

FOUNDATION FOR COMPTON COMMUNITY COLLEGE DISTRICT

Facilitator: Keith Curry, President/CEO

Date: November 5, 2020

Recorder: Paula VanBrown

Location: Zoom

AGENDA:

1. Welcome

Paul Simpson

2. Roll Call - Members Present:

Paul Simpson, President

Daniel Chenault

Keith Curry

Paul Flor

Vanessa Madrid

Don Mason

Edward McGee

Heather Parnock

Rochelle Webb

3. Review and Approval of Minutes from September 3, 2020

Minutes of September 3, 2020 not available; will provide for review at January 7, 2021 meeting.

4. Compton College and Compton Community College District Update

Dr. Keith Curry reported that Stephen Kibui, Vice President of Administrative Services at Compton College, has accepted a job at Rio Hondo College as their Vice President of Administrative Services. Dr. Curry stated that he is doing the job now, is in the process of bringing an interim on board and is hopeful to have someone early next week. He said this position is critical to the Foundation because that person will also be working with the auditing firm regarding the review of the Foundation.

5. Review Bylaws for the Foundation for Compton Community College District Compton Community College District Policies and Procedures

Paul Simpson asked if anyone had questions about the Bylaws. He stated that his main goal, between now and the next call, is to establish a subcommittee of folks who would be willing to look at these bylaws, suggest any changes and bring that back to a future meeting. Paul Simpson stated that typically, things that will be voted on will be introduced, then voted on at the next meeting. Paul Simpson said two subcommittees are needed and asked that everyone sign up for at least one subcommittee. Paul Simpson asked if there are any comments on the bylaws that were submitted.

Vanessa Madrid asked about the compensation for directors. She asked if we have a leader that is in a paid position. Dr. Keith Curry responded not yet, but that is the goal. Paul Simpson

commented part of getting there is the bylaws and the other part is understanding the financial picture as well, so we can at least establish a budget, and know what we have to work with. Then we can fund a full-time position which is definitely the goal.

Dr. Paul Flor said that he has looked at the document and it does need revisions and edits. He stated that the document references some sections, but they are on different pages numbers and there is no reference to El Camino College Compton Education Center. Dr. Flor said he also noticed the Table of Contents is numbered differently that the document, and asked Paul Simpson if this is what he meant saying that the subcommittee would make these corrections. Paul Simpson replied that this is the latest version of the approved bylaws that could be found. And this is correct; that is what he expects the subcommittee to do. Paul Simpson said the subcommittee needs to think about the size of the Foundation, the time commitments, and positions that are called for and start to apply what they think should be changed.

Paul Simpson asked Dr. Curry if some aspects of these bylaws are set at the district level. Dr. Curry replied that he can't call that, and the CLA who is doing an financial review, should talk about that, but he thinks the Foundation could change the bylaws because they're the bylaws of this Foundation. The District has an Auxiliary Services board policy which recognizes the Foundation. That means the District has an agreement with the Foundation based on auxiliary services, and that's probably another piece that we need to look at and get updated. Dr. Curry continued that, in regard to the bylaws, he thinks the Foundation has free reign to be able to make adjustments on that.

Paul Simpson stated that it would be helpful if someone will email him exactly the District bylaws with the Auxiliary piece to it. He said he thinks that is all that's necessary. Dr. Curry stated that he thinks it is important to also pull up the previous signed agreement between the District and the Foundation.

Paul Simpson stated that it sounds like three documents – the signed agreement that Dr. Curry is representing, the District bylaws on Auxiliary committees and the community organizations and what they are, and then the document he is reviewing. Dr. Curry stated that he and Heather Parnock will send this information to Paul Simpson.

Rochelle Webb asked if there is a formal process for reappointment of board member seats when their terms are expiring. Dr. Curry responded that there should be a formal process and he thinks he did make a change in the bylaws in that regard.

Dr. Curry stated that the bylaws need work, and that is the reason for having this conversation as we're re-establishing the Foundation.

6. Foundation for Compton Community College District Policies and Procedures

Paul Simpson mentioned the Policies and Procedures and stated that from a historical standpoint, it's really covered in detail, separate from bylaws, which is focusing on governance structure - kind of what the Foundation's purpose is. What the Foundation does speaks about assets and things that the Foundation may have. How those things can be distributed, such as scholarships. And it covers a bunch of those things as well. As Dr. Curry

said, we're trying to restart here, so this needs to be looked at as well. And we need to see what things here make sense. The things in here that we're committed to do based on the size that we are now - can we continue to do those things, or do we need to adjust some of these Policies and Procedures to reflect what this group is able to do at this at this point in time. Paul Simpson asked if there are questions or just general comments anyone wants to make?

Vanessa Madrid commented that she reviewed the Disbursement Procedure and the Use of Funds and that is something that will definitely have to change. She reported that she is on the Fast Fund Committee and has just gone through emergency Grant requests and feels that she has a first-hand view and some insight of what students need. Vanessa Madrid said she would really like to open what funds can be used in the disbursements.

Paul Simpson said he agrees. Dr. Flor commented that we are pursuing or following the model set by the State to retest in grants and said he is wondering if, in the disbursement, we could be open to something more in line with retentive grants assisting the students in pursuing their education and not dropping out. Dr. Flor further commented he also thinks that there is still a revision that may need to be made to the Table of Contents so we reflect the structure of the document. The document needs to be revised and made to flow correctly according to an accurate table of content, making sure that all sections cross reference each other accurately. And that we update the language to reflect the current structure of our institution.

Paul Simpson talked about the subcommittees and asked members to write in the Chat which subcommittee they would be willing to serve on.

- Bylaws Subcommittee: K. Curry; R. Webb; E. McGee; P. Simpson – Paul Simpson will take the lead.
- Policies/Procedures Subcommittee: D. Mason; V. Madrid; P. Flor; D. Chenault – Don Mason volunteered to take the lead for the Policies and Procedures subcommittee.

Paul Simpson stated that he expects one person from each subcommittee to take a lead to coordinate and set up a group call for the subcommittee. They are to review the documents and come back to the overall Foundation with any of set of recommendations or the steps that they are going to take. Paul Simpson stated that he doesn't want this to feel rushed. So, to be clear, he is not asking the groups to come back in January, specifically with all recommendations and things like that. Meet as a group at least one time before the January meeting to decide what steps you need to take; figure out a timeline and then we'll go from there. Figure out what or if you need additional resources - kind of figure out how to get those. The main thing is, within this yearly cycle, we definitely want to come back with our policies and our bylaws of today. This will also help as we look to add to our membership and as we also look to assign our leadership roles within the Foundation. This will serve as the foundation for that. Paul Simpson said he just wanted to be clear as to what the charge for each one of these subcommittees are.

Paul Simpson stated that the goal would be for the groups, within the next week and a half, to at least schedule a meeting just prior to the January meeting, to come up with a process

you want to undertake an any resources you may need. We definitely want to have an idea, just so we know that we're on track to complete by the end of this cycle, this school year.

7. Potential New Members

Paul Simpson stated this is the call for potential new members so if anyone has any candidates that you think would be good additions to the Foundation, please email Paula VanBrown (pvanbrown@compton.edu) with that information, prior to the next meeting so folks can find out people who are being nominated. I hope that everyone really takes some time to think about this. Individuals that you think would be great, that are interested in education, interested in helping provide access to education for students in California; anyone that might be interested in something like that we would love to have a conversation with them. Paul Simpson asked everyone to consider additional people.

Rochelle Webb asked how many board seats are available. Dr. Curry responded that if you look at the bylaws there's really no minimum number, but there's no maximum number either.

Paul Simpson commented he thinks this Foundation board probably needs 15 to 16 members. He said that once we get past bylaws, policies and the financial picture we're definitely going to transition to what our goals are and what can we do, and that is going to involve at least a few subcommittees. Paul Simpson stated that to keep everyone's time at the appropriate level for the Foundation, while also being able to accomplish a lot that we need, we need more people that are willing to work in order to do so. During this year we will set some goals. So, this Foundation definitely needs some goals of what is going to be our commitment to Dr. Curry's institution.

Paul Simpson stated that we need to understand their current strategic plan and how we can help implement it. He said he is not limiting the membership to like 15 but thinks we need at least 15. If it ends up being more that would be amazing.

Dr. Curry commented that from his perspective we need people that can contribute, and it is not about money right now, it's about getting help in regards to the organization of how to move forward. Dr. Curry said he thinks we need to figure out how we want to organize this organization. And at some point, we still need get people that can bring in some resources, but it's more to me that the focus has to be on the organization and the structure. That's where the issue is. That's what we're trying to fix.

8. Update on Foundation for Compton Community College District Fiscal Review

Paul Simpson stated that the next item is an update on the fiscal review that was discussed last time. Paul Simpson asked Dr. Curry to provide an update from CLA on where they are just to know if they can finish that before the end of the year and ensure that's a part of our board packet next time, so everyone has enough time to at least review, whatever their fiscal review is and asked that this be on the agenda to discuss. If Heather, or someone from CLA can come to the next meeting, that'd be great, so that the foundation Members here who have questions can ask questions. Dr. Curry agreed. Paul Simpson said for next time outside of our normal things on the agenda, we can make sure there's time to go over the fiscal review with CLA, as well as time for all time for the proposed subcommittees to provide an update.

9. Other Items:

- A. Paul Simpson asked about members' contact information. Dr. Curry reported that Heather Parnock got the website set-up with all the information last month.

Heather Parnock reported that she will put a link to the page in the chat. She has all the members listed and has a page for the agendas and minutes which are current as of this moment. <http://www.compton.edu/district/foundation/board-of-directors.aspx>

Paul Simpson asked Dr. Curry to make sure everyone gets an email with members' name, phone number and email address. He also if it is possible to create a single email alias that emails all of the members, that would be great. Dr. Curry agreed that he would figure something out.

10. Future Items:

- A. Revision of Bylaws
- B. Policies and Procedures
- C. Update on Financial Reconciliation Process
- D. Update on Oliver W. Conner Estate

The next meeting of the Foundation for Compton Community College District is scheduled for Thursday, January 7, 2021 via Zoom.