

FOUNDATION FOR COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

Facilitator: Daniel Chenault, President

Recorder: Paula VanBrown

Date: December 9, 2021

Location: Zoom

AGENDA:

1. Welcome

Daniel Chenault provided the welcome to participants.

2. Roll Call - Members Present:

Dr. Keith Curry

Daniel Chenault

Sonia Lopez

Edward Magee

Vanessa Madrid

Elizabeth Martinez

Don Mason

Heather Parnock

Rochelle Webb

Members Absent:

Dr. Rodney Murray

Paul Simpson

3. Public Comments:

No requests

4. Review and Approval of Minutes from October 21, 2021 Foundation Meeting

Motion to accept minutes of October 21, 2021. Motion approved.

5. Continuing Foundation Board of Directors Meeting to Hold Virtual Meetings Pursuant to Assembly Bill 361 – Open Meetings: State and Local Agencies: Teleconference – Motion Approved.

6. Potential New Members

Discussion of application of Roberto Chavez, an Art Director, working on international campaigns for various companies. Daniel Chenault suggested inviting him to the next Foundation meeting to introduce himself and understand why he wants to serve on this board.

Dr. Curry reported that he needed to change the District's appointment to the Foundation. Elizabeth Martinez was appointed to the Foundation by the District but retired in January. Dr. Curry said Heather Parnock will now be the District appointment to the Foundation, and Elizabeth Martinez will be a community member appointed by the Foundation.

Heather Parnock was appointed to the Foundation.

7. 2021-2022 Election of Officers

A. Vice President

The committee suggested having Rochelle Webb serve as Vice President. Rochelle Webb asked for time to think about this and respond at the next meeting.

B. Secretary

Dr. Keith Curry nominated Heather Parnock to serve as secretary. Motion seconded by Rochelle Webb. **Motion Approved.**

8. Update on Foundation for Compton Community College District Bylaws

Heather Parnock updated the Foundation for Compton Community College District Bylaws.

Dr. Curry reported that this paragraph needs to be added to the Bylaws as Article 2, Section 2, Paragraph 6 because we provide food for students through our partnership with the Foundation. There is a statement in our Articles of Incorporation about the food. Dr. Curry recommends the Foundation approve the updated bylaws with this one change. We can then proceed with the partnership with the L.A. County Food Bank.

Daniel Chenault made a motion that we add to our Bylaws in Article 2, Section 2, the language in item #6 to our current bylaws with the language highlighted (to provide relief to the poor, distressed and underprivileged in our community: to advance education; provide food and/or shelter and to promote social welfare by carrying on activities to provide support for low to moderate-income households). Motion seconded by Edward Magee. **Motion approved.**

Dr. Curry commented that the updated bylaws can now be posted.

9. Update on Foundation for Compton Community College District Policies and Procedures

Heather Parnock reported that this document was reviewed at the last meeting and all edits recommended by legal and a couple of typographical changes were accepted. Three items remained. The date at the bottom of page 20 (when the policy was adopted) will be filled in once the document is signed. On page 23, Item II, referencing an Executive Director. Heather Parnock said this may have been a carryover from El Camino's policy. We do not have this position in the District, but we do have a Director, and we will be hiring a Foundation manager. Dr. Curry said to replace Executive Director with Foundation Administrator, giving us more flexibility.

Heather Parnock referenced page 34, Board Policy 3280, is for grants. Board Policy 3820-Gifts, Donations, and Requests recommended that Compton Community College District develop a new Board Policy 3820 that we can reference in the Foundation Policy 401-Gift Acceptance. Dr. Curry suggested doing without for now and adding the appropriate language later.

Heather Parnock referred to page 35, item IV-Donor Restrictions. She said this references a policy that neither the District nor the Foundation has (Restricted Fund Policy 203). Heather

Parnock will remove this item, and once either the Foundation or the District has this policy, it can be added back to the document.

Heather Parnock referred to page 38 of the Foundation for Compton Community College District Policies and Procedures document, Paragraph 2, Item 2.3-Approval. The compensation of all other employees will be reviewed and approved by: the Board of Directors.

Dr. Curry suggested that Heather Parnock provide a clean document for review and approval and bring it back at the next meeting,

10. Develop 2021-2022 Foundation Board of Directors Goals:

- A. Identify new members – the Foundation is looking for five to seven new members to be added by year-end 2022. Daniel Chenault suggested reviewing this again in June 2022. Dr. Curry reported that Rodney Murray is still a member of the Foundation Board. He has been very ill but wishes to continue his service and hopefully join us again soon.
- B. Complete the audit – Dr. Nasser will handle this item.
- C. Approve Policies and Procedures – Moving forward
- D. At least one Foundation event – Dr. Curry suggested a social event to kick off and invite chamber members and business leaders from our service area. It was also recommended that spring be an excellent time for introducing the public to our new buildings on campus. Discuss logistics/proper protocols for holding on-campus events – food, weather, location, and safety protocols.
Dr. Curry said he would like a committee to work on this and include Stella Luna, our event coordinator.
- E. Fundraising campaign – What would be the timeframe for the campaign. Vanessa Madrid asked if funds will be raised for something in particular or just for the overall Foundation because we do have some specific needs we need money for. Dr. Curry stated that funds will be used, for now, for the general operations of the Foundation. Elizabeth Martinez mentioned maybe some of these funds could be used for scholarships. She noted that a campaign was held with every employee on campus contributing at least one dollar in the past. Hence, every employee is, on some level, contributing to scholarships and student success.

Don Mason commented that donors want to know where their money is going. He suggested the campaign could be called "Every Dollar Counts," going toward the Foundation and whatever it's going to assist with, such as helping students with food insecurities, scholarships, student loans. Dr. Curry suggested forming a sub-committee for members to work on fundraisers to raise money for the Foundation and another sub-committee to work on events held by the Foundation.

Event Planning Subcommittee – Dr. Curry, Elizabeth Martinez, Rochelle Webb, Vanessa Madrid, Stella Luna.

Fundraising Subcommittee – Don Mason, Daniel Chenault, Edward Magee, Heather Parnock. Daniel Chenault will serve as lead for now but suggested someone with more experience take the lead, but for now, he will step in wherever needed.

F. Establish an online donation process – Dr. Curry reported he had done a lot of work with "Believe in Students," a nationwide effort regarding fundraising for students. The Believe in Students organization is willing to work with us on an MOU to set up our online giving campaign for minimal cost. They are already working with our Dual-Enrollment program and with the faculty on the Fast Fund. They will work with the Foundation on creating our online system. Dr. Curry said he would provide more information at the next meeting, including the draft MOU. Vanessa Madrid commented that she has been working with this great organization, and they understand students from under-resourced backgrounds. She said she works with them on Fast Funds to provide money to students for emergencies. Not for books or anticipated events, but like cars breaking down, phone service about to be shut off, etc. – the kinds of things that can derail our students. They have been great so far.

11. 2021-2022 Foundation for Compton Community College District Fundraising.

Dr. Curry stated that there is a mechanism for automatic payroll deductions for employee donations.

Heather Parnock asked about AB 361. Dr. Curry responded that it should be addressed at the beginning of every meeting. Heather Parnock will send out the invitations to potential members.

The next scheduled meeting of the
Foundation for Compton Community College District is February 17, 2022