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# Foundation for the Compton CCD

## Regular Meeting Minutes

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**Date/Time:** Thursday, July 28, 2022 at 6:03 p.m.

**Location:** Zoom Meeting

**Notetaker:** 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 +

Guest: Paul Medina, Associated Student Government President
- III. Public Comment on Agenda and Non-Agenda Items
  - a. *None*
- IV. Review and Approve Minutes from June 23, 2022 Foundation Board Meeting
  - a. Motion to approve (*no edits*) made by D. Chenault and seconded by V. Madrid
  - b. *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
  - a. Motion to approve (*no edits*) made by D. Chenault and seconded by V. Madrid
  - b. *0 Nays*
- VI. Compton College and Compton Community College District Update (Dr. Keith Curry)
  - a. All set for August 30 event, but okay with committee decision to push back a month
  - b. Need an invitation to be distributed to local Chambers, Rotary Clubs, business leaders etc. – willing to spread the word.

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

- a. Monthly Executive Committee meetings to be scheduled, beginning Wednesday, August 17, 2022 at 6:00 p.m.
- b. Additional Committee Options:
  - i. Audit Committee – on hold, pending an audit update
  - ii. Finance/Investment Committee – on hold, pending a review of the annual operating budget
  - iii. Board Development Committee – upon recommendation of the Board of Directors, the Executive Committee will act as the Board Development Committee, reviewing candidates and providing a nomination to the Board of Directors.
    1. Vanessa: can any Board members recommend someone to the Board Development Committee?
    2. Heather: Exec Committee to outline process
    3. Joyce: announcing new candidates at annual meeting; welcomed/presented; solicitation based on eligibility – see bylaws?
- c. Request for an update on the comprehensive audit and financial review from VP of Administrative Services, Dr. Abdul Nasser at a future Board of Directors meeting
  - i. To be provided at next regular meeting
- d. Foundation Interest Form – sample questionnaire available for review
  - i. Edits (Heather)
- e. Foundation Member Business Cards – sample available
  - i. Vanessa: top heavy, not bold,
  - ii. Roberto: Foundation too big, smaller, thinner,
  - iii. Eddie: enlarge logo slightly
  - iv. Heather: bring back a revised layout

VIII. 2022-2023 Membership

- a. Foundation (internal use) Directory – in progress
- b. Foundation Interest Form (see Executive Committee section above)

IX. 2022-2023 Regular Meeting Schedule

- July 28, 2022 – working meeting
  - August 25, 2022
  - September 22, 2022 – working meeting
  - October 27, 2022
  - November 17, 2022\* (Nov. 24 is Thanksgiving) – working meeting
  - December 22, 2022
  - January 26, 2023 – working meeting
  - February 23, 2023
  - March 23, 2023 – working meeting
  - April 27, 2023
  - May 25, 2023 – working meeting
  - June 22, 2023
- a. Designate an Annual Organizational Meeting
    - i. Foundation operates on a Fiscal Year, beginning July 1 and ending on June 30
      1. Determine what happens at Annual Organizational Meeting (Exec Committee)

## 2. Joyce: Question re: scholarship selection process

### X. [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
  - i. Still missing two: Martinez and Murray

### XI. Foundation Committees (~~breakout rooms~~)

#### a. Foundation Events

- i. Roberto: as discussed last week, push the date, Aug. 30 is too soon and no idea for budget. Talked about October. Give us time for invitations, planning, and properly prepare. Gives us 60 days to get organized and host a successful event.
- ii. Don: To do things right, but not right away. Give us the proper lead time; campus will be open; more opportunity for marketing to our community, and recruit for event, and weather; in favor of postponing.
- iii. Vanessa: More clarity needed – where do funds go? As a Fdtn, what are our funds used for – not just scholarships; what else are we paying for? Specifically. Events? Which events? Where has the money gone in the last fiscal year and who is approving that? Does Fdtn Board have any input on spending? Would feel uncomfortable meeting with community members if I can't answer questions. Attended Scholarship Awards event, but \$-amounts not attached to awards. Need a clear understanding of where our monies are going.
- iv. Roberto: need answers if we are asking for people to partner with us; welcoming we're here, but what are we? We don't know how much they could match or what projects the monies are used for. Financial Report is needed. Expenses and income. And again, what is budget for this event.
- v. Abdul: funds have been primarily going to scholarships. We do need better financial info; struggling to close FY 2021-2022; three accountants short right now; will provide an update next month and monthly ongoing.
- vi. Roberto: how much money does Fdtn have? Ballpark amount
- vii. Abdul: no specifics at this time
- viii. Eddie: great points; end of August would be rushed and it wouldn't be what we want it to be. Agree with Board that is this is our introduction we need things to be in order, and a solid understanding of who we represent and what we stand for. Agree with October, one month might not be enough. Sems like groups seems to be in agreement.
- ix. Don: two phase approach, prep for event, prep as a Board. If we are asked questions, we need to be prepared; even going out to the community or talking to students or community – we need to know things. Ability to answer questions.
- x. Vanessa (chat): Right. I'd like to be able to say the Foundation funded the purchase of X, Y and Z, or paid \$35,000 in scholarships etc.
- xi. Daniel: vote to schedule in October.
- xii. Heather: Agree. We're not prepared as a group to represent the Fdtn, need more preparation, incl planning checklist; need more prep; and look at committee members – some are MIA; fallen onto three members, plus CC event coordinator, Stella Luna
- xiii. Roberto: clarify Stella's role
- xiv. Heather: use approved vendors, incl insurance requirements; Facilities rental Request; and she provides an estimate on costs

- xv. Roberto: Budget will make a big difference in planning. Cupcakes vs something more.
- xvi. Daniel: don't have enough members for break-out rooms.
- xvii. Heather: vote now to postpone.
- xviii. Daniel: October options
- xix. Roberto: Themed event? Halloween?; Don: or something fall-related?
- xx. Eddie: better day of the week?; Vanessa: Tuesday or Wednesday?
- xxi. Daniel: October 11 or 18...
- xxii. Roberto: How many names did you [Vanessa] receive? (potential guests)
- xxiii. Vanessa: 20-25 so far; Compton District stakeholders; send recommendations via email [to Vanessa or Roberto]
- xxiv. Heather: put fundraising on hold and entire Board focus on event.
- xxv. Vanessa:.... Hear from Paul - Student involvement? ... ASG presence.
- xxvi. Paul: contact info in chat - asgpresident@compton.edu, 626-747-5084
- xxvii. Daniel: set a date and move forward
  - 1. October 11 or 18 – check for availability (Heather w/ Dr. Curry)
- xxviii. Roberto: review of potential invites, ... local electeds.
- xxix. Vanessa: with fall semester starting very soon... (chat) Potential tasks: create sample save the date email, information for tri-fold, decoration options; (chat) For a to-do list, we need to get those talking points about Compton College; can we make the task list tonight?
- xxx. Motion to make schedule a Special Meeting for Thursday, August 4, 2022 at 6pm via Zoom, working meeting focus on event
  - 1. Motion to approve (*no edits*) made by H. Parnock and seconded by E. Magee
  - 2. *0 Nays*
- b. Joyce: important to secure location and then timeline for planning, save the date to invitations to follow-up on business cards, general email for Foundation... need to meet weekly to at least get started. From printing, planning, donations if needed or gifts, etc. First secure venue. Be prepared to give out business cards.
- ~~e. Fundraising Campaign~~

## XII. Other Discussion Items

- a. Heather: Missing members, incl two former employees (retirees), @compton.edu emails not working any longer; and Paul Simpson.
  - i. Roberto: send a letter re resignation?
  - ii. Heather: response has to be in writing
  - iii. Heather to answer Vanessa's question: Check on Sonia... membership status – appointed? Honorary?
- b. Swag Bag idea (bring to next meeting)
- c. Foundation t-shirts

## XIII. Future Agenda Item

XIV. Next Meeting: August 25, 2022

XV. Adjournment: 7:28 p.m. (Daniel/Vanessa)