events Coordinator)
- b. Update: August 30<sup>th</sup> event outside Art Gallery (facility reserved), following up with a sponsor
- c. Will meet in next couple of weeks to finish details...
  - i. Heather: digital or printed invites? (Roberto to design)
  - ii. Dr. Curry: to schedule workgroup meeting
  - iii. Vanessa: end of year art exhibit on June 9 – art will remain in place through August
  - iv. Roberto: music program... live music? Vanessa: two FT faculty members
  - v. Joyce: who will be invited?
  - vi. Roberto: stakeholders....
  - vii. Joyce: chambers of commerce... utilize local media, swag bags?
  - viii. Roberto: we could do that... desktop, office-related... goal is to bring money – scholarships for students; invite as many people as possible
  - ix. Joyce: plaques or certificates for attendance/participation

## XII. Misc. Discussion Items

1. Roberto: request for directory of Foundation Members
  - a. Keith and Heather (w/ Sylvia) to develop chart: name, email, phone # and opt in for call or text; identify executive Board members and subcommittee membership
2. Eddie: in-person vs virtual meetings via Zoom due to COVID-19
  - a. Curry: at some point we need to make that decision based on AB 361; if College rescinds emergency resolution re Brown Act; we don't have to decide now, but a conversation to be had in the next couple of months; law says you can do it every 30 days; navigating COVID-19 #s and 'state of emergency'
3. Roberto: "Introduction" tri-fold sample... most info came from the Foundation webpages (built in); print-ready for August 30 event or earlier
  - a. Work w/ Heather and Daniel re: talking points and brochures
  - b. Dr. Curry to secure funding for printing
  - c. Don sent feedback; for use in recruitment, info came from Foundation webpages
  - d. Roberto: update/revise content on Foundation webpage
  - e. Daniel: add link to interest form
  - f. Use 310-900-1600, ext. 2000
  - g. Vanessa: QR code for donations
  - h. Joyce: for info only? Yes. Can we add history of the Compton CCD?
  - i. Roberto: send edits

## XIII. Future Agenda Format

- Include Goals – if at least by a link
- Opportunity for something new
- Reformat so business at top, discussion at bottom
- Will include Committee and Executive Board Sections - ongoing

## XIV. Foundation Executive Board (Daniel, Eddie, Roberto, and Heather)

- a. Develop/finalize donation process
- b. Discuss/Develop Policy re Gifts, Donations and Bequests

## XV. Next Meeting: June 23 at 6 p.m.

## XVI. Adjournment at 7:16 p.m.