
Foundation for the Compton CCD

Regular Meeting Minutes

Date/Time: August 24, 2023 at 5:09 p.m.

Location: Compton CCD Boardroom (Administration Building)
1111 E. Artesia Blvd., Compton, CA 90221

Notetaker: Heather Parnock, Foundation Secretary

- I. Welcome (acting Board President, Roberto Chavez)
 - a. Introduction to new Foundation Manager, Phillip Albert
 - i. Looking forward to meeting with each Board member
- II. Roll Call (Secretary)
 - a. Board Members present: Roberto Chavez, Edward Magee, Keith Curry, Abdul Nasser, Joyce Warhop, Paul Flor, Elizabeth Martinez, Heather Parnock, Phillip Albert
 - b. Absent Board Members: Dan Chenault, Don Mason
 - c. Guest: Patricia Franks
- III. Public Comment on Agenda and Non-Agenda Items:
 - a. None
- IV. Review and Approve Minutes from June 22, 2023 Foundation Board Meeting
 - a. Motion to approve (w/ edits) by Eddie Magee, seconded by Joyce Warhop (0 nays)
 - b. Edits: approval of April 27 Minutes (approved/seconded); adjournment time
- V. Compton College and Compton Community College District Update (Dr. Keith Curry)
 - a. First week of the semester; enrollment up by 25% compared to last year
 - b. 650 students picked up \$20 farmers' market vouchers, 600+ meals per day at cafeteria
 - i. Flor: Any thoughts about limiting free meals to students only?
 - ii. Curry: Not at that point yet; might need to consider later; employees have basic needs too.
 - iii. Roberto: students still fighting stigma for asking for help; emphasize importance of taking advantage of free resources
 - c. 2023-2024 Budget Hearing on Sept 12; five-year budget to Board in Oct
 - i. Dr. Nasser to provide an update at the October meeting, incl where Foundation can help.
 - d. Professional Development Day last week – BIG ideas, incl Employee Housing via Oliver W. Conner Estate (HP to share presentation w/ Foundation Board:
<https://www.compton.edu/about/presidentceo/docs/FA23-ProfDev-Pres-CEO-Presentation.pdf>)
 - e. Student Housing – State needs to clean up budget language
 - f. Renewed focus on transfers; new partnership/grant; incl cross enrollment (20 this year)
 - i. Recommend covering instructional materials/equipment for cross enrollment students
 - ii. Need to expand to all UC/CSUs w/in LA County
 - iii. Increase programming in Transfer/Career Center, incl promote our own alma maters
- VI. Foundation Officers/Executive Committee Update (secretary)

- a. Board President (Dan Chenault) will sign the termination letters electronically for Mr. Murray and Mr. Simpson
- b. Executive Committee meeting schedule finalized for 2023-2024 (next meeting is October 18 at 6 p.m. via Zoom)

VII. 2023-2024 Membership (Secretary)

- a. No candidates to review.
 - i. Curry: we need another administrator, nominate Sheri Berger, VP of Academic Affairs
 - 1. Provide resume to Phillip, invite to next meeting
- b. We will advertise the vacant positions on the Board via web and notice to the media; link to [Board Interest Form](#)
 - i. Vacancies include (Foundation Manager):
 - 1. Two directors that are faculty of the district
 - a. One vacancy (send email to AS president and ask for 1-2 interested people = Heather, incl dates of meetings)
- c. Discussion:
 - i. Chavez: can we ask for a certain division? (We can try)
 - ii. Chavez: need to reach out to local civic and community groups.

VIII. *New Financial Update (Dr. Abdul Nasser and Treasurer)*

- a. First draft of audit through June 30, 2022 completed by consultant; due August 28, 2023 to Nasser and Albert
- b. Bring draft annual report to October 26, 2023 meeting
- c. Discussion:
 - i. Curry: issue w/ processes
 - 1. Donations – all come to the Board for review/approval? Or a report provided at next Board meeting?
 - a. Phillip to develop the process.
 - 2. Email monthly? Everything sent to the Board has to be included in a packet attached to the agenda.
 - ii. Chavez: status of Thank You letter to V. Madrid (in progress per Secretary)
 - iii. Curry: Apple Community Education Initiative SOW: \$70,000 equipment donation

IX. Annual Meeting (per Article V, section 2 of the [Bylaws](#)) *Continued from June 22, 2023 meeting*

- a. Finalize 2023-2024 Meeting Schedule

August 24, 2023 – 5:00 p.m. Compton CCD Board Room

October 26, 2023

January 25, 2024

March 28, 2024

May 23, 2024

June 27, 2024 (Annual Organizational Meeting)

- i. Meeting platform/location and start time.
 - 1. Hybrid location on campus - IB1 conference room
 - 2. Discussion:

- a. Every other month, 5 p.m. start time
 - b. *Bring back the hybrid option in October.*
 - i. Based on the needs of the Board Members, must show just cause
 - ii. Curry, Nasser and Chavez won't be at the October 26 meeting.
 - 1. Need it in writing (email will suffice) to consider hybrid meeting.
 - iii. Will we have a quorum (majority of voting members)?
 - 1. Who are the voting members? *Note: Albert is staff.*
 - ii. Motion to approve meeting schedule and start time by Elizabeth Martinez, seconded by Eddie Magee (0 nays)
 - iii. Possible December 20, 2023 holiday celebration – *bring back in October.*
- b. Election of 2023-2024 Officers
 - i. Recommendation: Current officers will finish their two-year terms; the next election will take place at the June 2024 Annual Meeting.
 - 1. Discussion: one more year as current officers
 - 2. Motion to approved by Keith Curry, seconded by Elizabeth Martinez (0 nays)
 - 3. Terms will be listed publicly on the web (Secretary)
- c. 2023-2024 Goals/Priorities:
 - i. Discussion:
 - 1. Revisit 2022-2023 Goals – what were completed?
 - 2. 2023-2024 Goals – *Phillip to formalize them, and bring them to October 26 meeting for an official review/approval*
 - a. Hire Foundation Manager – *completed*
 - b. Fundraising Campaign
 - c. Fill vacant Board positions; ensure broad representation
 - d. Complete audit, prior years and current annual report
 - e. Host two events
 - f. Develop Five-Year Budget
 - g. _____ Housing for Employees
 - h. Increase/develop Transfer Scholarship Program/opportunities
 - 3. Versus long-term funding priorities:
 - a. Ex. Project 114 – emergency grants for students and employees
 - b. Development of donation levels
 - c. Online Donation system
 - i. Phillip to meet with Believe in Students regarding a contract; determine scope of service
- X. Other Discussion/Information Items:
 - a. October 5, 2023 Theater Production at 7 p.m. (45 minutes) – *Note: same day as Transfer Fair*
 - 1. Move up time so students are on campus? 2:30-3:30 p.m. during College Hour?
 - 2. Event at 5 p.m. followed by reception
 - ii. Draft poster (Chavez) and 5x7 postcards
 - iii. Facilities Usage Request to be submitted by the theater company

1. \$5k donation from St. John's to cover the cost (Albert to follow up)
- iv. Followed by a Q&A session w/ St. John's and Board-certified medical professionals
- v. Open to the community incl students, faculty, and employees
 1. What is the capacity of the theater? ~210
 2. RSVP via Hometown Tickets (Albert to research)
- b. October 2023 Reception, 6-7 p.m. in the L-SSC Lobby
 - i. Event Planning Subcommittee: Joyce, Roberto, Phillip, and ...
 - ii. Purpose: introduce Anointed Vessel troupe
 - iii. Invite business partners... and community members (Phillip w/ Dr. Curry)
 - iv. Costs: decorations, refreshments
 - v. Reserve VIP seats in the theater
- c. Foundation Committees – *hold for October meeting*
- d. Review of Bylaws / Creation of new articles and sections – *hold for October meeting*
 - i. Membership Fees and Payment Procedures
 - ii. Fiscal Year (July 1 through June 30)
 - iii. Quorum, Rules of Order
 - iv. Attendance of regular meetings
- e. Grant Opportunities (Foundation Manager)
 - i. Met with the Office of Institutional Effectiveness and discussed the process.
 1. A couple are due w/in the next 2 months.
 2. Expand current programs versus starting anything new.
 3. Multi-use grants
 4. Anything finalized in between meetings would be included in the next meeting agenda packet
- f. Recommendation to Secretary: Add 'Foundation Manager Report' standing agenda item above Discussion Items

XI. Future Agenda Items:

- a. Follow-up Scholarship Presentation *to be rescheduled for October meeting (after initial 2023-2024 scholarships are disbursed)*
- b. Donation Process Presentation *to be rescheduled (after Foundation Manager meets with VP of Administrative Services)*
- c. Board Member Future Agenda Items:
 - i. ASG President / Student participation - *Heather to invite*
 - ii. Sample Name tags for the Foundation Board (\$20/each)
 1. *Phillip and Heather to get an estimate. (edits are necessary)*
 2. *Need to identify the funding source*
 - iii. Warhop: Care for Kids funding, similar to last year?
 1. Secretary to collect information for 2023 celebration
 - iv. Albert: UCLA Spark crowdfunding sample; includes data collection... *(save for Fundraising subcommittee)*

XII. Next Meeting: *Thursday, October 26 at 5:00 p.m. in the Boardroom*

XIII. Adjournment at 7:15 p.m.