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# Foundation for the CCCD Minutes

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**Facilitator:** Daniel Chenault  
**Date:** June 23, 2022  
**Type of Meeting:** Regular  
**Start Time:** 6:05 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 +
  - Dr. Paul Flor +
  - Sonia Lopez -
  - Vanessa Madrid +
  - Don Mason -
  - Elizabeth Martinez -
  - Dr. Rodney Murray -
  - Abdul Nasser -
  - Paul Simpson -
  - Joyce E. Warhop +
- III. Public Comment on Agenda and Non-Agenda Items (Heather Parnock)
  - a. No requests
- IV. Review and Approve Minutes from May 26, 2022 Foundation Board Meeting
  - b. Motion to approve (no edits) made by Daniel Chenault and seconded by Roberto Chavez
  - c. 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
  - d. Motion to approve made by Daniel Chenault and seconded by Vanessa Madrid
  - e. 0 Nays
- VI. Compton College and Compton Community College District Update (Heather Parnock on behalf of Dr. Keith Curry)
  1. June 10, 2022 Commencement Ceremony: 350+ grads participated in the in-person ceremony
  2. Compton College enrollment – still low
    - a. Summer 2022 – 67% filled
    - b. Fall 2022 – 13% filled
    - c. Second 6-week summer session begins July 5

- d. All summer 2022 students will receive a \$50 Bookstore gift card
- e. Vaccine mandate remains in place for the fall 2022 semester
- f. Fall 2022 Saturday classes begin August 20; weekday classes begin Monday, August 22
- g. Enrollment Services are available in-person and virtually

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

- a. Meetings to be scheduled
  - i. Ahead of regular monthly meetings.
  - ii. Heather: send Doodle survey or text message to schedule next meeting
  - iii. At least one-week notice
  - iv. Have Eddie Magee provide his availability first
- b. Foundation Officers/Executive Committee Future Agenda to include:
  - i. Review Responsibilities of the Officers
  - ii. Discuss additional committee options (Audit, Board Development\*, Finance/Investment, other)
  - iii. Develop/finalize donation process
  - iv. Other

## II. 2022-2023 Membership

- a. Directory in progress
  - i. Create two versions one for the Foundation/CCCD (more info), one for public (less info)
  - ii. Executive Committee to review
    - 1. Daniel: clarify directory for internal use – incl phone # for Board use
    - 2. Term of Office – maybe based on establishment of Bylaws? Verify with those who have been here longer. “Clean slate”? affords a new two-year term
      - a. Bylaws were approved [date]
  - iii. Vanessa: the details will show diversity of the Board; mailing address not public; and don’t use campus mail
  - iv. Joyce: central phone # or mailing address for the Board?
    - 1. What Compton College extension is assigned to the Foundation?
    - 2. Does the Foundation have a mailbox on campus?
    - 3. And who checks both of them? Someone on campus; day of meetings.
    - 4. Or a PO Box?
  - v. Daniel: share personal phone # for internal use only
    - 1. Roberto: ex. home addresses for communication between Board members, not public.
  - vi. Joyce: establish Foundation email address (@compton.edu) for public use, common email address; Vanessa says Compton College ITS Dept can set it up
  - vii. Daniel: internal directory – share info
  - viii. Roberto: Business card sample... personal email listed
  - ix. Joyce: are the on-campus mailboxes locked?
- b. Foundation: calendar or fiscal year? (Daniel to confirm)
- c. \*Article VI, Section 4 – Board Development Committee
  - i. The board shall appoint a committee to nominate qualified candidates (the “Board Development Committee”) to serve on the board or as 8 officers. The Board

Development Committee shall select candidates which it will nominate for positions on the board and/or as officers. The Board Development Committee shall not have the authority of the board.

1. Joyce: clarify when announcement of new members
  2. Vanessa: The Board can be the committee for now.
  3. Joyce: or the Executive Committee can do the initial review.
  4. Continue at next meeting (Heather – July agenda)
- d. Foundation Interest Form (Heather – July agenda)

III. 2022-2023 Regular Meeting Schedule

- July 28, 2022 - – *working meeting (Heather change to)*
- August 25, 2022 – working meeting
- September 22, 2022
- October 27, 2022 – working meeting
- November 17, 2022\* (Nov. 24 is Thanksgiving)
- December 22, 2022 – working meeting
- January 26, 2023
- February 23, 2023 – working meeting
- March 23, 2023
- April 27, 2023 – working meeting
- May 25, 2023
- June 22, 2023 – working meeting

Motion made to approve made by Daniel Chenault and seconded by Roberto Chavez

0 Nays

- a. Need to designate an Annual Meeting date
  - i. Recommendations: need to know if we are a calendar or fiscal calendar (Hold)

IV. 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
- b. Two outstanding packets Murray and Martinez

V. Foundation Committees (breakout rooms)

- a. Article VI, Section 6 – Meetings and Actions of Committees
  - i. Meetings and actions of committees of the board shall be governed by, held, and taken in accordance with the provisions of these bylaws concerning meetings and other board actions, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by board resolution or, if none, by resolution of the committee. *Minutes of each meeting shall be kept and shall be filed with the corporate records.* The board may adopt rules for the governance of any committee as long as the rules are consistent with these bylaws. If the board has not adopted rules, the committee may do so.
- b. Foundation Events
- c. Fundraising Campaign
- d. Daniel: Due to lack of attendees, hold for next month

- e. Vanessa: extreme worry about August event w/o discussion; is the date community/mixer/fundraiser flexible? Or set in stone?
  - i. Update from Dr. Curry: Library lobby, Art Gallery and patio areas reserved for August 30; working with Stella Luna re cocktail tables ordered; wants to place an order for food for 50 (what to order?)
  - ii. Vanessa: a lot of decisions by one committee member w/o discussion
  - iii. Roberto: invitations, program... mixer w/ a purpose? Need business cards and printed materials.
    - 1. **Business Card example** (Heather w/ Roberto) – present at next meeting
      - a. Print a limited run for August in house
      - b. Vanessa: branding opportunity; goals and processes of the Foundation, talking points would be important
    - 2. Trifold brochure
  - iv. Daniel: set up an ad hoc meeting to be schedule with the subcommittee... need an opportunity for committee to discuss the \_\_\_\_; in defense of Dr. Curry, I think he was trying to get something going, we're up against the clock; event fundraising hasn't met. Purpose of today's meeting... not enough representation. Already end of June, a lot of work to do...
  - v. **Heather to connect w/ Dr. Curry re: a committee meeting**
  - vi. Purpose of the August mixer...
    - 1. Heather: depends on who is invited; community members = Fdtn reestablished; not ready for fundraising, but we can provide info on how to make donations; student speakers incl recent scholarship recipients; make connections, grow the Fdtn event
    - 2. Roberto: not fundraising, more of an introduction, branding opportunity; establish relationships
    - 3. Vanessa: partnering with community members and businesses; showcase our programs; internships....; tax write-offs; welcome to the College
    - 4. Daniel: based on previous conversation with the Board and Dr. Curry, meet people, incl recent scholarship recipients – what and who they are supporting
    - 5. Roberto: need talking points, what are we looking for? ... Incl art students... maybe move the date so we are better prepared; need time to send invitations.
    - 6. Heather: include formal presentation? (history, achievements, student testimonials), agenda included in the program/invitation
    - 7. Roberto: don't want to be too casual, introductions and what we need in terms of support; develop relationships;
    - 8. Vanessa: August 30 is doable... .... Commencement keynote speaker? Guest speaker such as elected official or community leader. Testimonials. Light appetizers, music (DJ or play list)
    - 9. Roberto: appreciate Dr. Curry's initiative, but need ot be sure the entire group is prepared
    - 10. Daniel: agreed, date is approaching quickly, need to agree on purpose/message; maybe push the date if need be; hopefully the subcommittee can connect, and make a list of recommendations
    - 11. Vanessa: Who else is on the committee?
    - 12. Daniel: Vanessa, Roberto, Elizabeth, and Dr. Curry

13. Joyce: I think it's doable, but think outside of the box, can't wait for scheduled meetings; have to start working next week; based on inspiration of Vanessa and Roberto – and art display... w/ resources surrounding Compton community, match up student success, invite alumni, or commencement student speaker; community stakeholders, local artists, business professionals, government leaders – those who can meet with the public; public health field – key areas that the college focuses on, part of the promise... Utilize on-campus printing, workgroups can continue to meet as a formality.
14. Paul Flor: we're not getting quorum as needed... give appropriate time to prepare as we should. If the rest of the group wants to push forward, the everyone needs to roll up their sleeves.
15. Daniel: will need to meet frequently (weekly?) up until the event to pull off August 30; and Joyce is part of the Fundraising Committee
16. Roberto: need to make a good impression; don't want to rush; what do we give to guests so they remember us? [Compton College] swag/merchandise, what about decorations? What is the budget? I like to be prepared. Expand on our
17. Heather: event planning checklist (in the chat)
18. Joyce: is there an alternative date? Too allow for sufficient preparation
19. Roberto: feel more comfortable to hear from other Board members; check availability; a month from the August 30 date; gives us three more weeks to organize and send invitations; guests can check their calendars or make arrangements to attend; RSVPs = interest; we need basic outline of what is needed
20. Daniel: a lot of great conversation; we have to give Dr. Curry an opportunity to weigh in. Team definitely needs to meet. If we push it back a month or not, one additional meeting won't suffice.
21. Vanessa: I think we need at least 5-6 people on the events committee, excluding Stella. There are only four (currently) and Elizabeth has missed last two meetings. All of the work will land on 2-3 people. Compton College has a history that is not so great. Loss of accreditation. Reintroduce the College to the community. Communicate why they should partner with us.
22. Roberto: focus on the past. New faces. Willing to go through struggles.

VI. Other Discussion Items:

- a. Vanessa: I'd like to request that everyone here send me names and contact info for 3 people to invite to the mixer. [vmadrid@compton.edu](mailto:vmadrid@compton.edu) for an invitation list.

VII. Next Meeting: July 28, 2022

VIII. Adjournment: 7:41 p.m.