



FOUNDATION BOARD MEETING

FEBRUARY 5, 2020 - 3 PM

CRAVENS STUDENT SERVICES CENTER

MULTI-PURPOSE ROOM



Agenda



Foundation Board Meeting

Agenda for Wednesday, February 5, 2020

3:00PM

College of the Desert Palm Desert Campus
Cravens Multi-Purpose Room

Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the College of the Desert Foundation ("Foundation") as soon in advance of the Board meeting as possible. The Foundation minutes of the meeting are the official record of the actions of the Board. The Foundation meetings are governed by the Ralph M. Brown Act (California Code 54950 through 54962). The Foundation operates in accordance with the Non-Profit Benefit Corporations Law.

Committee Members (21)

Bill Chunowitz, Norma Castaneda, Peggy Cravens, Donna Jean Darby, Carol Bell Dean, Marge Dodge, Melinda Drickey, Barbara Fromm, Jim Greene, Gale Hackshaw, Jim Johnson, Rob Kincaid, Donna MacMillan, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, Diane Rubin, Jane Saltonstall, Arlene Schnitzer and Aurora Wilson.

Non-Voting Committee Members (4)

Kim Dozier, Joel Kinnamon, Ruben Perez and John Ramont

Quorum: 50%

Subject to Brown Act: Yes

1. Call to Order/Roll Call

- 1.1 Call to Order
- 1.2 Memoriam for Vern Kozlen
- 1.3 Welcome to New Board Member Ruben Perez
- 1.4 Resignation of Brian Holcombe

2. Agenda

- 2.1 Foundation Board of Directors meeting of February 5, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the

meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of agenda of the regular Board meeting of February 5, 2020 with any additions, corrections or deletions;

3. Minutes

3.1 Approval of November 20, 2019 Regular Foundation Board Meeting Minutes.

3.2 Approval of January 8, 2020 Regular Foundation Audit Committee Meeting Minutes

4. Comment from the Public

4.1 Comments From The Public: Persons who wish to speak to the Board should complete the "request to address the Board" form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

5. Closed Session

5.1 Closed Session from 3:10 PM – 3:40 PM. Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Board shall reserve time to continue discussion.

5.2 Public Employee Appointment (*Pursuant to Government Code Section 54957*)

6. Open Session

6.1 Report on Action Taken (if any)

7. Foundation Committee Reports

7.1 Academic Angels Committee – Marge Dodge & Barbara Fromm

7.2 Audit Committee – Tom Minder

7.3 Development Committee – Joanne Mintz

7.4 Executive Committee – Bill Chunowitz

7.5 Finance & Investment Committee – Diane Rubin

7.6 Nominating Committee – Jane Saltonstall

7.7 Stepping Out for COD Committee – Diane Rubin & Christine Anderson

8. Reports

8.1 Foundation Board President

8.2 College Superintendent/President

8.3 College Board of Trustees

8.4 Interim Executive Director

9. Information Items

9.1 Audit Committee Follow-Up report – Christine Anderson

9.2 Status of the College of the Desert Foundation By-Laws and Master Agreement By and Between College of the Desert Foundation and Desert Community College District – Tom Minder

9.3 Desert Sun Internship Scholarships – Bill Chunowitz

9.4 Digicom Internships Proposal – Christine Anderson

10. Action Items

10.1 Approval of the Financial Statements for July 2019 to December 2019

10.2 Request for Approval to increase the current budget from \$15,000 to \$50,000 for Attorney Fees.

10.3 Request for Approval for the 2020/21 School Year Desert Sun Intern Scholarships. Project: 2 interns for Summer 2020, Fall 2020 and Spring 2021.

10.4 Request for Approval for the Digital Storytelling Internship Program

11. Closed Session (Continued if Needed)

12. Discussions

13. Adjournment

Immediately following the meeting, Board Members are invited to participate in a tour of the newly renovated Hilb Library.

Next meeting: Wednesday, March 25, 2020 - 3:00PM - Palm Desert Campus, Cravens Student Services Center

Minutes for Approval

Foundation Board Meeting

Minutes for Wednesday, November 20, 2019 (3:00 pm – 4:05 pm)

College of the Desert– Cravens Student Services Center- Palm Desert, CA
92260 – Multi-Purpose Room

Meeting Participants

Committee Members Present

Bill Chunowitz, Peggy Cravens, Donna Jean Darby, Marge Dodge, Melinda Drickey, Kim Dozier, Barbara Fromm, Jim Greene, Gale Hackshaw, Rob Kincaid, Joel Kinnamon, Jim Johnson, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, John Ramont, Diane Rubin and Jane Saltonstall.

Committee Members Not Present

Norma Castaneda, Carol Bell Dean, Brian Holcombe, Vern Kozlen, Donna MacMillan, Arlene Schnitzer and Aurora Wilson.

Guest(s)

Christine Anderson, Pam Hunter and Kirstien Renna.

Recorder

Eve-Marie Dehondt.

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:05 PM.

Gale Hackshaw joined the meeting at 3:10 PM.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors meeting of November 20, 2019 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Board Meeting of November 20, 2019 with any addition, correction or deletions.

2.2 Conclusion

- The Foundation President moved to approve, seconded. Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Approval of Minutes

3.1 Approval of October 30, 2019 Foundation Board Meeting Minutes

Tom Minder required an addition to the October 30, 2019 minutes, as below:

- Checks over \$1,000 require the signature of at least one Foundation Board Member (either the President or the Treasurer) and at least one employee of the College (either the Vice President of Administrative Service or the Executive Director).

3.1 Conclusion

- Diane Rubin moved to approve the October 30, 2019 Foundation Board Meeting Minutes as amended, seconded.
- Motion carried.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
The following addition will be added to the Minutes: "Checks over \$1,000 require the signature of at least one Foundation Board Member (either the President or the Treasurer) and at least one employee of the College (either the Vice President of Administrative Services, or the Foundation Executive Director)."	Eve-Marie Dehondt	11/25/2019

3.2 Approval of October 14, 2019 Audit Committee Meeting Minutes

Tom Minder distributed recommended action items, which were originally discussed by the Audit Committee on October 14, 2019, however not captured in the minutes, as they were outside of the Audit Committee's scope of actions. Each action item will be transferred to the appropriate Committee, as listed below, and followed-up on accordingly during the upcoming Board meetings:

1. **Preparation of Quarterly Reports for Scholarship & Program Expenditures** – *Finance & Investment Committee.*
2. **Preparation of an Annual Report for distribution to public** – *Executive Committee.*
3. **Review findings by auditor of overuse and missing credit card receipts on Foundation Credit card. Formulate a policy regarding same** – *Finance & Investment Committee.*
4. **Review fee percentage on endowments and gifts on an annual basis, and make new recommendations according to the current market** – *Finance & Investment Committee.*
5. **Review policy regarding unfulfilled pledges and recent write-off \$16,000 pledge.** – *Finance & Investment Committee.*
6. **Discuss the authorized signers on the Foundation Checking Account and receive Board Approval for same** - *Board approved signors at November 20, 2019 meeting.*
7. **Setting minimum dollars requirements for Restricted Fund Endowments for future gifts** - *Finance & Investment Committee.*
8. **Presentation at Board Meeting of statistics on students' success rates and donation disbursements be given at Board Meeting** -- *Finance & Investment Committee.*
9. **Identifying donors with restricted funds from past years who would be willing to have their donation moved to the unrestricted funds, when necessary**– *Executive Committee.*
10. **Receive report of breakdown of President's Fund Expenditure of \$72,967.00 for this fiscal year and the previous fiscal year** *Audit Committee*

Jim Johnson moved to approve the October 14, 2019 with the addition of the action items distributed by Tom Minder, seconded.

Motion carried.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Each Action item will be added to the appropriate Committee for their follow-up	Eve-Marie Dehondt	11/22/2019

4. Comments from the Public

4.1 Comments from the Public: Persons who wish to speak to the Board should complete the "request to address the Board" form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure

the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public.

5. Foundation Committee Reports

5.1 Academic Angels

Marge Dodge reported that the Academic Angels Committee has postponed their December 10, 2019 Holiday Luncheon as they recommended further promoting the Academic Angels and bringing back the awareness of their activities to the Community before hosting an event.

Academic Angels will send dues and renewal letters to the past Academic Angels members, the current President Circle members, the current Foundation Board members, the current Board of Trustees. The dues have been lowered down to \$150, which the Committee agreed was a more manageable amount. The letter will invite the Academic Angels members to attend the State of the College address in January, and the Scholarship Day on February 19, 2019 to provide them with an opportunity to interact with the students and play their roles as ambassadors in the Community. A spring event will also take place around April 2020.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
None	None	None

5.2 Audit Committee

There was no report available.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

5.3 Development Committee

There was no report available.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

5.4 Executive Committee

There was no report available.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Finance & Investment Committee

There was no report available as the November Finance & Investment Committee meeting was deferred. The next scheduled meeting is in January and will be attended by the Investment Advisors.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
None	None	None

5.6 Nominating Committee

Jane Saltonstall indicated that the Committee is in the process of organizing the next Committee for the week of January 13, 2020. The committee has received a candidate recommendation and Jane Saltonstall distributed the referral forms to the Board. The Committee will continue to consider the list of people that was in the pipeline originally, as well as looking for other options.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
None	None	None

5.7 Stepping Out for COD Committee

Diane Rubin reported that Stepping Out for COD 2020 will take place on Saturday, March 28, 2020, at the McCallum Theater. Contract with actor & singer Matthew Morrison, who starred in Glee and Broadway shows, will be executed shortly through Talent Specialist, Debbie Green. Pre-event will take place at Cuistot. The Committee reviewed the brochure and timeline of the event at their last Committee meeting.

The Board discussed the choice of the entertainer and recommended doing a cost comparison of the fundraising results between the different levels of entertainers over the past years.

Diane Rubin invited the Board to attend the upcoming Stepping Out Committee meetings.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
None	None	None

6. Reports

6.1 Foundation Board President Report

Bill Chunowitz thanked Christine Anderson for stepping up as Interim Executive Director until the appointment of the Executive Director. The position has been posted and the Board will receive regular updates on the hiring process.

Bill Chunowitz shared an article from the Desert Sun, which highlighted the tremendous increase of the Coachella Valley population over the past years and the focus on higher education that particularly mentioned College of the Desert's extension in Indio.

Marge Dodge shared the publication about College of the Desert in the Giving Guide with the Board.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
None	None	None

6.2 College Superintendent/President

- Joel Kinnamon reported on the Cvep Economic Summit, which was held in Palm Springs on November 19, 2019 where some College of the Desert students were recognized. The keynote speaker from UNLV created a learning laboratory for the gaming industry, and Joel Kinnamon will be in Las Vegas on December 5, 2019 to tour the facilities and learn about how the program was implemented.
- Joel Kinnamon thanked Christine Anderson for stepping in as the Interim Executive Director. As well, he acknowledged Liz Chambers who brought in significant resources over the past weeks.
- Finally, Joel Kinnamon thanked Diane Rubin and Lenny Eber for hosting a successful President Circle's reception on November 8, 2019.

6.2 Follow-up Items	6.2 Task of	6.2 Due by
None	None	None

6.3 College Board of Trustees

There was no report at this time.

6.3 Follow-up Items	6.3 Task of	6.3 Due by
None	None	None

7. Action Items

7.1 Approval of the Updated College of the Desert Foundation Schedule of Executive Committee and Board Meetings.

The Board discussed the changes made on the Executive Committee and Board Meetings schedules. Bill Chunowitz required hosting the February 5, 2019 Executive Committee meeting and the Board Meeting in the same room.

The Board discussed the list of calendar events for 2019-202 that was distributed and required to update it with the following information:

- The College's Family Night," scheduled on December 11, 2019 at 5PM in the College's Gymnasium.
- The State of the College currently scheduled on Wednesday, January 22.

Christine Anderson will review and finalize the list of Foundation and COD events, which will be distributed at the next Board meeting.

7.1 Conclusion.

Jim Johnson moved to approve the Updated College of the Desert Foundation Schedule of Executive Committee and Board Meetings, seconded.
Motion Carried.

7.1 Follow-up Items	7.1 Task of	7.1 Due by
Bill Chunowitz required hosting the February 5, 2019 Executive Committee meeting and the Board Meeting in the same room.	Eve-Marie Dehondt	11/22/2019
Christine Anderson will review and finalize the list of Foundation and COD events, which will be distributed at the next Board meeting.	Christine Anderson	02/05/2019

7.2 Approval to retain legal counsel to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District.

The Executive Committee met on November 12, 2019 and recommended to retain legal counsel to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District.

The selected attorney, Louis Michelson, is a practitioner specialized in Non-profit law. Tom Minder who interviewed him, will be his main contact while working on revising the Bylaws or the Master agreement. Tom Minder asked the Board to ensure they forward him any questions or recommendation in that regard, for him to follow-up directly with the attorney.

7.2 Conclusion

Barbara Foster Monachino moved the approval to retain legal counsel, from Attorney Louis Michelson, to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District, seconded.

Motion carried.

7.2 Follow-up Items	7.2 Task of	7.2 Due by
None	None	None

7.3 Approval to increase legal and financial services to \$15,000 in the 2109-2020 Budget.

The Board discussed how increasing the legal and financial services would affect the overall 2019-2020 budget.

Kirstien Renna confirmed that no overall increase of the 2019-2020 budget would be necessary to increase the legal and financial services to \$15,000 as other funds could be reallocated from different expense categories which were not disbursed.

The Board required a report showing the line item reallocation be presented at the February 5, 2020 Board meeting.

7.3 Conclusion

Diane Rubin moved the approval to increase the legal and financial services to \$15,000 with a corresponding decrease in another expense category in the 2019-2020 budget, seconded

Motion carried.

7.3 Follow-up Items	7.3 Task of	7.3 Due by
The Board required a report showing the line item reallocation be presented at the February 5, 2020 Board meeting.	Kirstien Renna	February 5, 2020

8. Discussions

8.1 As Christine Anderson is acting as the Interim Executive Director, her Officer role as Secretary of the Foundation Board needs be temporarily reassigned to a voting Director. Diane Rubin agreed to serve as the Foundation Secretary & Treasurer, until Christine Anderson returns as a voting Director of the Board.

Donna Jean Darby moved to approve Diane Rubin as the Foundation Secretary until Christine Anderson returns as a voting member of the Board, seconded.

Motion Carried.

8.2 Bill Chunowitz reminded the Board to complete, sign and return their policy forms to Eve-Marie Dehondt.

8.3 Peggy Cravens, who is the President of the Board of the Waring International Piano competition shared that they were planning on bringing the senior division competition back to College of the Desert, where it originated from, during Spring Break of April 2020. She will be in conversation with Joel Kinnamon's office to discuss further.

As well, Peggy Cravens asked if a tribute could be given to John Norman, former Dean of Fine Arts at College of the Desert, who is the last remaining person from the first Board of Trustees, during State of the College. The Board has been invited to attend the State of the College in January and to the Scholarship Day on February 19, 2020.

9. Adjournment

The meeting was adjourned at 4:07PM.

Next Meeting

Wednesday, February 5, 2020

3:00PM

Palm Desert Campus, Cravens Multi-Purpose Room

Audit Committee Meeting

DRAFT Minutes for Wednesday, January 8, 2020

2:00 pm

College of the Desert Foundation – Conference Room

Meeting Participants

Committee Members Present

Tom Minder (Chair), Jim Johnson, Jim Monahan

Committee Members Not Present

Norma Castaneda, Jim Greene, Jane Saltonstall

Guest/Additional Attendees:

John Ramont (COD VP, Administrative Services), Christine Anderson (Foundation Interim Executive Director), Kirstien Renna (Foundation Accountant), Mike Rodriguez (Foundation Accounting Specialist)

Recorder

Dorothy Stuebner (Foundation Administrative Specialist)

Meeting Minutes

1.0 Call to Order/Roll Call

- Quorum was verified and meeting was called to order at 2:03 pm.

2.0 Agenda

2.1 Audit Committee Meeting of January 8, 2020 Agenda reviewed.

2.2 Approval of Agenda for the Audit Committee Meeting of January 8, 2020 with any addition, correction or deletions.

- The agenda was approved as presented.

2.2 Conclusion

- Jim Johnson moved to approve the agenda as presented, John Monahan seconded the motion. Motion carried.

3.0 Minutes

- 3.1** Minutes from Audit Committee's last meeting (October 14, 2019) were approved at the October 30, 2019, Board Meeting.

4.0 Comments from the Public

4. 1 Comments from The Public Guidelines

- No public representatives were present.

5.0 Audit Wrap Up

- The Committee reviewed the minutes from the January 2019 Executive Committee meeting regarding the budget increase of \$30,000 for the President's Fund, and confirmed that the Foundation Bylaws authorize the Executive Committee to take this action.
- The expenditures from the President's Fund for the prior year and current year were reviewed and discussed.
- The Committee discussed the Foundation's checks and balances and the Audit Committee's role in this process.

5.0 Conclusion

- No action items identified.

5.0 Follow-up Items	5.0 Task of	5.0 Due by
None	None	None

6.0 Adjournment

Tom Minder adjourned the meeting at 2:32 pm.

Next Meeting - TBD

Audit Committee Meeting Follow-Up Items

Foundation Board Meeting Action Items Follow-up

Follow-up Items	Task of	Deadline	Result
1. Tom Minder distributed recommended action items, which were originally discussed by the Audit Committee on October 14, 2019, however not captured in the minutes, as they were outside of the Audit Committee's scope of actions. Each item was transferred to the appropriate Committee as below:			
A. Preparation of Quarterly Reports for Scholarship & Program Expenditures –	Finance & Invest. Committee	1/22/2020 Quarterly	Quarterly Report
B. Preparation of an Annual Report for distribution to public –	Executive Committee	June 2020	Annually
C. Review findings by auditor of overuse and missing credit card receipts on Foundation Credit card. Formulate a policy regarding same	Finance & Invest. Committee	March 2020	
D. Review fee percentage on endowments and gifts on an annual basis, and make new recommendations according to the current market	Finance & Invest. Committee	June 2020	Annually
E. Review policy regarding unfulfilled pledges and recent write-off \$16,000 pledge.	Finance & Invest. Committee	Policy: March 2020	Pledge Renewed 1/29/2020
F. Discuss the authorized signers on the Foundation Checking Account and receive Board Approval for same			Approved at 11/20/19 Board
G. Setting minimum dollars requirements for Restricted Fund Endowments for future gifts.	Finance & Invest. Committee	March 2020	
H. Presentation at Board Meeting of statistics on students' success rates and donation disbursements be given at Board Meeting	Finance & Invest. Committee	April 2020	
I. Identifying donors with restricted funds from past years who would be willing to have their donation moved to the unrestricted funds, when necessary	Executive Committee	Sep. 2020	
J. Receive report of breakdown of President's Fund Expenditure of \$72,967.00 for this fiscal year and the previous fiscal year.	Audit Committee		Completed 1/22/2020



Financial Statements for Approval for July 2019-September 2019



FINANCIAL SUMMARY

July 31, 2019

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , JULY 31, 2019
WITH COMPARATIVE TOTALS FOR JULY 31, 2018

			Operating & Restricted Asset Funds		Endowed Asset Funds		Totals (Memorandum Only) 2019-202018-19					
			Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund							
ASSETS												
1	Cash and cash equivalents	\$	805,308	\$	92,120	\$	1,287,956	\$	2,185,384	\$	1,506,771	
2	Investments		1,532,638		10,789,755		17,785,138		30,107,531		29,908,126	
3	Investments - Board Reserve		500,000		-		-		500,000		500,000	
4	Pledges receivable		55,000		159,808		-		214,808		115,905	
5	Allowance for Doubtful Accounts		-		-		-		-		-	
6	Accounts Receivable		-		-		-		-		45,000	
7	Student Emergency Funds held at College		5,000		-		-		5,000		5,000	
8	Accrued interest receivable		78,790		30,086		5,164		114,040		120,869	
9	Accrued assets		2,500		-		-		2,500		2,500	
10	Property and equipment, net		1,784		-		-		1,784		4,057	
11	FCCC - Scholarship Endowment		-		60,781		336,549		397,330		394,703	
12	Split interest agreements		-		147,051		-		147,051		130,691	
13 TOTAL ASSETS			\$	2,981,020	\$	11,279,602	\$	19,414,806	\$	33,675,428	\$	32,733,623
LIABILITIES												
14	Accounts payable		27,489		110,922		-		138,411		189,175	
15	Accounts Payable - By JV		1,543		-		-		1,543		5,131	
16	Accounts Payable - Related Party		42,028		3,682		-		45,710		-	
17	Deferred Contributions		(1,708)		-		-		(1,708)		(1,917)	
18	Accrued liabilities		21,358		-		-		21,358		61,715	
19 TOTAL LIABILITIES			\$	90,710	\$	114,603	\$	-	\$	205,313	\$	254,104
NET ASSETS, beginning												
Unrestricted:												
20	Undesignated		2,354,594		-		-		2,354,594		2,202,784	
21	Board designated		500,000		-		-		500,000		500,000	
22	Temporarily restricted		-		10,982,403		-		10,982,403		9,956,553	
23	Permanently restricted		-		-		19,414,806		19,414,806		19,381,366	
24 TOTAL NET ASSETS, beginning			\$	2,854,594	\$	10,982,403	\$	19,414,806	\$	33,251,803	\$	32,040,704
25 Net Activity				35,716		182,595		0		218,312		438,816
26 NET ASSETS			\$	2,890,310	\$	11,164,998	\$	19,414,806	\$	33,470,115	\$	32,479,519
27 TOTAL LIABILITIES AND NET ASSETS			\$	2,981,020	\$	11,279,602	\$	19,414,806	\$	33,675,428	\$	32,733,623

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 07/31/19 & YTD

		CURRENT MONTH ENDING 07/31/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	7/31/2018	ALL FUNDS	Budget	Variance	7/31/2018	2019/20
		(1/12 OF Annual Budget)				(1/12 OF Annual Budget)				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	5,667	(5,667)	-	68,000
2	Interest	81,052	50,000	31,052	78,964	81,052	50,000	31,052	78,964	600,000
3	Management Fees	33,000	32,083	917	32,287	33,000	32,083	917	32,287	385,000
4	Sustainability Fees (Gift Fees)	10,614	3,333	7,281	5,433	10,614	3,333	7,281	5,433	40,000
5	TOTAL OPERATING REVENUE	124,666	91,083	33,583	116,684	124,666	91,083	33,583	116,684	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	46,579	48,761	2,182	48,579	46,579	48,761	2,182	48,579	585,130
7	Independent Contractors (Non-Fundraising)	529	167	(362)	3,303	529	167	(362)	3,303	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	7	625	618	9	7	625	618	9	7,500
10	Salaries & Related Expenses	20,115	36,170	16,055	31,351	20,115	36,170	16,055	31,351	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	67,230	85,722	18,493	83,242	67,230	85,722	18,493	83,242	1,028,668
PROGRAM EXPENSES										
12	College & Student Support	127,361	130,517	3,156	30,003	127,361	130,517	3,156	30,003	1,566,200
13	Development & Recognition	342	4,621	4,278	450	342	4,621	4,278	450	55,450
14	General	806	2,003	1,198	3,307	806	2,003	1,198	3,307	24,040
15	Independent Contractors (Non-Fundraising)	1,454	458	(996)	9,083	1,454	458	(996)	9,083	5,500
16	Marketing	4,830	10,413	5,583	12,800	4,830	10,413	5,583	12,800	124,960
17	Salaries & Related Expenses	16,001	28,771	12,771	24,938	16,001	28,771	12,771	24,938	345,258
18	TOTAL PROGRAM EXPENSES	150,794	176,784	25,990	80,581	150,794	176,784	25,990	80,581	2,121,408
19	TOTAL OPERATING EXPENSES	150,794	262,506	111,712	163,823	218,024	262,506	44,483	163,823	3,150,076
20	OPERATING SURPLUS (DEFICIT)	(93,358)	(171,423)	(78,065)	(47,139)	(93,358)	(171,423)	(78,065)	(47,139)	(2,057,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	1,399	16,667	(15,268)	678	1,399	16,667	(15,268)	678	200,000
22	Business Engagement Giving - All donations made by businesses	2,387	12,500	(10,113)	600	2,387	12,500	(10,113)	600	150,000
23	Foundation Grants	200,000	41,667	158,333	100,000	200,000	41,667	158,333	100,000	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	18,906	45,833	(26,928)	15,009	18,906	45,833	(26,927)	15,009	550,000
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	-	33,333	(33,333)	-	400,000
26	Planned Giving	7,500	20,833	(13,333)	4,592	7,500	20,833	(13,333)	4,592	250,000
28	Special Events	-	54,167	(54,167)	-	-	54,167	(54,167)	-	650,000
28	Sponsorship Scholarships (Pass Thru)	17,500	33,333	(15,833)	31,177	17,500	33,333	(15,833)	31,177	400,000
29	TOTAL FUNDRAISING REVENUE:	247,692	258,333	(10,641)	152,056	247,692	258,333	(10,641)	152,056	3,100,000
FUNDRAISING EXPENSES										
30	Development & Recognition	518	10,671	10,153	551	518	10,671	10,153	551	128,050
31	General	524	1,415	891	2,712	524	1,415	891	2,712	16,980
32	Independent Contractors	13,161	25,208	12,047	16,524	13,161	25,208	12,047	16,524	302,500
33	Marketing (Fundraising Portion)	1,208	6,770	5,562	3,245	1,208	6,770	5,562	3,245	81,240
34	Special Events Direct Expenses	-	9,333	9,333	-	-	9,333	9,333	-	112,000
35	Salaries & Benefits (Fundraising Portion)	9,600	17,263	7,663	14,963	9,600	17,263	7,663	14,963	207,155
36	TOTAL FUNDRAISING EXPENSES:	25,010	70,660	45,650	37,994	25,010	70,660	45,650	37,994	847,925
37	FUNDRAISING SURPLUS (DEFICIT)	222,682	187,673	(35,009)	114,062	222,682	187,673	(35,009)	114,062	2,252,076

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 07/31/19 & YTD

		CURRENT MONTH ENDING 07/31/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	7/31/2018	ALL FUNDS	Budget	Variance	7/31/2018	2019/20
		(1/12 OF Annual Budget)				(1/12 OF Annual Budget)				
38	OPERATING REVENUE BUDGET FY 2019/20	124,666	91,083	33,583	116,684	124,666	91,083	33,583	116,684	1,093,000
39	FUNDRAISING REVENUE BUDGET FY 2019/20	247,692	258,333	(10,641)	152,056	247,692	258,333	(10,641)	152,056	3,100,000
40	TOTAL 2019/20 REVENUE BUDGET:	372,358	349,417	22,941	268,740	372,358	349,417	22,941	268,740	4,193,000
41	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	67,230	85,722	18,493	83,242	67,230	85,722	18,493	83,242	1,028,668
42	PROGRAM EXPENDITURES BUDGET FY 2019/20	150,794	176,784	25,990	80,581	150,794	176,784	25,990	80,581	2,121,408
43	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	25,010	70,660	45,650	37,994	25,010	70,660	45,650	37,994	847,925
44	TOTAL 2019/20 EXPENDITURE BUDGET:	243,034	333,167	90,133	201,817	243,034	333,167	90,133	201,817	3,998,000
45	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	129,324	16,250	(113,074)	66,923	129,324	16,250	(113,074)	66,923	195,000
46	Realized Gain / Loss	35,499	-	-	135,889	35,499	-	-	135,889	-
47	Unrealized Gain / Loss	79,839	-	-	261,284	79,839	-	-	261,284	-
48	Investment Fees	(26,351)	16,250	-	(25,279)	(26,351)	16,250	-	(25,279)	195,000
49	Refunds	-	-	-	-	-	-	-	-	-
50	Interfund Transfers	-	-	-	-	-	-	-	-	-
51	Investment Activities	88,987	16,250	-	371,894	88,987	16,250	-	371,894	-
52	NET SURPLUS (DEFICIT)	218,311	0	(113,074)	438,817	218,311	(113,074)	438,817	-	-



FY 18/19 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

Annual Giving	200,000	1,399	0.7%
Leadership Giving	550,000	18,906	3.4%
Business Engagement Giving	150,000	2,387	1.6%
Major Gifts	400,000	-	0.0%
Planned Giving	250,000	7,500	3.0%
Special Events Giving	650,000	-	0.0%
Stepping Out for COD	650,000	-	0.0%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	17,500	4.4%
Grants	500,000	200,000	40.0%
<i>Fundraising Revenues</i>	3,100,000	247,692	8.0%

Investment/Other Revenues :

Investment Management Services	385,000	33,000	8.6%
Gift Fee	40,000	10,614	26.5%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	81,052	13.5%
<i>Investment/Other Revenues</i>	1,093,000	124,666	11.4%
Total Combined Revenue	4,193,000	372,358	8.9%

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 07/31/19	% of Budget vs Actual @ 07/31/19



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 07/31/19	% of Budget vs Actual @ 07/31/19

EXPENDITURES

Fundraising Expenses

Annual Giving	15,000	-	0.0%
Leadership Giving	15,000	99	0.7%
Business Engagement	5,000	-	0.0%
Major Gifts	5,000	-	0.0%
Foundation Giving	5,000	-	0.0%
Planned Giving	15,000	-	0.0%
Special Events Expenses	100,000	-	0.0%
Stepping Out for COD Event	75,000	-	0.0%
Academic Angels Events	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	99	0.1%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%
Alumni Engagement	90,000	-	0.0%
Auditor	15,000	-	0.0%
Bad Debt	-	-	0.0%
Bank Charges	4,500	4	0.1%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 07/31/19	% of Budget vs Actual @ 07/31/19

Board/Staff Training	15,000	-	0.0%
Community Relations	10,000	112	1.1%
Depreciation Expense	200	-	0.0%
Donor Cultivation	10,000	647	6.5%
Donor Recognition	10,000	9	0.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%
Equipment Lease	7,200	-	0.0%
Furniture & Equipment	3,995	-	0.0%
In Kind Expense	68,000	-	0.0%
Independent Contractor - Annual Giving Coordinator	75,000	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	12,500	16.7%
Independent Contractor - Major Gift Coordinator	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	-	0.0%
Independent Contractors	300,000	12,500	4.2%
Insurance (Foundation Liability)	555	-	0.0%
Legal/Financial	2,500	-	0.0%
Marketing	340,000	6,000	1.8%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 07/31/19	% of Budget vs Actual @ 07/31/19

Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	-	0.0%
Marketing General	50,000	-	0.0%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	6,000	4.4%
Marketing/Messaging Foundation- CV Strategies	85,000	-	0.0%
Membership Dues	4,000	1,805	45.1%
Office Supplies & Equipment	15,000	162	1.1%
Other Investment Expenses	50,000	-	0.0%
Postage	5,000	45	0.9%
Printing/Design/Graphics	25,000	1,543	6.2%
Prospect Research/Screening Services	10,000	-	0.0%
Refunds/Reimbursement of Expenses	(135,000)	-	0.0%
Repairs/Maintenance	1,000	-	0.0%
Service Contracts	8,000	65	0.8%
Staff Mileage Reimbursement	1,200	77	6.4%
Staff Support	5,000	235	4.7%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 07/31/19	% of Budget vs Actual @ 07/31/19

Subscriptions/Publications	3,000	178	5.9%
Telephone	2,000	180	9.0%
Travel	5,000	-	0.0%
Wages & Benefits	986,563	48,360	4.9%
Wages & Benefits Foundation Staff	758,533	37,436	4.9%
Wages & Benefits-Accounting	228,030	10,924	4.8%
Website Fees	1,200	38	3.2%
Total Operating Expenses:	1,886,913	71,960	3.8%

Investment Expenses

Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%
Investment Management Services	385,000	33,000	8.6%
Gift Fees	40,000	10,614	26.5%
Other Investment Expenses	145,000	26,351	18.2%
<u>Investment Expenses:</u>	580,000	69,965	12.1%

College Support Expenses

Contributions to the College	1,566,200	127,361	8.1%
College Program Support	775,000	3,682	0.5%
Presidents Innovation Fund	25,000	-	0.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 07/31/19	% of Budget vs Actual @ 07/31/19

Presidents Discretionary Fund	15,000	657	
Scholarships	750,000	123,022	16.4%
Student Awards	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,566,200	127,361	8.1%
Total Combined Expenditures	4,193,113	269,385	6.4%

College of the Desert Foundation

Special Events

For Period Ending 07/31/2019

	Revenues	Expenditures	Current YTD Ending 07/31/19	FY 19/20 Fundraising Goals	% of Annual Goal @ 07/31/19	Prior Year Month Ending 07/31/18
Balances:						
Spring Luncheon -105						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Total Spring Luncheon:	-	-	-	-	-	-
Holiday Luncheon - 119						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
Total Holiday Luncheon:	-	-	-	-	-	-
FALL LUNCHEON - 101						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
TOTAL FALL LUNCHEON:	-	-	-	-	-	-
Stepping Out for COD - 190						
Special Event Income	-	-	-			-
Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Bad Debt	-	-	-			-
Postage	-	-	-			-
Office Supplies	-	-	-			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Marketing	-	-	-			(45)
Total Stepping Out for COD:	-	-	-	650,000	0%	(45)
Total Balances:	-	-	-	650,000	0%	(45)



FINANCIAL SUMMARY

August 31, 2019

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , AUGUST 31, 2019
WITH COMPARATIVE TOTALS FOR AUGUST 31, 2018

			Operating & Restricted Asset Funds		Endowed Asset Funds		Totals (Memorandum Only) 2019-202018-19					
			Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund							
ASSETS												
1	Cash and cash equivalents	\$	805,308	\$	92,120	\$	1,287,956	\$	2,185,384	\$	892,574	
2	Investments		1,546,582		10,706,396		17,785,138		30,038,116		30,853,701	
3	Investments - Board Reserve		500,000		-		-		500,000		500,000	
4	Pledges receivable		55,000		159,808		-		214,808		114,905	
5	Allowance for Doubtful Accounts		-		-		-		-		-	
6	Accounts Receivable		-		-		-		-		-	
7	Student Emergency Funds held at College		5,000		-		-		5,000		5,000	
8	Accrued interest receivable		78,790		30,086		5,164		114,040		120,869	
9	Accrued assets		2,500		-		-		2,500		2,500	
10	Property and equipment, net		1,784		-		-		1,784		4,057	
11	FCCC - Scholarship Endowment		-		60,781		336,549		397,330		394,703	
12	Split interest agreements		-		147,051		-		147,051		130,691	
13 TOTAL ASSETS			\$	2,994,964	\$	11,196,242	\$	19,414,806	\$	33,606,013	\$	33,019,001
LIABILITIES												
14	Accounts payable		32,223		46,654		-		78,876		213,265	
15	Accounts Payable - By JV		-		-		-		-		5,131	
16	Accounts Payable - Related Party		84,057		3,682		-		87,739		-	
17	Deferred Contributions		(3,264)		-		-		(3,264)		(3,248)	
18	Accrued liabilities		21,358		-		-		21,358		61,715	
19 TOTAL LIABILITIES			\$	134,374	\$	50,335	\$	-	\$	184,709	\$	276,863
NET ASSETS, beginning												
Unrestricted:												
20	Undesignated		2,354,594		-		-		2,354,594		2,202,784	
21	Board designated		500,000		-		-		500,000		500,000	
22	Temporarily restricted		-		10,982,403		-		10,982,403		9,956,553	
23	Permanently restricted		-		-		19,414,806		19,414,806		19,381,366	
24 TOTAL NET ASSETS, beginning			\$	2,854,594	\$	10,982,403	\$	19,414,806	\$	33,251,803	\$	32,040,704
25 Net Activity				5,996		163,504		0		169,501		701,434
26 NET ASSETS			\$	2,860,590	\$	11,145,907	\$	19,414,806	\$	33,421,304	\$	32,742,138
27 TOTAL LIABILITIES AND NET ASSETS			\$	2,994,964	\$	11,196,242	\$	19,414,806	\$	33,606,013	\$	33,019,001

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 08/31/19 & YTD

CURRENT MONTH ENDING 08/31/2019				Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET	
ALL FUNDS		Budget	Variance	8/31/2018	ALL FUNDS	Budget	Variance	8/31/2018	2019/20	
(1/12 OF Annual Budget)					(2/12 OF Annual Budget)					
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	11,333.33	(11,333)	-	68,000	
2	Interest	73,535	50,000	23,535	68,488	100,000	54,587	147,451	600,000	
3	Management Fees	32,920	32,083	837	32,584	65,920	64,166.67	64,871	385,000	
4	Sustainability Fees (Gift Fees)	1,206	3,333	(2,127)	125	11,820	6,666.67	5,558	40,000	
5	TOTAL OPERATING REVENUE	107,661	91,083	16,578	101,197	232,327	182,167	217,880	1,093,000	
MANAGEMENT & GENERAL EXPENSES										
6	General	37,134	48,761	11,627	40,315	83,715	97,521.67	88,895	585,130	
7	Independent Contractors (Non-Fundraising)	-	167	167	2,707	529	333.33	6,009	2,000	
8	Marketing	-	-	-	-	-	-	-	-	
9	Recognition	1,579	625	(954)	527	1,586	1,250	536	7,500	
10	Salaries & Related Expenses	20,509	36,170	15,661	22,268	40,624	72,339.67	53,619	434,038	
11	TOTAL MANAGEMENT & GENERAL EXPENSES	59,221	85,722	26,501	65,817	126,453	171,444.67	149,059	1,028,668	
PROGRAM EXPENSES										
12	College & Student Support	62,228	130,517	68,289	70,951	189,588	261,033.33	100,954	1,566,200	
13	Development & Recognition	2,756	4,621	1,865	274	3,098	9,241.67	724	55,450	
14	General	1,172	2,003	831	937	1,978	4,006.67	4,245	24,040	
15	Independent Contractors (Non-Fundraising)	-	458	458	7,443	1,454	916.67	16,525	5,500	
16	Marketing	5,159	10,413	5,254	-	9,990	20,826.67	12,800	124,960	
17	Salaries & Related Expenses	16,314	28,771	12,458	17,714	32,314	57,542.92	42,652	345,258	
18	TOTAL PROGRAM EXPENSES	87,629	176,784	89,155	97,319	238,423	353,567.92	177,900	2,121,408	
19	TOTAL OPERATING EXPENSES	87,629	262,506	174,877	163,136	364,876	525,012.58	326,959	3,150,076	
OPERATING SURPLUS (DEFICIT)				(39,189)	(171,423)	(132,234)	(61,939)	(132,549)	(342,846)	(210,297)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	2,962	16,667	(13,704)	2,361	4,361	33,333.33	3,039	200,000	
22	Business Engagement Giving - All donations made by businesses	2,800	12,500	(9,700)	-	5,187	25,000	600	150,000	
23	Foundation Grants	39,375	41,667	(2,292)	-	239,375	83,333.33	156,042	500,000	
24	Leadership Giving - Gifts \$1,000 - \$24,999	1,807	45,833	(44,027)	22,576	20,712	91,666.67	37,585	550,000	
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	-	66,666.67	-	400,000	
26	Planned Giving	7,502	20,833	(13,331)	6,092	15,002	41,666.67	10,684	250,000	
27	Special Events	-	54,167	(54,167)	-	-	108,333.33	-	650,000	
28	Sponsorship Scholarships (Pass Thru)	50,754	33,333	17,421	49,385	68,254	66,666.67	80,562	400,000	
29	TOTAL FUNDRAISING REVENUE:	105,200	258,333	(153,133)	80,414	352,892	516,667	232,470	3,100,000	
FUNDRAISING EXPENSES										
30	Development & Recognition	3,427	10,671	7,244	354	3,944	21,341.67	905	128,050	
31	General	767	1,415	648	653	1,291	2,830	3,365	16,980	
32	Independent Contractors	250	25,208	24,958	17,483	13,411	50,416.67	34,008	302,500	
33	Marketing (Fundraising Portion)	1,290	6,770	5,480	-	2,498	13,540	3,245	81,240	
34	Special Events Direct Expenses	-	9,333	9,333	-	-	18,666.67	18,667	112,000	
35	Salaries & Benefits (Fundraising Portion)	9,788	17,263	7,475	10,628	19,389	34,525.75	25,591	207,155	
36	TOTAL FUNDRAISING EXPENSES:	15,522	70,660	55,139	29,119	40,532	141,320.75	67,114	847,925	
FUNDRAISING SURPLUS (DEFICIT)				89,678	187,673	97,995	51,295	165,356	2,252,076	

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 08/31/19 & YTD

		CURRENT MONTH ENDING 08/31/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	8/31/2018	ALL FUNDS	Budget	Variance	8/31/2018	2019/20
		(1/12 OF Annual Budget)				(2/12 OF Annual Budget)				
38	OPERATING REVENUE BUDGET FY 2019/20	107,661	91,083	16,578	101,197	232,327	182,167	50,160	217,880	1,093,000
39	FUNDRAISING REVENUE BUDGET FY 2019/20	105,200	258,333	(153,133)	80,414	352,892	516,667	(163,775)	232,470	3,100,000
40	TOTAL 2019/20 REVENUE BUDGET:	212,861	349,417	(136,556)	181,611	585,219	698,833	(113,614)	450,350	4,193,000
41	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	59,221	85,722	26,501	65,817	126,453	171,445	44,992	149,059	1,028,668
42	PROGRAM EXPENDITURES BUDGET FY 2019/20	87,629	176,784	89,155	97,319	238,423	353,568	115,145	177,900	2,121,408
43	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	15,522	70,660	55,139	29,119	40,532	141,321	100,788	67,114	847,925
44	TOTAL 2019/20 EXPENDITURE BUDGET:	162,372	333,167	170,795	192,255	405,408	666,333	260,925	394,073	3,998,000
45	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	50,489	16,250	(34,239)	(10,644)	179,811	32,500	(147,311)	56,277	195,000
46	Realized Gain / Loss	9,011	-	-	27,453	44,510	-	-	163,342	-
47	Unrealized Gain / Loss	(101,112)	-	-	252,777	(21,273)	-	-	514,061	-
48	Investment Fees	(7,200)	16,250	-	(6,968)	(33,551)	32,500	-	(32,247)	195,000
49	Refunds	-	-	-	-	-	-	-	-	-
50	Interfund Transfers	-	-	-	-	-	-	-	-	-
51	Investment Activities	(99,301)	16,250	-	273,262	(10,314)	32,500	-	645,156	-
52	NET SURPLUS (DEFICIT)	(48,812)	0	(34,239)	262,618	169,497	-	(147,311)	701,433	-



FY 18/19 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

Annual Giving	200,000	4,361	2.2%
Leadership Giving	550,000	20,712	3.8%
Business Engagement Giving	150,000	5,187	3.5%
Major Gifts	400,000	-	0.0%
Planned Giving	250,000	15,002	6.0%
Special Events Giving	650,000	-	0.0%
Stepping Out for COD	650,000	-	0.0%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	68,254	17.1%
Grants	500,000	239,375	47.9%
<i>Fundraising Revenues</i>	3,100,000	352,891	11.4%

Investment/Other Revenues :

Investment Management Services	385,000	65,920	17.1%
Gift Fee	40,000	11,820	29.6%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	154,587	25.8%
<i>Investment/Other Revenues</i>	1,093,000	232,327	21.3%
Total Combined Revenue	4,193,000	585,218	14.0%

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 08/31/19	% of Budget vs Actual @ 07/31/19



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 08/31/19	% of Budget vs Actual @ 07/31/19

EXPENDITURES

Fundraising Expenses

Annual Giving	15,000	-	0.0%
Leadership Giving	15,000	99	0.7%
Business Engagement	5,000	-	0.0%
Major Gifts	5,000	-	0.0%
Foundation Giving	5,000	-	0.0%
Planned Giving	15,000	-	0.0%
Special Events Expenses	100,000	-	0.0%
Stepping Out for COD Event	75,000	-	0.0%
Academic Angels Events	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	99	0.1%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%
Alumni Engagement	90,000	-	0.0%
Auditor	15,000	-	0.0%
Bad Debt	-	-	0.0%
Bank Charges	4,500	36	0.8%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 08/31/19	% of Budget vs Actual @ 07/31/19

Board/Staff Training	15,000	886	5.9%
Community Relations	10,000	5,365	53.7%
Depreciation Expense	200	-	0.0%
Donor Cultivation	10,000	1,050	10.5%
Donor Recognition	10,000	2,114	21.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%
Equipment Lease	7,200	-	0.0%
Furniture & Equipment	3,995	-	0.0%
In Kind Expense	68,000	-	0.0%
Independent Contractor - Annual Giving Coordinator	75,000	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	12,500	16.7%
Independent Contractor - Major Gift Coordinator	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	250	0.3%
Independent Contractors	300,000	12,750	4.3%
Insurance (Foundation Liability)	555	-	0.0%
Legal/Financial	2,500	-	0.0%
Marketing	340,000	12,000	3.5%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 08/31/19	% of Budget vs Actual @ 07/31/19

Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	-	0.0%
Marketing General	50,000	-	0.0%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	12,000	8.9%
Marketing/Messaging Foundation- CV Strategies	85,000	-	0.0%
Membership Dues	4,000	2,405	60.1%
Office Supplies & Equipment	15,000	797	5.3%
Other Investment Expenses	50,000	9,220	18.4%
Postage	5,000	78	1.6%
Printing/Design/Graphics	25,000	3,413	13.7%
Prospect Research/Screening Services	10,000	-	0.0%
Refunds/Reimbursement of Expenses	(135,000)	-	0.0%
Repairs/Maintenance	1,000	-	0.0%
Service Contracts	8,000	130	1.6%
Staff Mileage Reimbursement	1,200	77	6.4%
Staff Support	5,000	660	13.2%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 08/31/19	% of Budget vs Actual @ 07/31/19

Subscriptions/Publications	3,000	423	14.1%
Telephone	2,000	338	16.9%
Travel	5,000	-	0.0%
Wages & Benefits	986,563	94,971	9.6%
Wages & Benefits Foundation Staff	758,533	73,123	9.6%
Wages & Benefits-Accounting	228,030	21,848	9.6%
Website Fees	1,200	488	40.7%
Total Operating Expenses:	1,886,913	147,201	7.8%

Investment Expenses

Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%
Investment Management Services	385,000	65,920	17.1%
Gift Fees	40,000	11,820	29.6%
Other Investment Expenses	145,000	24,330	16.8%
<u>Investment Expenses:</u>	580,000	102,070	17.6%

College Support Expenses

Contributions to the College	1,566,200	189,588	12.1%
College Program Support	775,000	3,682	0.5%
Presidents Innovation Fund	25,000	-	0.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 08/31/19	% of Budget vs Actual @ 07/31/19

Presidents Discretionary Fund	15,000	1,681	
Scholarships	750,000	184,225	24.6%
Student Awards	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,566,200	189,588	12.1%
Total Combined Expenditures	4,193,113	438,958	10.5%

College of the Desert Foundation

Special Events

For Period Ending 08/31/2019

	Revenues	Expenditures	Current YTD Ending 08/31/20	FY 19/20 Fundraising Goals	% of Annual Goal @ 08/31/20	Prior Year Month Ending 08/31/19
Balances:						
Spring Luncheon - 105						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Total Spring Luncheon:	-	-	-	-	-	-
Holiday Luncheon - 119						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
Total Holiday Luncheon:	-	-	-	-	-	-
FALL LUNCHEON - 101						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
TOTAL FALL LUNCHEON:	-	-	-	-	-	-
Stepping Out for COD - 190						
Special Event Income	-	-	-			-
Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Bad Debt	-	-	-			-
Postage	-	-	-			-
Office Supplies	-	-	-			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Marketing	-	-	-			(45)
Total Stepping Out for COD:	-	-	-	650,000	0%	(45)
Total Balances:	-	-	-	650,000	0%	(45)



FINANCIAL SUMMARY

September 30, 2019

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , SEPTEMBER 30, 2019
WITH COMPARATIVE TOTALS FOR SEPTEMBER 30, 2018

		Operating & Restricted Asset Funds		Endowed Asset Funds		Totals (Memorandum Only) 2019-202018-19	
		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund			
ASSETS							
1	Cash and cash equivalents	\$750,847	\$140,099	\$887,876	\$1,778,822	\$1,269,079	
2	Investments	1,667,779	10,740,789	18,185,218	30,593,786	30,385,343	
3	Investments - Board Reserve	500,000	-	-	500,000	500,000	
4	Pledges receivable	55,000	159,808	-	214,808	114,905	
5	Allowance for Doubtful Accounts	-	-	-	-	-	
6	Accounts Receivable	-	-	-	-	-	
7	Student Emergency Funds held at College	5,000	-	-	5,000	5,000	
8	Accrued interest receivable	78,790	30,086	5,164	114,040	120,869	
9	Accrued assets	2,500	-	-	2,500	2,500	
10	Property and equipment, net	1,784	-	-	1,784	4,057	
11	FCCC - Scholarship Endowment	-	60,781	336,549	397,330	394,703	
12	Split interest agreements	-	147,051	-	147,051	130,691	
13 TOTAL ASSETS		\$3,061,699	\$11,278,614	\$19,414,806	\$33,755,120	\$32,927,147	
LIABILITIES							
14	Accounts payable	48,726	22,950	-	71,676	211,802	
15	Accounts Payable - By JV	-	-	-	-	-	
16	Accounts Payable - Related Party	83,356	35,892	-	119,247	-	
17	Deferred Contributions	(3,347)	-	-	(3,347)	(3,511)	
18	Accrued liabilities	21,358	-	-	21,358	61,715	
19 TOTAL LIABILITIES		\$150,092	\$58,842	\$-	\$208,934	\$270,006	
NET ASSETS, beginning							
Unrestricted:							
20	Undesignated	2,354,594	-	-	2,354,594	2,202,784	
21	Board designated	500,000	-	-	500,000	500,000	
22	Temporarily restricted	-	10,982,403	-	10,982,403	9,956,553	
23	Permanently restricted	-	-	19,414,806	19,414,806	19,381,366	
24 TOTAL NET ASSETS, beginning		\$2,854,594	\$10,982,403	\$19,414,806	\$33,251,803	\$32,040,704	
25 Net Activity		57,013	237,369	0	294,383	616,437	
26 NET ASSETS		\$2,911,607	\$11,219,772	\$19,414,806	\$33,546,186	\$32,657,141	
27 TOTAL LIABILITIES AND NET ASSETS		\$3,061,699	\$11,278,614	\$19,414,806	\$33,755,120	\$32,927,147	

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 09/30/19 & YTD

		CURRENT MONTH ENDING 09/30/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	9/30/2018	ALL FUNDS	Budget	Variance	9/30/2018	2019/20
		(1/12 OF Annual Budget)				(3/12 OF Annual Budget)				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	17,000	(17,000)	-	68,000
2	Interest	49,790	50,000	(210)	52,750	204,377	150,000	54,377	200,201	600,000
3	Management Fees	33,026	32,083	943	32,499	98,946	96,250	2,696	97,370	385,000
4	Sustainability Fees (Gift Fees)	1,154	3,333	(2,179)	129	12,974	10,000	2,974	5,687	40,000
5	TOTAL OPERATING REVENUE	83,970	91,083	(7,113)	85,378	316,297	273,250	43,047	303,258	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	47,236	48,761	1,525	37,623	130,948	146,282.50	15,334	126,519	585,130
7	Independent Contractors (Non-Fundraising)	-	167	167	2,654	529	500	(29)	8,663	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	-	625	625	16	1,586	1,875	290	551	7,500
10	Salaries & Related Expenses	18,938	36,170	17,232	38,098	59,561	108,509.50	48,948	91,717	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	66,174	85,722	19,549	78,391	192,624	257,167	64,543	227,451	1,028,668
PROGRAM EXPENSES										
12	College & Student Support	93,314	130,517	37,203	69,616	282,901	391,550	108,649	170,570	1,566,200
13	Development & Recognition	(487)	4,621	5,108	2,059	2,611	13,862.50	11,251	2,783	55,450
14	General	1,716	2,003	287	2,945	3,693	6,010	2,317	7,189	24,040
15	Independent Contractors (Non-Fundraising)	-	458	458	7,298	1,454	1,375	(79)	23,823	5,500
16	Marketing	12,292	10,413	(1,879)	(5,065)	22,282	31,240	8,958	7,735	124,960
17	Salaries & Related Expenses	15,064	28,771	13,707	30,305	47,378	86,314.38	38,936	72,957	345,258
18	TOTAL PROGRAM EXPENSES	121,899	176,784	54,885	107,157	360,321	530,351.88	170,031	285,058	2,121,408
19	TOTAL OPERATING EXPENSES	121,899	262,506	140,607	185,548	552,945	787,518.88	234,574	512,508	3,150,076
20	OPERATING SURPLUS (DEFICIT)	(104,103)	(171,423)	(67,320)	(100,170)	(236,648)	(514,269)	(277,621)	(209,250)	(2,057,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	2,083	16,667	(14,583)	3,130	6,445	50,000	(43,555)	6,169	200,000
22	Business Engagement Giving - All donations made by businesses	1,343	12,500	(11,157)	-	6,530	37,500	(30,970)	600	150,000
23	Foundation Grants	-	41,667	(41,667)	25,000	239,375	125,000	114,375	125,000	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	22,814	45,833	(23,020)	4,772	43,526	137,500	(93,974)	42,357	550,000
25	Major Gifts - Gifts of \$25,000 +	50,000	33,333	16,667	-	50,000	100,000	(50,000)	-	400,000
26	Planned Giving	6,000	20,833	(14,833)	35,066	21,002	62,500	(41,498)	45,750	250,000
27	Special Events	-	54,167	(54,167)	6,250	-	162,500	(162,500)	6,250	650,000
28	Sponsorship Scholarships (Pass Thru)	61,586	33,333	28,253	49,982	129,840	100,000	29,840	130,544	400,000
29	TOTAL FUNDRAISING REVENUE:	143,826	258,333	(114,508)	124,201	496,718	775,000	(278,282)	356,670	3,100,000
FUNDRAISING EXPENSES										
30	Development & Recognition	(595)	10,671	11,266	2,517	3,349	32,012.50	28,663	3,422	128,050
31	General	1,584	1,415	(169)	1,898	2,874	4,245	1,371	5,264	16,980
32	Independent Contractors	12,750	25,208	12,458	21,917	26,161	75,625	49,464	55,925	302,500
33	Marketing (Fundraising Portion)	3,073	6,770	3,697	(1,266)	5,571	20,310	14,739	1,979	81,240
34	Special Events Direct Expenses	-	9,333	9,333	-	-	28,000	28,000	-	112,000
35	Salaries & Benefits (Fundraising Portion)	9,038	17,263	8,224	18,183	28,427	51,788.63	23,362	43,774	207,155
36	TOTAL FUNDRAISING EXPENSES:	25,850	70,660	44,810	43,249	66,382	211,981.13	145,599	110,364	847,925

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STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 09/30/19 & YTD

		CURRENT MONTH ENDING 09/30/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	9/30/2018	ALL FUNDS	Budget	Variance	9/30/2018	2019/20
		(1/12 OF Annual Budget)			(3/12 OF Annual Budget)					
37	FUNDRAISING SURPLUS (DEFICIT)	117,976	187,673	69,697	80,951	430,336	563,019	132,683	246,307	2,252,076
38	OPERATING REVENUE BUDGET FY 2019/20	83,970	91,083	(7,113)	85,378	316,297	273,250	43,047	303,258	1,093,000
39	FUNDRAISING REVENUE BUDGET FY 2019/20	143,826	258,333	(114,508)	124,201	496,718	775,000	(278,282)	356,670	3,100,000
40	TOTAL 2019/20 REVENUE BUDGET:	227,796	349,417	(121,621)	209,579	813,015	1,048,250	(235,235)	659,928	4,193,000
41	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	66,174	85,722	19,549	78,391	192,624	257,167	64,543	227,451	1,028,668
42	PROGRAM EXPENDITURES BUDGET FY 2019/20	121,899	176,784	54,885	107,157	360,321	530,352	170,031	285,058	2,121,408
43	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	25,850	70,660	44,810	43,249	66,382	211,981	145,599	110,364	847,925
44	TOTAL 2019/20 EXPENDITURE BUDGET:	213,923	333,167	119,244	228,797	619,327	999,500	380,173	622,872	3,998,000
45	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	13,873	16,250	2,377	(19,218)	193,688	48,750	(144,938)	37,056	195,000
46	Realized Gain / Loss	45,155	-	-	103,923	89,665	-	-	267,265	-
47	Unrealized Gain / Loss	72,927	-	-	(162,612)	51,654	-	-	351,449	-
48	Investment Fees	(7,074)	16,250	-	(7,089)	(40,625)	48,750	-	(39,336)	195,000
49	Refunds	-	-	-	-	-	-	-	-	-
50	Interfund Transfers	-	-	-	-	-	-	-	-	-
51	Investment Activities	111,008	16,250	-	(65,778)	100,694	48,750	-	579,378	-
52	NET SURPLUS (DEFICIT)	124,881	0	2,377	(84,996)	294,382	-	(144,938)	616,434	-



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 09/30/19	% of Budget vs Actual @ 09/30/19

REVENUES

Fundraising Revenues :

Annual Giving	200,000	6,445	3.2%
Leadership Giving	550,000	43,526	7.9%
Business Engagement Giving	150,000	6,530	4.4%
Major Gifts	400,000	50,000	12.5%
Planned Giving	250,000	21,002	8.4%
Special Events Giving	650,000	-	0.0%
Stepping Out for COD	650,000	-	0.0%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	129,840	32.5%
Grants	500,000	239,375	47.9%
Fundraising Revenues	3,100,000	496,718	16.0%

Investment/Other Revenues :

Investment Management Services	385,000	98,946	25.7%
Gift Fee	40,000	12,974	32.4%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	204,377	34.1%
Investment/Other Revenues	1,093,000	316,297	28.9%
Total Combined Revenue	4,193,000	813,015	19.4%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 09/30/19	% of Budget vs Actual @ 09/30/19

EXPENDITURES

Fundraising Expenses

Annual Giving	15,000	-	0.0%
Leadership Giving	15,000	99	0.7%
Business Engagement	5,000	-	0.0%
Major Gifts	5,000	-	0.0%
Foundation Giving	5,000	-	0.0%
Planned Giving	15,000	-	0.0%
Special Events Expenses	100,000	-	0.0%
Stepping Out for COD Event	75,000	-	0.0%
Academic Angels Events	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	99	0.1%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%
Alumni Engagement	90,000	-	0.0%
Auditor	15,000	6,500	43.3%
Bad Debt	-	-	0.0%
Bank Charges	4,500	69	1.5%
Board/Staff Training	15,000	1,471	9.8%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 09/30/19	% of Budget vs Actual @ 09/30/19

Community Relations	10,000	5,365	53.7%
Depreciation Expense	200	-	0.0%
Donor Cultivation	10,000	(32)	-0.3%
Donor Recognition	10,000	2,114	21.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%
Equipment Lease	7,200	-	0.0%
Furniture & Equipment	3,995	-	0.0%
In Kind Expense	68,000	-	0.0%
Independent Contractor - Annual Giving Coordinator	75,000	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	18,750	25.0%
Independent Contractor - Major Gift Coordinator	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	6,750	9.0%
Independent Contractors	300,000	25,500	8.5%
Insurance (Foundation Liability)	555	-	0.0%
Legal/Financial	2,500	-	0.0%
Marketing	340,000	27,314	8.0%
Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 09/30/19	% of Budget vs Actual @ 09/30/19

Marketing for Special Events	50,000	-	0.0%
Marketing General	50,000	-	0.0%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	27,314	20.2%
Marketing/Messaging Foundation- CV Strategies	85,000	-	0.0%
Membership Dues	4,000	2,405	60.1%
Office Supplies & Equipment	15,000	1,037	6.9%
Other Investment Expenses	50,000	11,171	22.3%
Postage	5,000	102	2.0%
Printing/Design/Graphics	25,000	3,900	15.6%
Prospect Research/Screening Services	10,000	-	0.0%
Refunds/Reimbursement of Expenses	(135,000)	-	0.0%
Repairs/Maintenance	1,000	-	0.0%
Service Contracts	8,000	7,779	97.2%
Staff Mileage Reimbursement	1,200	77	6.4%
Staff Support	5,000	660	13.2%
Subscriptions/Publications	3,000	1,100	36.7%
Telephone	2,000	496	24.8%
Travel	5,000	-	0.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 09/30/19	% of Budget vs Actual @ 09/30/19

Wages & Benefits	986,563	138,011	14.0%
Wages & Benefits Foundation Staff	758,533	105,239	13.9%
Wages & Benefits-Accounting	228,030	32,772	14.4%
Website Fees	1,200	539	44.9%
Total Operating Expenses:	1,886,913	235,578	12.5%

Investment Expenses

Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%
Investment Management Services	385,000	98,946	25.7%
Gift Fees	40,000	12,974	32.4%
Other Investment Expenses	145,000	29,453	20.3%
<u>Investment Expenses:</u>	580,000	141,373	24.4%

College Support Expenses

Contributions to the College	1,566,200	282,901	18.1%
College Program Support	775,000	20,444	2.6%
Presidents Innovation Fund	25,000	-	0.0%
Presidents Discretionary Fund	15,000	1,798	
Scholarships	750,000	260,659	34.8%
Student Awards	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,566,200	282,901	18.1%



COLLEGE
of the **DESERT**
FOUNDATION

FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 09/30/19	% of Budget vs Actual @ 09/30/19

Total Combined Expenditures	4,193,113	659,951	15.7%
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College of the Desert Foundation

Special Events

For Period Ending 09/30/2019

	Revenues	Expenditures	Current YTD Ending 09/30/19	FY 19/20 Fundraising Goals	% of Annual Goal @ 09/30/1 9	Prior Year Month Ending 09/30/18
Balances:						
Spring Luncheon - 105						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Total Spring Luncheon:	-	-	-	-	-	-
Holiday Luncheon - 119						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
Total Holiday Luncheon:	-	-	-	-	-	-
FALL LUNCHEON - 101						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
TOTAL FALL LUNCHEON:	-	-	-	-	-	-
Stepping Out for COD - 190						
Special Event Income	-	-	-			6,250
Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Bad Debt	-	-	-			-
Postage	-	-	-			-
Office Supplies	-	-	-			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	-	-			(350)
Marketing	-	-	-			(45)
Total Stepping Out for COD:	-	-	-	650,000	0%	5,855
Total Balances:	-	-	-	650,000	0%	5,855



FINANCIAL SUMMARY

October 31, 2019

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , OCTOBER 31, 2019
WITH COMPARATIVE TOTALS FOR OCTOBER 31, 2018

		Operating & Restricted Asset Funds		Endowed Asset Funds		Totals (Memorandum Only)	
		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		2019-20	2018-19
ASSETS							
1	Cash and cash equivalents	\$ 629,219	\$ 784,377	\$ 771,788	\$	2,185,384	\$ 973,762
2	Investments	1,768,888	10,209,271	18,301,305		30,279,464	29,502,889
3	Investments - Board Reserve	500,000	-	-		500,000	500,000
4	Pledges receivable	55,000	159,808	-		214,808	113,905
5	Allowance for Doubtful Accounts	-	-	-		-	-
6	Accounts Receivable	1,000	-	-		1,000	50
7	Student Emergency Funds held at College	5,000	-	-		5,000	5,000
8	Accrued interest receivable	78,790	30,086	5,164		114,040	120,869
9	Accrued assets	2,500	-	-		2,500	2,500
10	Property and equipment, net	1,784	-	-		1,784	4,057
11	FCCC - Scholarship Endowment	-	60,781	336,549		397,330	394,703
12	Split interest agreements	-	186,690	-		186,690	130,691
13	TOTAL ASSETS	\$ 3,042,181	\$ 11,431,012	\$ 19,414,806	\$	33,888,000	\$ 31,748,427
LIABILITIES							
14	Accounts payable	45,466	28,664	-		74,130	195,788
15	Accounts Payable - By JV	-	-	-		-	-
16	Accounts Payable - Related Party	47,879	-	-		47,879	-
17	Deferred Contributions	(3,350)	-	-		(3,350)	(5,427)
18	Accrued liabilities	21,358	-	-		21,358	61,715
19	TOTAL LIABILITIES	\$ 111,352	\$ 28,664	\$ -	\$	140,016	\$ 252,075
NET ASSETS, beginning							
Unrestricted:							
20	Undesignated	2,354,594	-	-		2,354,594	2,202,784
21	Board designated	500,000	-	-		500,000	500,000
22	Temporarily restricted	-	10,982,403	-		10,982,403	9,956,553
23	Permanently restricted	-	-	19,414,806		19,414,806	19,381,366
24	TOTAL NET ASSETS, beginning	\$ 2,854,594	\$ 10,982,403	\$ 19,414,806	\$	33,251,803	\$ 32,040,704
25	Net Activity	76,235	419,945	0		496,181	(544,352)
26	NET ASSETS	\$ 2,930,829	\$ 11,402,348	\$ 19,414,806	\$	33,747,984	\$ 31,496,352
27	TOTAL LIABILITIES AND NET ASSETS	\$ 3,042,181	\$ 11,431,012	\$ 19,414,806	\$	33,888,000	\$ 31,748,427

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 10/31/19 & YTD

		CURRENT MONTH ENDING 10/31/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	10/31/2018	ALL FUNDS	Budget	Variance	10/31/2018	2019/20
		(1/12 OF Annual Budget)				(4/12 OF Annual Budget)				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	22,667	(22,667)	-	68,000
2	Interest	48,685	50,000	(1,315)	47,776	253,061	200,000	53,061	247,978	600,000
3	Management Fees	33,196	32,083	1,113	31,448	132,142	128,333.33	3,809	128,818	385,000
4	Sustainability Fees (Gift Fees)	768	3,333	(2,565)	367	13,742	13,333.33	409	6,054	40,000
5	TOTAL OPERATING REVENUE	82,649	91,083	(8,434)	79,591	398,945	364,333	34,612	382,850	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	39,212	48,761	9,549	48,866	170,163	195,043.33	24,881	175,386	585,130
7	Independent Contractors (Non-Fundraising)	-	167	167	2,275	529	666.67	138	10,938	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	75	625	550	143	1,661	2,500	840	695	7,500
10	Salaries & Related Expenses	22,864	36,170	13,306	28,438	82,426	144,679.33	62,254	120,155	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	62,151	85,722	23,571	79,723	254,777	342,889.33	88,112	307,174	1,028,668
PROGRAM EXPENSES										
12	College & Student Support	87,782	130,517	42,735	21,087	370,683	522,066.67	151,384	191,656	1,566,200
13	Development & Recognition	10	4,621	4,611	1,767	2,621	18,483.33	15,862	4,551	55,450
14	General	2,057	2,003	(54)	7,868	5,750	8,013.33	2,263	15,057	24,040
15	Independent Contractors (Non-Fundraising)	-	458	458	6,257	1,454	1,833.33	379	30,081	5,500
16	Marketing	-	10,413	10,413	46,268	22,282	41,653.33	19,371	54,006	124,960
17	Salaries & Related Expenses	18,187	28,771	10,584	22,621	65,566	115,085.83	49,520	95,578	345,258
18	TOTAL PROGRAM EXPENSES	108,036	176,784	68,748	105,870	468,356	707,135.83	238,779	390,929	2,121,408
19	TOTAL OPERATING EXPENSES	108,036	262,506	154,470	185,593	723,134	1,050,025.17	326,891	698,103	3,150,076
20	OPERATING SURPLUS (DEFICIT)	(87,539)	(171,423)	(83,884)	(106,002)	(324,189)	(685,692)	(361,503)	(315,253)	(2,057,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	2,447	16,667	(14,220)	2,441	8,892	66,666.67	(57,775)	8,210	200,000
22	Business Engagement Giving - All donations made by businesses	-	12,500	(12,500)	-	6,530	50,000	(43,470)	600	150,000
23	Foundation Grants	5,000	41,667	(36,667)	-	244,375	166,666.67	77,708	125,000	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	19,302	45,833	(26,531)	14,332	62,828	183,333.33	(120,505)	57,089	550,000
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	50,000	133,333.33	(83,333)	-	400,000
26	Planned Giving	45,639	20,833	24,805	7,592	66,641	83,333.33	(16,692)	53,342	250,000
27	Special Events	-	54,167	(54,167)	9,750	-	216,666.67	(216,667)	16,000	650,000
28	Sponsorship Scholarships (Pass Thru)	76,864	33,333	43,531	25,251	206,705	133,333.33	73,372	155,795	400,000
29	TOTAL FUNDRAISING REVENUE:	149,252	258,333	(109,082)	59,365	645,970	1,033,333	(387,363)	416,036	3,100,000
FUNDRAISING EXPENSES										
30	Development & Recognition	365	10,671	10,306	2,165	3,714	42,683.33	38,969	5,588	128,050
31	General	1,373	1,415	42	5,645	4,247	5,660	1,413	10,909	16,980
32	Independent Contractors	12,750	25,208	12,458	25,000	38,911	100,833.33	61,922	80,925	302,500
33	Marketing (Fundraising Portion)	-	6,770	6,770	11,567	5,571	27,080	21,509	13,546	81,240
34	Special Events Direct Expenses	-	9,333	9,333	98	-	37,333.33	37,333	98	112,000
35	Salaries & Benefits (Fundraising Portion)	10,912	17,263	6,350	13,573	39,340	69,051.50	29,712	57,347	207,155
36	TOTAL FUNDRAISING EXPENSES:	25,400	70,660	45,260	58,049	91,782	282,641.50	190,859	168,412	847,925
37	FUNDRAISING SURPLUS (DEFICIT)	123,851	187,673	63,822	1,317	554,188	750,692	196,504	247,624	2,252,076

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 10/31/19 & YTD

		CURRENT MONTH ENDING 10/31/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	10/31/2018	ALL FUNDS	Budget	Variance	10/31/2018	2019/20
		(1/12 OF Annual Budget)				(4/12 OF Annual Budget)				
38	OPERATING REVENUE BUDGET FY 2019/20	82,649	91,083	(8,434)	79,591	398,945	364,333	34,612	382,850	1,093,000
39	FUNDRAISING REVENUE BUDGET FY 2019/20	149,252	258,333	(109,082)	59,365	645,970	1,033,333	(387,363)	416,036	3,100,000
40	TOTAL 2019/20 REVENUE BUDGET:	231,901	349,417	(117,516)	138,956	1,044,915	1,397,667	(352,751)	798,886	4,193,000
41	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	62,151	85,722	23,571	79,723	254,777	342,889	88,112	307,174	1,028,668
42	PROGRAM EXPENDITURES BUDGET FY 2019/20	108,036	176,784	68,748	105,870	468,356	707,136	238,779	390,929	2,121,408
43	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	25,400	70,660	45,260	58,049	91,782	282,642	190,859	168,412	847,925
44	TOTAL 2019/20 EXPENDITURE BUDGET:	195,588	333,167	137,579	243,641	814,916	1,332,667	517,751	866,515	3,998,000
45	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	36,313	16,250	(20,063)	(104,685)	229,999	65,000	(164,999)	(67,629)	195,000
46	Realized Gain / Loss	19,966	-	-	80,822	109,631	-	-	348,087	-
47	Unrealized Gain / Loss	171,706	-	-	(1,111,257)	223,359	-	-	(759,808)	-
48	Investment Fees	(26,186)	16,250	-	(25,671)	(66,811)	65,000	-	(65,007)	195,000
49	Refunds	-	-	-	-	-	-	-	-	-
50	Interfund Transfers	-	-	-	-	-	-	-	-	-
51	Investment Activities	165,486	16,250	-	(1,056,106)	266,179	65,000	-	(476,728)	-
52	NET SURPLUS (DEFICIT)	201,799	0	(20,063)	(1,160,791)	496,178	(164,999)	(544,357)	-	-



FY 18/19 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

Annual Giving	200,000	8,892	4.4%
Leadership Giving	550,000	62,828	11.4%
Business Engagement Giving	150,000	6,530	4.4%
Major Gifts	400,000	50,000	12.5%
Planned Giving	250,000	66,641	26.7%
Special Events Giving	650,000	-	0.0%
Stepping Out for COD	650,000	-	0.0%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	206,705	51.7%
Grants	500,000	244,375	48.9%
<i>Fundraising Revenues</i>	3,100,000	645,971	20.8%

Investment/Other Revenues :

Investment Management Services	385,000	132,142	34.3%
Gift Fee	40,000	13,742	34.4%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	253,061	42.2%
<i>Investment/Other Revenues</i>	1,093,000	398,945	36.5%
Total Combined Revenue	4,193,000	1,044,916	24.9%

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 10/31/19	% of Budget vs Actual @ 10/31/19



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 10/31/19	% of Budget vs Actual @ 10/31/19

EXPENDITURES

Fundraising Expenses

Annual Giving	15,000	-	0.0%
Leadership Giving	15,000	449	3.0%
Business Engagement	5,000	-	0.0%
Major Gifts	5,000	-	0.0%
Foundation Giving	5,000	-	0.0%
Planned Giving	15,000	-	0.0%
Special Events Expenses	100,000	-	0.0%
Stepping Out for COD Event	75,000	-	0.0%
Academic Angels Events	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	449	0.3%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%
Alumni Engagement	90,000	-	0.0%
Auditor	15,000	6,500	43.3%
Bad Debt	-	-	0.0%
Bank Charges	4,500	122	2.7%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 10/31/19	% of Budget vs Actual @ 10/31/19

Board/Staff Training	15,000	5,547	37.0%
Community Relations	10,000	5,365	53.7%
Depreciation Expense	200	-	0.0%
Donor Cultivation	10,000	(32)	-0.3%
Donor Recognition	10,000	2,214	22.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%
Equipment Lease	7,200	1,974	27.4%
Furniture & Equipment	3,995	-	0.0%
In Kind Expense	68,000	-	0.0%
Independent Contractor - Annual Giving Coordinator	75,000	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	25,000	33.3%
Independent Contractor - Major Gift Coordinator	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	13,250	17.7%
Independent Contractors	300,000	38,250	12.8%
Insurance (Foundation Liability)	555	555	100.0%
Legal/Financial	2,500	-	0.0%
Marketing	340,000	27,314	8.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 10/31/19	% of Budget vs Actual @ 10/31/19

Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	-	0.0%
Marketing General	50,000	-	0.0%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	27,314	20.2%
Marketing/Messaging Foundation- CV Strategies	85,000	-	0.0%
Membership Dues	4,000	2,405	60.1%
Office Supplies & Equipment	15,000	2,248	15.0%
Other Investment Expenses	50,000	18,389	36.8%
Postage	5,000	403	8.1%
Printing/Design/Graphics	25,000	4,725	18.9%
Prospect Research/Screening Services	10,000	-	0.0%
Refunds/Reimbursement of Expenses	(135,000)	-	0.0%
Repairs/Maintenance	1,000	-	0.0%
Service Contracts	8,000	6,112	76.4%
Staff Mileage Reimbursement	1,200	77	6.4%
Staff Support	5,000	660	13.2%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 10/31/19	% of Budget vs Actual @ 10/31/19

Subscriptions/Publications	3,000	1,279	42.6%
Telephone	2,000	654	32.7%
Travel	5,000	1,015	20.3%
Wages & Benefits	986,563	189,975	19.3%
Wages & Benefits Foundation Staff	758,533	146,279	19.3%
Wages & Benefits-Accounting	228,030	43,696	19.2%
Website Fees	1,200	539	44.9%
Total Operating Expenses:	1,886,913	316,289	16.8%

Investment Expenses

Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%
Investment Management Services	385,000	132,142	34.3%
Gift Fees	40,000	13,742	34.4%
Other Investment Expenses	145,000	48,422	33.4%
Investment Expenses:	580,000	194,306	33.5%

College Support Expenses

Contributions to the College	1,566,200	370,683	23.7%
College Program Support	775,000	30,516	3.9%
Presidents Innovation Fund	25,000	-	0.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 10/31/19	% of Budget vs Actual @ 10/31/19

Presidents Discretionary Fund	15,000	7,272	
Scholarships	750,000	332,895	44.4%
Student Awards	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,566,200	370,683	23.7%
Total Combined Expenditures	4,193,113	881,727	21.0%

College of the Desert Foundation

Special Events

For Period Ending 10/31/2019

	Revenues	Expenditures	Current YTD Ending 10/31/20	FY 19/20 Fundraising Goals	% of Annual Goal @ 10/31/20	Prior Year Month Ending 10/31/19
Balances:						
Spring Luncheon -105						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Total Spring Luncheon:	-	-	-	-	-	-
Holiday Luncheon - 119						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
Total Holiday Luncheon:	-	-	-	-	-	-
FALL LUNCHEON - 101						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
TOTAL FALL LUNCHEON:	-	-	-	-	-	-
Stepping Out for COD - 190						
Special Event Income	-	-	-			16,000
Donations	-	-	-			-
Special Event Expenses	-	-	-			(98)
Bad Debt	-	-	-			-
Postage	-	-	-			(1,042)
Office Supplies	-	-	-			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	-	-			(6,415)
Marketing	-	-	-			(45)
Total Stepping Out for COD:	-	-	-	650,000	0%	8,400
Total Balances:	-	-	-	650,000	0%	8,400



FINANCIAL SUMMARY

November 30, 2019

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , NOVEMBER 30, 2019
WITH COMPARATIVE TOTALS FOR NOVEMBER 30, 2018

	Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		
ASSETS					
1 Cash and cash equivalents	\$ 497,180	\$ 148,328	\$ 646,469	\$ 1,291,976	\$ 1,149,563
2 Investments	1,937,223	11,076,195	18,426,625	31,440,042	29,466,354
3 Investments - Board Reserve	500,000	-	-	500,000	500,000
4 Pledges receivable	55,000	159,808	-	214,808	373,905
5 Allowance for Doubtful Accounts	-	-	-	-	-
6 Accounts Receivable	179,540	-	-	179,540	134,250
7 Student Emergency Funds held at College	5,000	-	-	5,000	5,000
8 Accrued interest receivable	78,790	30,086	5,164	114,040	120,869
9 Accrued assets	2,500	-	-	2,500	2,500
10 Property and equipment, net	1,784	-	-	1,784	4,057
11 FCCC - Scholarship Endowment	-	60,781	336,549	397,330	394,703
12 Split interest agreements	-	186,690	-	186,690	130,691
13 TOTAL ASSETS	\$ 3,257,016	\$ 11,661,888	\$ 19,414,806	\$ 34,333,710	\$ 32,281,892
LIABILITIES					
14 Accounts payable	26,713	1,056	-	27,769	264,307
15 Accounts Payable - By JV	-	-	-	-	-
16 Accounts Payable - Related Party	55,019	34,284	-	89,303	-
17 Deferred Contributions	(3,450)	-	-	(3,450)	(3,427)
18 Accrued liabilities	21,358	-	-	21,358	61,715
19 TOTAL LIABILITIES	\$ 99,639	\$ 35,340	\$ -	\$ 134,979	\$ 322,594
NET ASSETS, beginning					
Unrestricted:					
20 Undesignated	2,354,594	-	-	2,354,594	2,202,784
21 Board designated	500,000	-	-	500,000	500,000
22 Temporarily restricted	-	10,982,403	-	10,982,403	9,956,553
23 Permanently restricted	-	-	19,414,806	19,414,806	19,381,366
24 TOTAL NET ASSETS, beginning	\$ 2,854,594	\$ 10,982,403	\$ 19,414,806	\$ 33,251,803	\$ 32,040,704
25 Net Activity	302,783	644,144	0	946,928	(81,406)
26 NET ASSETS	\$ 3,157,377	\$ 11,626,547	\$ 19,414,806	\$ 34,198,731	\$ 31,959,298
27 TOTAL LIABILITIES AND NET ASSETS	\$ 3,257,016	\$ 11,661,888	\$ 19,414,806	\$ 34,333,710	\$ 32,281,892

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 11/30/19 & YTD

		CURRENT MONTH ENDING 11/30/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	11/30/2018	ALL FUNDS	Budget	Variance	11/30/2018	2019/20
		(1/12 OF Annual Budget)				(5/12 OF Annual Budget)				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	28,333.33	(28,333)	-	68,000
2	Interest	74,121	50,000	24,121	72,211	327,183	250,000	77,183	320,188	600,000
3	Management Fees	33,495	32,083	1,412	31,669	165,637	160,416.67	5,220	160,487	385,000
4	Sustainability Fees (Gift Fees)	1,250	3,333	(2,083)	14,896	14,993	16,666.67	(1,674)	20,950	40,000
5	TOTAL OPERATING REVENUE	108,866	91,083	17,783	118,776	507,813	455,417	52,396	501,625	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	44,327	49,386	5,058	52,474	214,491	246,929.17	32,438	227,859	592,630
7	Independent Contractors (Non-Fundraising)	-	167	167	2,187	529	833.33	305	13,125	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	-	625	625	1,745	1,661	3,125	1,465	2,438	7,500
10	Salaries & Related Expenses	25,509	36,170	10,660	34,237	107,935	180,849.17	72,914	154,392	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	69,837	86,347	16,511	90,643	324,616	431,736.67	107,121	397,815	1,036,168
PROGRAM EXPENSES										
12	College & Student Support	66,456	130,517	64,061	281,337	464,953	652,583.33	187,630	472,993	1,566,200
13	Development & Recognition	389	4,621	4,232	1,627	3,010	23,104.17	20,094	6,178	55,450
14	General	2,320	2,212	(109)	802	8,070	11,058.33	2,988	15,859	26,540
15	Independent Contractors (Non-Fundraising)	-	458	458	6,015	1,454	2,291.67	837	36,095	5,500
16	Marketing	(143,392)	10,413	153,805	(85,367)	(121,110)	52,066.67	173,176	(31,363)	124,960
17	Salaries & Related Expenses	20,292	28,771	8,480	27,234	82,857	143,857.29	58,000	122,812	345,258
18	TOTAL PROGRAM EXPENSES	(53,935)	176,992	230,928	231,648	442,235	884,961.46	442,727	622,573	2,123,908
19	TOTAL OPERATING EXPENSES	(53,935)	263,340	317,275	322,291	766,850	1,316,698.13	549,848	1,020,388	3,160,076
20	OPERATING SURPLUS (DEFICIT)	92,965	(172,256)	(265,221)	(203,515)	(259,037)	(861,281)	(602,244)	(518,763)	(2,067,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	1,754	16,667	(14,912)	4,239	10,646	83,333.33	(72,688)	12,850	200,000
22	Business Engagement Giving - All donations made by businesses	-	12,500	(12,500)	25,500	6,530	62,500	(55,970)	26,100	150,000
23	Foundation Grants	22,500	41,667	(19,167)	250,000	266,875	208,333.33	58,542	375,000	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	9,914	45,833	(35,920)	39,146	72,742	229,166.67	(156,425)	95,834	550,000
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	50,000	166,666.67	(116,667)	-	400,000
26	Planned Giving	6,004	20,833	(14,830)	7,650	72,645	104,166.67	(31,522)	60,992	250,000
27	Special Events	-	54,167	(54,167)	94,500	-	270,833.33	(270,833)	110,500	650,000
27	Sponsorship Scholarships (Pass Thru)	20,808	33,333	(12,525)	51,091	227,513	166,666.67	60,846	206,887	400,000
28	TOTAL FUNDRAISING REVENUE:	60,980	258,333	(197,354)	472,126	706,950	1,291,667	(584,717)	888,162	3,100,000
FUNDRAISING EXPENSES										
29	Development & Recognition	4,584	10,671	6,087	7,113	8,298	53,354.17	45,056	12,701	128,050
30	General	2,157	1,623	(534)	592	6,404	8,116.67	1,713	11,501	19,480
31	Independent Contractors	12,750	24,167	11,417	24,890	51,661	120,833.33	69,172	105,815	290,000
32	Marketing (Fundraising Portion)	(29,943)	6,770	36,713	(15,342)	(24,372)	33,850	58,222	(1,796)	81,240
33	Special Events Direct Expenses	-	9,333	9,333	-	-	46,666.67	46,667	98	112,000
34	Salaries & Benefits (Fundraising Portion)	12,175	17,263	5,088	16,340	51,514	86,314.38	34,800	73,687	207,155
35	TOTAL FUNDRAISING EXPENSES:	1,724	69,827	68,104	33,594	93,505	349,135.21	255,630	202,006	837,925
36	FUNDRAISING SURPLUS (DEFICIT)	59,256	188,506	129,250	438,532	613,445	942,531	329,087	686,157	2,262,076

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 11/30/19 & YTD

		CURRENT MONTH ENDING 11/30/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	11/30/2018	ALL FUNDS	Budget	Variance	11/30/2018	2019/20
		(1/12 OF Annual Budget)				(5/12 OF Annual Budget)				
37	OPERATING REVENUE BUDGET FY 2019/20	108,866	91,083	17,783	118,776	507,813	455,417	52,396	501,625	1,093,000
38	FUNDRAISING REVENUE BUDGET FY 2019/20	60,980	258,333	(197,354)	472,126	706,950	1,291,667	(584,717)	888,162	3,100,000
39	TOTAL 2019/20 REVENUE BUDGET:	169,846	349,417	(179,571)	590,902	1,214,763	1,747,083	(532,320)	1,389,787	4,193,000
40	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	69,837	86,347	16,511	90,643	324,616	431,737	107,121	397,815	1,036,168
41	PROGRAM EXPENDITURES BUDGET FY 2019/20	(53,935)	176,992	230,928	231,648	442,235	884,961	442,727	622,573	2,123,908
42	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	1,724	69,827	68,104	33,594	93,505	349,135	255,630	202,006	837,925
43	TOTAL 2019/20 EXPENDITURE BUDGET:	17,625	333,167	315,542	355,885	860,356	1,665,833	805,478	1,222,394	3,998,000
44	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	152,221	16,250	(135,971)	235,017	354,407	81,250	(273,157)	167,394	195,000
45	Realized Gain / Loss	105,798	-	-	50,791	215,429	-	-	398,878	-
46	Unrealized Gain / Loss	225,129	-	-	183,769	448,488	-	-	(576,039)	-
48	Investment Fees	(4,586)	16,250	-	(6,633)	(71,397)	81,250	-	(71,639)	195,000
48	Refunds	-	-	-	-	-	-	-	-	-
49	Interfund Transfers	-	-	-	-	-	-	-	-	-
50	Investment Activities	326,341	16,250	-	227,927	592,520	81,250	-	(248,800)	-
51	NET SURPLUS (DEFICIT)	478,562	-	(135,971)	462,944	946,927	(273,157)	(81,406)	-	-



FY 18/19 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

Annual Giving	200,000	10,646	5.3%
Leadership Giving	550,000	72,742	13.2%
Business Engagement Giving	150,000	6,530	4.4%
Major Gifts	400,000	50,000	12.5%
Planned Giving	250,000	72,645	29.1%
Special Events Giving	650,000	-	0.0%
Stepping Out for COD	650,000	-	0.0%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	227,513	56.9%
Grants	500,000	266,875	53.4%
<i>Fundraising Revenues</i>	3,100,000	706,951	22.8%

Investment/Other Revenues :

Investment Management Services	385,000	165,637	43.0%
Gift Fee	40,000	14,993	37.5%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	327,183	54.5%
<i>Investment/Other Revenues</i>	1,093,000	507,813	46.5%
Total Combined Revenue	4,193,000	1,214,764	29.0%

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 11/30/19	% of Budget vs Actual @ 11/30/19



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 11/30/19	% of Budget vs Actual @ 11/30/19

EXPENDITURES

Fundraising Expenses

Annual Giving	15,000	-	0.0%
Leadership Giving	15,000	4,248	28.3%
Business Engagement	5,000	310	6.2%
Major Gifts	5,000	-	0.0%
Foundation Giving	5,000	-	0.0%
Planned Giving	15,000	-	0.0%
Special Events Expenses	100,000	-	0.0%
Stepping Out for COD Event	75,000	-	0.0%
Academic Angels Events	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	4,558	2.8%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%
Alumni Engagement	90,000	864	1.0%
Auditor	15,000	7,631	50.9%
Bad Debt	-	-	0.0%
Bank Charges	4,500	391	8.7%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 11/30/19	% of Budget vs Actual @ 11/30/19

Board/Staff Training	15,000	5,547	37.0%
Community Relations	10,000	5,365	53.7%
Depreciation Expense	200	-	0.0%
Donor Cultivation	10,000	(32)	-0.3%
Donor Recognition	10,000	2,214	22.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%
Equipment Lease	7,200	3,868	53.7%
Furniture & Equipment	3,995	-	0.0%
In Kind Expense	68,000	-	0.0%
Independent Contractor - Annual Giving Coordinator	62,500	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	31,250	41.7%
Independent Contractor - Major Gift Coordinator	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	19,750	26.3%
Independent Contractors	287,500	51,000	17.7%
Insurance (Foundation Liability)	555	555	100.0%
Legal/Financial	15,000	8,000	53.3%
Marketing	340,000	33,219	9.8%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 11/30/19	% of Budget vs Actual @ 11/30/19

Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	5,905	11.8%
Marketing General	50,000	-	0.0%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	27,314	20.2%
Marketing/Messaging Foundation- CV Strategies	85,000	-	0.0%
Membership Dues	4,000	2,735	68.4%
Office Supplies & Equipment	15,000	3,141	20.9%
Other Investment Expenses	50,000	19,645	39.3%
Postage	5,000	403	8.1%
Printing/Design/Graphics	25,000	5,625	22.5%
Prospect Research/Screening Services	10,000	-	0.0%
Refunds/Reimbursement of Expenses	(135,000)	(179,540)	133.0%
Repairs/Maintenance	1,000	-	0.0%
Service Contracts	8,000	6,242	78.0%
Staff Mileage Reimbursement	1,200	219	18.3%
Staff Support	5,000	660	13.2%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 11/30/19	% of Budget vs Actual @ 11/30/19

Subscriptions/Publications	3,000	1,413	47.1%
Telephone	2,000	818	40.9%
Travel	5,000	1,087	21.7%
Wages & Benefits	986,563	247,951	25.1%
Wages & Benefits Foundation Staff	758,533	193,331	25.5%
Wages & Benefits-Accounting	228,030	54,620	24.0%
Website Fees	1,200	839	69.9%
Total Operating Expenses:	1,886,913	229,860	12.2%

Investment Expenses

Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%
Investment Management Services	385,000	165,637	43.0%
Gift Fees	40,000	14,993	37.5%
Other Investment Expenses	145,000	51,752	35.7%
<u>Investment Expenses:</u>	580,000	232,382	40.1%

College Support Expenses

Contributions to the College	1,566,200	464,953	29.7%
College Program Support	775,000	80,920	10.4%
Presidents Innovation Fund	25,000	-	0.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 11/30/19	% of Budget vs Actual @ 11/30/19

Presidents Discretionary Fund	15,000	12,272	
Scholarships	750,000	371,761	49.6%
Student Awards	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,566,200	464,953	29.7%
Total Combined Expenditures	4,193,113	931,753	22.2%

College of the Desert Foundation

Special Events

For Period Ending 11/30/2019

	Revenues	Expenditures	Current YTD Ending 11/30/20	FY 19/20 Fundraising Goals	% of Annual Goal @ 11/30/20	Prior Year Month Ending 11/30/19
Balances:						
Spring Luncheon -105						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Total Spring Luncheon:	-	-	-	-	-	-
Holiday Luncheon - 119						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
Total Holiday Luncheon:	-	-	-	-	-	-
FALL LUNCHEON - 101						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
TOTAL FALL LUNCHEON:	-	-	-	-	-	-
Stepping Out for COD - 190						
Special Event Income	-	-	-			110,500
Donations	-	-	-			-
Special Event Expenses	-	-	-			(98)
Bad Debt	-	-	-			-
Postage	-	-	-			(1,042)
Office Supplies	-	-	-			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	-	-			(6,415)
Marketing	-	(5,905)	(5,905)			(6,045)
Total Stepping Out for COD:	-	(5,905)	(5,905)	650,000	0%	96,900
Total Balances:	-	(5,905)	(5,905)	650,000	-1%	96,900



FINANCIAL SUMMARY

December 31, 2019

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , DECEMBER 31, 2019
WITH COMPARATIVE TOTALS FOR DECEMBER 31, 2018

	Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		
ASSETS					
1 Cash and cash equivalents	\$ 835,771	\$ 178,803	\$ 700,748	\$ 1,715,323	\$ 1,976,330
2 Investments	1,881,126	11,538,166	18,372,345	31,791,637	28,096,088
3 Investments - Board Reserve	500,000	-	-	500,000	500,000
4 Pledges receivable	57,500	9,808	-	67,308	241,405
5 Allowance for Doubtful Accounts	-	-	-	-	-
6 Accounts Receivable	4,600	316	-	4,916	141,000
7 Student Emergency Funds held at College	5,000	-	-	5,000	5,000
8 Accrued interest receivable	78,790	30,086	5,164	114,040	120,869
9 Accrued assets	2,500	-	-	2,500	2,500
10 Property and equipment, net	1,784	-	-	1,784	4,057
11 FCCC - Scholarship Endowment	-	60,781	336,549	397,330	394,703
12 Split interest agreements	-	186,690	-	186,690	170,034
13 TOTAL ASSETS	<u>\$ 3,367,071</u>	<u>\$ 12,004,650</u>	<u>\$ 19,414,806</u>	<u>\$ 34,786,527</u>	<u>\$ 31,651,987</u>
LIABILITIES					
14 Accounts payable	26,882	49,557	-	76,439	406,224
15 Accounts Payable - By JV	54,944	-	-	54,944	-
16 Accounts Payable - Related Party	2,572	31,581	-	34,153	-
17 Deferred Contributions	(3,450)	-	-	(3,450)	(3,427)
18 Accrued liabilities	21,358	-	-	21,358	61,715
19 TOTAL LIABILITIES	<u>\$ 102,306</u>	<u>\$ 81,138</u>	<u>\$ -</u>	<u>\$ 183,443</u>	<u>\$ 464,511</u>
NET ASSETS, beginning					
Unrestricted:					
20 Undesignated	2,354,594	-	-	2,354,594	2,202,784
21 Board designated	500,000	-	-	500,000	500,000
22 Temporarily restricted	-	10,982,403	-	10,982,403	9,956,553
23 Permanently restricted	-	-	19,414,806	19,414,806	19,381,366
24 TOTAL NET ASSETS, beginning	<u>\$ 2,854,594</u>	<u>\$ 10,982,403</u>	<u>\$ 19,414,806</u>	<u>\$ 33,251,803</u>	<u>\$ 32,040,704</u>
25 Net Activity	410,171	941,109	0	1,351,281	(853,229)
26 NET ASSETS	<u>\$ 3,264,765</u>	<u>\$ 11,923,512</u>	<u>\$ 19,414,806</u>	<u>\$ 34,603,084</u>	<u>\$ 31,187,475</u>
27 TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,367,071</u>	<u>\$ 12,004,650</u>	<u>\$ 19,414,806</u>	<u>\$ 34,786,527</u>	<u>\$ 31,651,987</u>

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 12/31/19 & YTD

		CURRENT MONTH ENDING 12/31/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	12/31/2018	ALL FUNDS	Budget	Variance	12/31/2018	2019/20
		(1/12 OF Annual Budget)				(6/12 OF Annual Budget)				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	34,000.00	(34,000)	-	68,000
2	Interest	101,309	50,000	51,309	82,710	428,492	300,000	128,492	402,899	600,000
3	Management Fees	33,872	32,083	1,789	30,880	199,509	192,500.00	7,009	191,367	385,000
4	Sustainability Fees (Gift Fees)	2,240	3,333	(1,093)	3,138	17,232	20,000.00	(2,768)	24,088	40,000
5	TOTAL OPERATING REVENUE	137,421	91,083	46,338	116,728	645,233	546,500	98,733	618,354	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	37,727	49,386	11,659	37,585	252,216	296,315.00	44,099	265,445	592,630
7	Independent Contractors (Non-Fundraising)	-	167	167	2,143	529	1,000.00	471	15,269	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	-	625	625	1,939	1,661	3,750	2,090	4,378	7,500
10	Salaries & Related Expenses	25,728	36,170	10,442	16,794	133,664	217,019.00	83,355	171,186	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	63,455	86,347	22,893	58,461	388,069	518,084.00	130,015	456,277	1,036,168
PROGRAM EXPENSES										
12	College & Student Support	89,465	130,517	41,052	110,090	554,418	783,100.00	228,682	583,083	1,566,200
13	Development & Recognition	434	4,621	4,187	866	3,444	27,725.00	24,281	7,043	55,450
14	General	282	2,212	1,930	96	8,352	13,270.00	4,918	15,955	26,540
15	Independent Contractors (Non-Fundraising)	-	458	458	5,894	1,454	2,750.00	1,296	41,989	5,500
16	Marketing	200	10,413	10,213	34,689	(120,910)	62,480.00	183,390	3,326	124,960
17	Salaries & Related Expenses	20,466	28,771	8,306	13,359	106,323	172,628.75	66,305	136,171	345,258
18	TOTAL PROGRAM EXPENSES	110,846	176,992	66,146	164,994	553,082	1,061,953.75	508,872	787,567	2,123,908
19	TOTAL OPERATING EXPENSES	110,846	263,340	152,493	223,455	941,150	1,580,037.75	638,888	1,243,844	3,160,076
20	OPERATING SURPLUS (DEFICIT)	(36,880)	(172,256)	(135,376)	(106,727)	(295,917)	(1,033,538)	(737,621)	(625,490)	(2,067,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	8,172	16,667	(8,495)	9,936	18,818	100,000.00	(81,182)	22,785	200,000
	State of the College Donations	32,600				32,600			-	
22	Business Engagement Giving - All donations made by businesses	33,932	12,500	21,432	26,200	40,462	75,000	(34,538)	52,300	150,000
23	Foundation Grants	5,000	41,667	(36,667)	20,000	271,875	250,000.00	21,875	395,000	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	48,414	45,833	2,580	59,249	121,155	275,000.00	(153,845)	155,083	550,000
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	50,000	200,000.00	(150,000)	-	400,000
26	Planned Giving	7,500	20,833	(13,333)	45,435	80,145	125,000.00	(44,855)	106,427	250,000
	Special Events	41,988	54,167	(12,179)	62,500	41,988	325,000.00	(283,012)	173,000	650,000
27	Sponsorship Scholarships (Pass Thru)	20,200	33,333	(13,133)	6,637	247,713	200,000.00	47,713	213,524	400,000
28	TOTAL FUNDRAISING REVENUE:	165,206	258,333	(93,128)	229,957	872,156	1,550,000	(677,844)	1,118,119	3,100,000
FUNDRAISING EXPENSES										
29	Development & Recognition	4,495	10,671	6,176	1,130	12,794	64,025.00	51,231	13,831	128,050
30	General	198	1,623	1,425	105	6,602	9,740	3,138	11,606	19,480
31	Independent Contractors	7,225	24,167	16,942	24,835	58,886	145,000.00	86,114	130,650	290,000
32	Marketing (Fundraising Portion)	50	6,770	6,720	11,172	(24,322)	40,620	64,942	9,376	81,240
33	Special Events Direct Expenses	25,000	9,333	(15,667)	1,693	25,000	56,000.00	31,000	1,791	112,000
34	Salaries & Benefits (Fundraising Portion)	12,279	17,263	4,984	8,015	63,794	103,577.25	39,783	81,702	207,155
35	TOTAL FUNDRAISING EXPENSES:	49,248	69,827	20,579	46,951	142,754	418,962.25	276,209	248,957	837,925

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 12/31/19 & YTD

		CURRENT MONTH ENDING 12/31/2019			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	12/31/2018	ALL FUNDS	Budget	Variance	12/31/2018	2019/20
		(1/12 OF Annual Budget)				(6/12 OF Annual Budget)				
36	FUNDRAISING SURPLUS (DEFICIT)	115,958	188,506	72,549	183,006	729,402	1,131,038	401,636	869,163	2,262,076
37	OPERATING REVENUE BUDGET FY 2019/20	137,421	91,083	46,338	116,728	645,233	546,500	98,733	618,354	1,093,000
38	FUNDRAISING REVENUE BUDGET FY 2019/20	165,206	258,333	(93,128)	229,957	872,156	1,550,000	(677,844)	1,118,119	3,100,000
39	TOTAL 2019/20 REVENUE BUDGET:	302,627	349,417	(46,790)	346,685	1,517,389	2,096,500	(579,111)	1,736,473	4,193,000
40	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	63,455	86,347	22,893	58,461	388,069	518,084	130,015	456,277	1,036,168
41	PROGRAM EXPENDITURES BUDGET FY 2019/20	110,846	176,992	66,146	164,994	553,082	1,061,954	508,872	787,567	2,123,908
42	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	49,248	69,827	20,579	46,951	142,754	418,962	276,209	248,957	837,925
43	TOTAL 2019/20 EXPENDITURE BUDGET:	223,549	333,167	109,618	270,406	1,083,904	1,999,000	915,096	1,492,801	3,998,000
44	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	79,078	16,250	(62,828)	76,279	433,485	97,500	(335,985)	243,672	195,000
45	Realized Gain / Loss	12,104	-	-	375,468	227,533	-	-	774,346	-
46	Unrealized Gain / Loss	321,168	-	-	(1,216,098)	769,656	-	-	(1,792,136)	-
48	Investment Fees	(7,996)	16,250	-	(7,474)	(79,394)	97,500	-	(79,113)	195,000
48	Refunds	-	-	-	-	-	-	-	-	-
49	Interfund Transfers	-	-	-	-	-	-	-	-	-
50	Investment Activities	325,276	16,250	-	(848,104)	917,795	97,500	-	(1,096,903)	-
51	NET SURPLUS (DEFICIT)	404,354	-	(62,828)	(771,825)	1,351,280	(335,985)	(853,231)	-	-



FY 18/19 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

Annual Giving	200,000	18,818	9.4%
Leadership Giving	550,000	121,155	22.0%
Business Engagement Giving	150,000	40,462	27.0%
Major Gifts	400,000	50,000	12.5%
Planned Giving	250,000	80,145	32.1%
Special Events Giving	650,000	41,988	6.5%
Stepping Out for COD	650,000	41,988	6.5%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	247,713	61.9%
Grants	500,000	271,875	54.4%
<i>Fundraising Revenues</i>	3,100,000	872,156	28.1%

Investment/Other Revenues :

Investment Management Services	385,000	199,509	51.8%
Gift Fee	40,000	17,232	43.1%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	428,492	71.4%
<i>Investment/Other Revenues</i>	1,093,000	645,233	59.0%
Total Combined Revenue	4,193,000	1,517,389	36.2%

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 12/31/19	% of Budget vs Actual @ 12/31/19



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 12/31/19	% of Budget vs Actual @ 12/31/19

EXPENDITURES

Fundraising Expenses

Annual Giving	15,000	-	0.0%
Leadership Giving	15,000	4,513	30.1%
Business Engagement	5,000	510	10.2%
Major Gifts	5,000	-	0.0%
Foundation Giving	5,000	-	0.0%
Planned Giving	15,000	3,500	23.3%
Special Events Expenses	100,000	25,000	25.0%
Stepping Out for COD Event	75,000	25,000	33.3%
Academic Angels Events	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	33,523	21.0%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%
Alumni Engagement	90,000	1,728	1.9%
Auditor	15,000	7,631	50.9%
Bad Debt	-	-	0.0%
Bank Charges	4,500	437	9.7%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 12/31/19	% of Budget vs Actual @ 12/31/19

Board/Staff Training	15,000	5,547	37.0%
Community Relations	10,000	5,465	54.7%
Depreciation Expense	200	-	0.0%
Donor Cultivation	10,000	(32)	-0.3%
Donor Recognition	10,000	2,214	22.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%
Equipment Lease	7,200	3,868	53.7%
Furniture & Equipment	3,995	-	0.0%
In Kind Expense	68,000	-	0.0%
Independent Contractor - Annual Giving Coordinator	62,500	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	37,500	50.0%
Independent Contractor - Major Gift Coordinator	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	20,725	27.6%
Independent Contractors	287,500	58,225	20.3%
Insurance (Foundation Liability)	555	555	100.0%
Legal/Financial	15,000	8,000	53.3%
Marketing	340,000	33,469	9.8%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 12/31/19	% of Budget vs Actual @ 12/31/19

Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	5,905	11.8%
Marketing General	50,000	250	0.5%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	27,314	20.2%
Marketing/Messaging Foundation- CV Strategies	85,000	-	0.0%
Membership Dues	4,000	2,735	68.4%
Office Supplies & Equipment	15,000	4,231	28.2%
Other Investment Expenses	50,000	21,982	44.0%
Postage	5,000	403	8.1%
Printing/Design/Graphics	25,000	6,225	24.9%
Prospect Research/Screening Services	10,000	-	0.0%
Refunds/Reimbursement of Expenses	(135,000)	(179,540)	133.0%
Repairs/Maintenance	1,000	-	0.0%
Service Contracts	8,000	6,307	78.8%
Staff Mileage Reimbursement	1,200	219	18.3%
Staff Support	5,000	660	13.2%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 12/31/19	% of Budget vs Actual @ 12/31/19

Subscriptions/Publications	3,000	1,543	51.4%
Telephone	2,000	981	49.1%
Travel	5,000	1,087	21.7%
Wages & Benefits	986,450	306,425	31.1%
Wages & Benefits Foundation Staff	758,420	243,295	32.1%
Wages & Benefits-Accounting	228,030	63,130	27.7%
Website Fees	1,200	839	69.9%
Total Operating Expenses:	1,886,800	301,204	16.0%

Investment Expenses

Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%
Investment Management Services	385,000	199,509	51.8%
Gift Fees	40,000	17,232	43.1%
Other Investment Expenses	145,000	57,412	39.6%
Investment Expenses:	580,000	274,153	47.3%

College Support Expenses

Contributions to the College	1,566,200	554,418	35.4%
College Program Support	775,000	150,363	19.4%
Presidents Innovation Fund	25,000	-	0.0%



FY 18/19 COMBINED OPERATING BUDGET

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 12/31/19	% of Budget vs Actual @ 12/31/19

Presidents Discretionary Fund	15,000	12,366	
Scholarships	750,000	391,689	52.2%
Student Awards	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,566,200	554,418	35.4%
Total Combined Expenditures	4,193,000	1,163,298	27.7%

College of the Desert Foundation

Special Events

For Period Ending 12/31/2019

	Revenues	Expenditures	Current YTD Ending 12/31/20	FY 19/20 Fundraising Goals	% of Annual Goal @ 12/31/20	Prior Year Month Ending 12/31/19
Balances:						
Spring Luncheon -105						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
Total Spring Luncheon:	-	-	-	-	-	-
Holiday Luncheon - 119						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
Total Holiday Luncheon:	-	-	-	-	-	-
FALL LUNCHEON - 101						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
TOTAL FALL LUNCHEON:	-	-	-	-	-	-
Stepping Out for COD - 190						
Special Event Income	41,988	-	41,988			173,000
Donations	-	-	-			-
Special Event Expenses	-	(25,000)	(25,000)			(1,598)
Bad Debt	-	-	-			-
Postage	-	-	-			(1,042)
Office Supplies	-	(31)	(31)			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	-	-			(6,415)
Marketing	-	(5,905)	(5,905)			(8,545)
Total Stepping Out for COD:	41,988	(30,936)	11,052	650,000	6%	155,400
Total Balances:	41,988	(30,936)	11,052	650,000	2%	155,400

REPORT OF SCHOLARSHIPS AWARDED

FY 2019/2020

1st Qtr & 2nd Qtr Ended December 31, 2019 and YTD

SCHOLARSHIPS AWARDED	1st Qtr Number of Scholarships Awarded	1st Qtr Scholarships Paid	2nd Qtr Number of Scholarships Awarded	2nd Qtr Scholarships Paid	Number of Scholarships Issued	Total Scholarships Awarded YTD
Applied Science & Business	-	-	6	6,000	6	6,000
Communication & Humanities	-	-	-	-	-	-
Counseling Services	3	900	-	-	3	900
Enrollment Services	-	-	-	-	-	-
General Scholarships (Non-Program)	85	144,938	49	5,564	134	150,502
Health Sciences & Education	-	-	-	-	-	-
Math & Science	-	-	-	-	-	-
Social Sciences & Arts	-	-	-	-	-	-
Sponsorship Scholarships (Pass Thr	84	114,570	100	119,216	184	233,786
Student Emergency Funds	3	250	1	750	4	1,000
						-
Total Scholarships Awarded:	175	\$ 260,659	156	\$ 131,530	331	\$ 392,189

REPORT OF PROGRAM CONTRIBUTIONS			
FY 2019/2020			
1st Qtr & 2nd Qtr Ended December 31, 2019 and YTD with Pending Request Report			
PROGRAM CONTRIBUTIONS	1st Qtr Program Contributions	2nd Qtr Program Contributions	Total Program Contributions YTD
Applied Science & Business	-	-	-
Communication & Humanities	-	-	-
Counseling Services	-	-	
Enrollment Services	-	3,137	3,137
General (Non-Program Specific)	970	79,777	80,747
Health Sciences & Education	43,627	17,491	61,118
Math & Science	-	-	-
Social Sciences & Arts:	3,661	1,700	5,361
Sponsorship Scholarships (Pass Thru)	-	-	-
Student Emergency Funds	-	-	-
Total Program Contributions:	\$ 48,258	\$ 102,105	\$ 150,363
PROGRAM CONTRIBUTIONS HIGHLIGHTS			
Applied Science & Business			
Communication & Humanities			
Counseling Services			
Enrollment Services	Student Resource Guides, K-14 Education Consortium Meeting Supplies, New Faculty/Staff Orientation Session Lunches		
General Support (Non-Program Specific)	College FLEX Support, Travel Expenses for Leadership Conferences, Student Ambassador Luncheon, State of the College Event		
Health Sciences & Education	Nursing Professorship, Annual Skills Lab Supplies, Updated Childrens Library, Childcare Enrollment Fees, Mens Championship Ring for Tennis Team, Stethoscopes for Graduating Nurses		
Math & Science			
Social Sciences & Arts:	Student Travel to New York IBS Radio/TV Conference, Jazz in the Pollock Performers		
PENDING PROGRAM REQUEST SUBMITTED			
Applied Science & Business	1,072	End of fall/spring semester awards & BBQ	
Communication & Humanities	-		
Counseling Services	-		
Enrollment Services	3,005	Family Night Event/Student Resource Guides	
General (Non-Program Specific)	21,122	Replacement of Magicinfo screens in CSSC Bldg/Orientation Lunches for new FT Faculty	
Health Sciences & Education	100,727	Nursing skills lab supplies/State Champ.Rings for mens tennis team/Update Childrens Library/Veterans Childcare Enrollment Fees/Infant Circle program support	
Math & Science	-		
Social Sciences & Arts:	200	Funding for 15 students to COD World Cinema Course @ PS Film Festival	
Sponsorship Scholarships (Pass Thru)	-		
Student Emergency Funds	-		
Total Pending Program Request	\$ 126,127		

Disciplines/Programs						
School of Communication & Humanities (CH)	School of Health Sciences & Education (HSE)	School of Social Sciences & Arts (SSA)	School of Math & Science (MS)	School of Applied Sciences & Business (ASB)	Counseling Services (CS)	Enrollment Services (ES)
Dean Papas, Dean	Dr. Courtney Doussett, Interim Dean	Dr. Sara Butler, Interim Dean	Steven Holman, Dean	Douglas Benoit, Dean	Dr. Amanda Phillips, Dean	Dr. Oscar Espinoza-Parra, Dean
Adult Basic Education	Nursing	Arts & Media	Mathematics	Administration of Justice (AJ)	CalWORKs	Admissions & Records
Communication Studies	Advanced Placement	Performing Arts	MESA	Advanced Transportation	Counseling	Financial Aid
English as a Second Language Program	Home Health Aide	Art	Sciences	Agriculture/Horticulture	DSPS - Disabled Students Programs & Services	First-Year Experience (EDGE/ pLEDGE)*
English Program	Hospital Facility & On-Boarding Information	Media, Film and Journalism		Air Conditioning /HVACR	EOPS/CARE & Foster Youth Services	Student Health & Wellness
Foreign Languages	Nursing Assistant	Digital Design & Production (DDP)		Architecture/Environmental Design	International Education	Student Life
	Nursing Counselor	Anthropology		Automotive Technology	TRIO: ACES, DSPS, Ed Talent Search, Upward Bound, Veterans	Tutoring & Academic Skills Center (TASC)
	Nursing Resource Links	Geography		Building and Energy Systems	Veterans Services	
	Registered Nurse (AND)	Global Studies		Business and Hospitality Industries		
	Vocational Nursing (VN)	History		Computer Information Systems		
	Health Sciences & Education (HS&E)	Political Science (PS)		Culinary Arts		
	Child & Adolescent Development	Psychology (PSY)		Economics		
	Child Development & Education	Social Sciences		Emergency Medical Technician (EMT)		
	Elementary Education Program	Sociology		Fire Technology (FIRE)		
	Health Sciences Degrees	Social Sciences Courses		Natural Resources (NR)		
	Kinesiology			Public Safety Academy		
				CODE Student Group		
				COD to Careers		
				Makerspace		

Support for Digital Storytelling Internship Program

January 29, 2020

Dr. Christine Anderson
Interim Executive Director
College of the Desert Foundation

Dear Chris,

The text below represents our discussions with Scott Adkins about our need for support to launch a student internship program in digital storytelling for COD students.

College of the Desert Foundation Support for Digital Storytelling Internship Program

DIGICOM Learning is a local 501c3 organization that has provided digital storytelling training to students and teachers for the past twelve years. In partnership with College of the Desert Administration, DIGICOM Learning has developed a work experience program in digital storytelling for COD students who have had some training in local K-12 districts and who are now enrolled at COD. These students will be provided with on-the-job training in creating short videos about projects and programs underway at or related to COD. The first project that will be assigned to these students will be covering the design, development and installation of a new sculpture created by Phillip K. Smith as part of the renovation of the Reynaldo Carreon International Fountain of Knowledge.

Under the supervision of DIGICOM Learning senior faculty, and in coordination with COD Director of Education Centers, Dr. Scott Adkins, these students will create a mini documentary about the Phillip K. Smith project for use by COD. DIGICOM Learning seeks scholarship support for these COD students who will undergo training in the art of digital storytelling as they work on a real project with real world timelines, deadlines and technical requirements for production. The students will advance their knowledge of storytelling, editing, sound, lighting, use of various cameras and working with “clients” as preparation for possible careers in this field.

DIGICOM Learning is providing core support for the launch of this program and seeks additional support from College of the Desert in the form of scholarships for 10 COD students @ \$750 per student per semester for the upcoming semester. Students will earn work experience credit from COD and DIGICOM Learning will work with these students to find employment once they have completed their internship experience (over the course of 1-2 years). As the program matures, we anticipate an increasing number of students working as DIGICOM Learning interns on a number of projects each year in a variety of settings.

Best regards,

David Vogel, CEO DIGICOM Learning

Appendices



Foundation Special Executive Committee Meeting

Minutes for Tuesday, November 12, 2019

4:00PM

College of the Desert Foundation – Conference Room

Meeting Participants

Committee Members Present

Bill Chunowitz, Marge Dodge, Donna Jean Darby, Joel Kinnamon, John Ramont and Diane Rubin

Committee Members Not Present

Aurora Wilson

Guest(s)

Christine Anderson, Tom Minder, Kirstien Renna

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 4:00PM.

2. Action Items

2.1 Approval of Agenda: Foundation Special Executive Committee Meeting of November 12, 2019 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Special Executive Committee Meeting of November 12, 2019 with any addition, correction or deletions.

The agenda was approved with one addition under item "2.0 Action": Approve the schedule of the Executive Committee and Board of Directors Meetings.

Bill Chunowitz moved to approve the agenda as updated, seconded.

Motion carried.

Bill Chunowitz moved to appoint Tom Minder as Executive Committee Member, seconded.

Motion Carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

2. Action

2.1 Approval to increase legal and financial services to \$10,000 in the 2019-2020 Budget

The Committee discussed the need to increase legal and financial services in the 2019-2020 budget to \$15,000 instead of the \$10,000 originally proposed.

Tom Minder moved to increase legal and financial service to \$15,000 in the 2019-2020 Budget, seconded.

Motion carried.

2.1 Follow-up Items	2.3 Task of	2.3 Due by
None	None	None

2.2 Approval to retain legal counsel to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District.

Tom Minder made the motion to retain legal counsel to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District, seconded.

Motion carried.

The COD Foundation's attorney will work together with the Desert Community College District's attorney on updating the two documents to ensure compliance on both sides.

2.2 Conclusion

Tom Minder made the motion to retain attorney Louis Michelson, to assist in the drafting of the updated Bylaws and Master Agreement, seconded.

Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
Tom Minder will work with Louis Michelson on obtaining a contract for the Foundation's President's signature, which will serve as a retainer for his counselling services on the Bylaws and Master Agreement.	Tom Minder	November 20, 2019

2.3 Authorization for the Interim Executive Director of the Foundation to continue as a voting Director upon completion of her Interim Assignment.

Bill Chunowitz moved to authorize the Interim Executive Director of the Foundation to continue as a voting Director upon completion of her Interim Assignment, seconded.

Motion carried.

The Committee agreed that Christine Anderson's voting rights will be held during her term as the Interim Executive Director of the COD Foundation.

Tom Minder moved to elect Diane Rubin as the Interim Board Secretary until Christine Anderson gets back to her duties, seconded.

Motion carried.

2.3 Follow-up Items	2.3 Task of	2.3 Due by
None	None	None

2.4. Approve the Schedule of the Executive Committee and Board meetings for 2019-2020.

The Committee reviewed the Executive Committee Schedule as follow:

- December 4, 2019 at 3PM – Confirmed.
- February 5, 2020 at 3 PM– The meeting will now take place at 1:30PM that day.
- April 1, 2020 at 3 PM – Confirmed.

The Committee reviewed the Board Meeting Schedule as follow:

- November 2019, 2020 at 3 PM – Confirmed.
- January 29, 2020 at 3 PM – The meeting has been rescheduled to February 5 at 3PM.
- March 25, 2020 at 3PM – Confirmed.
- April 29, 2020 at 3PM – Confirmed.

The Committee discussed holding some meetings on the other COD campus during the next season.

2.4. Conclusion.

Donna Jean moved for the approval of the schedule of the Executive Committee and Board meeting as updated, seconded.

Motion carried.

2.4 Follow-up Items	2.4 Task of	2.4 Due by
The Schedule of the Executive Committee and Board meetings will be added to the November 20 Board meeting agenda.	Eve-Marie Dehondt	November 20, 0219

3. Comments from the Public

3. 1 Comments From The Public: Persons who wish to speak to the Board should complete the “request to address the Board” form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related

modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public

4. Discussions

4.1 College of the Desert Foundation Audit Report (Vice President John Ramont)

Vice President John Ramont provided clarification on the Audit Report and particularly on the President Fund's account and the amount of expenditures in that account.

4.1 Follow-up Items	4.1 Task of	4.1 Due by
None	None	None

4.2 College of the Desert Foundation 2019-2020 Budget Submittal for Desert Community College Board of Trustees Approval

Joel Kinnamon informed the Executive Committee Members that the 2019-2020 Budget is to be submitted for the Desert Community College Board of Trustees' approval, as per the Foundation's Bylaws.

4.2 Follow-up Items	4.2 Task of	4.2 Due by
None	None	None

5. Adjournment

The Foundation President adjourned the meeting at 5:17PM.

Next Meeting

Wednesday, December 4, 2019

3PM

Foundation Conference Room

These minutes were approved at the December 4, 2019 Executive Committee Meeting



Academic Angels Committee Meeting

Minutes for Tuesday, November 19, 2019

2:00PM

College of the Desert Foundation – Conference Room

Meeting Participants

Committee Members Present

Marge Dodge, Barbara Fromm, Donna Jean Darby and Melinda Drickey

Committee Members Not Present

Norma Castaneda, Erica Espinola, Nancy Harris, Linda Weakley and Aurora Wilson

Guest(s)

Tara Bravo (CV Strategies)

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:03PM.

2. Action Items

2.1 Approval of Agenda: Academic Angels Committee Meeting of November 19, 2019 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of November 19, 2019 with any addition, correction or deletions.

The agenda was approved as presented, seconded.

Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Comments from the Public

3. 1 Comments From The Public: Persons who wish to speak to the Committee should complete the "request to address the Committee" form and present it to the secretary. Persons who wish to speak to the Committee on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Committee. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Committee, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Committee meeting. Requests should be directed to the Foundation as soon in advance of the Committee meeting as possible.

There were no comments from the public.

4. Information/Discussion Items

4.1 Event Planning

4.1.1 December 10, 2019 – Luncheon at Cuistot

The Committee discussed the organization of the December 10, 2019 Holiday Luncheon.

The Contract with Cuistot was signed by John Ramont on October 30, 2019 and two ads were published in the newspaper, as well as in the Giving Guide.

The Committee brought up some concerns regarding the fast-approaching Luncheon as it lacked publicity. After thorough discussion, they recommended further promoting the Academic Angels and bringing back the awareness of their activities to the Community before hosting an event.

Donna Jean Darby moved to approve cancelling the December 10, 2019 Luncheon, seconded. Motion carried.

4.1.1 Conclusion

4.1.1 Follow-up Items	4.1.1 Task of	4.1.1 Due by
The Committee tasked Tara Bravo from CV Strategies to draft a communication that will re-introduce the Academic Angels to the Community, show the role they play as ambassadors of the College and the impact of the donations made, and present historical accomplishments.	Tara Bravo, CV Strategies	December 9, 2019
Donna Jean Darby will be sharing some historical information with Tara Bravo to help draft that communication	Donna Jean Darby	
Marge Dodge will contact the restaurant Cuistot to negotiate postponing the event at no cost.	Marge Dodge	November 22, 2019
Tara Bravo will follow up with the Public Relations Department to inform the two scheduled speakers, Carol Scobie and Courtney Doussett that the December 10, 2019 Luncheon is now cancelled.	Tara Bravo, CV Strategies	November 22, 2019

4.1.2 Spring Luncheon

The Committee agreed to organize an event in the Spring, once the communication has been sent.

4.1.2 Follow-up Items	4.1.2 Task of	4.1.2 Due by
None	None	None

4.1.3 Other Events

The Committee suggested hosting an Academic Angel's Reception prior to the February 19 Scholarship Day, with the intent to get the members excited about that event.

4.1.3 Follow-up Items	4.1.3 Task of	4.1.3 Due by
None	None	None

4.2 Mailing List & Dues

4.2.1 Mailing List

Tara Bravo, from CV Strategies, has access to the mailing list, which is mostly composed of physical mailing addresses. She will liaise with the Public Relations Department to discuss the process required to obtain additional email addresses.

The Committee agreed that the mailing list for the Academic Angels should be composed of:

- The past Academic Angels members
- The current President Circle members
- The current Foundation Board members
- The current Board of Trustees

4.2.1 Follow-up Items	4.2.1 Task of	4.2.1 Due by
Tara Bravo, from CV Strategies, will liaise with Eve-Marie Dehondt to finalize these lists.	Eve-Marie Dehondt & Tara Bravo, CV Strategies	December 9, 2019

4.2.2 Yearly Dues

The Committee agreed that the dues renewal cards will be sent along with the letters. The yearly dues will be set at \$150 and the cards should include an open field for additional donations.

Donna Jean Darby moved to approve lowering the yearly dues to \$150, seconded. Motion carried.

4.2.2 Follow-up Items	4.2.2 Task of	4.2.2 Due by
Tara Bravo will bring the draft renewal letters at the next Committee meeting on December 9, 2019 for the Committee's final review.	Tara Bravo, CV Strategies	December 9, 2019

5. Action Items

There was no further discussion.

6. Next Meeting

6.1 Schedule Next Meeting

The Committee agreed to meet on Monday, December 9, 2019 at 1PM in the Foundation Conference Room.

7. Adjournment

The meeting was adjourned at 3:04 PM.

Next Meeting:

Monday, December 9, 2019

1PM

Foundation Conference Room

These minutes were approved at the December 9, 2019 Academic Angels Committee Meeting.

Foundation Board Meeting

Minutes for Wednesday, November 20, 2019 (3:00 pm – 4:05 pm)

College of the Desert– Cravens Student Services Center- Palm Desert, CA
92260 – Multi-Purpose Room

Meeting Participants

Committee Members Present

Bill Chunowitz, Peggy Cravens, Donna Jean Darby, Marge Dodge, Melinda Drickey, Kim Dozier, Barbara Fromm, Jim Greene, Gale Hackshaw, Rob Kincaid, Joel Kinnamon, Jim Johnson, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, John Ramont, Diane Rubin and Jane Saltonstall.

Committee Members Not Present

Norma Castaneda, Carol Bell Dean, Brian Holcombe, Vern Kozlen, Donna MacMillan, Arlene Schnitzer and Aurora Wilson.

Guest(s)

Christine Anderson, Pam Hunter and Kirstien Renna.

Recorder

Eve-Marie Dehondt.

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:05 PM.

Gale Hackshaw joined the meeting at 3:10 PM.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors meeting of November 20, 2019 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Board Meeting of November 20, 2019 with any addition, correction or deletions.

2.2 Conclusion

- The Foundation President moved to approve, seconded. Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Approval of Minutes

3.1 Approval of October 30, 2019 Foundation Board Meeting Minutes

Tom Minder required an addition to the October 30, 2019 minutes, as below:

- Checks over \$1,000 require the signature of at least one Foundation Board Member (either the President or the Treasurer) and at least one employee of the College (either the Vice President of Administrative Service or the Executive Director).

3.1 Conclusion

- Diane Rubin moved to approve the October 30, 2019 Foundation Board Meeting Minutes as amended, seconded.
- Motion carried.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
The following addition will be added to the Minutes: "Checks over \$1,000 require the signature of at least one Foundation Board Member (either the President or the Treasurer) and at least one employee of the College (either the Vice President of Administrative Services, or the Foundation Executive Director)."	Eve-Marie Dehondt	11/25/2019

3.2 Approval of October 14, 2019 Audit Committee Meeting Minutes

Tom Minder distributed recommended action items, which were originally discussed by the Audit Committee on October 14, 2019, however not captured in the minutes, as they were outside of the Audit Committee's scope of actions. Each action item will be transferred to the appropriate Committee, as listed below, and followed-up on accordingly during the upcoming Board meetings:

1. **Preparation of Quarterly Reports for Scholarship & Program Expenditures** – *Finance & Investment Committee.*
2. **Preparation of an Annual Report for distribution to public** – *Finance & Investment Committee.*
3. **Review findings by auditor of overuse and missing credit card receipts on Foundation Credit card. Formulate a policy regarding same** – *Finance & Investment Committee.*
4. **Review fee percentage on endowments and gifts on an annual basis, and make new recommendations according to the current market** – *Finance & Investment Committee.*
5. **Review policy regarding unfulfilled pledges and recent write-off \$16,000 pledge.** –*Finance & Investment Committee.*
6. **Discuss the authorized signers on the Foundation Checking Account and receive Board Approval for same** - *Board approved signors at November 20, 2019 meeting.*
7. **Setting minimum dollars requirements for Restricted Fund Endowments for future gifts** - *Finance & Investment Committee.*
8. **Presentation at Board Meeting of statistics on students' success rates and donation disbursements be given at Board Meeting** --*Finance & Investment Committee.*
9. **Provide a report showing the breakdown of the "College Support" and "scholarships" by major programs at future Board Meetings. This report should be provided on a quarterly basis** - *Finance & Investment Committee.*
10. **Identifying donors with restricted funds from past years who would be willing to have their donation moved to the unrestricted funds, when necessary**– *Finance & Investment Committee.*
11. **Receive report of breakdown of President's Fund Expenditure of \$72,967.00 for this fiscal year and the previous fiscal year** *Audit Committee*

Jim Johnson moved to approve the October 14, 2019 with the addition of the action items distributed by Tom Minder, seconded.

Motion carried.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Each Action item will be added to the appropriate Committee for their follow-up	Eve-Marie Dehondt	11/22/2019

4. Comments from the Public

4.1 Comments from the Public: Persons who wish to speak to the Board should complete the “request to address the Board” form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public.

5. Foundation Committee Reports

5.1 Academic Angels

Marge Dodge reported that the Academic Angels Committee has postponed their December 10, 2019 Holiday Luncheon as they recommended further promoting the Academic Angels and bringing back the awareness of their activities to the Community before hosting an event.

Academic Angels will send dues and renewal letters to the past Academic Angels members, the current President Circle members, the current Foundation Board members, the current Board of Trustees. The dues have been lowered down to \$150, which the Committee agreed was a more manageable amount. The letter will invite the Academic Angels members to attend the State of the College address in January, and the Scholarship Day on February 19, 2019 to provide them with an opportunity to interact with the students and play their roles as ambassadors in the Community. A spring event will also take place around April 2020.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
None	None	None

5.2 Audit Committee

There was no report available.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

5.3 Development Committee

There was no report available.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

5.4 Executive Committee

There was no report available.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Finance & Investment Committee

There was no report available as the November Finance & Investment Committee meeting was deferred. The next scheduled meeting is in January and will be attended by the Investment Advisors.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
None	None	None

5.6 Nominating Committee

Jane Saltonstall indicated that the Committee is in the process of organizing the next Committee for the week of January 13, 2020. The committee has received a candidate recommendation and Jane Saltonstall distributed the referral forms to the Board. The Committee will continue to consider the list of people that was in the pipeline originally, as well as looking for other options.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
None	None	None

5.7 Stepping Out for COD Committee

Diane Rubin reported that Stepping Out for COD 2020 will take place on Saturday, March 28, 2020, at the McCallum Theater. Contract with actor & singer Matthew Morrison, who starred in Glee and Broadway shows, will be executed shortly through Talent Specialist, Debbie Green. Pre-event will take place at

Cuistot. The Committee reviewed the brochure and timeline of the event at their last Committee meeting.

The Board discussed the choice of the entertainer and recommended doing a cost comparison of the fundraising results between the different levels of entertainers over the past years.

Diane Rubin invited the Board to attend the upcoming Stepping Out Committee meetings.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
None	None	None

6. Reports

6.1 Foundation Board President Report

Bill Chunowitz thanked Christine Anderson for stepping up as Interim Executive Director until the appointment of the Executive Director. The position has been posted and the Board will receive regular updates on the hiring process.

Bill Chunowitz shared an article from the Desert Sun, which highlighted the tremendous increase of the Coachella Valley population over the past years and the focus on higher education that particularly mentioned College of the Desert's extension in Indio.

Marge Dodge shared the publication about College of the Desert in the Giving Guide with the Board.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
None	None	None

6.2 College Superintendent/President

- Joel Kinnamon reported on the Cvep Economic Summit, which was held in Palm Springs on November 19, 2019 where some College of the Desert students were recognized. The keynote speaker from UNLV created a learning laboratory for the gaming industry, and Joel Kinnamon will be in Las Vegas on December 5, 2019 to tour the facilities and learn about how the program was implemented.
- Joel Kinnamon thanked Christine Anderson for stepping in as the Interim Executive Director. As well, he acknowledged Liz Chambers who brought in significant resources over the past weeks.

- Finally, Joel Kinnamon thanked Diane Rubin and Lenny Eber for hosting a successful President Circle's reception on November 8, 2019.

6.2 Follow-up Items	6.2 Task of	6.2 Due by
None	None	None

6.3 College Board of Trustees

There was no report at this time.

6.3 Follow-up Items	6.3 Task of	6.3 Due by
None	None	None

7. Action Items

7.1 Approval of the Updated College of the Desert Foundation Schedule of Executive Committee and Board Meetings.

The Board discussed the changes made on the Executive Committee and Board Meetings schedules. Bill Chunowitz required hosting the February 5, 2019 Executive Committee meeting and the Board Meeting in the same room.

The Board discussed the list of calendar events for 2019-202 that was distributed and required to update it with the following information:

- The College's Family Night," scheduled on December 11, 2019 at 5PM in the College's Gymnasium.
- The State of the College currently scheduled on Wednesday, January 22.

Christine Anderson will review and finalize the list of Foundation and COD events, which will be distributed at the next Board meeting.

7.1 Conclusion.

Jim Johnson moved to approve the Updated College of the Desert Foundation Schedule of Executive Committee and Board Meetings, seconded.
Motion Carried.

7.1 Follow-up Items	7.1 Task of	7.1 Due by
Bill Chunowitz required hosting the February 5, 2019 Executive Committee meeting and the Board Meeting in the same room.	Eve-Marie Dehondt	11/22/2019
Christine Anderson will review and finalize the list of Foundation and COD events, which will be distributed at the next Board meeting.	Christine Anderson	02/05/2019

7.2 Approval to retain legal counsel to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District.

The Executive Committee met on November 12, 2019 and recommended to retain legal counsel to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District.

The selected attorney, Louis Michelson, is a practitioner specialized in Non-profit law. Tom Minder who interviewed him, will be his main contact while working on revising the Bylaws or the Master agreement. Tom Minder asked the Board to ensure they forward him any questions or recommendation in that regard, for him to follow-up directly with the attorney.

7.2 Conclusion

Barbara Foster Monachino moved the approval to retain legal counsel, from Attorney Louis Michelson, to assist in updating the Bylaws and Master Agreement by and between College of the Desert Foundation and Desert Community College District, seconded.

Motion carried.

7.2 Follow-up Items	7.2 Task of	7.2 Due by
None	None	None

7.3 Approval to increase legal and financial services to \$15,000 in the 2109-2020 Budget.

The Board discussed how increasing the legal and financial services would affect the overall 2019-2020 budget.

Kirstien Renna confirmed that no overall increase of the 2019-2020 budget would be necessary to increase the legal and financial services to \$15,000 as other funds could be reallocated from different expense categories which were not disbursed.

The Board required a report showing the line item reallocation be presented at the February 5, 2020 Board meeting.

7.3 Conclusion

Diane Rubin moved the approval to increase the legal and financial services to \$15,000 with a corresponding decrease in another expense category in the 2019-2020 budget, seconded

Motion carried.

7.3 Follow-up Items	7.3 Task of	7.3 Due by
The Board required a report showing the line item reallocation be presented at the February 5, 2020 Board meeting.	Kirstien Renna	February 5, 2020

8. Discussions

8.1 As Christine Anderson is acting as the Interim Executive Director, her Officer role as Secretary of the Foundation Board needs be temporarily reassigned to a voting Director. Diane Rubin agreed to serve as the Foundation Secretary & Treasurer, until Christine Anderson returns as a voting Director of the Board.

Donna Jean Darby moved to approve Diane Rubin as the Foundation Secretary until Christine Anderson returns as a voting member of the Board, seconded.

Motion Carried.

8.2 Bill Chunowitz reminded the Board to complete, sign and return their policy forms to Eve-Marie Dehondt.

8.3 Peggy Cravens, who is the President of the Board of the Waring International Piano competition shared that they were planning on bringing the senior division competition back to College of the Desert, where it originated from, during Spring Break of April 2020. She will be in conversation with Joel Kinnamon's office to discuss further.

As well, Peggy Cravens asked if a tribute could be given to John Norman, former Dean of Fine Arts at College of the Desert, who is the last remaining person from the first Board of Trustees, during State of the College. The Board has been invited to attend the State of the College in January and to the Scholarship Day on February 19, 2020.

9. Adjournment

The meeting was adjourned at 4:07PM.

Next Meeting

Wednesday, February 5, 2020

3:00PM

Palm Desert Campus, Cravens Multi-Purpose Room



Foundation Special Executive Committee Meeting Minutes for Wednesday, December 4, 2019

3:00PM

College of the Desert Foundation – Conference Room

Meeting Participants

Committee Members Present

Bill Chunowitz, Marge Dodge, Donna Jean Darby, Tom Minder, John Ramont and Aurora Wilson

Committee Members Not Present

Joel Kinnamon and Diane Rubin

Guest(s)

Christine Anderson

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:00PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of December 4, 2019 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the regular Executive Committee Meeting of December 4, 2019 with any addition, correction or deletions.

The agenda was approved as presented.

2.1 Conclusion

Tom Minder moved to approve the agenda as updated, seconded.

Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Executive Committee Meeting – November 12, 2019.

The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments From The Public: Persons who wish to speak to the Board should complete the “request to address the Board” form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public

5. Discussion Items

5.1 Chair of the College of the Desert Foundation Development Committee

Aurora Wilson announced a new Board of Trustees representative will be assigned to the Foundation Board as part of a regular rotation. She thanked the Board members for their commitment throughout the past years. Bill Chunowitz

thanked Aurora Wilson for her hard work and reinforced the importance of the Foundation working closely with the Board of Trustees, and building a strong relationship with them.

Aurora Wilson will step out of her role as the Chair of the Development Committee, and Bill Chunowitz will appoint a new Committee Chair.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Bill Chunowitz will appoint a new Committee Chair	Bill Chunowitz	December 20, 2019

5.2 College of the Desert Foundation Executive Director Search Update

Christine Anderson distributed a packet including the Foundation Executive Director's Recruitment process. She shared with the Committee that Joel Kinnamon recommended the Foundation participate in the recruitment process for that position, by having the Foundation Board President and one additional representative of the Board on the Interview Committee. A training session will be organized for the representative selected to be part of the Recruiting Committee.

The job posting opened in November on the COD website, and promoted through the local Association of Fundraising Professionals.

The closing date has been extended to January 7, 2020 to allow all valuable candidates to apply. Christine Anderson recommended that the Board should share the opportunity with anyone they think would be a good fit.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Bill Chunowitz will designate a representative of the Foundation Board to be part of the Recruiting Committee.	Bill Chunowitz	December 20, 2019

5.3 Foundation Program Review Update

Jeff Bagel, CFRE Principal at eAdvancement Consulting, has been contracted to perform the Foundation Program Review announced by Joel Kinnamon at the October Board Retreat. His organization will be doing an assessment of the Foundation and its systems, interview the Foundation staff, and analyze particular needs for the Foundation. This will be completed by March in order for

the upcoming Executive Director to get an organizational perspective of the Foundation. Costs will be covered by the College of the Desert.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

5.4 Addition of Honorary or Emeritus Members on the Foundation Board

This Committee recognize the importance of adding Honorary or Emeritus Members with no voting rights on the Foundation Board, in order to retain knowledge and allow individuals to remain connected to the Foundation.

At this time, Honorary or Emeritus membership is not specified in the by-laws and the Committee agreed to have attorney Louis Michelson add Honorary or Emeritus statuses to the By-Laws' proposal.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Status of Vacancies in the Foundation Office

Current vacancy in the Foundation Office are:

- Executive Director
- Database Manager
- Annual Giving
- Major Gifts
- Business Engagement
- Director of Alumni Engagement. This has historically been founded by the Alumni Association and the position needs to be determined by the College.

The Committee recommended Jeff Bagel's organization should look into identifying the positions necessary for the Foundation, and the next Executive Director will also be key in hiring the vacant positions.

Christine Anderson announced that starting in January, Liz Chambers will continue helping with planned giving on a 10 hour a week basis.

On a separate note, Tom Minder pointed out that the President Circle's Chairs also needs to be assigned as Carol Bell Dean has asked to step down at this time.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
Bill Chunowitz will designate a replacement for Carol Bell Dean	Bill Chunowitz	January 20, 2020

5.6 2019-2020 Event Calendar Input and Update

The Committee reviewed the 2019-2020 Event Calendar.

The Committee made the following recommendations:

- Board Members should be notified of future Nursing Pinning Ceremonies. Christine Anderson will reach out to Patrick Farrell who is in charge of inviting donors to attend.
- Remove information on the new Library grand opening, until more information is received. The opening will most likely take place in February.
- Update the location of the Foundation Executive Committee Meeting to the Cravens Center on February 5, 2020.
- Academic Angels should be invited to attend the February 19 Scholarship Day.
- Add further information on the College of the Desert's events.
- Add information on Family Night as it is a great opportunity to meet with students and their parents.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
Christine Anderson will gather a small group that will look forward and decide on some keys events to be added to the yearly calendar and added to the Board minutes on a regular basis.	Christine Anderson	January 20, 2020

5.7 Status of the College of the Desert Foundation By-Laws and Master Agreement By and Between College of the Desert Foundation and Desert Community College District

Attorney Louis Michelson has received the retainer check and will shortly start working on these documents.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
None	None	None

6. Interim Executive Director Report

6.1 Hilb Library Art & Plaques

Christine Anderson met with John White, Executive Director, Bond and Facilities Planning, and Mac McGinnis, Maas Companies Program Manager, who are moving arts and plaques from the current library to the new Hilb Library. They put together a list of item description for which they require information and would like to work with the Foundation to obtain the history about some items.

Christine Anderson proposed creating an Ad-Hoc Committee with members that would be knowledgeable on the history of some of these items. She also recently met with Terry Green, previous Executive Director of the Foundation to help on this project, as he is well connected within the community.

Donna Jean Darby and Marge Dodge agreed to be part of the Committee. Donna Jean Darby recommended reaching out to Birgit Moller who used to fundraise for the College. The priority is the list of items that will need to be displayed at the opening in January.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
Christine Anderson will reach out to Birgit Moller to ask if she would volunteer to be part of the Committee	Christine Anderson	December 20, 2019
Christine Anderson will schedule some time for the Committee to meet and start reviewing the objects.	Christine Anderson	December 20, 2019

6.2 Foundation Events Sign-Up

The Foundation has tickets available for the following events:

- Palm Springs International Film Festival on January 2, 2020 – 10 seats
- Marilyn McCoo & Bill Davis Jr at McCallum Theater - 10 seats

Christine Anderson asked for some guidance from the Committee on how to select and offer these spots to the Foundation Board and other donors.

The Committee recommended offering to people who are sponsoring the Stepping Out for COD gala. They suggested the following people should be invited:

- Bill Chunowitz and his spouse
- James Greene and his spouse
- Diane Rubin and her spouse

6.2 Follow-up Items	6.2 Task of	6.2 Due by
Bill Chunowitz and Christine Anderson will work on finalizing the list before the Christmas break.	Christine Anderson and Bill Chunowitz	December 20, 2019

7. Adjournment

The Foundation President adjourned the meeting at 4:20PM.

Next Meeting

Wednesday, February 5, 2019

1:30PM

College of the Desert – Cravens Student Services Center – Multipurpose Room

These minutes were approved at the December 4, 2019 Executive Committee Meeting



Foundation Special Executive Committee Meeting

Minutes for Thursday, January 16, 2020

1:00PM

College of the Desert Foundation – Conference Room

Meeting Participants

Committee Members Present

Bill Chunowitz, Marge Dodge, Donna Jean Darby, Ruben Perez, Tom Minder and John Ramont

Committee Members Not Present

Joel Kinnamon and Diane Rubin

Guest(s)

Christine Anderson and Kirstien Renna

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 1:00PM.

Trustee Ruben Perez joined the meeting at 1:16PM.

2. Action Items

2.1 Approval of Agenda: Special Foundation Executive Committee Meeting of January 16, 2020 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Special Executive Committee Meeting of January 16, 2020 with any addition, correction or deletions.

Tom Minder added the following item for discussion: "Violation of the Charitable Trust Filing – Omission to the 2016 Filing." The item was added to the Discussion section as Item 6.5.

2.1 Conclusion

The agenda was approved as updated.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Executive Committee Meeting – December 4, 2019.

The minutes were approved as presented.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
The Committee recommended follow-up on items 5.5 from the December 4, 2019 minutes: " Designation of a replacement for Carol Bell Dean as President's Circle Committee Chair" and on Item "5.6 Gathering a small group that will decide on some keys events to be added to the yearly calendar and added to the Board minutes on a regular basis." These two items will be added to the February 5, 2020 Executive Committee Agenda	Eve-Marie Dehondt	February 5, 2020

4. Comments from the Public

4. 1 Comments From The Public: Persons who wish to speak to the Board should complete the "request to address the Board" form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a

translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public

5. Action Items

5.1 Approval of Contract from Momentous for College of the Desert State of the College Event on January 22, 2020

Christine Anderson presented the details of the Momentous contract to the Committee members.

5.1 Conclusion

Tom Minder moved to approve the contract from Momentous for College of the Desert State of the College event on January 22, 2020, seconded.

Motion carried.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
The Committee would like to see the list of complimentary tickets that were provided at the end of the event for the February 5, 2020 Executive Committee meeting, as State of the College is an opportunity to promote the Foundation and raise money in the future years.	Christine Anderson	February 5, 2020

6. Discussion Items

6.1 College of the Desert Foundation Executive Director Search Update

Christine Anderson gave an update on the College of the Desert Foundation Executive Director Search.

Several candidates have been identified and training is being scheduled for the Hiring Committee members. Interviews will start once training will be completed.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
None	None	None

6.2 Foundation Program Review Update

Mr. Jeff Bagel, CFRE Principal at eAdvancement Consulting, attended meetings at the Foundation this week to perform his Program Review. He interviewed some Board members, the Foundation Staff, the Executive Cabinet, and key stakeholders from the Financial Aid's department. His written report is expected to be ready by the end of March 2020.

6.2 Follow-up Items	6.2 Task of	6.2 Due by
None	None	None

6.3 Status of the College of the Desert Foundation By-Laws and Master Agreement By and Between College of the Desert Foundation and Desert Community College District

Attorney Louis Michelson is wrapping up the update of the By-Laws.

The original IRS 1986 Application containing the Foundation's recorded purpose is missing and Mr. Michelson is investigating further with IRS to obtain this document. Once received, he will send the initial draft of the revised By-Laws to Tom Minder for review and distribution to the Executive Committee. Mr. Michelson will then continue with the Master Agreement's update.

6.3 Follow-up Items	6.3 Task of	6.3 Due by
None	None	None

6.4 Stepping Out For COD Update

Kirstien Renna provided an update on Stepping Out For COD's Sponsorships and the seating sale.

The Committee discussed a \$50K pledge made last fiscal year, for which the funds are dedicated to the 2020 Gala. The pledge was therefore recorded under last fiscal year's revenue, as per the regular process, and payment was received in January 2020. The Committee suggested the Finance and Investment Committee should show to the Board that monies received in the last fiscal for

the current period would not be spent ahead of time and remain available for the fiscal year.

The Committee asked for a prior year to current comparison report for Stepping Out for COD's revenue. Kirstien Renna informed the Committee that these reports are being presented at the Stepping Out for COD Committee Meeting and that no report was available at this time.

6.4 Follow-up Items	6.4 Task of	6.4 Due by
None	None	None

6.5 Violation of the Charitable Trust Filing – Omission to the 2016 Filing

As Attorney Louis Michelson was doing his due diligence and found that the Foundation was delinquent in the Filing for 2016 as Schedule B was missing for that year. Indeed, Schedule B has been omitted on purpose over the past years, as it includes the list of donors, which is not to be provided publically. None of the previous filings is reported as delinquent, even though the Schedule B was never provided.

6.5 Conclusion

The Committee asked Kirstien Renna to provide the Schedule B for the past years, starting in 2016, with a mention that this is confidential information.

6.5 Follow-up Items	6.5 Task of	6.5 Due by
Kirstien Renna will provide the Schedule B for the past years, starting in 2016, with a mention that this is confidential information	None	None

7. Adjournment

The Foundation President adjourned the meeting at 4:20PM.

Next Meeting

Wednesday, February 5, 2019

1:30PM

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