
Foundation for the Compton CCD

Regular Meeting Minutes

Date/Time: April 27, 2023 at 5:26 p.m.

Location: Compton CCD Boardroom (Administration Building)

Notetaker: Heather Parnock, Foundation Secretary

- I. Welcome (Board President)
- II. Roll Call (Secretary)
 - a. Present: Dan Chenault, Roberto Chavez, Eddie Magee, Heather Parnock, Abdul Nasser, Elixabet Martinez, Paul Flor, Joyce Warhop
 - b. Absent: Keith Curry, Sonia Lopez, Don Mason
- III. Public Comment on Agenda and Non-Agenda Items: *none*
- IV. Review and Approve Minutes from January 26, 2023 and February 23, 2023 Foundation Board Meetings
 - a. Motion to approve (w/ edits / w/o edits) by D. Chenault, seconded by E. Magee (0 nays)
 - i. IX. 3. When did Ms. Lopez last attend a meeting (*bring to next meeting - Heather*)
 - ii. X.1. Financial Statements were presented; no annual report (Abdul)
- V. Review and Approve ~~Minutes~~ *Notes* from the March 25, 2023 Board Retreat
 - a. ~~Motion to approve (w/ edits / w/o edits) by Name, seconded by Name~~
 - i. Note: motion was made at the retreat re the 2023-2024 Priorities.
 - ii. Follow-up: ask Student Housing Taskforce re temporary emergency bed-space for Compton College students
- VI. Compton College and Compton Community College District Update (~~Dr. Keith Curry~~) (Secretary)
 - a. April 22, 2023 Community Day includes grand opening of new Student Services Building
 - b. Enrollment Update – summer enrollment up compared to last year; registration started almost 2 weeks earlier than last year
 - c. Commencement Friday, June 9, 2023 – Foundation Board invited to attend
- VII. Foundation Officers/Executive Committee Update (Board President)
 - a. Only Heather and Dan in attendance... reviewed agenda and moved it forward to next meeting.
- VIII. 2022-2023 Membership (Secretary)
 - a. No candidates to review.
- IX. Action Item:
 - a. Foundation Accounting/Bookkeeping Contract (Abdul Nasser)

- i. Objectives:
 - 1. Assistance with reconciling fiscal years 2020/21 and 2021/22
 - 2. Setting the Foundation up in QuickBooks Online to include a nonprofit chart of accounts, restriction classifications, and memorized reports
 - 3. Training on how to use QuickBooks, including understanding the chart of accounts and restriction classification
- ii. 40-60 hours; estimated fee range of \$7,800 to \$14,700 plus a 5% technology fee
- iii. FY21 and FY 22 financial records are to be completed by June 30, 2023; FY 23 records are to be completed by September 30, 2023
 - 1. Going forward, include Financial Report standing agenda item (begin with 2023-2024 meetings)
 - 2. Three-year audit to start with; annual report by December of each year
- iv. Foundation Treasurer to sign the contract once it is Board-approved
 - 1. Joyce: neutral party for completion of financial statements then audit
 - 2. Abdul: training for accounting staff; Foundation Manager will oversee financial documents w/ VP of AS as lead
- v. Motion to approved by D. Chenault, seconded by E. Magee (0 nays) - Approved

X. Other Discussion/Information Items:

- a. Foundation Manager Hiring Committee Update (Secretary)
 - i. Closes May 11, 6 applicants
- b. New “scholarship” request: “Friends of EOPS” individual wants to write a check – next steps
 - i. For transfer students... Donation form available online.
 - ii. Abdul will talk to the Compton College employee as a follow-up. Ask what the preference is for the use of the money, ex. new emergency grant program
- c. Reminder: May 24 Academic Awards & Scholarship Ceremony at 5pm in the Multipurpose Room on campus; Foundation Board is invited to attend. Board President will be awarding Foundation scholarships.
- d. Payment to Fisher Branding confirmed (Abdul)
- e. Priorities from Retreat...
 - i. Elizabeth: continue with current scholarships; solicit donations; purpose? Use? vs Foundation routing donations for programs.
 - ii. Joyce: who sets the criteria for donations?
 - iii. Eddie: Foundation Board does not have much involvement in the Scholarship Program
 - iv. Abdul: need to establish a process for receiving gifts; set a purpose; what is our policy re gifts/endowments vs establishing scholarships; Fdtn manager w/ the Fdtn. Board determines criteria/restrictions for scholarships.
 - v. Dan: focus on Board priorities for 2023-2024

- vi. Elizabeth: solicit donations for ex. mini-grants
- vii. Ask Dir. of Financial Aid for the workflow of scholarship applicant/award/distribution (Heather)
- viii. Heather: memberships dues for the Board... set annual/minimum amount?
 - 1. Project 114 Account/Category
 - 2. \$114 – to support one student
 - a. Check or credit card
 - 3. Add to Donation webpage – how to submit donations?
 - 4. Motion to set annual membership fee at \$114: E. Martinez, 2nd J. Warhop (0 nays)
 - a. Start w/ FY 23-24, due by July 1 each year.
 - b. Collection of Fees: Treasurer to remind monthly.
 - c. Need to amend bylaws; write Article re Membership Fees/Payment (bring draft to June 22, 2023 meeting for review)

XI. Future Agenda Items:

- a. Follow-up Scholarship Presentation *to be rescheduled*
- b. Donation Process Presentation *to be rescheduled*
- c. Annual Board of Directors Meeting (June 22, 2023)
 - i. 2023-2024 Meeting Schedule
 - 1. In preparation:
 - a. Hybrid meetings? – need a smart conference room
 - b. Start time: 5pm
 - ii. Election of 2023-2024 Officers – double-check on terms (Heather)
 - iii. 2023-2024 Goals – Use 2023-2024 priorities
- d. Board Member Future Agenda Items
 - i. 2nd Annual Mixer – fall date
 - ii. 2nd Branding Session
 - iii. Community Partnerships – Dan – Edison, annual Line Workers' [diversity] Scholarship (pays for tools, travel, etc.)

XII. Next Meeting: June 22, 2023, at 5:00 p.m. in the Compton CCD Boardroom

- a. Send reminder w/ IN-PERSON in the Subject line... heads up on the agenda. (Heather)
- b. Bottled water, and snacks to be provided

XIII. Adjournment: 7:02pm (Heather)