

**FOUNDATION FOR COMPTON COMMUNITY COLLEGE DISTRICT**  
**BOARD OF DIRECTORS MEETING MINUTES**

**Facilitator:** Keith Curry, President/CEO  
**Date:** March 11, 2021

**Recorder:** Paula VanBrown  
**Location:** Zoom

**AGENDA:**

**1. Welcome**

**2. Roll Call - Members Present:**

Daniel Chenault  
Keith Curry  
Paul Flor  
Sonia Lopez  
Vanessa Madrid  
Elizabeth Martinez  
Abdul Nasser  
Heather Parnock  
Rochelle Webb

**Members Absent:**

Don Mason  
Edward Magee  
Rodney Murray  
Paul Simpson, President

**3. Public Comments:**

No requests

**4. Review and Approval of Minutes from January 21, 2021**

Motion to accept minutes of January 21, 2021, made by Rochelle Webb;  
seconded by Paul Flor. Motion carried.

**5. Compton College and Compton Community College District Update**

Dr. Keith Curry reported that this is the fourth week of the semester, and enrollment is down 25% compared to this time last year. The enrollment decline can be attributed to the partnership separation from El Camino College and COVID-19 cases. Dr. Curry stated that if people are not safe, they will not be enrolling back in school, so we have to continue to focus on the vaccination and continue testing.

Dr. Curry reported that we have vaccinations available on our campus -- 1500 doses per week for the community.

Dr. Curry stated that also being worked on are some of our processes and Guided Pathways. Each of the Guided Pathway Divisions is doing different activities related to student engagement and refocusing on some of the work being done related to Compton College 2024. We should also start thinking about 2035, which should be about affordability, educational justice, innovation, and transformation, and start looking at our future.

Dr. Curry further stated that the critical area that the Foundation could help with is fundraising. After we get through the cleanup of the Foundation, it is focusing on affordability and what it looks like to help support our students to have access to higher education and completion promptly. Dr. Curry questioned how we could provide additional scholarships for students? How can we reduce the number of loans students take out if they take out loans from our campus? How can we support emergency aid for our students and start looking for the ability? We can support faculty to move to online educational resources that address the affordability question for our students who are no longer purchasing textbooks. As a part of the Foundation, one of the areas Dr. Curry would like to find a solution to is affordability.

Dr. Curry reported that the District has been hiring. Yesterday a Director of Accounting was hired, and Dr. Curry will recommend to the Board of Trustees that the person begins on March 18, 2021.

Dr. Curry also reported that he and Dr. Abdul Nasser, Vice President of Administrative Services, have been working with the financial auditing firm that is doing a review of the finances for the Foundation and is meeting once a week to go over the financials and answer any questions they may have. They are doing a thorough review and recreating all of the Foundations' records. This is something that needed to be done for a couple of years, and it's taken some time. Dr. Curry said he hopes the Board understands that this is a process that we're trying to complete as soon as possible. Dr. Curry commented that it's a lot of work, more than he thought it would be. There's a lot of cleanups that have to be done, and it goes back to the history of our Foundation when it was first started and what happened in 2010.

Rochelle Webb asked if the school is worried about the downtrend in admissions or was just accounted for with the pandemic. Dr. Curry responded that he thinks employees are concerned regarding lower enrolled classes and mentioned the declining enrollment at other colleges. Dr. Curry stated that this is a real issue, and he has had a conversation with the Department of Finance regarding some flexibility in funding. He brought forward a recommendation to the Department of Finance regarding block grants and how the hardest-hit colleges should receive more funding from the State Block Grant.

Vanessa Madrid mentioned she has students that have had COVID, and quite a few students have talked about multiple family members dying, and it's hard for them to stay focused. As a faculty member, you have to be very flexible about due dates and hang on to them. We want them to stay in so that they don't derail their education and they're struggling. Quite a few of her students are the ones going to work to support their families, or they are the ones that are helping younger brothers and sisters with their schoolwork while they are trying to do their schoolwork. Vanessa Madrid said she thinks the students are optimistic because they see people getting vaccinated.

Dr. Curry stated the vaccine is an issue, and the Foundation Board should know that when you have Black and Brown communities, people may say some are afraid to take the vaccine. But it has to be offered before it can be said that people are worried. You have to be able to offer it for people to be able to sign up. What's happening in some of our communities? When they put out links for the vaccine, you have people from outside the community who are signed up to take the vaccine, and the people within the community are not getting it. We have to work with the different cities to find other ways to ensure that their people are vaccinated. Heather Parnock provides an outreach flyer for people coming on campus that gives them information about the college.

Vanessa Madrid asked if the landscaping around the area where the vaccines are being given could be made to look a little nicer, maybe adding some flowers. It is just something to make that area look nicer because that's all people see; that's all they're allowed to see. In that area where they park their car and walk to the site, is there anything that can be done to make the campus look a little bit more welcoming and more lively? Dr. Nasser will have Linda Owens follow up on this suggestion.

Dr. Curry stated that next week, we would be on the Los Angeles Sentinel newspaper cover with a story about Compton College and enrollment.

## **6. Subcommittees Breakout**

Heather Parnock reported that Don Mason has all the subcommittees' reports, but he cannot attend this meeting. The Policies subcommittee will report first.

Vanessa Madrid reported on Scholarship Management and Disbursement. Vanessa Madrid said she looked at all the different colleges' links and did not find a single college with a scholarship disbursement policy readily available. She said the problem is that disbursement is limited to tuition, books, fees, and required supplies. Heather Parnock asked if she wants that to be broader. Vanessa Madrid said yes, she does. Knowing that many of our students aren't paying for tuition and many instructors have switched to open resource textbooks, our students need help with our other things. Whether it's rent, utilities, or phone -- whatever it is, we aren't providing the benefit of a scholarship when it's limited to tuition, books, fees, and required supplies.

Dr. Curry commented that in the past, the money was always used for book vouchers. As a policy for the Foundation, the question that the student could get a check and be able to use it for books, tuition, or fees will be the question that will be.

Vanessa Madrid stated that the way the policy is currently written does say books, tuition, and fees. But if someone isn't paying their costs because they have a fee waiver and their classes are using open resources, their concerns are probably more significant than just fees and the bookstore.

The Foundation Board continued to discuss the Foundation's current policies on disbursement, use, and transfer of funds. Vanessa Madrid stated she feels that the students are adults, and if they got a scholarship, they should be able to use it for whatever they want, whether that's rent

or paying someone back or getting their car fixed or whatever it is. Dr. Curry agreed. Vanessa Madrid reported that the current language says funds may only be used for tuition, books, fees, and required supplies and that this is the language that needs to be expanded. Dr. Curry asked Elizabeth Martinez, Vice President of Student Services, to follow up with Keith Cobb, Financial Aid Director, and ask him to help with the potential language.

The review of the current policy continued with Dr. Nasser pointing out several typos and suggestions for minor wording changes in the document. Dr. Nasser suggested that on page 15, the asset class and preferred investment ratio that since this is long-term investing, we should be a little more aggressive and go 60% on equities and 35% on a fixed income. Heather Parnock asked if Heather McGee and the auditors could make a recommendation. Dr. Nasser reported that he talked to Heather McGee, and she said it would be up to the committee. He suggested that when we have the investment advisors here, it can be discussed with them.

Dr. Nasser referred to page 17 - Fund Establishment, a minimum amount of \$10,000. A small amount is considered to be \$25,000. Dr. Nasser reported that he compared this with the Cerritos Foundation policies, and they also have \$25,000. He said he did touch base with Heather McGee on this, and she says that the Uniform Prudent Management Institutional fund at \$25,000 is defined as small. Heather Parnock asked what the average of our current named endowments is. Dr. Curry responded that there is only one, and it's about \$15,000.

Dr. Nasser reviewed page 21 and reported that he talked with Heather McGee on these percentages, and she said they are reasonable. He said he is not sure if that is how the Foundation wants to go, but we also need to have some liquidity in the endowment, and then we can disperse whenever payments have to be made.

Heather Parnock asked Dr. Nasser if he submitted his PDF file to Don Mason. Dr. Nasser responded that he did not because he only had a PDF file and asked Heather Parnock how she wants him to do it. Heather Parnock asked him to copy it into a Word file. Dr. Curry reported that he has the word file.

Dr. Paul Flor said that he had the Whistleblower policy, which was dated. Dr. Flor noted that compared to other institutions, he thinks we need to start from scratch. He said this entity (which many other community colleges that call it) referred to is the National Council of Nonprofits. They have not modified their Whistleblower Policy since 2010. It's like a boilerplate, just like CCLC provides. Dr. Flor stated that if a comparison of what we have and what he has drafted is made, it will be a little bit more comprehensive. It's structured in a manner that is easier to read with more with headings and sub-headings. Dr. Flor reported that he went through the entire document and put it in Compton College Foundation. The headings would then be General Reporting Responsibilities, who is responsible for receiving any whistleblower reports, policies on no retaliation towards the whistleblower, and the process of reporting violations. The problem is we do not have a District Director of Risk Management, so we would have to change that to whomever we designate. Dr. Curry commented that the Vice President of Human Resources acts as the District Risk Manager. Dr. Flor continued that Accounting and Auditing; Acting in Good Faith; Confidentiality; and Handling of Reported Violations. Here we would need to come up with a list of the responsible parties at Compton College's Foundation; and How to Report Suspicions of Fraud. Dr. Flor suggested that everybody get a copy, read through it, and reach a

consensus about whether we want to go this deep into this policy or go back to what we originally had and try to strengthen it that way. Dr. Flor said he thinks it is a specific policy for us. Rachele Sasser has reviewed this policy, and Dr. Curry reported that he would have the District's law firm review and edit it as well.

Dan Chenault had the policy on Document Retention and Destruction. He reported that it seemed a bit vague when he compared it to that of other organizations. Dan Chenault reported he is more of a proposal to the Board for the most part. Dan Chenault said the Retention Schedule seemed consistent with the other organizations. However, the amount of content that we had in our document was very vague. He reported that he identified some areas that should be incorporated into our Document Retention Schedule. The Retention Schedule itself seems to be consistent with other organizations and corporations for the most part. It's just what we were identifying is the issue here. Dan Chenault shared the Policy on Document Retention and Destruction. He said what is displayed in red would be the proposal to add to our schedule, and the black on this document is already included. He said there is not much change regarding the schedule itself. It is just a lot of additions of things that we can consider if everyone agrees.

Dan Chenault reported that there are not many edits regarding the Ethics policy, just some additional verbiage. Unless we want this document to be extensive, we can go from there and decide whether or not we want to add some more verbiage and literature into the existing document. Dan Chenault said he only added some verbiage around the Conflict-of-Interest portion of the policy itself. He said everything else seems to look pretty good for the most part. If the Board agrees, maybe we can add just a little more literature here. Dr. Keith Curry said he supports the language change.

Dan Chenault commented that other than that, there was nothing additional added to this document. Everything seemed to look pretty good in regard to language unless we want this to be more in-depth, like other policies that other colleges have. Heather Parnock asked Dan Chenault if another sample he did not necessarily prefer but contained more detail? Dan Chenault replied that there was one from Mira Costa College that he referred to here. He said that could be compared to that particular policy which is multiple pages, and ours was limited to about three pages.

Heather Parnock reported on the Fundraising and Gift Acceptance policy. She noted a lot of typos, and she changed any mention of El Camino College to Compton College. Heather Parnock said she had questions about contributions and the process because she recently had a few requests to collect donations. Checks, electronic payments, and other ways for collection contributions were mentioned, and Heather Parnock said this policy needs work. Since we do not have a Grants Office, who would be approving Foundation proposals for Title Changes? Someone will have to be designated that for that.

Regarding Gift Acceptance, Heather Parnock said looking at other college foundations, the one thing that has been added in most of those is the Board Policy, which the Compton District does not have at this time. This is Board Policy 3280 - Gifts. It's a straightforward policy that backs up the Foundation policy here. Otherwise, there are just typos.

Dr. Flor reported on the Donor Bill of Rights policy. Dr. Flor stated that the document he would be sharing is essentially the same document Heather Parnock shows because it has not changed.

He reported that it's basically like the Bill of Rights of the country that is structured currently with the enumerations. There are ten rights, and they don't vary across institutions. Dr. Flor said he thinks this Foundation should go ahead with the same document. There's nothing to be changed. The name of the institution is still current; the language does not appear dated. Dr. Flor said he thinks this is one of those things that tends to serve eternal.

Heather Parnock recommended that everybody forward their document to Don Mason and the rest of the group and requested they use track edits if they can, and she will compile them into one word document.

Dr. Curry reviewed the Foundation Bylaws and reported that the bylaws were done in 2009. Dr. Curry said he has a couple of items that he will ask our attorney, who created this document, to look at and change a couple of things. On the first page with regards to name, that is fine. The Purpose and Limitations are fine, as well. Dr. Curry said he thinks the Executive Director's position versus Director should just be called the Foundation Director. Dr. Curry stated that he knows we have a draft job description and says it should be called Director of the Foundation. In section three, the Limitations is the IRS Code, so he doesn't want to change that.

Dr. Curry reported that page three is about Membership. He said that he doesn't know how to do that. The first title changes in the first paragraph, section 1, should be Vice President of Administrative Services and then also President/CEO of the College. Dr. Curry stated that the other language is acceptable regarding who should be on the Foundation. Still, he thinks we should also include one member from the Compton Community College District Board of Trustees. Dr. Curry said he believes it's essential that we have that connection to the Board, and then the Board of Trustees would appointment one of their members to serve on the Foundation Board.

Dr. Curry said that General Powers, Elections, and all that information is fine on page 4. However, on page 5, number 11, Dr. Curry said this is confusing because it talks about the Board of Trustees and the Governing Board - that people have to be confirmed by the Governing Board. Dr. Curry said he thinks it should be the Board of Directors, not the Governing Board.

Dr. Curry said page 6 is fine. Page 7 is fine, and it talks about committees. This would have an Agenda Committee, your Executive leadership, an Audit Committee, a Board Development Committee, Finance and Investment, and Meetings and Actions of the Committee. Vanessa Madrid asked who is on these committees. Dr. Curry responded that once we start moving, people will be assigned to these different committees.

Dr. Curry continued to pages 6, 7, and 8 with regards to Officers. There will be a Chair of the Board, Vice-Chair, President/CEO, Secretary (even though someone will be taking minutes), and Treasurer/Chief Financial Officer.

Rochelle Webb commented that we talked about when we were in our breakout group during the last meeting was just how many people in general that we have on the Board. She said the amount of people that we have on there now seems to be a lot. We felt like we should bring that down some of the allowances that we have written into the bylaws. She suggested bringing it down to 17 or 19 members. Dr. Curry suggested no more than 21, covering 4 to 5 members on each committee.

Dr. Curry said he recommends that he takes this to the attorney and let the attorney make the final changes, and he will bring back a clean copy at the next meeting. Dr. Curry stated he would like to get the policies by March 25 because he is sending them to the attorney to update the Bylaws based on today's comments. He said his goal is to get the Bylaws approved by the Board at the next meeting, and then the policies and procedures will go after that.

**7. Update on Foundation for Compton Community College District Fiscal Review**

Dr. Curry said he provided an update on the ongoing review, and this item will be on the agenda for the next meeting.

Dr. Curry asked if the Board would be okay with a meeting on April 8, before May 6, 2021, because he wants to bring back the Bylaws for review and determine the calendar for the year. He said that once the Bylaws are approved, we have to start following the Bylaws regarding annual meetings and the election of officers. Dr. Curry stated that he would like to start getting that done at our meeting next month. The members present agreed to a discussion on April 8, 2021.

**8. Other**

Sonia Lopez mentioned that there needs to be a board policy to have an official seat on the Foundation Board. Dr. Curry responded that the bylaws would say that we can do this, but he will look at other colleges of how they did this. Dr. Curry said he would follow up on this item.

**9. Future Agenda Items**

- A. Update on Financials
- B. Approval of Bylaws
- C. Update on Policies and Procedures

The next meeting of the Foundation for Compton Community College District Board is scheduled for Thursday, April 8, 2021, via Zoom.