



# Foundation Board Meeting

## May 4, 2020 – 3PM

Please join the teleconference here:

**<https://cccconfer.zoom.us/j/96650142826>**

**OR Dial: +1 669 900 6833 (US Toll) - Meeting ID: 966  
5014 2826**

### **Teleconference Etiquette Reminders:**

- To reduce the background noise, please **keep your microphone muted** during the meeting, unless you need to speak.
- Please introduce yourself before speaking
- Please keep your cell phone on silent mode

### **Comments from the public:**

In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until May 3, 2020 at 4PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.



# Agenda



## **Foundation Board Meeting**

### **Agenda for Monday, May 4, 2020**

**Zoom Video:** <https://cccconfer.zoom.us/j/96650142826>

**OR Dial: +1 669 900 6833 (US Toll) - Meeting ID: 966 5014 2826**

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, Paul Hinkes, Jim Johnson, Rob Kincaid, Donna MacMillan, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall, Jim Williams 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 Arlene Schnitzer
- 1.3 Welcome to New Board Members Paul Hinkes, Marlene O'Sullivan & Jim Williams
- 1.4 Resignation of Gale Hackshaw
- 1.5 Vern Kozlen's Estate Gift

#### **2. Agenda**

- 2.1 Foundation Board of Directors meeting of May 4, 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 May 4, 2020 with any additions, corrections or deletions;

### **3. Minutes**

- 3.1 Approval of February 5, 2020 Regular Foundation Board Meeting Minutes
- 3.2 Approval of February 11, 2020 Academic Angels Committee Meeting Minutes
- 3.3 Approval of February 25, 2020 Nominating Committee Meeting Minutes
- 3.4 Approval of February 26, 2020 Development Committee Meeting Minutes
- 3.5 Approval of April 22, 2020 Finance & Investment Committee Meeting Minutes
- 3.6 Approval of April 27, 2020 Executive Committee Meeting Minutes

### **4. Comments from the Public**

- 4.1 Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until May 3, 2020 at 4PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

### **5. Foundation Committee Reports**

- 5.1 Academic Angels Committee – Marge Dodge
- 5.2 Audit Committee – Tom Minder
- 5.3 Development Committee – Joanne Mintz
- 5.4 Executive Committee – Bill Chunowitz
- 5.5 Finance & Investment Committee – Diane Rubin
- 5.6 Nominating Committee – Barbara Fromm
- 5.7 Stepping Out for COD Committee – Diane Rubin & Christine Anderson

### **6. Reports**

- 6.1 Foundation Board President
- 6.2 College Superintendent/President
- 6.3 College Board of Trustees
- 6.4 Interim Executive Director

### **7. Information Items**

- 7.1 Internships Partnerships for the 21-22 School Year – Christine Anderson, Bill Chunowitz, Jim Johnson

7.2 Student Emergency Fund Challenge– Christine Anderson

7.3 pLEDGE/EDGE – Jane Saltonstall

## **8. Action Items**

8.1 Approve the Proposed List of the Board of Directors for 2020-2021

8.2 Approve the Proposed Slate of Officers for 2020-2021

8.3 Approve the Committee Assignments and Chairs for 2020-2021

8.4 Approve the Proposed Board Meeting Dates for 2020-2021

8.5 Approve the Financial Statements from January to March 2020

8.6 Approve the Proposed Revisions to the Fiscal Year 2019-20 Budget

8.7 Approve the 2020-2021 Proposed Budget

8.8 Approve the Updated Policies

8.9 Approve the 990 Tax Returns

## **9. Discussions**

## **10. Adjournment**

**Next meeting:** Wednesday, October 28, 2020 – 9AM



# Minutes for Approval



## **Foundation Board Meeting**

### **Minutes for Wednesday, February 5, 2020 (3:00 pm – 5:05 pm)**

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

#### **Meeting Participants**

##### **Committee Members Present**

Bill Chunowitz, Norma Castaneda, Marge Dodge, Melinda Drickey, Barbara Fromm, Jim Greene, Gale Hackshaw, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, Diane Rubin and Jane Saltonstall.

##### **Non-Voting Committee Members (4)**

Kim Dozier, Joel Kinnamon, Ruben Perez and John Ramont

##### **Committee Members Not Present**

Peggy Cravens, Donna Jean Darby, Carol Bell Dean, Jim Johnson, Rob Kincaid, Donna MacMillan, Arlene Schnitzer and Aurora Wilson

##### **Guest(s)**

Christine Anderson and Kirstien Renna

##### **Recorder**

Eve-Marie Dehondt

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

###### **1.1 Call to Order**

The meeting was called to order at 3:04 PM

###### **1.2 Memoriam for Vern Kozlen**

The Board shared their memories about Vern Kozlen, who recently passed away. Mr. Kozlen will be a regretted member of the College of the Desert Foundation.

###### **1.3 Welcome to New Board Member Ruben Perez**

Bill Chunowitz welcomed the new representative of the Board of Trustees in the Foundation Board of Directors.

## **1.4 Resignation of Brian Holcombe**

Bill Chunowitz thanked Brian Holcombe for his service on the Foundation Board of Directors, as he recently resigned as he moved out of the Coachella Valley.

## **2. Approval of Agenda**

### **2.1 Approval of Agenda: 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 for the Regular Board Meeting of February 5, 2020 with any addition, correction or deletions.**

#### **2.2 Conclusion**

- The agenda was approved as presented, seconded. Motion carried.

<b>2.2 Follow-up Items</b>	<b>2.2 Task of</b>	<b>2.2 Due by</b>
None	None	None

## **3. Approval of Minutes**

### **3.1 Approval of November 20, 2019 Foundation Board Meeting Minutes**

Tom Minder moved to approve the Board Minutes, seconded. Motion carried.

<b>3.1 Follow-up Items</b>	<b>3.1 Task of</b>	<b>3.1 Due by</b>
None	None	None

### **3.2 Approval of January 8, 2020 Audit Committee Meeting Minutes**

Tom Minder moved to approve the January 8, 2020 Audit Committee Minutes, seconded. Motion carried.

<b>3.2 Follow-up Items</b>	<b>3.2 Task of</b>	<b>3.2 Due by</b>
None	None	None

## **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. Closed Session**

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

## **6. Open Session**

### **6.1 Report on Action Taken (if any)**

The following actions were taken during closed session:

- The Board approved the following new Board Directors:
  - o Dr. Paul Hinkes
  - o Mrs. Marlene O'Sullivan
  - o Mr. Jim Williams
- The Board appointed two contract employees through June 2020:
  - o Mrs. Gailya Brown
  - o Mrs. Jane Saltonstall. As per Article 2.5 of the Foundation By-Laws precludes, Mrs. Saltonstall will step down from the Board of Directors and from her position as Chair of the Nominating Committee, effective immediately, and until the term of that contract with the Foundation.
  - o President Bill Chunowitz has appointed Mrs. Barbara Fromm as chair of Nominating Committee in Mrs. Saltonstall's absence.

## **7. Foundation Committee Reports**

### **7.1 Academic Angels**

Marge Dodge reported that 19 people renewed their annual dues for Academic Angels after renewal letters have been sent in December 2019. These people will be invited to the Scholarship Day, on April 16<sup>th</sup>. The Academic Angels Committee will be meeting on February 11 and they will discuss how they can

increase the number of renewals. As well, they will organize a Spring Luncheon on April 15, 2020 at Cuistot, which will be open to people interested in learning more about the Academic Angels. On May 7<sup>th</sup>, a Reception for Academic Angels will be hosted by at Barbara Fromm's house.

The Committee is working on revitalizing the Academic Angels to appeal to a broader spectrum of participants.

#### **7.1 Follow-up Items**

#### **7.1 Task of**

#### **7.1 Due by**

None	None	None
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#### **7.2 Audit Committee**

Tom Minder indicated that the Audit Committee presented their report to the Board of Trustees meeting on January 17<sup>th</sup> where it was accepted.

#### **7.2 Follow-up Items**

#### **7.2 Task of**

#### **7.2 Due by**

None	None	None
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#### **7.3 Development Committee**

The Development Committee had their initial meeting on January 15, 2020. This year they will be focusing on stewardship, as reporting and getting back to donors have been identified as an area for improvement.

The Board commented on the importance of having automatic systems for annual giving renewals, such as President's Circle. This will be implemented once the new Database Manager is hired.

#### **7.3 Follow-up Items**

#### **7.3**

#### **7.3 Due by**

None	None	None
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#### **7.4 Executive Committee**

The Executive Committee just took place prior the Board meeting. Bill Chunowitz reported that the Board would be presented with an update on the Desert Sun Intern Scholarship and a motion to approve additional Scholarship for School Year 2020-2021 at today's Board meeting.

#### **7.4 Follow-up Items**

#### **7.4 Task of**

#### **7.4 Due by**

None	None	None
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## 7.5 Finance & Investment Committee

The Finance & Investment Committee met on January 22 where a presentation from Account Manager First Republic took place. Excellent results were presented, thanks to the current market. The Committee will be having presentations from Convington and Merrill Lynch, which are managing the endowments, at the upcoming Finance & Investment Committee meetings in February and April, respectively.

The Committee presented the financial statements from July to December 2019, which will be brought to the Board for final approval at today's meeting.

The Committee discussed the following items, including some items coming from the Audit Committee's recommendation:

- Policies regarding the minimum gift amount required for new endowment funds,
- Management fees that should be implemented
- Credit card usage and policy
- Observations and recommendation by the auditors

The Committee will make recommendation for approval by the Board once they have further discussed each of them.

7.5 Follow-up Items	7.5 Task of	7.5 Due by
None	None	None

## 7.6 Nominating Committee

The Nominating Committee reported under closed session and there were no other announcements than the ones reported.

7.6 Follow-up Items	7.6 Task of	7.6 Due by
None	None	None

## 7.7 Stepping Out for COD Committee

Diane Rubin provided an update on Stepping Out for College of the Desert as of February 5, 2020, as well as a comparison of Sponsorship sale from 2019 to this year.

At this time, the Foundation received 1 Visionary Sponsorship at \$100K, 1 Success Sponsorship at \$50K, 3 Triumph Sponsorships at 12,500K, half of as Victory Sponsor at 7,5K (Suite Deal), 5 Progress Sponsorships at \$5K, 11 Benefit Sponsorships at \$2,5K and 18 Goal Sponsorships at \$1K.

Diane Rubin thanked all Board members who already made their commitment for Stepping Out for COD, and most particularly, Jim Greene for his gift as a Visionary Sponsor and Mrs. Arlene Schnitzer for her gift as a Success Sponsor.

Diane Rubin encouraged the Board Members to promote the event within their network and families.

Christine Anderson will send the list of people to whom Board Members sent personalized sponsorship packages and for which no response was received yet, for them to follow-up with these people. The next Stepping Out Committee is scheduled on February 11.

<b>7.7 Follow-up Items</b>	<b>7.7 Task of</b>	<b>7.7 Due by</b>
Christine Anderson will send the list of people to whom Board Members sent personalized sponsorship packages and for which no response was received yet, for them to follow-up.	Christine Anderson	February 20, 2020

## **8. Reports**

### **8.1 Foundation Board President Report**

There was no report available.

<b>8.1 Follow-up Items</b>	<b>8.1 Task of</b>	<b>8.1 Due by</b>
None	None	None

### **8.2 College Superintendent/President**

Joel Kinnamon congratulated Trustee Perez for his election as the Board of Trustees representative in the Foundation Board of Directors. Joel Kinnamon thanked the Board of directors for their participating on the State of the College event.

Joel Kinnamon reported he and some of the President's Cabinets members attended the Bellwether Awards in San Antonio, as College of the Desert was one the finalists in the planning, governance and finance category out of 10 other Colleges.

<b>8.2 Follow-up Items</b>	<b>8.2 Task of</b>	<b>8.2 Due by</b>
None	None	None

### 8.3 College Board of Trustees

On behalf of the Board of Trustees, Ruben Perez thank the Foundation Board Members, and most particularly Peggy Cravens, for their support towards the State of the College event. A tour of the newly renovated Hilb Library was offered then and Ruben Perez encouraged Board Members who could not attend to join the tour that will take place after the board meeting.

Ruben Perez also reported that the Board of Trustees was very grateful that Christine Anderson agreed to step in as the Interim Executive Director while the search for the permanent candidate is conducted.

8.3 Follow-up Items	8.3 Task of	8.3 Due by
None	None	None

### 8.4 Interim Executive Director

Christine Anderson provided an update on the following items:

- The Hiring Committee for the Executive Director Search started their Equal Employment Opportunities training with the Lawyer's firm, and the screening of candidates will take place once the training is completed.
- The first interviews for the Database Manager position have been completed and the Director of Information Technology is joining the second set of interviews with the final candidates. The Committee is hoping to have a recommendation before the end of February.
- The Director of Development job posting has been posted and the Hiring Committee will meet after the new Executive Director is seated. The first interviews are expected to take place at the beginning of May.
- Mr. Jeff Bagel, Principal at Eadvancement met with the Foundation Staff and some Board Members in January 2020. Mr. Bagel and Christine Anderson had a follow-up discussion regarding database management and processes, which are Mr. Bagel's expertise. The Foundation purchased his book "Annual Fundraising made simple" which also includes useful information on systems and processes.

8.4 Follow-up Items	8.4 Task of	8.4 Due by
None	None	None

## 9. Information Items

### 9.1 Audit Committee Follow-Up report – Christine Anderson

Christine Anderson updated the Board on the status of the list of items identified by the Audit Committee at the November 20, 2019 Board meeting. The tasks have been distributed to the appropriate committees, who are working on them accordingly.

Tom Minder and Kirstien Renna are working on particular deadlines for each other, according to priorities.

9.1 Follow-up Items	9.1 Task of	9.1 Due by
None	None	None

### 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

Tom Minder informed the Board that attorney Louis Michelson has completed a first draft of the By-Laws, which was sent to the Executive Committee Members for their feedback.

Mr. Michelson discovered that all original Foundation legal documents were listed under the old name of the College, Coachella Valley Community College District, and is working on having these updated.

Mr. Michelson is particularly looking into the following items:

- Standing and Ad-Hoc Committees,
- Voting and non-voting members,
- Quorum issues,
- Committee Chairs to be assigned to the Executive Committee,
- Members of each committee,
- Changing some titles (e.i: "President" would be updated to become "Chair")

The Executive Committee is hoping to present the new proposed By-Laws at the April 29<sup>th</sup> Board Meeting.

As Mr. Michelson is currently waiting on additional payment to continue his work on the Master Agreement, a motion will be presented today to approve legal fees increase.

<b>9.2 Follow-up Items</b>	<b>9.2 Task of</b>	<b>9.2 Due by</b>
None	None	None

### **9.3 Desert Sun Internship Scholarships – Bill Chunowitz**

The Board discussed extending the Desert Sun Intern Scholarship to School Year 2020-2021. Kirstien Renna provided a summary of the available funding and confirmed that after payment due for the current year, the amount that would be available for 20-21 is \$6,800, if no other money came in.

The money available will fund the Scholarship through August 2020. For the program to continue into the Fall of 2020 and the Spring of 2021 for two interns, a total of \$30,000 will need to be raised.

The Board noted that some donations could be made to the Bruce Fessier Scholarship fund.

The Board committed to move the program forward for Summer of 2020, the Fall of 2020, and the Spring of 2021 for two interns.

<b>9.3 Follow-up Items</b>	<b>9.3 Task of</b>	<b>9.3 Due by</b>
None	None	None

### **9.4 Digicom Internships Proposal – Christine Anderson**

DIGICOM CEO David Vogel, sent a proposal for the Foundation to support Digital Storytelling Program for College of the Desert Students. The program consists of funding 10 students at \$750 per student, per semester, for Spring 2020 and Summer 2020. DIGICOM would be working with Dr. Scott Adkins, Director of the West Valley campus, on the selection of students.

Scott Adkins and Terry Greene attended the Board meeting and provided more information on this project. A motion will be presented to the Board for approval of this program.

<b>9.4 Follow-up Items</b>	<b>9.4 Task of</b>	<b>9.4 Due by</b>
None	None	None

## **10. Action Items**

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

Kirstien Renna provided a report of the December 2019 Financial Statements, which regrouped financial statement since July 2019.

The Board discussed whether having the expenses approaching 30% of the total revenue, no including the investments income, was usual for a Community College Foundation. The Board considered this should be a question that could be asked to Jeff Bagel, Principal at Eadvancement, who has been contracted to a review the Foundation programs and systems. Additionally, it was noted that the current report does not include the entire fiscal year results and hence this percentage may change at the end of June 2020.

#### **10.1 Conclusion.**

Barbara Foster Monachino moved to approve the Financial Statements for July 2019 to December 2019, seconded. Motion carried.

<b>10.1 Follow-up Items</b>	<b>10.1 Task of</b>	<b>10.1 Due by</b>
None	None	None

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

Tom Minder moved to approve the increase the current budget from \$15,000 to \$50,000 for Attorney Fees, seconded. Motion carried.

<b>10.2 Follow-up Items</b>	<b>10.2 Task of</b>	<b>10.2 Due by</b>
None	None	None



### **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.**

Diane Rubin moved to approve 2020/21 School Year Desert Sun Intern Scholarships, seconded. Motion carried.

<b>10.3 Follow-up Items</b>	<b>10.3 Task of</b>	<b>10.3 Due by</b>
None	None	None

### **10.4 Request for Approval for the Digital Storytelling Program**

Tom Minder moved to approve the Digital Storytelling program, seconded. Motion carried.

<b>10.4 Follow-up Items</b>	<b>10.4 Task of</b>	<b>10.4 Due by</b>
None	None	None

### **11. Discussions**

There were no further discussion.

### **12. Closed Session**

No Continuation was necessary

### **13. Adjournment**

The meeting was adjourned at 5:05PM.

### **Next Meeting**

Wednesday, March 25, 2020

3:00PM

Palm Desert Campus, Cravens Multi-Purpose Room



## **Academic Angels Committee Meeting**

### **Minutes for Tuesday, February 11, 2020**

2:00PM

College of the Desert Foundation – Conference Room

#### **Meeting Participants**

##### **Committee Members Present**

Norma Castaneda, Marge Dodge, Barbara Fromm and Melinda Drickey

##### **Non-Voting Committee Members Present**

Nancy Harris and Linda Weakley

##### **Committee Members Not Present**

Donna Jean Darby

##### **Guests**

Christine Anderson

##### **Recorder**

Eve-Marie Dehondt

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

The meeting was called to order at 2:00PM.

##### **2. Action Items**

**2.1 Approval of Agenda: Academic Angels Committee Meeting of February 11, 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).

## **2.2 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of February 11, 2020 with any addition, correction or deletions.**

The agenda was approved as presented, seconded.

Motion carried.

<b>2.2 Follow-up Items</b>	<b>2.2 Task of</b>	<b>2.2 Due by</b>
None	None	None

## **3. Minutes for Approval**

### **3.1 Approval of regular Foundation Academic Angels Committee Meeting Minutes – December 9, 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 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.

## **5. Information/Discussion Items**

### **5.1 Renewal letters**

#### **5.1.1 Renewal Letters Review**

Nineteen Academic Angels renewed their yearly dues after the mailing that was sent in December 2019. The Committee discussed other options to get additional dues and mentioned that as emails were sent with attachments, this could have contributed to the few responses received. For future email blasts, the Committee

suggested creating a “button” as the body of the email that will directly bring them to the donation page for renewals.

The Committee discussed whether the mission of Academic Angels should be reviewed, but agreed to keep it as is for the time being. They will keep their focus on raising unrestricted funds for the College.

#### 5.1.2 Website Access

The Foundation website’s donation page now has a specific link for Academic Angels. The Committee asked that reservations for the April 15th Luncheon should be done directly through the website and suggested platforms such as Eventbrite. Christine Anderson will investigate on what can be done in that regards.

### 5.1 Conclusion

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Christine Anderson will contact Tara Bravo from CV Strategies to get the binder with the list of Academic Angels.	Christine Anderson	March 17, 2020
Christine Anderson will investigate how to get the reservations taken directly from the Foundation’s website.	Christine Anderson	March 17, 2020

### 5.2 Event Planning

#### 5.2.1 April 15, 2020 Luncheon at Cuistot

The Committee suggested mailing the April 15<sup>th</sup> Luncheon invitations to the list of people who were contacted in December 2019, hence the President’s Circle members, Foundation Board Members and past and prospected Academic Angels, which represented approximately 400 people.

The contract for Cuistot was originally set for 80 guaranteed guests; however, Marge Dodge will contact the restaurant to reduce it to 50 guaranteed guests. Once the new contract is received, it will be signed by Christine Anderson.

Christine Anderson will reach out to Tara Bravo from CV Strategies to see if she could obtain the mock invitation that her company created for the Holiday Luncheon. The invitations will need to be sent out by March 1, 2020.

Closer to the event, the Committee would like to place an ad in the paper.

Finally, the Committee suggested doing a marketing campaign on social media, particularly on the Foundation's Facebook page. This will be done by the Database Manager, once hired.

The Committee discussed the option for next year to buy a list from a mailing company to reach out to new potential members.

The Committee encouraged its members to invite friends interested in joining the Academic Angels to attend the April 15<sup>th</sup> Luncheon.

Lunch will be priced at \$100 per person. Invitations will also list a price of \$250 to allow people interested in renewing their dues and pay for their lunches at once.

Speakers will need to be identified by March 1 by the Committee. Marge Dodge will follow-up with Dr. Annebelle Nery for her recommendation to come present on the newer COD programs, particularly in the pharmaceutical area.

Menus will need to be printed and the back side will be the Luncheon's Program; Marge Dodge will send the menu to Christine Anderson.

Collateral material on COD's new programs will need to be distributed as well as Ask Cards with the attendees' names on the envelopes. The Committee suggested using the same format as what was done in the past during the Citizen of Distinctions luncheons. Christine Anderson will investigate on the material used in the past, and Marge Dodge will follow-up with Donna Jean Darby on that topic.

Committee members will be greeting the guests at the Luncheon. Marge Dodge will discuss the decoration of the room as well as centerpieces with Cuistot.

The Committee asked that invitations for the Scholarship Day that will take place on April 16, 2020 should be sent to the Academic Angels who renewed their dues.

#### **5.2.1.1 Follow-up on Cuistot's Contract**

The Committee suggested connecting with people who renewed their dues and encourage them to bring friends to the luncheon.

#### **5.2.2 May 7, 2020 Spring Reception at Barbara Fromm's House**

##### **5.2.2.1 Follow-up on Lulu's Catering**

Nancy Harris will be contacting Lulu's Catering for the May 7, 2020 Spring reception at Barbara Fromm's House scheduled between 3PM and 5PM. The guaranteed amount will be 50 guests which could be increased if necessary. Marge Dodge will find entertainment options for the reception.

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>
Luncheon invitations need to be sent to President's Circle members, Foundation Board Members and past and newly prospected Academic Angels.	Eve-Marie Dehondt & Committee Members	March 1, 2020
Marge Dodge will contact Cuistot to reduce the contract to 50 guaranteed guests and discuss the decoration of the room.	Marge Dodge	March 17, 2020
Christine Anderson will reach out to Tara Bravo from CV Strategies to see if she could obtain the mock invitation that they created for the Holiday Luncheon	Christine Anderson	February 19, 2020
A marketing campaign should be done on social media, particularly on the Foundation's Facebook page.	Database Manager	April 1, 2020
The Committee encouraged its members to invite friends who might be interested in joining the Academic Angels to attend the Luncheon	Committee Members	April 1, 2020
Marge Dodge will follow-up with Dr. Annebelle Nery for speaker recommendations.	Marge Dodge	March 1, 2020
Marge Dodge will send the menu to Christine Anderson, as they will need to be printed. The backside of the menu will be the program.	Marge Dodge	March 1, 2020
Christine Anderson will investigate Ask Cards templates from past event. Marge Dodge will follow-up with Donna Jean Darby on that topic.	Christine Anderson & Marge Dodge	March 1, 2020
The Committee asked that invitations for the April 16, 2020 Scholarship Day be sent to the Academic Angels who renewed their dues.	Eve-Marie Dehondt	March 17, 2020

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>
Nancy Harris will be contacting Lulu's Catering within the next weeks for the May 7, 2020 Spring reception at Barbara Fromm's House scheduled between 3PM and 5PM.	Nancy Harris	March 17, 2020
Marge Dodge will find entertainment options for the reception.	Marge Dodge	March 17, 2020

### **5.3 Academic Angels Available Funds**

Christine Anderson provided a report on the Academic Angels' available funds. Marge Dodge recommended that Christine Anderson start the Spring Luncheon with a short report, which will show what has been funded for the last 20 years. The Committee offered their help stuffing the letters and Norma Castaneda suggested she and her daughters will come and help with letters if needed.

<b>5.3 Follow-up Items</b>	<b>5.3 Task of</b>	<b>5.3 Due by</b>
Christine Anderson will inform the Committee once the letters are ready to be sent.	Christine Anderson	

## **5. Next Meeting**

### **7.1 Schedule Next Meeting**

The Committee agreed to meet on Tuesday, March 17, 2020 at 2:00PM in the Foundation Conference Room.

## **6. Adjournment**

The meeting was adjourned at 2:50 PM.

### **Next Meeting:**

Tuesday, March 17, 2020

2PM

Foundation Conference Room



## **Foundation Nominating Committee Meeting**

### **Minutes for Tuesday, February 25, 2020**

2:00PM

College of the Desert Foundation – Conference Room

#### **Meeting Participants**

##### **Committee Members Present**

Barbara Fromm (Chair) and Donna Jean Darby

##### **Committee Members Not Present**

Peggy Cravens

##### **Guest(s)**

Christine Anderson, Bill Chunowitz, Elizabeth Chambers and Jane Saltonstall

##### **Recorder**

Eve-Marie Dehondt

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

The meeting was called to order at 2:00PM.

##### **2. Action Items**

**2.1 Approval of Agenda: Foundation Nominating Committee Meeting of February 25, 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 Nominating Committee Meeting of February 25, 2020 with any addition, correction or deletions.**



The agenda was approved as presented, 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 Nominating Committee Meeting Minutes – January 13, 2020.

The minutes were approved as presented.

### 4. 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

### 5. Closed Session

**5.1 Closed session from 2:10 PM – 3:10PM** Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Committee shall reserve time to continue discussion.

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

### 6. Open Session

There was no reportable action taken in closed session.

## 7. Discussion Items

### 7.1 Timeline for assignment of Board Members to Committees and for the Slate of Officers for fiscal 2020-2021.

#### 7.1 Conclusion

The assignment of Board Members to Committees and the Slate of Officers for fiscal will be brought to the Board for their approval at the next Board meeting.

7.1 Follow-up Items	7.1 Task of	7.1 Due By
Christine Anderson will draft a letter for Board Members to gauge Board Members' interest in the Committee Assignments and the Slate of Officers.	Christine Anderson	March 12, 2020
The Committee recommended adding an agenda item for Board Members to suggest potential candidates. They will be receiving forms and submitting names.	Christine Anderson	March 25, 2020

### 7.2 "Sustaining" or "Emeritus" Categories for Board Members.

As the Foundation By-Laws are currently being revised, this item has been tabled.

7.2 Follow-up Items	7.1 Task of	7.1 Due By
This item was tabled to a later meeting.	Christine Anderson	April 29, 2020

## 8. Next Meeting

The next meeting has been scheduled on Thursday, March 12 at 3 PM and will take place in the Foundation Conference Room.

## 9. Adjournment

The Chair adjourned the meeting at 3:20PM.

### Next Meeting

Thursday, March 12 - 3PM  
Foundation Conference Room



## **Development Committee**

### **Draft of Minutes for Wednesday, February 26, 2020**

1:00 p.m.

College of the Desert Foundation Conference Room

#### **Committee Members Present**

Joanne Mintz (Chair), Carol Dean, Donna Jean Darby, Marge Dodge, Jim Greene, Jim Johnson

#### **Committee Members Absent**

Peggy Cravens, Melinda Drickey, Rob Kincaid, John Monahan

#### **Guests/Staff**

Bill Chunowitz, Barb Monachino, Chris Anderson, Kirstien Renna, Liz Chambers, Pat Farrell, Jane Saltonstall, Gailya Brown

**Recorder:** Dorothy Stuebner

**Subject to Brown Act: Yes      Quorum: YES**

#### **1. Call to Order/Roll Call**

Meeting was called to order at 1:00 pm and roll call verified a quorum. Joanne Mintz (Chair) informed committee present that Melinda Dickey and Rob Kincaid asked to be excused from this committee due to ongoing scheduling conflicts.

#### **2. Agenda**

Agenda was reviewed. Except for the announcement of the two committee resignations there were no additions, corrections, or deletions requested or recommended. Motion to approve the agenda of the February 26, 2020, meeting was approved unanimously.

#### **3. Approval of Minutes**

Minutes for the of January 15, 2020, Development Committee were reviewed. Motion to approve the minutes as presented was approved unanimously.

#### **4. Comments from the Public**

There were no members of the public present.

## **5. Foundation Update**

### **5.1 General Foundation Fundraising**

Kirstien Renna briefly reviewed the Foundation's approved annual budget and the revenue and expenses year-to-date.

### **5.2 Stepping Out**

Kirstien Renna briefly discussed specifics related to the Stepping Out event. Chris Anderson briefly reviewed the sponsorship progress, McCallum ticket sales, and marketing efforts to date.

## **6. Discussion Items**

### **6.1 Stewardship Plan Proposal**

- Joanne Mintz reviewed the "Ask – Thank – Report" theme/mantra that has been adopted for the committee's goal to develop a stewardship plan.
- Gailya Brown, consultant, was introduced and she briefly reviewed the "Stewardship Plan Outline" handout that was shared with the committee.
- Committee discussed various recognition models to be considered, looking at recognition levels (cumulative, annual, etc.), and types of recognition (plaques, bricks, a digital giving board, etc.).
- The committee discussed the history of the Foundation's previous annual reports and recommendations for the structure for future annual reports which would include donor recognition elements.
- The committee unanimously agreed that a standalone Foundation annual report (rather than one combined with the College's report) is a priority.
- It was decided that an interim plan for recognition and/or an abbreviated annual report is to be developed until the plan for creating a fully developed annual report can be established (funding for creating/printing, timeline, contents, data collection, etc.).
- The committee unanimously agreed that whatever reporting information is produced needs to be accurate so, in the beginning, it may be best to only report on annual giving rather than rushing to include cumulative giving (which is a much bigger, broader project).
- Jim Greene noted, and it was unanimously agreed, that this reporting needs to include and highlight the Foundation's Mission, Vision, and Core Values statements in addition to highlighting the good works that the Foundation's has supported and the donors that have helped make that happen.

- Committee agreed that these recommendations should be added to the list of priorities for the new Executive Director with the committee providing a proposed plan.
- Joanne Mintz (Chair) proposed that a Stewardship Planning ad hoc subcommittee be formed using the Gailya Brown Stewardship Plan Outline as a starting point. The committee unanimously agreed and the following people volunteered for this ad hoc subcommittee: Joanne Mintz, Jim Greene (but he may have limited availability over the next 4-12 weeks), Chris Anderson, Jane Saltonstall, and Gailya Brown. Liz Chambers asked that annual workshops be considered in the plan (educational, estate planning, planned giving, etc.).

<b>6.1 Follow-up Items</b>	<b>6.1 Task of</b>	<b>6.1 Due by</b>
Stewardship Plan subcommittee (ad hoc) to be established and begin working on a stewardship plan to be recommended and presented to the committee	Joanne Mintz, Jim Greene, Chris Anderson, Jane Saltonstall, Gailya Brown	ongoing

## **6.2 President's Circle Event**

- Barb Monachino proposed a President's Circle event at the Coachella Valley Repertory Theatre (CV Rep) in Cathedral City. She and her husband are prepared to rent the theatre.
- She would like to model it on the Cabaret 88 event at the Annenberg: cocktail reception beforehand, seating on the stage with a small musical presentation, and possibly have a jazz trio or quartet from the Music Department. Also, if possible, have a student from the Theatre Arts Department shadow the CV Rep sound and lighting person.
- Since it would need to be when the theatre is dark, the dates being considered are December 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>. If the committee is interested in pursuing it, Barb said she would verify theatre availability, check the capacity, and try to estimate attendance.
- Barb Monachino stated that the intention is to showcase the CV Rep and the Theatre Arts Department at the College and explore ways they can mutually help each other and collaborate.
- The committee also agreed that this is an opportunity to get students out into the community and explore developing apprenticeships.
- Barb said that she would come back to the next meeting with a cost proposal for catering but would need assistance liaising with the COD Administration and Departments for music, etc. at the event.

- Joanne Mintz proposed that the Development Committee should authorize Barb Monachino to pursue developing the plan and budget for the President's Circle event at CV Rep and bring it to the next committee meeting. The committee unanimously agreed. It was also suggested that this be announced at the next full board meeting.

<b>6.2 Follow-up Items</b>	<b>6.2 Task of</b>	<b>6.2 Due by</b>
Continue to develop a plan to have a President's Circle event in December 2020 at CV Rep Theatre	Barb Monachino	Next meeting 03/18/2020

### **6.3 Legacy Brunch**

- Liz Chambers noted that previously the "Legacy Circle" had been "Legacy Society" but suggested "Legacy Leaders" as a more appropriate name since these donors are visionaries looking to fund the future of the college. A motion to change the name to "Legacy Leaders" was made and approved unanimously by the committee. It was noted that this new name should be announced the at the next full Board meeting.
- Liz additionally reported on her outreach efforts (e.g., sending the COD Annual Report with a note to Legacy group members, valentine's cards to the widows in the group, etc.).
- Liz also reported that the upcoming Legacy Brunch is one of her recognition and cultivation events. It is scheduled for April 19, 11am-1pm, at the S at Rancho Mirage with complimentary valet parking. Liz is requesting RSVPs by April 10. She has the contract for the event and noted that there will be testimonials and a mini-State of the College from Dr. Kinnamon. Liz also showed the paperweight recognition piece to be given to the Legacy members (cost is less than \$35 each with engraving and box). Joanne Mintz confirmed with Liz that she has the support she needs for the event. Liz asked that folks solicit names for a prospect list for possible legacy donors so that they can be invited to the brunch, also.

<b>6.3 Follow-up Items</b>	<b>6.3 Task of</b>	<b>6.3 Due by</b>
Introduce new "Legacy Leaders" group name and incorporate it into Foundation materials (announce name change to the Board)	Chris Anderson/ Liz Chambers	Ongoing

## **6.4 Gift Management Fees – Kirstien Renna**

Joanne Mintz and Chris Anderson had asked that management fees policy be reported to the Development Committee as it had been a topic at previous Development Committee meetings. Kirstien Renna reported that the Finance & Investment Committee is moving forward with asking the Board to remove or adjust the current gift fee policy. The revenue from this fee is minimal but has been a barrier to some of the larger donors wanting to give and, therefore, has on a case-by-case basis waived for some donors.

## **7. Development Advisory Committee Reports**

### **7.1 President's Circle Advisory Committee**

Vice-Chair: Open / Staff Liaison: Pat Farrell

- Pat Farrell reported that the spring President's Circle event will be April 24<sup>th</sup> at Barbara Fromm's home. It will likely be 5pm-7pm. There will be a separate invitation sent out for this event.
- Pat also reported that there have already been three Community Engagement Tours this spring: the Indio Women's Club, the Springs Women's Club, and the Desert Horizon Women's Club. Pat thanked the committee for their recommendations to groups for requesting tours and asks to keep the recommendations coming as these board recommended tour groups often result in new President's Circle members.
- Joanne Mintz recommends that, if possible, the December CV Rep President's Circle event be announced at the April President's Circle event at Barbara Fromm's.

### **7.2 Planned Giving Advisory Committee**

Vice Chair: Giving Peggy Cravens / Staff Liaison: Liz Chambers

*(Reported earlier in the meeting, Item 6.3)*

### **7.3 Major Giving Advisory Committee**

Vice Chair Major Gifts: Jim Greene / Staff: Chris Anderson

- Chris Anderson confirmed that Jane Saltonstall is now working with the major giving team.

### **7.4 Annual Giving Advisory Committee**

Vice Chair Annual Giving: Marge Dodge / Staff: Chris Anderson

- Chris Anderson reported that Marge Dodge shared previous reporting information which will be given to the new database manager.

## **7.5 Business Giving Advisory Committee**

Vice Chair Business Giving: Open / Staff Liaison: Chris Anderson

- Chris Anderson reported that this Advisory Committee will move forward when we have the new Development Director hired.

## **8. Committee Meetings Schedule**

### **8.1 Reschedule March and April Meeting Dates**

March Meeting: Wednesday, March 18, 1:00-3:00 pm

April Meeting: Monday, April 13, 1:00 – 3:00 pm

May Meeting: Wednesday, May 20, 1:00-3:00 pm

## **9. Adjournment**

Motion for meeting adjournment was approved by consensus. The meeting adjourned at 2:52 pm.

**Next Meeting – Wednesday, March 18, 2020**





## **Finance & Investment Committee**

**Draft of Minutes for Wednesday, April 22, 2020**

**1:00 pm**

**Zoom Video: <https://cccconfer.zoom.us/j/92769112230>**

**Committee Members Present** (full committee present):

**Voting Members:** Diane Rubin (Chair), Barbara Foster Monachino,  
Jim Williams

**Non-Voting Members:** John Ramont (Ex-Officio)

### **Additional CODF Board/Staff Present:**

Bill Chunowitz (CODF Board President), Tom Minder (CODF Board Member),  
Chris Anderson (Foundation Interim Ex. Dir.), Kirstien Renna (Foundation  
Acct.), Mike Rodriguez (Foundation Accounting Asst.)

**Guest:** Ronda (Rondi) W. Edwards, CFP®, CIMA®, CDFA® - The Edwards Suafoa  
Group, Senior Vice President-Wealth Management (Merrill Lynch)

**Recorder:** Dorothy Stuebner (Foundation Administrative Specialist)

**Subject to Brown Act:** Yes      **Quorum:** Yes

### **1. CALL TO ORDER/ ROLL CALL**

Diane Rubin (Committee Chair) called the meeting to order at 1:00 pm and roll call verified a quorum.

### **2. AGENDA**

There were no additions, corrections, or deletions requested/recommended and the motion to approve the agenda as created/presented by Kirstien Renna was made, seconded, and approved by unanimous roll call vote.

### **3. MINUTES**

Minutes for the February 26, 2020, Finance & Investment Committee were reviewed. Motion to approve the minutes as presented was made, seconded, and approved by unanimous roll call vote.

#### **4. COMMENTS FROM THE PUBLIC**

There were no public comments submitted.

#### **5. PRESENTATION**

Ronda Edwards, of Merrill Lynch, presented a portfolio update as of the close of business April 17, 2020, and also provided a report of the portfolio performance as of December 31, 2019. Ms. Edwards discussed the current market conditions, and the management of the Foundation's Endowment Portfolio at this time.

#### **6. ACTION ITEMS**

##### **6.1 Review and Approval of Financial Statements: February and March 2020**

Financial Statements for February and March 2020 were reviewed and discussed. Motion to approve the financial statements as presented was made, seconded, and approved by unanimous roll call vote.

##### **6.2 Review and Approval of Proposed 2020/21 Budget**

- The Proposed 2020/21 Budget was reviewed and discussed. The Committee members agreed that the budget should be considered a “working budget” with regular review (at least quarterly) and adjustments as indicated by actual revenue and expenses.
- Motion to approve the Proposed 2020/21 Budget as presented with stipulations noted above was made, seconded, and approved by unanimous roll call vote.

##### **6. Follow-up Items**

6. Follow-up Items	5. Task of	6. Due by
Consider Proposed 2020/21 Budget as a “working budget” that allows the Committee to review and adjust as needed/indicated (at least quarterly) based on actual revenue and expenses.	Committee, Exec. Director, CODF Accountant	Ongoing

## 7. DISCUSSION ITEMS

### 7.1 Quarterly Report for Program and Scholarship Funds

The Quarterly Report for Program and Scholarship Funds was presented by Kirstien Renna, CODF Accountant.

### 7.2 Student Emergency Fund

- The Committee discussed the current increased demand for emergency awards to support COD students with urgent need due to the COVID 19 situation and its impact on the student population.
- The Committee also discussed the vetting process for requests: COD reviews and forwards eligible requests to the Foundation.
- Chris Anderson and Kirstien Renna presented the new online portal for donations to the "Student Emergency Fund" account as well as the speed at which new gifts to this fund can be made available: New gifts can be made available as soon as deposited into the bank and recorded in our system: within 2-3 days.
- The Committee also discussed adding additional monies to the "Student Emergency Fund" account from other TR fund accounts that support this Fund's criteria. The Committee unanimously agreed to inform the CODF Board that the Committee strongly recommends making additional monies immediately available to the Student Emergency Fund and that the amount should be at least \$50,000, but, noting that there is a strong consensus from the Finance & Investment Committee that it should be \$100,000.

### 7. Follow-up Items

7. Follow-up Items	5. Task of	6. Due by
Inform the CODF Board that the Committee strongly recommends making additional monies immediately available to the Student Emergency Fund and that the amount should be at least \$50,000, but, noting that there is a strong consensus from the Finance & Investment Committee that it should be \$100,000	Diane Rubin (Committee Chair) and Chris Anderson (Interim ED)	Next Executive Committee and Board Meetings

## **8. Adjournment**

- Prior to adjournment, Bill Chunowitz, President of the COD Foundation, expressed his appreciation and the Board's thanks to the Committee's members and the Foundation staff for their work on the Finance and Investment Committee.
- Bill Chunowitz wanted to particularly express his and the Board's appreciation for all the guidance that Diane Rubin, outgoing Committee Chair, has provided in management and support of this committee.
- By unanimous roll call vote, Diane Rubin, Committee Chair, adjourned the meeting at 3:00 pm.

**Next Meeting: TBD**



## **Foundation Executive Committee Meeting**

**Minutes for Monday, April 27, 2020**

**1:00PM**

**Zoom Video:** <https://cccconfer.zoom.us/j/96242985788>

### **Meeting Participants**

#### **Committee Members Present**

Bill Chunowitz, Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz and Diane Rubin

#### **Non-Voting Committee Members Present**

Christine Anderson, Joel Kinnamon and John Ramont

#### **Non-Voting Committee Members Not Present**

Ruben Perez

#### **Committee Members Not Present**

Donna Jean Darby

#### **Guest(s)**

Kirstien Renna

#### **Recorder**

Eve-Marie Dehondt

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 1:03PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of April 27, 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 regular Executive Committee Meeting of April 27, 2020 with any addition, correction or deletions.**

Christine Anderson requested adding the following action item as item 6.3: "Approval of expansion of the Student Emergency Fund."

**2.1 Conclusion**

Barbara Fromm 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 Minutes – March 11, 2020.**

Tom Minder asked to update section 6.1 as follow: "Tom Minder indicated that attorney Louis Michelson will be ~~discussing~~ **communicating** with the College of the Desert attorney Casey Williams this week regarding the By-Laws draft."

**3.1 Conclusion**

Joanne Mintz moved to approve the March 11, 2020 Executive Committee meeting minutes as updated, seconded.  
Motion carried.

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

## 4. Comments from the Public

**4.1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until April 26, 2020 at 4PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## 5. Discussion Items

### 5.1 Proposed Slate of Officers – Barbara Fromm

The current Chair of the Nominating Committee, Barbara Fromm recommended the following officers to be approved at the May 4, 2020 Board meeting:

- President – Bill Chunowitz
- Past President – Donna Jean Darby
- Vice President – Barbara Fromm
- Treasurer – Tom Minder
- Secretary – Marge Dodge

As the Foundation By-Laws state that the Nominating Committee Chair cannot serve as the Vice President. Jane Saltonstall agreed to serve as the Nominating Committee Chair instead of Barbara Fromm. Marge Dodge will serve as Interim Chair until Jane Saltonstall's contract with the COD Foundation ends in June 2020.

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

### 5.2 Stepping Out for College of the Desert Update –Kirstien Renna

Kirstien Renna provided an update on the Stepping Out for COD Donation Revenue. The Original Stepping Out for COD Donation Revenue was \$311,368.45 for the current year 2019-20.

\$6,350 were refunded to some donors. The expenditures amount was \$64,983.25 after refund from several stakeholders, including the Matthew Morrison Deposit. There are additional anticipated refunds, including from the Omni Hotel and the CA State Franchise Board.

The total Net Event Proceeds with all these included is at \$248,285.20.

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>
None	None	None

### **5.3 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 – Tom Minder**

Tom Minder indicated that the Foundation By-Laws and Master Agreement are on hold until he and Joel Kinnamon can meet in person to discuss the first drafts.

<b>5.3 Follow-up Items</b>	<b>5.3 Task of</b>	<b>5.3 Due by</b>
None	None	None

### **5.4 College of the Desert Foundation Staffing Update – Christine Anderson**

Christine Anderson reported that the Database Manager Amanda McCarthy, started today, April 27, 2020.

Joel Kinnamon shared that the search for the Executive Director Position is complete and a candidate has been hired. Joel Kinnamon thanked Bill Chunowitz and Jane Saltonstall for their dedication during the hiring process. The Executive Director is anticipated to start by June 1, 2020. Their name will be provided publicly once the final human resources process is complete.

The Development Director's position has been posted and interviews will start after the Executive Director starts.

<b>5.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
None	None	None

### **5.5 Desert Sun 20-21 Internships Budget – Bill Chunowitz**

As the Committee was asked to take action on this item, please refer to Action Item 6.1 for the complete discussion report.



<b>5.5 Follow-up Items</b>	<b>5.5 Task of</b>	<b>5.5 Due by</b>
None	None	None

## **5.6 May Board Preview**

### **5.6.1 Endowment List Review**

Kirstien Renna provided an endowment list for the Executive Committee to review, as per their request at the March 11, 2020 meeting.

### **5.6.2 2020-2021 Budget Review**

Kirstien Renna presented the 2020-2021 Budget and provided information on the packet provided to the Committee Members. The 2020-2021 Budget will be distributed at the next Board meeting for approval.

<b>5.6 Follow-up Items</b>	<b>5.6 Task of</b>	<b>5. Due by</b>
None	None	None

## **6. Action Items**

### **6.1 Approve the recommendation for the 2020-2021 Board Meeting Dates**

The Proposed date for the 2020-2021 Board meeting are as below:

- Wednesday, October 28, 2020 / 9:00AM- 5PM - Board Meeting and Retreat
- Wednesday, December 2, 2020 / 3:00PM Board Meeting
- Tuesday, January 26, 2021 / 3:00PM Board Meeting
- Wednesday, March 24, 2021 / 3:00PM Board meeting
- Wednesday, April 28, 2021 / 3:00PM Foundation Board Annual Meeting & Reception

### **6.1 Conclusion**

Joanne Mintz moved to approve the recommendation for the 2020-2021 Board Meeting Dates, which will be brought to the May 4 Board Meeting for Board approval.

<b>6.1 Follow-up Items</b>	<b>6.1 Task of</b>	<b>6.1 Due by</b>

## **6.2 Approve the continuation of the Desert Sun internship program for the 2020/21 and 21/22 school years pending fund availability**

Bill Chunowitz and Jim Johnson donated \$25,000, which will cover the program for the 2020-2021 school year.

The Committee discussed the selection of students for the Fall's program, which is currently handled by the Financial Aid Department in conjunction with the Advancement Office.

The Committee discussed other possible programs that COD students could participate in, which would be part of the same funding resources, and recommended that this should be a budgeted item for next year's budget.

Christine Anderson and Joel Kinnamon will obtain further information on potential programs that the Foundation could support.

## **6.2 Conclusion**

Tom Minder moved to approve the continuation of the Desert Sun internship program for the 2020/21 school year, seconded. Moved.

The Committee has tabled the approval for the 21/22 school years and will bring this as a discussion item to the May 4, 2020 Board Meeting.

<b>6.2 Follow-up Items</b>	<b>6.2 Task of</b>	<b>6.2 Due by</b>
Obtain further information on potential programs that the Foundation could support.	Executive Director	October 28, 2020

## **6.3 Approve to Expand the Student Emergency Fund**

Christine Anderson provided an update on actions items that were taken to help COD Students in need during the Covid-19, particularly through the Student Emergency Fund.

As the funding in the Student Emergency Fund was running low, Christine Anderson recommended to the Finance & Investment Committee transferring available funding from the 3030 campaign from 2015, which could be transferred to the

Student Emergency Fund. The Finance & Investment committee supported this recommendation at their April 22, 2020 meeting, and agreed to move 50K to the Fund. They are recommending going up to 100K. The Executive Committee discussed and agreed to expand the Student Emergency Fund to \$100,000.

### **6.3 Conclusion**

Tom Minder moved the approval to expand the Student Emergency Fund to \$100,000 available, seconded. Motion approved.

<b>6.3 Follow-up Items</b>	<b>6.3 Task of</b>	<b>6.3 Due by</b>

## **7. Adjournment**

The Foundation President adjourned the meeting at 2:17PM.



# PIEDGE-EDGE

## Join Us

*To Create a Brighter Future for Our Students*

It is time to bring EDGE/pLEDGE to all students who want and need this opportunity for a brighter future! In order to do this, it will require a collective effort by college stakeholders and community partners.

To date, these innovative programs have been made possible in large part through the generous support of the Richard Brooke Foundation and the College of the Desert Alumni Association. But we must do more. The cost of the EDGE/pLEDGE program is \$1 million per year.

The College of the Desert Foundation is working hard to create an enduring legacy of educational access for valley students through your financial support. Please consider joining us in supporting a student for one year...

\$1,400 pays full-time tuition and fees  
\$1,200 covers books and supplies



**To help fund the EDGE/pLEDGE program, call 760.773-2561 or visit [www.codfoundation.org](http://www.codfoundation.org).**



## EDGE/pLEDGE *Program Overview*

College of the Desert's **EDGE/pLEDGE** is a two-pronged college completion program that combines national best practices to enhance college readiness, mitigate financial barriers, and support students from the day they decide to attend College of the Desert until they graduate. This program provides a comprehensive way to address student access, equity, and success. EDGE/pLEDGE provide essential support in navigating post-secondary education for first generation students and their parents.

## The Impact

*The results are exciting and undeniable!*

### **Since 2012, the EDGE program has...**

- Served more than 6,500 students
- Increased degree and certificate completion rates

### **Since 2017, pLEDGE scholarships have...**

- Supported almost 4,000 students
- Increased the number of first-time, full-time college students from 40-85 percent
- Decreased the time it takes to complete a degree
- Increased degree and certificate attainment by 62 percent
- Increased student transfer into four-year colleges by 70 percent
- Improved our students' earning potential and the vitality of the local economy

Designed as part of College of the Desert's Student Success Initiative, EDGE/pLEDGE is the single largest support of our students and the focus of the College of the Desert Foundation's fundraising efforts. As one of the fastest growing colleges in California, it is essential that we raise funds to support our growing student population.



EDGE/pLEDGE students who enroll full-time and complete community service receive two years of free tuition and fees.

Launched in 2012 and institutionalized in 2015, EDGE (Engage, Develop, Grow, Empower) is an integral part of College of the Desert's student success strategy. In 2017, the College added a financial support component, pLEDGE, which supplements traditional financial aid and scholarship resources for our local high school graduates.

Today, College of the Desert offers EDGE/pLEDGE at all five of its campus locations across the 4,000 square-mile Desert Community College District. This program is eliminating the biggest barriers our students face: basic skills, life skills, financial, academic retention and persistence.



## **EDGE/pLEDGE**

### *Program Details*

College of the Desert supports a number of our valley communities with low college-going rates and higher education attainment rates as low as one percent. In 2010, nearly 90 percent of all new College of the Desert students assessed below collegiate levels in math, 80 percent assessed below in English, and 73 percent assessed below in reading.

### **EDGE**

To help students be more successful, the College created a college readiness initiative, EDGE, that initially offered a short and intensive basic skills review to teach new students the skills they need for college. This program now uses a wrap-around services model to address not only the academic needs of the student; but also their social, personal, and career needs. EDGE services include tutoring, financial aid assistance, support services, student success coaching, peer mentoring, and early alert mechanisms to assist more students, retain them at higher rates, and enable them to achieve their goals of graduation and transfer.

### **pLEDGE**

The pLEDGE program, started in 2017, provides two years of free tuition for local high school students enrolling at College of the Desert as a full-time student and completing ten hours of community service. To date, our students have volunteered for more than 10,000 hours. Since its inaugural year, pLEDGE represents the largest tuition-free College Promise program cohort in California. Food pantries, food bank distribution, free bus service, book vouchers, and mental/health/dental services have been added to support the student through their academic career at the College.



# **Proposed List of Board of Directors & Board Officers for 2020-2021 for Approval**





## FOUNDATION BOARD DIRECTORS & OFFICERS 2020-2021

**Foundation Board President:**

Bill Chunowitz

**Foundation Past President:**

Donna Jean Darby

**Foundation Board Vice President:**

Barbara Fromm

**Foundation Board Secretary:**

Marge Dodge

**Foundation Board Treasurer:**

Tom Minder

**Board Directors:**

Christine Anderson, Ed.D.

Bill Chunowitz

Norma Castaneda

Peggy Cravens

Donna Jean Darby

Carol Bell Dean

Melinda Drickey

Marge Dodge

Kim Dozier (*Ex-Officio*)

Barbara Fromm

James Greene

Paul Hinkes, M.D.

James Johnson

C. Robert Kincaid

Joel L. Kinnamon, Ed.D. (*Ex-Officio*)

Donna MacMillan

Thomas Minder

Joanne Mintz

Barbara Foster Monachino

John P. Monahan

Marlene O'Sullivan

Rubén Aríaztlán Pérez (*Ex-Officio*)

John Ramont (*Ex-Officio*)

Diane Rubin

Jane Saltonstall, Ed.D.

James E. Williams

Aurora Wilson





# **Proposed Committee Assignments and Chairs for 2020-2021 for Approval**

## 2020-2021 STANDING COMMITTEES OF THE BOARD

### **Academic Angels**

Marge Dodge – *Chair*

Christine Anderson  
Norma Castaneda  
Marlene O’Sullivan  
Jane Saltonstall

### **Audit Committee**

Diane Rubin – *Chair*

Jim Greene  
Jim Johnson  
John Monahan  
John Ramont – *Ex-Officio*

### **Development Committee**

Joanne Mintz – *Chair*

Carol Bell Dean  
Melinda Drickey  
Jim Greene  
Jim Johnson  
Rob Kincaid  
Barbara Foster Monachino  
Marlene O’Sullivan  
Jim Williams

### **Finance & Investment Committee**

Tom Minder– *Chair*

Barbara Foster Monachino  
Barbara Fromm  
Paul Hinkes  
Jim Williams  
John Ramont – *Ex-Officio*

### **Executive Committee**

Bill S. Chunowitz – *President*  
Barbara Fromm – *Vice President*  
Marge Dodge – *Secretary & Chair of the Academic Angels Committee*  
Donna Jean Darby – *Past President*  
Tom Minder– *Treasurer & Chair of Fin. & Invest. Committee*  
Joanne Mintz – *Dev. Committee Chair*  
Jane Saltonstall – *President’s appointment*  
Diane Rubin – *President’s Appointment*

Joel Kinnamon, Ph.D. – *COD President*  
Ruben Perez – *Board of Trustees Representative*  
John Ramont – *Vice President Admin. Services*  
Christine Anderson – *Interim Executive Director*

### **Nominating Committee**

Marge Dodge – *Interim Chair*  
Jane Saltonstall – *Chair*

Christine Anderson  
Norma Castaneda  
Rob Kincaid  
John Monahan  
Diane Rubin

## 2020-2021 AD-HOC COMMITTEES OF THE BOARD

### **Stepping Out for COD Committee**

Christine Anderson – *Chair*

Marge Dodge  
Rob Kincaid  
Joanne Mintz

(Additional members will be added in the future following Development Committee’s direction)



# **Proposed Board of Directors Meeting Dates for 2020-2021 for Approval**



## FOUNDATION BOARD MEETING SCHEDULE

2020-2021

### **October 2020**

Wednesday, October 28, 2020

9:00AM- 5PM - Board Meeting and Retreat

### **December 2020**

Wednesday, December 2, 2020

3:00PM Board Meeting

### **January 2021**

Tuesday, January 26, 2021

3:00PM Board Meeting

### **March 2021**

Wednesday, March 24, 2021

3:00PM Board meeting

### **April 2021**

Wednesday, April 28, 2021

3:00PM Foundation Board Annual Meeting & Reception



**Approve the Financial  
Statements  
from  
January 2020 to March  
2020**



## **FINANCIAL SUMMARY**

**January 31, 2020**



# COLLEGE *of the* DESERT FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS RECAP OF OPERATING RESULTS FOR PERIOD ENDING JANUARY 31, 2020 & YTD

- **Revenues:**

	January 2020 Revenues	YTD Revenues
Operating Revenues	\$ 88,788	\$ 735,021
Fundraising Revenues	201,576	1,066,031
<b>Total Revenues:</b>	<b>\$ 290,364</b>	<b>\$ 1,800,052</b>

- **Noteworthy YTD Revenues and Pledges Fulfilled:**

- Major gift received for the pLEDGE Program \$200,000
- Stepping Out for COD sponsorship revenue \$139,394
  - Includes a two major gifts: \$50,000 and \$25,000
- Received \$125,000 balance of pledge for Nursing Simulation Lab. (Total gift pledged in 2018/19 \$250,000.)
- Received \$37,120 in sponsorship support for State of the College event including one major sponsorship gift of \$25,000
- Major gift received for scholarships for LGBTQIA Students \$31,500
- Received \$25,000 payment on fiscal year 18/19 pledge for Fire Academy & EMT Scholarships and Fire Academy Program support
- Leadership gift received for support of Edge Program, Student Success, and to support Foster Youth Services \$20,000
- Grant received for Child Development Center Community Gardens \$18,975
- Received \$10,000 grant in support of Veterans programs (Childcare, textbook vouchers, nutritional support, socialization support and equipment for Veterans Resource Center.

- **Expenditures:**

	January 2020 Expenditures	YTD Expenditures
Management & General Operating Exp.	\$ 65,914	\$ 455,346
Program Expenditures	148,123	768,027
Fundraising Expenditures	29,445	208,937
<b>Total Expenditures:</b>	<b>\$ 243,481</b>	<b>\$ 1,432,309</b>

○ *Noteworthy Expenditures YTD:*

- Scholarships awarded to students 422,774.
  - Salaries & Benefits \$356,344
  - Program Support \$259,571.
  - Received reimbursement from District for Districts portion of joint CV Strategies Contract (\$179,540)
- *Net Income prior to Investment Activities* was 46,883 for the month and \$ 367,743 YTD
  - *Investment Activities* for the month of January were (\$44,751) and YTD totaled \$883,245
  - **YTD the Increase in Net Assets is \$1,250,988.**

❖ For full details of monthly financials, please see Board packet



**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION , JANUARY 31, 2020**  
**WITH COMPARATIVE TOTALS FOR JANUARY 31, 2019**

		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	\$761,856	\$38,049	\$592,412	\$1,392,316	\$2,653,524	
2	Investments	1,933,755	11,611,321	18,480,682	32,025,758	28,280,811	
3	Investments - Board Reserve	500,000	-	-	500,000	500,000	
4	Pledges receivable	23,500	9,808	-	33,308	606,000	
5	Allowance for Doubtful Accounts	-	-	-	-	-	
6	Accounts Receivable	4,500	-	-	4,500	300	
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		\$3,311,685	\$11,936,735	\$19,414,806	\$34,663,226	\$32,737,799	
LIABILITIES							
14	Accounts payable	89,316	7,096	-	96,411	238,375	
15	Accounts Payable - By JV	45,245	-	-	45,245	-	
16	Accounts Payable - Related Party	-	789	-	789	-	
17	Deferred Contributions	(3,369)	-	-	(3,369)	(3,240)	
18	Accrued liabilities	21,358	-	-	21,358	61,715	
19 TOTAL LIABILITIES		\$152,549	\$7,885	\$-	\$160,434	\$296,850	
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		304,541	946,447	0	1,250,989	400,246	
26 NET ASSETS		\$3,159,135	\$11,928,850	\$19,414,806	\$34,502,792	\$32,440,949	
27 TOTAL LIABILITIES AND NET ASSETS		\$3,311,685	\$11,936,735	\$19,414,806	\$34,663,226	\$32,737,799	

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 01/31/20 & YTD

		CURRENT MONTH ENDING 01/31/2020			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	1/31/2019	ALL FUNDS	Budget	Variance	1/31/2019	2019/20
		(1/12 OF Annual Budget )				(7/12 OF Annual Budget )				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	39,666.67	(39,667)	-	68,000
2	Interest	50,388	50,000	388	61,885	478,880	350,000	128,880	464,784	600,000
3	Management Fees	33,766	32,083	1,683	31,751	233,275	224,583.33	8,692	223,118	385,000
4	Sustainability Fees (Gift Fees)	4,634	3,333	1,301	1,154	21,866	23,333.33	(1,467)	25,242	40,000
5	TOTAL OPERATING REVENUE	88,788	91,083	(2,295)	94,790	734,021	637,583	96,438	713,144	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	43,949	49,386	5,437	40,934	297,528	345,700.83	48,173	306,378	592,630
7	Independent Contractors (Non-Fundraising)	-	167	167	2,033	529	1,166.67	638	17,302	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	-	625	625	35	1,661	4,375	2,715	4,412	7,500
10	Salaries & Related Expenses	21,964	36,170	14,205	18,693	155,628	253,188.83	97,561	189,879	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	65,914	86,347	20,434	61,694	455,346	604,431.33	149,086	517,971	1,036,168
PROGRAM EXPENSES										
12	College & Student Support	120,618	130,517	9,899	68,217	682,345	913,616.67	231,272	651,300	1,566,200
13	Development & Recognition	135	4,621	4,486	7,553	3,579	32,345.83	28,767	14,597	55,450
14	General	2,810	2,212	(598)	2,525	13,519	15,481.67	1,963	18,481	26,540
15	Independent Contractors (Non-Fundraising)	-	458	458	5,592	1,454	3,208.33	1,754	47,581	5,500
16	Marketing	7,088	10,413	3,325	56,225	(56,665)	72,893.33	129,558	59,550	124,960
17	Salaries & Related Expenses	17,472	28,771	11,300	14,869	123,795	201,400.21	77,605	151,040	345,258
18	TOTAL PROGRAM EXPENSES	148,123	176,992	28,870	154,981	768,027	1,238,946.04	470,919	942,549	2,123,908
19	TOTAL OPERATING EXPENSES	148,123	263,340	115,217	216,675	1,223,372	1,843,377.38	620,005	1,460,520	3,160,076
20	OPERATING SURPLUS (DEFICIT)	(125,248)	(172,256)	(47,008)	(121,885)	(489,351)	(1,205,794)	(716,443)	(747,376)	(2,067,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	4,107	16,667	(12,560)	2,603	22,924	116,666.67	(93,742)	24,988	200,000
	State of the College Donations	4,520	-	-	-	37,120	-	-	-	-
22	Business Engagement Giving - All donations made by businesses	79,520	12,500	67,020	-	119,982	87,500	32,482	52,300	150,000
23	Foundation Grants	20,200	41,667	(21,467)	19,800	281,875	291,666.67	(9,792)	414,800	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	25,414	45,833	(20,420)	21,995	149,069	320,833.33	(171,765)	177,478	550,000
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	-	233,333.33	(233,333)	-	400,000
26	Planned Giving	7,500	20,833	(13,333)	426,046	87,645	145,833.33	(58,189)	532,473	250,000
	Special Events	47,406	54,167	(6,761)	49,800	139,394	379,166.67	(239,773)	222,800	650,000
27	Sponsorship Scholarships (Pass Thru)	17,430	33,333	(15,903)	15,072	265,142	233,333.33	31,809	228,596	400,000
28	TOTAL FUNDRAISING REVENUE:	201,576	258,333	(56,757)	535,316	1,066,031	1,808,333	(742,302)	1,653,435	3,100,000
FUNDRAISING EXPENSES										
29	Development & Recognition	165	10,671	10,506	9,233	12,959	74,695.83	61,737	23,064	128,050
30	General	2,275	1,623	(651)	1,717	10,331	11,363.33	1,032	13,323	19,480
31	Independent Contractors	9,750	24,167	14,417	16,135	68,636	169,166.67	100,531	146,785	290,000
32	Marketing (Fundraising Portion)	1,772	6,770	4,998	15,956	7,734	47,390	39,656	25,333	81,240
33	Special Events Direct Expenses	5,000	9,333	4,333	6,124	35,000	65,333.33	30,333	7,915	112,000
34	Salaries & Benefits (Fundraising Portion)	10,483	17,263	6,780	8,922	74,277	120,840.13	46,563	90,624	207,155
35	TOTAL FUNDRAISING EXPENSES:	29,445	69,827	40,382	58,086	208,937	488,789.29	279,853	307,044	837,925

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 01/31/20 & YTD

		CURRENT MONTH ENDING 01/31/2020			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	1/31/2019	ALL FUNDS	Budget	Variance	1/31/2019	2019/20
		(1/12 OF Annual Budget )				(7/12 OF Annual Budget )				
36	FUNDRAISING SURPLUS (DEFICIT)	172,132	188,506	16,375	477,229	857,094	1,319,544	462,450	1,346,391	2,262,076
37	OPERATING REVENUE BUDGET FY 2019/20	88,788	91,083	(2,295)	94,790	734,021	637,583	96,438	713,144	1,093,000
38	FUNDRAISING REVENUE BUDGET FY 2019/20	201,576	258,333	(56,757)	535,316	1,066,031	1,808,333	(742,302)	1,653,435	3,100,000
39	TOTAL 2019/20 REVENUE BUDGET:	290,364	349,417	(59,052)	630,106	1,800,052	2,445,917	(645,865)	2,366,579	4,193,000
40	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	65,914	86,347	20,434	61,694	455,346	604,431	149,086	517,971	1,036,168
41	PROGRAM EXPENDITURES BUDGET FY 2019/20	148,123	176,992	28,870	154,981	768,027	1,238,946	470,919	942,549	2,123,908
42	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	29,445	69,827	40,382	58,086	208,937	488,789	279,853	307,044	837,925
43	TOTAL 2019/20 EXPENDITURE BUDGET:	243,481	333,167	89,686	274,762	1,432,309	2,332,167	899,858	1,767,564	3,998,000
44	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	46,883	16,250	(30,633)	355,344	367,743	113,750	(253,993)	599,015	195,000
45	Realized Gain / Loss	75,388	-	-	195,402	313,121	-	-	969,748	-
46	Unrealized Gain / Loss	(93,258)	-	-	726,308	676,398	-	-	(1,065,828)	-
48	Investment Fees	(26,881)	16,250	-	(23,579)	(106,274)	113,750	-	(102,692)	195,000
48	Refunds	-	-	-	-	-	-	-	-	-
49	Interfund Transfers	-	-	-	-	-	-	-	-	-
50	Investment Activities	(44,751)	16,250	-	898,131	883,245	113,750	-	(198,772)	-
51	NET SURPLUS (DEFICIT)	2,132	-	(30,633)	1,253,475	1,250,988	-	(253,993)	400,243	-



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 01/31/20</b>	<b>% of Budget vs Actual @ 01/31/20</b>

**REVENUES**

**Fundraising Revenues :**

Annual Giving	200,000	22,924	11.5%
Leadership Giving	550,000	149,069	27.1%
Business Engagement Giving	150,000	119,982	80.0%
Major Gifts	400,000	-	0.0%
Planned Giving	250,000	87,645	35.1%
Special Events Giving	650,000	139,394	21.4%
Stepping Out for COD	650,000	139,394	21.4%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	265,142	66.3%
Grants	500,000	281,875	56.4%
<b>Fundraising Revenues</b>	<b>3,100,000</b>	<b>1,066,031</b>	<b>34.4%</b>

**Investment/Other Revenues :**

Investment Management Services	385,000	233,275	60.6%
Gift Fee	40,000	21,866	54.7%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	478,880	79.8%
<b>Investment/Other Revenues</b>	<b>1,093,000</b>	<b>734,021</b>	<b>67.2%</b>
<b>Total Combined Revenue</b>	<b>4,193,000</b>	<b>1,800,052</b>	<b>42.9%</b>



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 01/31/20</b>	<b>% of Budget vs Actual @ 01/31/20</b>

**EXPENDITURES**

**Fundraising Expenses**

Annual Giving	<b>15,000</b>	-	0.0%
Leadership Giving	<b>15,000</b>	4,513	30.1%
Business Engagement	<b>5,000</b>	510	10.2%
Major Gifts	<b>5,000</b>	-	0.0%
Foundation Giving	<b>5,000</b>	-	0.0%
Planned Giving	<b>15,000</b>	3,500	23.3%
Special Events Expenses	<b>100,000</b>	35,000	35.0%
Stepping Out for COD Event	75,000	35,000	46.7%
Academic Angels Events	25,000	-	0.0%
<b><u>Total Fundraising Expenses:</u></b>	<b>160,000</b>	<b>43,523</b>	<b>27.2%</b>

**General Operating Expenses**

Alumni Database Development	<b>11,000</b>	-	0.0%
Alumni Engagement	<b>90,000</b>	1,728	1.9%
Auditor	<b>15,000</b>	7,631	50.9%
Bad Debt	-	-	0.0%
Bank Charges	<b>4,500</b>	709	15.8%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 01/31/20</b>	<b>% of Budget vs Actual @ 01/31/20</b>

Board/Staff Training	<b>15,000</b>	5,547	37.0%
Community Relations	<b>10,000</b>	5,765	57.7%
Depreciation Expense	<b>200</b>	-	0.0%
Donor Cultivation	<b>10,000</b>	(32)	-0.3%
Donor Recognition	<b>10,000</b>	2,214	22.1%
Donor/Scholarship Reception Expenses	<b>12,000</b>	-	0.0%
Equipment Lease	<b>7,200</b>	3,868	53.7%
Furniture & Equipment	<b>3,995</b>	-	0.0%
In Kind Expense	<b>68,000</b>	-	0.0%
Independent Contractor - Annual Giving Coordinator	27,500	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	43,750	58.3%
Independent Contractor - Major Gift Coordinator	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	24,225	32.3%
Independent Contractors	<b>252,500</b>	67,975	26.9%
Insurance (Foundation Liability)	<b>555</b>	555	100.0%
Legal/Financial	<b>50,000</b>	15,000	30.0%
Marketing	<b>340,000</b>	129,770	38.2%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 01/31/20</b>	<b>% of Budget vs Actual @ 01/31/20</b>

Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	10,505	21.0%
Marketing General	50,000	250	0.5%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	95,701	70.9%
Marketing/Messaging Foundation- CV Strategies	85,000	23,314	27.4%
Membership Dues	<b>4,000</b>	2,735	68.4%
Office Supplies & Equipment	<b>15,000</b>	4,473	29.8%
Other Investment Expenses	<b>50,000</b>	29,484	59.0%
Postage	<b>5,000</b>	1,015	20.3%
Printing/Design/Graphics	<b>25,000</b>	13,627	54.5%
Prospect Research/Screening Services	<b>10,000</b>	-	0.0%
Refunds/Reimbursement of Expenses	<b>(135,000)</b>	(179,540)	133.0%
Repairs/Maintenance	<b>1,000</b>	-	0.0%
Service Contracts	<b>8,000</b>	6,372	79.7%
Staff Mileage Reimbursement	<b>1,200</b>	219	18.3%
Staff Support	<b>5,000</b>	660	13.2%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 01/31/20</b>	<b>% of Budget vs Actual @ 01/31/20</b>

Subscriptions/Publications	<b>3,000</b>	1,543	51.4%
Telephone	<b>2,000</b>	1,140	57.0%
Travel	<b>5,000</b>	1,087	21.7%
Wages & Benefits	<b>986,450</b>	356,344	36.1%
Wages & Benefits Foundation Staff	758,420	277,470	36.6%
Wages & Benefits-Accounting	228,030	78,874	34.6%
Website Fees	<b>1,200</b>	839	69.9%
<b>Total Operating Expenses:</b>	<b>1,886,800</b>	<b>480,728</b>	<b>25.5%</b>

**Investment Expenses**

Realized Gain/Loss - For Split Interest Agreements	<b>10,000</b>	56	0.6%
Investment Management Services	<b>385,000</b>	233,275	60.6%
Gift Fees	<b>40,000</b>	21,866	54.7%
Other Investment Expenses	<b>145,000</b>	76,790	53.0%
<b><u>Investment Expenses:</u></b>	<b>580,000</b>	<b>331,987</b>	<b>57.2%</b>

**College Support Expenses**

Contributions to the College	<b>1,566,200</b>	<b>682,345</b>	43.6%
College Program Support	775,000	247,205	31.9%
Presidents Innovation Fund	25,000	-	0.0%





**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 01/31/20</b>	<b>% of Budget vs Actual @ 01/31/20</b>

Presidents Discretionary Fund	15,000	12,366	
Scholarships	750,000	422,774	56.4%
Student Awards	1,200	-	0.0%
<b><u>Total College Support Expenses:</u></b>	<b>1,566,200</b>	<b>682,345</b>	<b>43.6%</b>
<b>Total Combined Expenditures</b>	<b>4,193,000</b>	<b>1,538,583</b>	<b>36.7%</b>

# College of the Desert Foundation

## Special Events

For Period Ending 01/31/2020

	Revenues	Expenditures	Current YTD @ 01/31/20	FY 19/20 Fundraising Goals	% of Annual Goal @ 01/31/20	Prior Year Month Ending 01/31/19
<b>Balances:</b>						
<b>Spring Luncheon -105</b>						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
<b>Total Spring Luncheon:</b>	-	-	-	-	-	-
<b>Holiday Luncheon - 119</b>						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
<b>Total Holiday Luncheon:</b>	-	-	-	-	-	-
<b>FALL LUNCHEON - 101</b>						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
<b>TOTAL FALL LUNCHEON:</b>	-	-	-	-	-	-
<b>Stepping Out for COD - 190</b>						
Special Event Income	139,394	-	139,394			222,800
Donations	-	-	-			-
Special Event Expenses	-	(35,000)	(35,000)			(1,993)
Bad Debt	-	-	-			-
Postage	-	-	-			(1,042)
Office Supplies	-	(31)	(31)			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	(2,523)	(2,523)			(6,415)
Marketing	-	(21,900)	(21,900)			(10,445)
Realized Gain/Loss - From Gifts of Securities	-	(56)	(56)			
<b>Total Stepping Out for COD:</b>	<b>139,394</b>	<b>(59,510)</b>	<b>79,884</b>	<b>650,000</b>	<b>21%</b>	<b>202,905</b>
<b>Total Balances:</b>	<b>139,394</b>	<b>(59,510)</b>	<b>79,884</b>	<b>650,000</b>	<b>12%</b>	<b>202,905</b>



## **FINANCIAL SUMMARY**

**February 29, 2020**



# COLLEGE *of the* DESERT FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS RECAP OF OPERATING RESULTS FOR PERIOD ENDING FEBRUARY 2020 & YTD

- **Revenues:**

	February 2020 Revenues	YTD Revenues
Operating Revenues	\$ 112,814	\$ 846,835
Fundraising Revenues	152,583	1,217,814
<b>Total Revenues:</b>	<b>\$ 265,397</b>	<b>\$ 2,064,649</b>

- ***Noteworthy YTD Revenues and Pledges Fulfilled:***

- Major gift received for the pLEDGE Program \$200,000
- Stepping Out for COD sponsorship revenue \$235,693
  - Includes two major gifts: \$100,000 and \$25,000
- Received \$125,000 balance of pledge for Nursing Simulation Lab. (Total gift pledged in 2018/19 \$250,000.)
- Presidents Circle Giving \$44,155
- Received \$42,379 in sponsorship support of State of the College event including one major sponsorship of \$25,000
- Received Planned Charitable Gift Annuity with value of \$39,639
- Major gift received for scholarships for LGBTQIA Students \$31,500
- Received \$25,000 balance of pledge for Fire Academy & EMT Scholarships and Fire Academy Program support
- Leadership gift received for support of Edge Program, Student Success, and to support Foster Youth Services \$20,000
- Grant received for Child Development Center Community Gardens \$18,975
- College Faculty and Staff have donated collectively \$17,787
- Received \$10,000 grant in support of Veterans programs (Childcare, textbook vouchers, nutritional support, socialization support and equipment for Veterans Resource Center.

- ***Expenditures:***

	<b>February 2020 Expenditures</b>	<b>YTD Expenditures</b>
Management & General Operating Exp.	\$ 58,523	\$ 517,273
Program Expenditures	74,074	850,638
Fundraising Expenditures	31,844	247,256
<b>Total Expenditures:</b>	<b>\$ 164,441</b>	<b>\$ 1,615,167</b>

- ***Noteworthy Expenditures YTD:***

- Scholarships awarded to students 466,136.
- Salaries & Benefits \$404,367
- Program Support \$272,680. Approximately \$260K in additional pending request for fiscal year 2019/20.
- Received reimbursement from District for Districts portion of joint CV Strategies Contract (\$179,540)

- ***Net Income prior to Investment Activities*** was \$100,956 for the month and \$ 449,482 YTD
- ***Investment Activities*** for the month of February were (\$926,852) and YTD totaled (\$43,607)
- **YTD the Increase in Net Assets is \$405,875.**

❖ For full details of monthly financials, please see Board packet

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION , FEBRUARY 29, 2020**  
**WITH COMPARATIVE TOTALS FOR FEBRUARY 28, 2019**

			Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only) 2019-20202018-19						
			Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund							
ASSETS												
1	Cash and cash equivalents	\$	800,940	\$	110,288	\$	852,413	\$	1,763,641	\$	2,167,755	
2	Investments		1,643,263		10,887,778		18,220,681		30,751,722		29,297,847	
3	Investments - Board Reserve		500,000		-		-		500,000		500,000	
4	Pledges receivable		23,500		9,808		-		33,308		606,000	
5	Allowance for Doubtful Accounts		-		-		-		-		-	
6	Accounts Receivable		1,000		-		-		1,000		100	
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			\$	3,056,776	\$	11,285,432	\$	19,414,806	\$	33,757,015	\$	33,268,866
LIABILITIES												
14	Accounts payable		33,654		(250)		-		33,404		352,985	
15	Accounts Payable - By JV		48,023		-		-		48,023		-	
16	Accounts Payable - Related Party		-		-		-		-		-	
17	Deferred Contributions		(3,450)		-		-		(3,450)		(3,302)	
18	Accrued liabilities		21,358		-		-		21,358		61,715	
19 TOTAL LIABILITIES			\$	99,584	\$	(250)	\$	-	\$	99,334	\$	411,398
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				102,599		303,279		0		405,878		816,765
26 NET ASSETS			\$	2,957,193	\$	11,285,682	\$	19,414,806	\$	33,657,681	\$	32,857,468
27 TOTAL LIABILITIES AND NET ASSETS			\$	3,056,776	\$	11,285,432	\$	19,414,806	\$	33,757,015	\$	33,268,866

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 02/29/20 & YTD

		CURRENT MONTH ENDING 02/29/2020			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	2/28/2019	ALL FUNDS	Budget	Variance	2/28/2019	2019/20
		(1/12 OF Annual Budget )				(8/12 OF Annual Budget )				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	45,333.33	(45,333)	-	68,000
2	Interest	78,849	50,000	28,849	70,012	557,729	400,000	157,729	534,796	600,000
3	Management Fees	33,712	32,083	1,629	32,126	266,987	256,666.67	10,320	255,244	385,000
4	Sustainability Fees (Gift Fees)	253	3,333	(3,080)	488	22,119	26,666.67	(4,548)	25,730	40,000
5	TOTAL OPERATING REVENUE	112,814	91,083	21,731	102,626	846,835	728,667	118,168	815,770	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	35,289	49,386	14,097	38,587	336,222	395,086.67	58,865	344,965	592,630
7	Independent Contractors (Non-Fundraising)	690	167	(523)	2,033	1,219	1,333.33	115	19,335	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	1,415	625	(790)	9	3,074	5,000	1,926	4,421	7,500
10	Salaries & Related Expenses	21,130	36,170	15,040	18,738	176,758	289,358.67	112,601	208,617	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	58,523	86,347	27,824	59,367	517,273	690,778.67	173,506	577,339	1,036,168
PROGRAM EXPENSES										
12	College & Student Support	55,103	130,517	75,414	100,345	738,816	1,044,133.33	305,317	751,645	1,566,200
13	Development & Recognition	265	4,621	4,356	2,209	3,844	36,966.67	33,123	16,806	55,450
14	General	-	2,212	2,212	2,666	14,808	17,693.33	2,885	21,147	26,540
15	Independent Contractors (Non-Fundraising)	1,898	458	(1,439)	5,592	3,352	3,666.67	315	53,172	5,500
16	Marketing	-	10,413	10,413	37,274	(50,785)	83,306.67	134,091	96,824	124,960
17	Salaries & Related Expenses	16,808	28,771	11,963	14,905	140,603	230,171.67	89,569	165,945	345,258
18	TOTAL PROGRAM EXPENSES	74,074	176,992	102,919	162,991	850,638	1,415,938.33	565,301	1,105,538	2,123,908
19	TOTAL OPERATING EXPENSES	74,074	263,340	189,266	222,358	1,367,911	2,106,717.00	738,806	1,682,877	3,160,076
20	OPERATING SURPLUS (DEFICIT)	(19,783)	(172,256)	(152,473)	(119,732)	(521,076)	(1,378,050)	(856,974)	(867,107)	(2,067,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	2,477	16,667	(14,189)	3,023	25,401	133,333.33	(107,932)	28,011	200,000
	State of the College Donations	5,259	-	-	-	42,379	-	-	-	-
22	Business Engagement Giving - All donations made by businesses	5,259	12,500	(7,241)	-	125,241	100,000	25,241	52,300	150,000
23	Foundation Grants	-	41,667	(41,667)	-	281,875	333,333.33	(51,458)	414,800	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	12,414	45,833	(33,420)	23,682	161,482	366,666.67	(205,184)	201,160	550,000
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	-	266,666.67	(266,667)	-	400,000
26	Planned Giving	6,000	20,833	(14,833)	31,924	93,645	166,666.67	(73,022)	564,396	250,000
	Special Events	96,299	54,167	42,133	244,906	235,693	433,333.33	(197,640)	467,706	650,000
27	Sponsorship Scholarships (Pass Thru)	30,134	33,333	(3,199)	32,259	294,476	266,666.67	27,809	260,854	400,000
28	TOTAL FUNDRAISING REVENUE:	152,583	258,333	(105,750)	335,794	1,217,814	2,066,667	(848,853)	1,989,227	3,100,000
FUNDRAISING EXPENSES										
29	Development & Recognition	376	10,671	10,294	6,135	13,483	85,366.67	71,884	29,199	128,050
30	General	2	1,623	1,621	1,684	11,506	12,986.67	1,481	15,007	19,480
31	Independent Contractors	16,681	24,167	7,486	19,765	85,317	193,333.33	108,017	166,547	290,000
32	Marketing (Fundraising Portion)	(2,300)	6,770	9,070	9,318	10,588	54,160	43,572	34,651	81,240
33	Special Events Direct Expenses	7,000	9,333	2,333	101,489	42,000	74,666.67	32,667	109,404	112,000
34	Salaries & Benefits (Fundraising Portion)	10,085	17,263	7,178	8,943	84,362	138,103.00	53,741	99,567	207,155
35	TOTAL FUNDRAISING EXPENSES:	31,844	69,827	37,983	147,334	247,256	558,616.33	311,361	454,376	837,925

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 02/29/20 & YTD

		CURRENT MONTH ENDING 02/29/2020			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	2/28/2019	ALL FUNDS	Budget	Variance	2/28/2019	2019/20
		(1/12 OF Annual Budget )				(8/12 OF Annual Budget )				
36	FUNDRAISING SURPLUS (DEFICIT)	120,739	188,506	67,767	188,460	970,558	1,508,050	537,492	1,534,851	2,262,076
37	OPERATING REVENUE BUDGET FY 2019/20	112,814	91,083	21,731	102,626	846,835	728,667	118,168	815,770	1,093,000
38	FUNDRAISING REVENUE BUDGET FY 2019/20	152,583	258,333	(105,750)	335,794	1,217,814	2,066,667	(848,853)	1,989,227	3,100,000
39	TOTAL 2019/20 REVENUE BUDGET:	265,397	349,417	(84,020)	438,420	2,064,649	2,795,333	(730,684)	2,804,997	4,193,000
40	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	58,523	86,347	27,824	59,367	517,273	690,779	173,506	577,339	1,036,168
41	PROGRAM EXPENDITURES BUDGET FY 2019/20	74,074	176,992	102,919	162,991	850,638	1,415,938	565,301	1,105,538	2,123,908
42	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	31,844	69,827	37,983	147,334	247,256	558,616	311,361	454,376	837,925
43	TOTAL 2019/20 EXPENDITURE BUDGET:	164,441	333,167	168,726	369,692	1,615,167	2,665,333	1,050,167	2,137,253	3,998,000
44	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	100,956	16,250	(84,706)	68,727	449,482	130,000	(319,482)	667,744	195,000
45	Realized Gain / Loss	126,253	-	-	21,019	418,974	-	-	990,767	-
46	Realized Gain / Loss - Osher	-	-	-	-	20,400	-	-	-	-
47	Unrealized Gain / Loss	(1,046,628)	-	-	332,544	(370,230)	-	-	(733,284)	-
48	Investment Fees	(6,477)	16,250	-	(5,772)	(112,751)	130,000	-	(108,464)	195,000
49	Refunds	-	-	-	-	-	-	-	-	-
50	Interfund Transfers	-	-	-	-	-	-	-	-	-
51	Investment Activities	(926,852)	16,250	-	347,791	(43,607)	130,000	-	149,019	-





**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 02/29/20</b>	<b>% of Budget vs Actual @ 02/29/20</b>

**REVENUES**

**Fundraising Revenues :**

Annual Giving	200,000	25,401	12.7%
Leadership Giving	550,000	161,483	29.4%
Business Engagement Giving	150,000	125,241	83.5%
Major Gifts	400,000	-	0.0%
Planned Giving	250,000	93,645	37.5%
Special Events Giving	650,000	235,693	36.3%
Stepping Out for COD	650,000	235,693	36.3%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	294,476	73.6%
Grants	500,000	281,875	56.4%
<b><i>Fundraising Revenues</i></b>	<b>3,100,000</b>	<b>1,217,814</b>	<b>39.3%</b>

**Investment/Other Revenues :**

Investment Management Services	385,000	266,987	69.3%
Gift Fee	40,000	22,119	55.3%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	557,729	93.0%
<b><i>Investment/Other Revenues</i></b>	<b>1,093,000</b>	<b>846,835</b>	<b>77.5%</b>
<b>Total Combined Revenue</b>	<b>4,193,000</b>	<b>2,064,649</b>	<b>49.2%</b>



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 02/29/20</b>	<b>% of Budget vs Actual @ 02/29/20</b>

**EXPENDITURES**

**Fundraising Expenses**

Annual Giving	<b>15,000</b>	-	0.0%
Leadership Giving	<b>15,000</b>	4,661	31.1%
Business Engagement	<b>5,000</b>	510	10.2%
Major Gifts	<b>5,000</b>	-	0.0%
Foundation Giving	<b>5,000</b>	-	0.0%
Planned Giving	<b>15,000</b>	3,500	23.3%
Special Events Expenses	<b>100,000</b>	42,000	42.0%
Stepping Out for COD Event	75,000	42,000	56.0%
Academic Angels Events	25,000	-	0.0%
<b><u>Total Fundraising Expenses:</u></b>	<b>160,000</b>	<b>50,671</b>	<b>31.7%</b>

**General Operating Expenses**

Alumni Database Development	<b>11,000</b>	-	0.0%
Alumni Engagement	<b>90,000</b>	1,728	1.9%
Auditor	<b>15,000</b>	7,631	50.9%
Bad Debt	-	-	0.0%
Bank Charges	<b>4,500</b>	1,696	37.7%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 02/29/20</b>	<b>% of Budget vs Actual @ 02/29/20</b>

Board/Staff Training	<b>15,000</b>	5,566	37.1%
Community Relations	<b>10,000</b>	5,935	59.4%
Depreciation Expense	<b>200</b>	-	0.0%
Donor Cultivation	<b>10,000</b>	(32)	-0.3%
Donor Recognition	<b>10,000</b>	4,099	41.0%
Donor/Scholarship Reception Expenses	<b>12,000</b>	-	0.0%
Equipment Lease	<b>7,200</b>	3,868	53.7%
Furniture & Equipment	<b>3,995</b>	-	0.0%
In Kind Expense	<b>68,000</b>	-	0.0%
Independent Contractor - Annual Giving Coordinator	27,500	-	0.0%
Independent Contractor - Business Engagement Coordinator	75,000	-	0.0%
Independent Contractor - Leadership Giving Coordinator	75,000	50,000	66.7%
Independent Contractor - Major Gift Coordinator	-	9,518	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	27,725	37.0%
Independent Contractors	<b>252,500</b>	87,243	34.6%
Insurance (Foundation Liability)	<b>555</b>	555	100.0%
Legal/Financial	<b>50,000</b>	19,828	39.7%
Marketing	<b>340,000</b>	120,255	35.4%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 02/29/20</b>	<b>% of Budget vs Actual @ 02/29/20</b>

Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	23,285	46.6%
Marketing General	50,000	250	0.5%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	81,451	60.3%
Marketing/Messaging Foundation- CV Strategies	85,000	15,269	18.0%
Membership Dues	<b>4,000</b>	2,735	68.4%
Office Supplies & Equipment	<b>15,000</b>	4,753	31.7%
Other Investment Expenses	<b>50,000</b>	31,318	62.6%
Postage	<b>5,000</b>	1,692	33.8%
Printing/Design/Graphics	<b>25,000</b>	13,627	54.5%
Prospect Research/Screening Services	<b>10,000</b>	-	0.0%
Refunds/Reimbursement of Expenses	<b>(135,000)</b>	(180,340)	133.6%
Repairs/Maintenance	<b>1,000</b>	-	0.0%
Service Contracts	<b>8,000</b>	6,437	80.5%
Staff Mileage Reimbursement	<b>1,200</b>	219	18.3%
Staff Support	<b>5,000</b>	660	13.2%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 02/29/20</b>	<b>% of Budget vs Actual @ 02/29/20</b>

Subscriptions/Publications	<b>3,000</b>	1,722	57.4%
Telephone	<b>2,000</b>	1,298	64.9%
Travel	<b>5,000</b>	1,087	21.7%
Wages & Benefits	<b>986,450</b>	404,367	41.0%
Wages & Benefits Foundation Staff	758,420	305,653	40.3%
Wages & Benefits-Accounting	228,030	98,714	43.3%
Website Fees	<b>1,200</b>	839	69.9%
<b>Total Operating Expenses:</b>	<b>1,886,800</b>	<b>548,786</b>	<b>29.1%</b>

**Investment Expenses**

Realized Gain/Loss - For Split Interest Agreements	<b>10,000</b>	56	0.6%
Investment Management Services	<b>385,000</b>	266,987	69.3%
Gift Fees	<b>40,000</b>	22,119	55.3%
Other Investment Expenses	<b>145,000</b>	81,434	56.2%
<b><u>Investment Expenses:</u></b>	<b>580,000</b>	<b>370,596</b>	<b>63.9%</b>

**College Support Expenses**

Contributions to the College	<b>1,566,200</b>	<b>757,866</b>	48.4%
College Program Support	775,000	279,296	36.0%
Presidents Innovation Fund	25,000	-	0.0%



**COLLEGE**  
*of the* **DESERT**  
FOUNDATION

**FY 19/20 COMBINED OPERATING BUDGET**

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 02/29/20	% of Budget vs Actual @ 02/29/20

Presidents Discretionary Fund	15,000	12,434	
Scholarships	750,000	466,136	62.2%
Student Awards	1,200	-	0.0%
<b><u>Total College Support Expenses:</u></b>	<b>1,566,200</b>	<b>757,866</b>	<b>48.4%</b>
<b>Total Combined Expenditures</b>	<b>4,193,000</b>	<b>1,727,919</b>	<b>41.2%</b>

# College of the Desert Foundation

## Special Events

For Period Ending 02/29/2020

	Revenues	Expenditures	Current YTD @ 02/29/20	FY 19/20 Fundraising Goals	% of Annual Goal @ 02/29/20	Prior Year Month Ending 02/28/19
<b>Balances:</b>						
<b>Spring Luncheon -105</b>						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
<b>Total Spring Luncheon:</b>	-	-	-	-	-	-
<b>Holiday Luncheon - 119</b>						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
<b>Total Holiday Luncheon:</b>	-	-	-	-	-	-
<b>FALL LUNCHEON - 101</b>						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
<b>TOTAL FALL LUNCHEON:</b>	-	-	-	-	-	-
<b>Stepping Out for COD - 190</b>						
Special Event Income	235,693	-	235,693			467,706
Donations	-	-	-			-
Special Event Expenses	-	(41,500)	(41,500)			(47,293)
Bad Debt	-	-	-			-
Postage	-	(551)	(551)			(1,042)
Office Supplies	-	(31)	(31)			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	(2,523)	(2,523)			(6,415)
Marketing	-	(23,285)	(23,285)			(10,445)
Realized Gain/Loss - From Gifts of Securities	-	(56)	(56)			4
<b>Total Stepping Out for COD:</b>	<b>235,693</b>	<b>(67,946)</b>	<b>167,748</b>	<b>650,000</b>	<b>36%</b>	<b>402,515</b>
<b>Total Balances:</b>	<b>235,693</b>	<b>(67,946)</b>	<b>167,748</b>	<b>650,000</b>	<b>26%</b>	<b>402,515</b>



COLLEGE  
*of the* DESERT  
FOUNDATION

## **FINANCIAL SUMMARY**

**March 31, 2020**





# COLLEGE *of the* DESERT FOUNDATION

## NOTES TO THE FINANCIAL STATEMENTS RECAP OF OPERATING RESULTS FOR PERIOD ENDING MARCH 2020 & YTD

- **Revenues:**

	<b>March 2020 Revenues</b>	<b>YTD Revenues</b>
Operating Revenues	\$ 91,316	\$ 938,152
Fundraising Revenues	130,096	1,347,911
<b>Total Revenues:</b>	<b>\$ 221,412</b>	<b>\$ 2,286,063</b>

- ***Noteworthy YTD Revenues and Pledges Fulfilled:***

- Major gift received for the pLEDGE Program \$200,000
- Stepping Out for COD sponsorship revenue \$305,018
  - Includes two major gifts: \$100,000 and \$25,000
- Received \$125,000 balance of pledge for Nursing Simulation Lab. (Total gift pledged in 2018/19 \$250,000.)
- Presidents Circle Giving \$54,068
- Received \$42,379 in sponsorship support of State of the College event including one major sponsorship of \$25,000
- Received Planned Charitable Gift Annuity with value of \$39,639
- Major gift received for scholarships for LGBTQIA Students \$31,500
- Received \$25,000 balance of pledge for Fire Academy & EMT Scholarships and Fire Academy Program support
- Leadership gift received for support of Edge Program, Student Success, and to support Foster Youth Services \$20,000
- Grant received for Child Development Center Community Gardens \$18,975
- College Faculty and Staff have donated collectively \$17,787
- Received \$10,000 grant in support of Veterans programs (Childcare, textbook vouchers, nutritional support, socialization support and equipment for Veterans Resource Center.

- ***Expenditures:***

	<b>March 2020 Expenditures</b>	<b>YTD Expenditures</b>
Management & General Operating Exp.	\$ 58,185	\$ 578,247
Program Expenditures	382,401	1,270,348
Fundraising Expenditures	28,105	304,313
<b>Total Expenditures:</b>	<b>\$ 468,691</b>	<b>\$ 2,152,908</b>

- ***Noteworthy Expenditures YTD:***

- Scholarships awarded to students \$832,544.
- Salaries & Benefits \$452,117
- Program Support \$273,116. Approximately \$260K in additional pending request for fiscal year 2019/20.
- Received reimbursement from District for Districts portion of joint CV Strategies Contract (\$179,540)

- ***Net Income prior to Investment Activities*** was (\$247,279) for the month and \$ 135,155 YTD
- ***Investment Activities*** for the month of March were (\$1,814,621) and YTD totaled (\$1,858,227)
- **YTD the Decrease in Net Assets is (\$1,725,072.)**

❖ For full details of monthly financials, please see Board packet

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION , MARCH 31, 2020**  
**WITH COMPARATIVE TOTALS FOR MARCH 31, 2019**

			Operating & Restricted Asset Funds		Endowed Asset Funds		Totals (Memorandum Only) 2019-20202018-19					
			Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund							
ASSETS												
1	Cash and cash equivalents	\$	807,479	\$	120,273	\$	677,122	\$	1,604,874	\$	2,418,900	
2	Investments		1,135,118		9,283,951		18,395,971		28,815,040		29,666,350	
3	Investments - Board Reserve		500,000		-		-		500,000		500,000	
4	Pledges receivable		23,500		4,808		-		28,308		156,000	
5	Allowance for Doubtful Accounts		-		-		-		-		-	
6	Accounts Receivable		-		-		-		-		1,200	
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			\$	2,554,170	\$	9,686,589	\$	19,414,806	\$	31,655,566	\$	33,439,613
LIABILITIES												
14	Accounts payable		56,625		6,553		-		63,178		402,675	
15	Accounts Payable - By JV		-		-		-		-		-	
16	Accounts Payable - Related Party		47,751		-		-		47,751		-	
17	Deferred Contributions		(3,450)		-		-		(3,450)		(3,302)	
18	Accrued liabilities		21,358		-		-		21,358		61,715	
19 TOTAL LIABILITIES			\$	122,283	\$	6,553	\$	-	\$	128,836	\$	461,087
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				(422,707)		(1,302,367)		0		(1,725,073)		937,822
26 NET ASSETS			\$	2,431,887	\$	9,680,036	\$	19,414,806	\$	31,526,730	\$	32,978,526
27 TOTAL LIABILITIES AND NET ASSETS			\$	2,554,170	\$	9,686,589	\$	19,414,806	\$	31,655,566	\$	33,439,613

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 03/31/20 & YTD

		CURRENT MONTH ENDING 03/31/2020			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	3/31/2019	ALL FUNDS	Budget	Variance	3/31/2019	2019/20
		(1/12 OF Annual Budget )				(9/12 OF Annual Budget )				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	51,000.00	(51,000)	-	68,000
2	Interest	58,440	50,000	8,440	52,847	616,170	450,000	166,170	587,643	600,000
3	Management Fees	31,002	32,083	(1,081)	32,373	297,989	288,750.00	9,239	287,617	385,000
4	Sustainability Fees (Gift Fees)	1,874	3,333	(1,459)	4,246	23,993	30,000.00	(6,007)	29,976	40,000
5	TOTAL OPERATING REVENUE	91,316	91,083	233	89,466	938,152	819,750	118,402	905,236	1,093,000
MANAGEMENT & GENERAL EXPENSES										
6	General	36,650	49,386	12,736	43,976	375,661	444,472.50	68,811	388,940	592,630
7	Independent Contractors (Non-Fundraising)	525	167	(358)	2,253	1,744	1,500.00	(244)	21,589	2,000
8	Marketing	-	-	-	-	-	-	-	-	-
9	Recognition	-	625	625	530	3,074	5,625	2,551	4,951	7,500
10	Salaries & Related Expenses	21,010	36,170	15,159	19,421	197,768	325,528.50	127,760	228,038	434,038
11	TOTAL MANAGEMENT & GENERAL EXPENSES	58,185	86,347	28,162	66,180	578,247	777,126.00	198,879	643,518	1,036,168
PROGRAM EXPENSES										
12	College & Student Support	363,000	130,517	(232,483)	252,727	1,105,660	1,174,650.00	68,990	1,004,372	1,566,200
13	Development & Recognition	-	4,621	4,621	552	3,844	41,587.50	37,744	17,734	55,450
14	General	605	2,212	1,607	2,111	16,186	19,905.00	3,719	23,258	26,540
15	Independent Contractors (Non-Fundraising)	1,444	458	(985)	6,197	4,795	4,125.00	(670)	59,369	5,500
16	Marketing	640	10,413	9,773	59,536	(17,453)	93,720.00	111,173	194,552	124,960
17	Salaries & Related Expenses	16,713	28,771	12,059	15,448	157,316	258,943.13	101,628	181,394	345,258
18	TOTAL PROGRAM EXPENSES	382,401	176,992	(205,409)	336,572	1,270,348	1,592,930.63	322,583	1,480,679	2,123,908
19	TOTAL OPERATING EXPENSES	382,401	263,340	(119,062)	402,752	1,848,595	2,370,056.63	521,462	2,124,197	3,160,076
20	OPERATING SURPLUS (DEFICIT)	(349,270)	(172,256)	177,014	(313,286)	(910,443)	(1,550,307)	(639,864)	(1,218,961)	(2,067,076)
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	1,712	16,667	(14,955)	8,757	27,113	150,000.00	(122,887)	36,768	200,000
	State of the College Donations	-	-	-	-	42,379	-	-	-	-
22	Business Engagement Giving - All donations made by businesses	1,000	12,500	(11,500)	16,096	126,241	112,500	13,741	68,796	150,000
23	Foundation Grants	30,000	41,667	(11,667)	25,000	311,875	375,000.00	(63,125)	439,800	500,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	14,914	45,833	(30,920)	53,232	176,396	412,500.00	(236,104)	253,991	550,000
25	Major Gifts - Gifts of \$25,000 +	-	33,333	(33,333)	-	-	300,000.00	(300,000)	-	400,000
26	Planned Giving	6,000	20,833	(14,833)	29,250	99,645	187,500.00	(87,855)	593,647	250,000
	Special Events	69,325	54,167	15,158	182,353	305,018	487,500.00	(182,482)	650,059	650,000
27	Sponsorship Scholarships (Pass Thru)	7,146	33,333	(26,187)	17,452	301,622	300,000.00	1,622	278,306	400,000
28	TOTAL FUNDRAISING REVENUE:	130,096	258,333	(128,237)	332,139	1,347,911	2,325,000	(977,089)	2,321,366	3,100,000
FUNDRAISING EXPENSES										
29	Development & Recognition	225	10,671	10,446	1,860	14,559	96,037.50	81,479	30,681	128,050
30	General	625	1,623	999	1,426	12,911	14,610.00	1,699	16,433	19,480
31	Independent Contractors	17,067	24,167	7,099	12,654	102,384	217,500.00	115,116	179,201	290,000
32	Marketing (Fundraising Portion)	160	6,770	6,610	31,029	38,477	60,930	22,453	75,228	81,240
33	Special Events Direct Expenses	-	9,333	9,333	105,740	41,593	84,000.00	42,407	167,403	112,000
34	Salaries & Benefits (Fundraising Portion)	10,028	17,263	7,235	9,269	94,389	155,365.88	60,977	108,836	207,155
35	TOTAL FUNDRAISING EXPENSES:	28,105	69,827	41,722	161,976	304,313	628,443.38	324,131	577,782	837,925

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 03/31/20 & YTD

		CURRENT MONTH ENDING 03/31/2020			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	3/31/2019	ALL FUNDS	Budget	Variance	3/31/2019	2019/20
		(1/12 OF Annual Budget )				(9/12 OF Annual Budget )				
36	FUNDRAISING SURPLUS (DEFICIT)	101,992	188,506	86,515	170,163	1,043,598	1,696,557	652,959	1,743,584	2,262,076
37	OPERATING REVENUE BUDGET FY 2019/20	91,316	91,083	233	89,466	938,152	819,750	118,402	905,236	1,093,000
38	FUNDRAISING REVENUE BUDGET FY 2019/20	130,096	258,333	(128,237)	332,139	1,347,911	2,325,000	(977,089)	2,321,366	3,100,000
39	TOTAL 2019/20 REVENUE BUDGET:	221,412	349,417	(128,004)	421,605	2,286,063	3,144,750	(858,687)	3,226,602	4,193,000
40	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	58,185	86,347	28,162	66,180	578,247	777,126	198,879	643,518	1,036,168
41	PROGRAM EXPENDITURES BUDGET FY 2019/20	382,401	176,992	(205,409)	336,572	1,270,348	1,592,931	322,583	1,480,679	2,123,908
42	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	28,105	69,827	41,722	161,976	304,313	628,443	324,131	577,782	837,925
43	TOTAL 2019/20 EXPENDITURE BUDGET:	468,691	333,167	(135,524)	564,728	2,152,908	2,998,500	845,592	2,701,980	3,998,000
44	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	(247,279)	16,250	263,529	(143,123)	133,155	146,250	13,095	524,623	195,000
45	Realized Gain / Loss	(95,806)	-	-	27,235	323,169	-	-	1,018,001	-
	Realized Gain / Loss - Osher	-	-	-	-	20,400	-	-	-	-
46	Unrealized Gain / Loss	(1,710,098)	-	-	244,672	(2,080,328)	-	-	(488,612)	-
48	Investment Fees	(8,717)	16,250	-	(7,727)	(121,468)	146,250	-	(116,191)	195,000
48	Refunds	-	-	-	-	-	-	-	-	-
49	Interfund Transfers	-	-	-	-	-	-	-	-	-
50	Investment Activities	(1,814,621)	16,250	-	264,180	(1,858,227)	146,250	-	413,198	-
51	NET SURPLUS (DEFICIT)	(2,061,900)	-	263,529	121,057	(1,725,072)		13,095	937,821	-



**FY 19/20 COMBINED OPERATING BUDGET**

**REVENUES**

**Fundraising Revenues :**

Annual Giving	200,000	27,113	13.6%
Leadership Giving	550,000	176,397	32.1%
Business Engagement Giving	150,000	126,241	84.2%
Major Gifts	400,000	-	0.0%
Planned Giving	250,000	99,645	39.9%
Special Events Giving	650,000	305,018	46.9%
Stepping Out for COD	650,000	305,018	46.9%
Academic Angels Events	-	-	0.0%
Scholarship Pass-Thru Donations	400,000	301,622	75.4%
Grants	500,000	311,875	62.4%
<b><i>Fundraising Revenues</i></b>	<b>3,100,000</b>	<b>1,347,911</b>	<b>43.5%</b>

**Investment/Other Revenues :**

Investment Management Services	385,000	297,989	77.4%
Gift Fee	40,000	23,993	60.0%
In Kind Revenue	68,000	-	0.0%
Interest/Dividends Income	600,000	616,170	102.7%
<b><i>Investment/Other Revenues</i></b>	<b>1,093,000</b>	<b>938,152</b>	<b>85.8%</b>
<b>Total Combined Revenue</b>	<b>4,193,000</b>	<b>2,286,063</b>	<b>54.5%</b>

FY 2019/20 Budget		
Board Approved FY 19/20 Operating Budget	FY 2019/20 Actuals at 03/31/20	% of Budget vs Actual @ 03/31/20



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 03/31/20</b>	<b>% of Budget vs Actual @ 03/31/20</b>

**EXPENDITURES**

**Fundraising Expenses**

Annual Giving	<b>15,000</b>	-	0.0%
Leadership Giving	<b>15,000</b>	5,512	36.7%
Business Engagement	<b>5,000</b>	735	14.7%
Major Gifts	<b>5,000</b>	-	0.0%
Foundation Giving	<b>5,000</b>	-	0.0%
Planned Giving	<b>15,000</b>	3,500	23.3%
Special Events Expenses	<b>100,000</b>	41,500	41.5%
Stepping Out for COD Event	75,000	41,500	55.3%
Academic Angels Events	25,000	-	0.0%
<b><u>Total Fundraising Expenses:</u></b>	<b>160,000</b>	<b>51,247</b>	<b>32.0%</b>

**General Operating Expenses**

Alumni Database Development	<b>11,000</b>	-	0.0%
Alumni Engagement	<b>90,000</b>	1,728	1.9%
Auditor	<b>15,000</b>	7,631	50.9%
Bad Debt	-	-	0.0%
Bank Charges	<b>4,500</b>	2,442	54.3%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 03/31/20</b>	<b>% of Budget vs Actual @ 03/31/20</b>

Board/Staff Training	<b>15,000</b>	5,602	37.3%
Community Relations	<b>10,000</b>	5,935	59.4%
Depreciation Expense	<b>200</b>	-	0.0%
Donor Cultivation	<b>10,000</b>	(32)	-0.3%
Donor Recognition	<b>10,000</b>	4,099	41.0%
Donor/Scholarship Reception Expenses	<b>12,000</b>	93	0.8%
Equipment Lease	<b>7,200</b>	3,868	53.7%
Furniture & Equipment	<b>3,995</b>	-	0.0%
In Kind Expense	<b>68,000</b>	-	0.0%
Independent Contractor - Annual Giving	27,500	-	0.0%
Independent Contractor - Business Engagement	75,000	-	0.0%
Independent Contractor - Leadership Giving	75,000	56,250	75.0%
Independent Contractor - Major Gift	-	12,729	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	75,000	31,225	41.6%
Independent Contractor - Stewardship	-	6,075	0.0%
Independent Contractors	<b>252,500</b>	106,279	42.1%
Insurance (Foundation Liability)	<b>555</b>	555	100.0%
Legal/Financial	<b>50,000</b>	26,665	53.3%





**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 03/31/20</b>	<b>% of Budget vs Actual @ 03/31/20</b>

Marketing	<b>340,000</b>	199,725	58.7%
Marketing - Website/Social Media	20,000	-	0.0%
Marketing Annual Report	-	-	0.0%
Marketing for Special Events	50,000	41,584	83.2%
Marketing General	50,000	10,524	21.0%
Marketing Video	-	-	0.0%
Marketing/Messaging College - CV Strategies	135,000	129,149	95.7%
Marketing/Messaging Foundation- CV Strategies	85,000	18,468	21.7%
Membership Dues	<b>4,000</b>	2,735	68.4%
Office Supplies & Equipment	<b>15,000</b>	6,115	40.8%
Other Investment Expenses	<b>50,000</b>	33,787	67.6%
Postage	<b>5,000</b>	1,692	33.8%
Printing/Design/Graphics	<b>25,000</b>	13,627	54.5%
Prospect Research/Screening Services	<b>10,000</b>	-	0.0%
Refunds/Reimbursement of Expenses	<b>(135,000)</b>	(179,540)	133.0%
Repairs/Maintenance	<b>1,000</b>	-	0.0%
Service Contracts	<b>8,000</b>	6,502	81.3%
Staff Mileage Reimbursement	<b>1,200</b>	219	18.3%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 03/31/20</b>	<b>% of Budget vs Actual @ 03/31/20</b>

Staff Support	<b>5,000</b>	660	13.2%
Subscriptions/Publications	<b>3,000</b>	1,858	61.9%
Telephone	<b>2,000</b>	1,462	73.1%
Travel	<b>5,000</b>	1,087	21.7%
Wages & Benefits	<b>986,450</b>	452,117	45.8%
Wages & Benefits Foundation Staff	758,420	333,563	44.0%
Wages & Benefits-Accounting	228,030	118,554	52.0%
Website Fees	<b>1,200</b>	839	69.9%
<b>Total Operating Expenses:</b>	<b>1,886,800</b>	<b>707,750</b>	<b>37.5%</b>

**Investment Expenses**

Realized Gain/Loss - For Split Interest Agreements	<b>10,000</b>	56	0.6%
Investment Management Services	<b>385,000</b>	297,989	77.4%
Gift Fees	<b>40,000</b>	23,993	60.0%
Other Investment Expenses	<b>145,000</b>	87,682	60.5%
<b><u>Investment Expenses:</u></b>	<b>580,000</b>	<b>409,720</b>	<b>70.6%</b>

**College Support Expenses**

Contributions to the College	<b>1,566,200</b>	<b>1,105,660</b>	70.6%
College Program Support	775,000	260,566	33.6%



**FY 19/20 COMBINED OPERATING BUDGET**

<b>FY 2019/20 Budget</b>		
<b>Board Approved FY 19/20 Operating Budget</b>	<b>FY 2019/20 Actuals at 03/31/20</b>	<b>% of Budget vs Actual @ 03/31/20</b>

Presidents Innovation Fund	25,000	-	0.0%
Presidents Discretionary Fund	15,000	12,550	
Scholarships	750,000	832,544	111.0%
Student Awards	1,200	-	0.0%
<b><u>Total College Support Expenses:</u></b>	<b>1,566,200</b>	<b>1,105,660</b>	<b>70.6%</b>
<b>Total Combined Expenditures</b>	<b>4,193,000</b>	<b>2,274,377</b>	<b>54.2%</b>

# College of the Desert Foundation

## Special Events

For Period Ending 03/31/2020

	Revenues	Expenditures	Current YTD @ 03/31/20	FY 19/20 Fundraising Goals	% of Annual Goal @ 03/31/20	Prior Year Month Ending 03/31/19
<b>Balances:</b>						
<b>Spring Luncheon -105</b>						
Special Events Income	-	-	-			-
Scholarship Donations	-	-	-			-
Special Event Expenses	-	-	-			-
Marketing	-	-	-			-
Printing/Design/Graphics	-	-	-			-
<b>Total Spring Luncheon:</b>	-	-	-	-	-	-
<b>Holiday Luncheon - 119</b>						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
Marketing Expenses	-	-	-			-
Printing Design/Graphics	-	-	-			-
<b>Total Holiday Luncheon:</b>	-	-	-	-	-	-
<b>FALL LUNCHEON - 101</b>						
Special Events Income	-	-	-			-
Special Events Expenses	-	-	-			-
<b>TOTAL FALL LUNCHEON:</b>	-	-	-	-	-	-
<b>Stepping Out for COD - 190</b>						
Special Event Income	305,018	-	305,018			644,059
Donations	-	-	-			-
Special Event Expenses	-	(41,500)	(41,500)			(153,794)
Bad Debt	-	-	-			-
Postage	-	(551)	(551)			(1,042)
Office Supplies	-	(31)	(31)			-
Donor Recognition	-	-	-			-
Printing/Design/Graphics	-	(2,523)	(2,523)			(6,415)
Marketing	-	(41,584)	(41,584)			(26,590)
Realized Gain/Loss - From Gifts of Securities	-	(56)	(56)			4
<b>Total Stepping Out for COD:</b>	<b>305,018</b>	<b>(86,245)</b>	<b>218,773</b>	<b>650,000</b>	<b>47%</b>	<b>456,222</b>
<b>Total Balances:</b>	<b>305,018</b>	<b>(86,245)</b>	<b>218,773</b>	<b>650,000</b>	<b>34%</b>	<b>456,222</b>

# REPORT OF SCHOLARSHIPS AWARDED

FY 2019/2020

1st, 2nd & 3rd Quarter Ended March 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	3rd Qtr Number of Scholarships Awarded	3rd Qtr Scholarships Paid	YTD Number of Scholarships Refunded	Adjustments/ Refunds	Total Number of Scholarships Issued	Total Scholarships Awarded YTD
Applied Science & Business	-	-	6	6,000	10	4,387			16	10,387
Communication & Humanities	-	-	-	-	1	500			1	500
Counseling Services	3	900	-	-	131	131,000			134	131,900
Enrollment Services	-	-	-	-					-	-
General Scholarships (Non-Program Specific)	85	144,938	49	5,564	213	164,492	2	(1,300)	345	313,695
Health Sciences & Education	-	-	-	-	46	48,500			46	48,500
Math & Science	-	-	-	-					-	-
Social Sciences & Arts	-	-	-	-	35	24,693			35	24,693
Sponsorship Scholarships (Pass Thru)	84	114,570	100	119,216	46	67,833			230	301,619
Student Emergency Funds	3	250	1	750	1	250			5	1,250
									-	-
Total Scholarships Awarded:	175	\$ 260,659	156	\$ 131,530	483	\$ 441,655	2	\$ (1,300)	812	\$ 832,544

# REPORT OF PROGRAM CONTRIBUTIONS

FY 2019/2020

1st Qtr, 2nd Qtr, & 3rd Qtr Ended March 31, 2020 and YTD with Pending Request Report

PROGRAM CONTRIBUTIONS	1st Qtr Program Contributions	2nd Qtr Program Contributions	3rd Qtr Program Contributions	Total Program Contributions YTD
Applied Science & Business	-	-	1,538	1,538
Communication & Humanities	-	-		-
Counseling Services	-	-	\$ 1,788	1,788
Enrollment Services	-	3,476	\$ 3,085	6,561
General (Non-Program Specific)	970	79,777	54,361	135,109
Health Sciences & Education	43,627	24,461	\$ 38,743.64	106,832
Math & Science	-	-		-
Social Sciences & Arts:	3,661	1,700	\$ 3,377.93	8,739
Sponsorship Scholarships (Pass Thru)	-	-		-
Student Emergency Funds	-	-		-
<b>Total Program Contributions:</b>	<b>\$ 48,258</b>	<b>\$ 109,414</b>	<b>\$ 102,893</b>	<b>\$ 260,566</b>

## PROGRAM CONTRIBUTIONS HIGHLIGHTS

Applied Science & Business	Automotive End of Semester award Ceremony
Communication & Humanities	
Counseling Services	Catering for Academic Recognition Celebration
Enrollment Services	Student Resource Guides, K-14 Education Consortium Meeting Supplies, New Faculty/Staff Orientation Session Lunches
General Support (Non-Program Specific)	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:	Jazz in the Pollock Performers, Funding for 15 Students to attend the PS Film Fest

## PENDING PROGRAM REQUEST SUBMITTED

Applied Science & Business	2,462	PSA Equipment and Graduation Uniforms
Communication & Humanities	50	Speech Competition Awards
Counseling Services	-	
Enrollment Services	159,262	2019/2020 Cap & Gowns, Bookstore vouchers for PLEDGE Students
General (Non-Program Specific)	2,562	Orientation Lunches for new FT Faculty
Health Sciences & Education	85,680	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:	10,960	Funding for KCOD Travel to IBS Conference/Award Ceremony-NYC
Sponsorship Scholarships (Pass Thru)	-	
Student Emergency Funds	-	
<b>Total Pending Program Request</b>	<b>\$ 260,975</b>	



# **Approve the Proposed Revision to the Fiscal Year 2019-2020 Budget**



**Fundraising Revenues :** **REVENUES**

FY 18/19				FY 19/20 Operating Budget (Proposed Revisions)				
	Board Approved FY 18/19 Operating Budget	Actuals Thru 06/30/2019	% of 18/19 Actuals vs. 18/19 Budget	Board Approved FY 19/20 Operating Budget	Actuals Thru 01/31/2020	% of Budget Actuals vs 19/20 Budget	19/20 Mid-Year Budget Revision Proposal	% of Budget Change vs. Prior Year Budget
Annual Giving	600,000	41,031	6.8%	200,000	19,769	9.9%	117,305	-80.4%
Community Friend Donations	330,000	23,336	7.1%	-	3,683			
Retiree Donations	70,000	-	0.0%	-	-			
Alumni Donations	100,000	-	0.0%	-	-			
Faculty/Staff Giving	75,000	15,445	20.6%	-	8,455			
Academic Angels Giving < \$1,000	25,000	2,250	9.0%	-	3,150			
Scholarship Donations	-	-	0.0%	-	4,480			
Leadership Giving	400,000	212,777	53.2%	550,000	126,655	23.0%	550,000	37.5%
Community Friend Donations	-	-	0.0%	-	11,988			
Presidents Circle Giving	355,000	211,777	59.7%	-	39,667			
Academic Angels Giving > \$1,000	45,000	1,000	2.2%	-	-			
Scholarships	-	-	0.0%	-	75,000			
Business Engagement Giving	200,000	86,147	43.1%	150,000	44,982	30.0%	150,000	-25.0%
Major Gifts	300,000	63,500	21.2%	400,000	50,000	12.5%	400,000	33.3%
Community Friend Donations	-	63,500						
Endowments	100,000	-	0.0%	-				
Gifts > \$25K/Space Naming Opportunities	200,000	-	0.0%	-				
Presidents Circle Giving	-	-	0.0%	-	50,000			
Planned Giving	250,000	590,405	236.2%	250,000	86,145	34.5%	250,000	0.0%
Special Events Giving	630,000	703,559	111.7%	650,000	82,886	12.8%	650,000	3.2%
Stepping Out for COD	600,000	697,559	116.3%	-	82,886			
Academic Angels Events	30,000	6,000	20.0%	-	-			
Scholarship Donations	500,000	278,227	55.6%	-	-			
Scholarship Pass-Thru Donations	300,000	323,775	107.9%	400,000	261,998	65.5%	400,000	33.3%
Foundation Giving	200,000	372,500	186.3%	500,000	292,275	58.5%	500,000	150.0%
Community Friend Donations	-	-	0.0%	-	51,475			
Scholarships	-	-	0.0%	-	240,800			
<b>Fundraising Revenues</b>	3,380,000	2,671,920	79.1%	3,100,000	964,709	31.1%	3,017,305	-10.7%
<b><u>Investment/Other Revenues :</u></b>								
Investment Management Services	395,000	385,387	97.6%	385,000	199,509	51.8%	385,000	-2.5%
Gift Fee	40,000	38,059	95.1%	40,000	17,232	43.1%	40,000	0.0%
In Kind Revenue	68,000	65,283	96.0%	68,000	-	0.0%	68,000	0.0%
Interest/Dividends Income	580,000	769,680	132.7%	600,000	428,492	71.4%	600,000	3.4%
<b>Investment/Other Revenues</b>	1,083,000	1,258,409	116.2%	1,093,000	645,233	59.0%	1,093,000	0.9%
<b>Total Combined Revenue</b>	<b>4,463,000</b>	<b>3,930,329</b>	<b>88.1%</b>	<b>4,193,000</b>	<b>1,609,942</b>	<b>38.4%</b>	<b>4,110,305</b>	<b>-7.9%</b>





**EXPENDITURES**  
**Fundraising Expenses**

	FY 18/19			FY 19/20 Operating Budget (Proposed Revisions)				
	Board Approved FY 18/19 Operating Budget	Actuals Thru 06/30/2019	% of 18/19 Actuals vs. 18/19 Budget	Board Approved FY 19/20 Operating Budget	Actuals Thru 01/31/2020	% of Budget Actuals vs 19/20 Budget	19/20 Mid-Year Budget Revision Proposal	% of Budget Change vs. Prior Year Budget
Annual Giving	25,000	7,936	31.7%	15,000	-	0.0%	15,000	-40.0%
Leadership Giving	24,000	7,828	32.6%	15,000	4,513	30.1%	15,000	-37.5%
Business Engagement	5,000	20	0.4%	5,000	510	10.2%	5,000	0.0%
Major Gifts	5,000	795	15.9%	5,000	-	0.0%	5,000	0.0%
Foundation Giving	-	-	0.0%	5,000	-	0.0%	5,000	100.0%
Planned Giving	17,000	92	0.5%	15,000	3,500	23.3%	15,000	-11.8%
Special Events Expenses	100,000	160,773	160.8%	100,000	30,000	30.0%	100,000	0.0%
Stepping Out for COD Event	75,000	153,096	204.1%	75,000	30,000	40.0%	75,000	
Academic Angels Events	25,000	7,677	30.7%	25,000	-	0.0%	25,000	
<b>Total Fundraising Expenses:</b>	176,000	177,444	100.8%	160,000	38,523	24.1%	160,000	-9.1%

**General Operating Expenses**

Alumni Database Development	75,000	-	0.0%	11,000	-	0.0%	11,000	-85.3%
Alumni Engagement	15,000	37,608	250.7%	90,000	1,728	1.9%	50,000	233.3%
Auditor	15,000	22,069	147.1%	15,000	7,631	50.9%	15,000	0.0%
Bad Debt	-	28,905	0.0%	-	-	0.0%	-	0.0%
Bank Charges	6,500	6,988	107.5%	4,500	437	9.7%	4,500	-30.8%
Board/Staff Training	10,000	29,392	293.9%	15,000	5,547	37.0%	15,000	50.0%
Community Relations	15,000	25,711	171.4%	10,000	5,765	57.7%	10,000	-33.3%
Depreciation Expense	2,300	2,274	98.9%	200	-	0.0%	200	-91.3%
Donor Cultivation	15,000	9,377	62.5%	10,000	(32)	-0.3%	10,000	-33.3%
Donor Recognition	15,000	8,108	54.1%	10,000	2,214	22.1%	10,000	-33.3%
Donor/Scholarship Reception Expenses	6,000	10,950	182.5%	12,000	-	0.0%	12,000	100.0%
Equipment Lease	4,000	5,708	142.7%	7,200	3,868	53.7%	8,000	100.0%
Furniture & Equipment	1,000	-	0.0%	3,995	-	0.0%	4,000	300.0%
In Kind Expense	68,000	65,283	96.0%	68,000	-	0.0%	68,000	0.0%
Independent Contractor - Annual Giving	75,000.00	45,297	60.4%	62,500	-	0.0%	-	-100.0%
Independent Contractor - Business Engagement	45,000.00	-	0.0%	75,000	-	0.0%	-	-100.0%
Independent Contractor - Leadership Giving	80,000.00	69,268	86.6%	75,000	37,500	50.0%	75,000	-6.3%
Independent Contractor - Major Gifts	75,000.00	-	0.0%	-	-	0.0%	50,000	-33.3%
Independent Contractor - Planned Giving	86,520.00	65,150	75.3%	75,000	20,725	27.6%	50,000	-42.2%
Independent Contractor - Database	50,000.00	73,172	146.3%	-	2,644	0.0%	-	-100.0%
Independent Contractor - Stewardship	45,000.00	45,833	101.9%	-	-	0.0%	30,000	-33.3%
Independent Contractors	456,520	298,720	65.4%	287,500	60,869	21.2%	205,000	-55.1%
Insurance (Foundation Liability)	555	555	100.0%	555	555	100.0%	555	0.0%
Legal/Financial	2,500	180	7.2%	15,000	8,000	53.3%	50,000	1900.0%
Marketing	437,500	353,336	80.8%	340,000	70,392	20.7%	384,540	-12.1%
Marketing - Website/Social Media	40,000	7,000	17.5%	20,000	-	0.0%	20,000	-50.0%
Marketing Annual Report	25,000	-	0.0%	-	-	0.0%	-	-100.0%
Marketing for Special Events	58,000	26,590	45.8%	50,000	5,905	11.8%	50,000	-13.8%
Marketing General	115,500	62,614	54.2%	50,000	250	0.5%	50,000	-56.7%
Marketing Video	27,000	-	0.0%	-	-	0.0%	-	-100.0%
Marketing Services - College	100,000	132,766	132.8%	135,000	52,114	38.6%	179,540	79.5%



FY 18/19				FY 19/20 Operating Budget (Proposed Revisions)				
Board Approved FY 18/19 Operating Budget	Actuals Thru 06/30/2019	% of 18/19 Actuals vs. 18/19 Budget		Board Approved FY 19/20 Operating Budget	Actuals Thru 01/31/2020	% of Budget Actuals vs 19/20 Budget	19/20 Mid-Year Budget Revision Proposal	% of Budget Change vs. Prior Year Budget
Marketing Services - Foundation	72,000	124,366	172.7%	85,000	12,123	14.3%	85,000	18.1%
Membership Dues	4,000	3,650	91.3%	4,000	2,735	68.4%	4,000	0.0%
Office Supplies & Equipment	20,000	17,968	89.8%	15,000	4,473	29.8%	15,000	-25.0%
Other Investment Expenses - Operating	55,000	42,826	77.9%	50,000	21,982	44.0%	50,000	-9.1%
Postage	8,000	3,804	47.6%	5,000	1,015	20.3%	5,000	-37.5%
Printing/Design/Graphics	35,000	23,416	66.9%	25,000	8,105	32.4%	25,000	-28.6%
Prospect Research/Screening Services	50,000	10,822	21.6%	10,000	-	0.0%	10,000	-80.0%
Refunds/Reimbursement of Expenses	(100,000)	(134,200)	134.2%	(135,000)	(179,540)	133.0%	(179,540)	79.5%
Repairs/Maintenance	1,725	1,577	91.4%	1,000	-	0.0%	1,000	-42.0%
Service Contracts	6,500	9,221	141.9%	8,000	6,307	78.8%	12,000	84.6%
Staff Mileage Reimbursement	1,000	1,817	181.7%	1,200	219	18.3%	1,200	20.0%
Staff Support	4,000	6,498	162.5%	5,000	660	13.2%	5,000	25.0%
State of the College	55,000	87,925	159.9%	-	-	0.0%	55,000	0.0%
Subscriptions/Publications	1,000	4,579	457.9%	3,000	1,543	51.4%	3,000	200.0%
Telephone	1,500	1,764	117.6%	2,000	1,140	57.0%	2,000	33.3%
Travel	2,000	6,037	301.9%	5,000	1,087	21.7%	5,000	150.0%
Wages & Benefits	831,000	612,657	73.7%	986,450	325,978	33.0%	986,450	18.7%
Wages & Benefits Foundation Staff	707,000	486,013	68.7%	758,533	237,996	31.4%	758,553	7.3%
Wages & Benefits-Accounting	122,000	126,644	103.8%	146,487	67,340	46.0%	146,487	20.1%
Wages - Accounting Specialist	2,000	-	0.0%	81,430	20,642	25.3%	81,430	3971.5%
Website Fees	1,200	1,038	86.5%	1,200	839	69.9%	1,200	0.0%
Total Operating Expenses:	2,121,800	1,606,562	75.7%	1,886,800	363,517	19.3%	1,859,105	-12.4%
Investment Expenses								
Realized Gain/Loss - For Split Interest Agreements	10,000	20,305	203.1%	10,000	-	0.0%	10,000	0.0%
Investment Management Services	395,000	385,387	97.6%	385,000	199,509	51.8%	385,000	-2.5%
Gift Fees	40,000	38,059	95.1%	40,000	17,232	43.1%	40,000	0.0%
Other Investment Expenses	155,000	115,834	74.7%	145,000	57,412	39.6%	145,000	-6.5%
Investment Expenses:	600,000	559,585	93.3%	580,000	274,153	47.3%	580,000	-3.3%
College Support Expenses								
Contributions to the College	1,595,200	1,529,678	95.9%	1,566,200	674,980	43.1%	1,511,200	-5.3%
College Program Support	774,000	608,997	78.7%	775,000	246,415	31.8%	720,000	-7.0%
Presidents Fund	70,000	72,967	104.2%	40,000	12,366	30.9%	40,000	-42.9%
Scholarships	750,000	847,189	113.0%	750,000	416,199	55.5%	750,000	0.0%
Student Awards	1,200	525	43.8%	1,200	-	0.0%	1,200	0.0%
Total College Support Expenses:	1,595,200	1,529,678	95.9%	1,566,200	674,980	43.1%	1,511,200	-5.3%
Total Combined Expenditures	4,493,000	3,873,269	86.2%	4,193,000	1,351,173	32.2%	4,110,305	-8.5%

Strategic Investment Budget							
Database Selection & Implementation Consulting Services	-	-	0.00%	150,000	-	0.0%	100%
Alumni, Fundraising & Financial Database Packages	-	-	0.00%	350,000	-	0.0%	100%
Total Stategic Investment Budget	-	-	0.00%	500,000	-	0.0%	100%



# **2020-2021 Proposed Budget for Approval**



## REVENUES

### Fundraising Revenues:

	FY 18/19			FY 19/20			FY 20/21 Proposed Operating Budget	
	Board Approved FY 18/19 Operating Budget	Actuals Thru 06/30/2019	% of 18/19 Actuals vs. 18/19 Budget	Board Approved FY 19/20 Operating Budget w/Proposed Revisions	Actuals Thru 02/29/2020	% of 19/20 Actuals vs. 19/20 Budget	Proposed FY 19/20 Operating Budget	% of Budget Change vs. Prior Year Budget
Annual Giving	600,000	41,031	6.8%	117,305	25,402	21.7%	100,000	-14.8%
Community Friend Donations	330,000	23,336	7.1%	-	3,774	0.0%	-	0.0%
Retiree Donations	70,000	-	0.0%	-	-	0.0%	-	0.0%
Alumni Donations	100,000	-	0.0%	-	-	0.0%	-	0.0%
Faculty/Staff Giving	75,000	15,445	20.6%	-	11,448	0.0%	-	0.0%
Academic Angels Giving < \$1,000	25,000	2,250	9.0%	-	4,100	0.0%	-	0.0%
Scholarship Donations	-	-	0.0%	-	6,080	0.0%	-	0.0%
Leadership Giving	400,000	212,777	53.2%	550,000	161,482	29.4%	350,000	-36.4%
Community Friend Donations	-	-	0.0%	-	33,988	0.0%	-	0.0%
Presidents Circle Giving	355,000	211,777	59.7%	-	50,494	0.0%	-	0.0%
Academic Angels Giving > \$1,000	45,000	1,000	2.2%	-	-	0.0%	-	0.0%
Scholarships	-	-	0.0%	-	77,000	0.0%	-	0.0%
Business Engagement Giving	200,000	86,147	43.1%	150,000	125,241	83.5%	100,000	-33.3%
Major Gifts	300,000	63,500	21.2%	400,000	-	0.0%	150,000	-62.5%
Community Friend Donations	-	63,500		-			-	0.0%
Endowments	100,000	-	0.0%	-		0.0%	-	0.0%
Gifts > \$25K/Space Naming Opportunities	200,000	-	0.0%	-		0.0%	-	0.0%
Presidents Circle Giving	-	-	0.0%	-	-	0.0%	-	0.0%
Planned Giving	250,000	590,405	236.2%	250,000	93,645	37.5%	250,000	0.0%
Special Events Giving	630,000	703,559	111.7%	650,000	235,693	36.3%	550,000	-15.4%
Stepping Out for COD	600,000	697,559	116.3%	-	235,693	0.0%	500,000	0.0%
Academic Angels Events	30,000	6,000	20.0%	-	-	0.0%	50,000	0.0%
Scholarship Donations	500,000	278,227	55.6%	-	-	0.0%	-	0.0%
Scholarship Pass-Thru Donations	300,000	323,775	107.9%	400,000	294,476	73.6%	350,000	-12.5%
Foundation Giving	200,000	372,500	186.3%	500,000	281,875	56.4%	450,000	-10.0%
Community Friend Donations	-	-	0.0%	-	261,475	0.0%	-	0.0%
Scholarships	-	-	0.0%	-	20,400	0.0%	-	0.0%
<b>Fundraising Revenues</b>	<b>3,380,000</b>	<b>2,671,920</b>	<b>79.1%</b>	<b>3,017,305</b>	<b>1,217,814</b>	<b>40.4%</b>	<b>2,300,000</b>	<b>-23.8%</b>

### Investment/Other Revenues:

Investment Management Services	395,000	385,387	97.6%	385,000	266,987	69.3%	382,000	-0.8%
Gift Fee	40,000	38,059	95.1%	40,000	22,119	55.3%	-	-100.0%
In Kind Revenue	68,000	65,283	96.0%	68,000	-	0.0%	68,000	0.0%
Interest/Dividends Income	580,000	769,680	132.7%	600,000	557,729	93.0%	700,000	16.7%
<b>Investment/Other Revenues</b>	<b>1,083,000</b>	<b>1,258,409</b>	<b>116.2%</b>	<b>1,093,000</b>	<b>846,835</b>	<b>77.5%</b>	<b>1,150,000</b>	<b>5.2%</b>
<b>Total Combined Revenue</b>	<b>4,463,000</b>	<b>3,930,329</b>	<b>88.1%</b>	<b>4,110,305</b>	<b>2,064,649</b>	<b>50.2%</b>	<b>3,450,000</b>	<b>-16.1%</b>

## EXPENDITURES

### Fundraising Expenses

Annual Giving	25,000	7,936	31.7%	15,000	-	0.0%	10,000	-33.3%
Leadership Giving	24,000	7,828	32.6%	15,000	4,661	31.1%	15,000	0.0%
Business Engagement	5,000	20	0.4%	5,000	510	10.2%	5,000	0.0%
Major Gifts	5,000	795	15.9%	5,000	-	0.0%	3,000	-40.0%
Foundation Giving	-	-	0.0%	5,000	-	0.0%	1,000	-80.0%
Planned Giving	17,000	92	0.5%	15,000	3,500	23.3%	10,000	-33.3%
Special Events Expenses	100,000	160,773	160.8%	100,000	42,000	42.0%	100,000	0.0%
Stepping Out for COD Event	75,000	153,096	204.1%	75,000	42,000	56.0%	75,000	0.0%
Academic Angels Events	25,000	7,677	30.7%	25,000	-	0.0%	25,000	0.0%
<b>Total Fundraising Expenses:</b>	<b>176,000</b>	<b>177,444</b>	<b>100.8%</b>	<b>160,000</b>	<b>50,671</b>	<b>31.7%</b>	<b>144,000</b>	<b>-10.0%</b>

### General Operating Expenses

Alumni Database Development	75,000	-	0.0%	11,000	-	0.0%	1,000	-90.9%
Alumni Engagement	15,000	37,608	250.7%	50,000	1,728	3.5%	35,000	-30.0%
Auditor	15,000	22,069	147.1%	15,000	7,631	50.9%	15,000	0.0%
Bad Debt	-	28,905	0.0%	-	-	0.0%	-	0.0%
Bank Charges	6,500	6,988	107.5%	4,500	1,698	37.7%	6,000	33.3%
Board/Staff Training	10,000	29,392	293.9%	15,000	5,566	37.1%	15,000	0.0%

Community Relations	15,000	25,711	171.4%	10,000	5,935	59.4%	5,000	-50.0%
Depreciation Expense	2,300	2,274	98.9%	200	-	0.0%	-	-100.0%
Donor Cultivation	15,000	9,377	62.5%	10,000	(32)	-0.3%	15,000	50.0%
Donor Recognition	15,000	8,108	54.1%	10,000	4,099	41.0%	15,000	50.0%
Donor/Scholarship Reception Expenses	6,000	10,950	182.5%	12,000	-	0.0%	12,000	0.0%
Equipment Lease	4,000	5,708	142.7%	8,000	3,868	48.4%	8,000	0.0%
Furniture & Equipment	1,000	-	0.0%	4,000	-	0.0%	1,500	-62.5%
In Kind Expense	68,000	65,283	96.0%	68,000	-	0.0%	68,000	0.0%
Independent Contractor - Annual Giving	75,000.00	45,297	60.4%	-	-	0.0%	-	0.0%
Independent Contractor - Business Engagement	45,000.00	-	0.0%	-	-	0.0%	-	0.0%
Independent Contractor - Leadership Giving	80,000.00	69,268	86.6%	75,000	50,000	66.7%	30,000	-60.0%
Independent Contractor - Major Gifts	75,000.00	-	0.0%	50,000	9,518	19.0%	-	-100.0%
Independent Contractor - Planned Giving	86,520.00	65,150	75.3%	50,000	27,725	55.5%	-	-100.0%
Independent Contractor - Database	50,000.00	73,172	146.3%	-	-	0.0%	-	0.0%
Independent Contractor - Stewardship	45,000.00	45,833	101.9%	30,000	-	0.0%	20,000	-33.3%
Independent Contractors	456,520	298,720	65.4%	205,000	87,243	42.6%	50,000	-75.6%
Insurance (Foundation Liability)	555	555	100.0%	555	555	100.0%	555	0.0%
Legal/Financial	2,500	180	7.2%	50,000	19,828	39.7%	25,000	-50.0%
Marketing	437,500	353,336	80.8%	384,540	120,255	31.3%	380,000	-1.2%
Marketing - Website/Social Media	40,000	7,000	17.5%	20,000	-	0.0%	35,000	75.0%
Marketing Annual Report	25,000	-	0.0%	-	-	0.0%	25,000	0.0%
Marketing for Special Events	58,000	26,590	45.8%	50,000	23,285	46.6%	50,000	0.0%
Marketing General	115,500	62,614	54.2%	50,000	250	0.5%	50,000	0.0%
Marketing Video	27,000	-	0.0%	-	-	0.0%	-	0.0%
Marketing Services - College	100,000	132,766	132.8%	179,540	81,451	45.4%	135,000	-24.8%
Marketing Services - Foundation	72,000	124,366	172.7%	85,000	15,269	18.0%	85,000	0.0%
Membership Dues	4,000	3,650	91.3%	4,000	2,735	68.4%	3,500	-12.5%
Office Supplies & Equipment	20,000	17,968	89.8%	15,000	4,753	31.7%	15,000	0.0%
Other Investment Expenses - Operating	55,000	42,826	77.9%	50,000	31,318	62.6%	45,000	-10.0%
Postage	8,000	3,804	47.6%	5,000	1,692	33.8%	5,000	0.0%
Printing/Design/Graphics	35,000	23,416	66.9%	25,000	13,627	54.5%	20,000	-20.0%
Prospect Research/Screening Services	50,000	10,822	21.6%	10,000	-	0.0%	5,000	-50.0%
Refunds/Reimbursement of Expenses	(100,000)	(134,200)	134.2%	(179,540)	(180,340)	100.4%	(135,000)	-24.8%
Repairs/Maintenance	1,725	1,577	91.4%	1,000	-	0.0%	1,000	0.0%
Service Contracts	6,500	9,221	141.9%	12,000	6,437	53.6%	12,000	0.0%
Staff Mileage Reimbursement	1,000	1,817	181.7%	1,200	219	18.3%	1,200	0.0%
Staff Support	4,000	6,498	162.5%	5,000	660	13.2%	1,661	-66.8%
State of the College	55,000	87,925	159.9%	55,000	-	0.0%	55,000	0.0%
Subscriptions/Publications	1,000	4,579	457.9%	3,000	1,722	57.4%	2,000	-33.3%
Telephone	1,500	1,764	117.6%	2,000	1,298	64.9%	2,000	0.0%
Travel	2,000	6,037	301.9%	5,000	1,087	21.7%	5,000	0.0%
Wages & Benefits	831,000	612,657	73.7%	986,450	404,367	41.0%	991,184	0.5%
Wages & Benefits Foundation Staff	707,000	486,013	68.7%	758,533	305,653	40.3%	742,528	-2.1%
Wages & Benefits-Accounting	122,000	126,644	103.8%	146,487	73,072	49.9%	145,879	-0.4%
Wages - Accounting Specialist	2,000	-	0.0%	81,430	25,642	31.5%	102,777	26.2%
Website Fees	1,200	1,038	86.5%	1,200	839	69.9%	1,200	0.0%
<b>Total Operating Expenses:</b>	<b>2,121,800</b>	<b>1,606,562</b>	<b>75.7%</b>	<b>1,859,105</b>	<b>548,788</b>	<b>29.5%</b>	<b>1,682,800</b>	<b>-9.5%</b>
<b><u>Investment Expenses</u></b>								
Realized Gain/Loss - For Split Interest Agreements	10,000	20,305	203.1%	10,000	56	0.6%	10,000	0.0%
Investment Management Services	395,000	385,387	97.6%	385,000	266,987	69.3%	382,000	-0.8%
Gift Fees	40,000	38,059	95.1%	40,000	22,119	55.3%	-	-100.0%
Other Investment Expenses	155,000	115,834	74.7%	145,000	81,434	56.2%	100,000	-31.0%
<b><u>Investment Expenses:</u></b>	<b>600,000</b>	<b>559,585</b>	<b>93.3%</b>	<b>580,000</b>	<b>370,596</b>	<b>63.9%</b>	<b>492,000</b>	<b>-15.2%</b>
<b><u>College Support Expenses</u></b>								
Contributions to the College	1,595,200	1,529,678	95.9%	1,511,200	757,866	50.1%	1,131,200	-25.1%
College Program Support	774,000	608,997	78.7%	720,000	279,296	38.8%	500,000	-30.6%

Presidents Fund	70,000	72,967	104.2%	40,000	12,434	31.1%	30,000	-25.0%
Scholarships	750,000	847,189	113.0%	750,000	466,136	62.2%	600,000	-20.0%
Student Awards	1,200	525	43.8%	1,200	-	0.0%	1,200	0.0%
<b>Total College Support Expenses:</b>	1,595,200	1,529,678	95.9%	1,511,200	757,866	50.1%	1,131,200	-25.1%
<b>Total Combined Expenditures</b>	<b>4,493,000</b>	<b>3,873,269</b>	<b>86.2%</b>	<b>4,110,305</b>	<b>1,727,921</b>	<b>42.0%</b>	<b>3,450,000</b>	<b>-16.1%</b>

Strategic Investment Budget								
Database Selection & Implementation Consulting Services	-	-	0.00%	-	-	0.00%	150,000	100%
Alumni, Fundraising & Financial Database Packages	-	-	0.00%	-	-	0.00%	350,000	100%
<b>Total Strategic Investment Budget</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>500,000</b>	<b>100%</b>



# Updated Policies for Approval

# **COLLEGE OF THE DESERT FOUNDATION**

## **CREDIT CARD POLICY AND PROCEDURES**

### **Policy:**

This policy is developed to ensure that any credit card issued to an employee of the College of the Desert Foundation:

- serve a legitimate business purpose
- is used for authorized business purposes only
- is adequately monitored by management for compliance

COD Foundation credit cards will only be used for business purposes. Personal purchases of any type are not allowed. The following purchases are NOT allowed:

- Capital equipment and upgrades over \$5,000
- Gasoline
- Items or services on term contracts
- Maintenance agreements
- Personal items or loans
- Rentals (other than short-term autos for business only)
- Cash advances on credit cards are NOT allowed

### **Procedures:**

1. COD Foundation credit cards are issued only to personnel with a frequent need to expend appropriate sums on activities directly associated with the Foundation's business.
2. Detailed receipts must be retained and attached to a monthly expense report. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
3. All monthly expense reports, with attached detailed receipts, must be submitted to the accounting department by the tenth of the subsequent month.

### **Credit Card Agreements:**

Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges, personal liability for any improper purchases and disciplinary action.



**COLLEGE OF THE DESERT FOUNDATION**

# CREDIT CARDHOLDER AGREEMENT

I, \_\_\_\_\_, hereby acknowledge receipt of the following credit card:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Visa or MasterCard

### Credit Card Number

I understand that improper use of this card may result in revocation of credit card privileges and disciplinary action, as outlined in the Credit Card Policy and Procedures agreement, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached College of the Desert Foundation Credit Card Policy and Procedures agreement.

I acknowledge receipt of said Agreement and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the College of the Desert Foundation and that the College of the Desert Foundation will be liable to the credit card company for all charges made on this card.

As a holder of this College of the Desert Foundation credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Foundation Accountant or Executive Director, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the College of the Desert Foundation will be entitled to reimbursement from me of such purchases. The College of the Desert Foundation shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cardholder Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director/or Foundation Accountant

**COLLEGE OF THE DESERT FOUNDATION**  
**Policy for Accounting for Pledge Receivables, Allowance for Uncollectable**  
**Pledges and Bad Debt Write Off for Uncollectable Pledges**

**BACKGROUND**

In August 2016, the Financial Accounting Standards Board (FASB) issued ASU 2016-14, Not-for-profit Entities (Topic 958) Presentation of Financial Statements of Not-for-Profit Entities. See Promises to Give Source: FASB ASC 958-310 and 958-605. Under FASB ASC 958-310-20 An unconditional promise to give is a promise whose receipt depends only on the passage of time or the donee's demand for performance. It should be recognized in the period the promise is made. (FASB ASC 958-310-25-1; 958-605-25-2)

Therefore, unconditional pledges should be recorded when obtained following the same procedures as cash donations. An unconditional pledge is a promise by a donor to give a gift to the organization to contribute a specified amount without conditions. It can be restricted for a certain purpose, just as a conditional pledge can be restricted.

A conditional pledge is contingent on the occurrence of an uncertain future event. For example, a donor might promise to contribute \$1,000 if the organization obtains a matching gift of \$2,000 from new sources. Conditional pledges are recorded on the books only when the condition is met, so this pledge would not be recorded as revenue until the matching gift is obtained. (Once a condition has been met, as in the above case when a matching gift has been obtained, the pledge becomes unconditional, and is recorded.)

**PLEDGE POLICY**

All unconditional pledges received though the Foundation should be recorded when obtained. All pledges must be in written or in email form and signed/or emailed by the donor. Verbal pledges will not be recorded.

An allowance for uncollectible pledges will be calculated annually and adjusted at 4% present value of the unconditional pledges that exceed one year.

Conditional pledges will not be recorded until the condition is met. Footnote disclosure of unrecorded conditional pledges will be made on the annual audit report.

Write off of uncollectible pledges: If a pledge payment is deemed uncollectible due to donor's inability to pay or after due diligence in attempting to collect the pledge. The Foundation Accountant will bring forward the uncollectible pledge to the Finance and Investment Committee to authorize the recognition of bad debt per FASB ASC 958-310-35-7.



### **(PROPOSED REVISED) GIFT ACCEPTANCE POLICY**

As a 501(c) 3 non-profit organization the College of the Desert Foundation (CODF) relies on charitable contributions to fulfill its mission.

CODF, in soliciting or accepting gifts, shall clearly represent the policies of the Foundation and the Desert Community College District (DCCD) and each organization's mission which might pertain.

Both organizations shall honor written statements about the use of the contribution.

Every material gift will be promptly acknowledged, and donors will be recognized in the Annual Report of the Foundation and other appropriate publications.

CODF reserves the right to refuse a gift if it is determined to be in conflict with the mission of CODF or College of the Desert, hereafter "College."

1. A contribution may be designated for a specific program, scholarship or fund account or it may be left unrestricted. Unrestricted means that the funds may be used for meeting the Foundation's highest priorities and/or other organizational needs. If the donor wishes a gift to be restricted, it should be so indicated as a preference in a cover letter or CODF pledge form. ~~A motion was passed at the 02/22/2017 Board meeting recommending the assessment of a 5% gift fee on all restricted and endowed donations which will be used to further advancement efforts on behalf of COD. \*\*~~
2. CODF will not, in most cases, assume any indebtedness in connection with a gift.
3. Exceptions to the contrary must be approved on a case-by-case basis by the Foundation's Board of Directors and the DCCD Board of Trustees.
4. Contributions must support and enhance the mission and purpose of CODF and the College. Contributions which subject either organization to burdensome or unusual restrictions will not be accepted.
5. Associated expenses with the conveyance of a gift made to CODF are to be borne by the donor.
6. CODF will assume that donors rely on their own personal advisors for tax, legal, financial and other advice concerning their gifts.

## **COLLEGE OF THE DESERT FOUNDATION GIFT ACCEPTANCE POLICY – CONT.**

### **Gifts of Cash:**

CODF will accept gifts of cash to support the mission of the organization or the College.

A contribution may be either unrestricted or designated for a specific program, scholarship or fund account. If the donor wishes a gift to be restricted, the donor should clearly indicate this preference in writing on the donation check and either in a cover letter or on a CODF pledge form.

A named current-use fund may be established with a minimum gift or pledge of \$25,000.

A named endowed fund may be established with a minimum gift or pledge of \$50,000.

### **Gifts of Equipment/Furniture:**

CODF will accept gifts of new or used equipment/furniture that are determined to be of use to the Foundation or the College. The Executive Director shall make that determination.

### **Gifts of Airline Tickets or Air Miles:**

CODF may accept gifts of tickets or air miles for travel to be used by CODF staff or College faculty or administrators.

### **Gifts of Securities:**

CODF will accept gifts of publicly traded securities, including stocks, mutual funds, municipal and corporate bonds, treasury bills and notes.

CODF investment advisors/agents will verify the ownership of the security, handle the transfer of ownership, and establish a value for deferred gift calculation purposes, as well as handle the sale, liquidation and/or investment processes related to securities.

CODF may also accept gifts of private securities.

Such gifts will be reviewed by the CODF Investment Committee and such securities, including restricted stocks, shall normally be sold at the earliest practical time after receipt.

### **Gifts of Real Estate:**

Real estate gifts can include personal residences, rental properties, office buildings, land, and other structures. As real estate can be highly illiquid, costly to maintain,

and have pre-existing conditions attached to it, any gifts of real estate will be carefully scrutinized and the decision to accept or decline the gift will be made by the CODF Board of Directors and the DCCD Board of Trustees.

### **GIFT ACCEPTANCE POLICY – CONT.**

The property shall be physically inspected by a representative of both the CODF and DCCD along with a property management consultant.

The Phase I inspection is to identify any environmental, financial, legal, marketing or public relations risks, hazards or liabilities.

If deemed necessary by the consultant, an environmental survey may be recommended before a gift can be accepted. The cost of the survey shall be borne by the donor, unless other arrangements have been agreed by the Executive Director and the College's Vice President of Administrative Services.

Upon review of the survey, the consultant shall recommend acceptance or declination of the gift.

An appraisal will be required for any accepted gift to establish an objective value.

Unless otherwise negotiated, gifts of property will be converted into cash at the earliest practical opportunity given current market conditions and the potential use of the property in the accomplishment of the mission of the CODF and the College.

A gift will not be accepted that may expose CODF or DCCD or its agents to personal liability as owners of the property. If property is encumbered by indebtedness, the donor will be requested to provide for the payment of carrying costs until the property is liquidated.

#### **Gifts of Personal Property:**

Potential contributions include art, antiques, jewelry, automobiles, etc.

When appropriate and prudent to do so, CODF staff and/or professional appraisers or consultants shall review the marketability, accurateness of appraisal and capabilities of CODF to safeguard these assets until liquidation.

Because serious valuation problems often exist with proposed gifts of personal property, especially with art or other "collectibles", an objective, bona fide appraisal or documentation of fair market value shall be obtained before the gift can be accepted.

#### **Gifts of Life Insurance:**

CODF will accept gifts of life insurance, including whole and universal life policies.

If the life insurance policy requires continuing premium payments, the donor can continue paying those premiums, using one of the following two methods:

### **GIFT ACCEPTANCE POLICY – CONT.**

- First, the donor/owner of the policy makes a gift of the policy to CODF by transferring ownership of the policy to CODF. The donor or his/her agent then makes annual donations in the amount of the annual premium costs of the policy to CODF, which then pays the policy premiums.
- Second, potential donors can also purchase a new policy, naming CODF as the beneficiary. The donor/owner of the policy donates the policy to CODF by transferring ownership of the policy to CODF.

When planning a gift of life insurance, it is important for the donor to consult their personal tax, accounting and legal advisors.

### **Gifts of Charitable Remainder Trusts:**

A charitable remainder trust permits a donor/trustor (beneficiary) to transfer property, usually stock or real estate, into a trust that pays the donor/trustor (beneficiary) income for life. Upon the donor/trustor's death, the trust terminates and remainder passes to the Foundation (remainder beneficiary). Donors interested in creating and executing a remainder trust for the ultimate benefit of CODF should consult their legal counsel and their tax advisor. CODF shall evaluate all remainder property in the same manner as investments and/or real property as indicated in the preceding sections.

### **Charitable Gift Annuity:**

A charitable gift annuity will provide an income stream for an agreed upon period of time. In order for the donor to offer a gift annuity, the charity (recipient) must be licensed with the state Department of Insurance. DCCD is a member of the Community College League of California which is licensed by the Department of Insurance. Donors interested in creating a charitable gift annuity should consult their accounting and insurance advisors. CODF shall evaluate and treat all gift annuities in the same manner as gifts of cash.



## **(PROPOSED REVISED 07/01/2020) ENDOWMENT SPENDING POLICY**

This policy describes the manner in which endowment earnings will be allocated for spending.

College of the Desert Foundation keeps two primary goals in mind: provide a significant and stable flow of funds to the operating budget, and maintaining the long-term purchasing power of the principal. The first provides resources for today's generation of scholars, while the second ensures that the College of the Desert Foundation will be able to deliver adequate resources to future generations of scholars.

### **Definitions:**

#### **What is an Endowment?**

An endowment is created by a donor from a gift containing a legal stipulation that the original gift may never be expended. These gifts are held in funds with the number designation of 3xxx and are invested in perpetuity by the College of the Desert Foundation for the purpose of generating a permanent expendable income stream from the return on the gift for the purpose the donor desires. Endowed gifts may be for donor restricted or unrestricted purposes. In establishing the Endowment fund with the donor, the donor, in writing, is free to specify the purpose of the fund and free to set the spending limit of the interest from the endowment up to 3% 5% of the value of the created endowment fund. The donor is also aware that the endowment fund is first subject to a 2% annual administrative fee of the value of the Endowed account.

#### **Temporary Restricted (non – Endowed) Funds or Temporary Restricted (Endowed) Funds?**

Temporary Restricted (non-endowed) Funds are donor funds that are stipulated by the donor for a particular use. The funds have come directly from the donor and are not tied to an endowment fund. These funds are coded as a 2xxx fund. In the absence of instructions to the contrary by the donor, Temporary Restricted (non-endowed) Funds can be spent **without limit** for the purpose intended.

## **ENDOWMENT SPENDING POLICY – CONT.**

Temporary Restricted (Endowed) Funds are also 2xxx coded funds that hold the interest income portion that has been earned from the Endowed Account. Absent of instructions by the donor to the contrary, interest, representing up to 3% 5% of the average value of the Endowed Fund, will be available to spent from this Temporary Restricted (Endowed) Fund. Spending of the Temporary Restricted (Endowed) funds is limited in either two ways. One, by the limits placed on the fund by the donor, or two, by the spending limits imposed by the Endowment Spending Policy set by the COD Foundation.

### **The Average Value of an Endowment?**

The Average Value of an Endowment is defined as the Endowed Fund value plus the value of its corresponding Temporary Restricted Fund both averaged over the preceding three years as of June 30th of each fiscal year.

### **Spending Procedures**

The Endowment Fund plus its corresponding Temporary Restricted Fund will first be subject to an annual 2% administrative fee of the current value which will come from the interest off the Endowment. The remaining interest, up to 3% 5% of the value of the Endowment, will be credited to the Temporary Restricted (Endowed) Fund tied to that Endowment. Per the donor's instructions, disbursements of not more than 3% 5% of the average value of the Endowment will be available.

Any interest in excess of the 2% administrative fee and the spending appropriation will continue to be held in the Temporary Restricted (Endowed) Fund and will act as a spending reserve.





# 990 Tax Returns for Approval

EIDE BAILLY LLP  
10681 FOOTHILL BLVD., STE. 300  
RANCHO CUCAMONGA, CA 91730-3831

COLLEGE OF THE DESERT FOUNDATION  
43500 MONTEREY AVE  
PALM DESERT, CA 92260

[illegible]

Caution: Forms printed from within Adobe Acrobat products may not meet IRS or state taxing agency specifications. When using Acrobat, select the "Actual Size" in the Adobe "Print" dialog.

CLIENT'S COPY

April 29, 2020

COLLEGE OF THE DESERT FOUNDATION  
43500 MONTEREY AVE  
PALM DESERT, CA 92260

COLLEGE OF THE DESERT FOUNDATION:

Enclosed is the organization's 2018 Exempt Organization return. The state Exempt Organization return and Annual Report are also enclosed. These should be signed, dated, and mailed, as indicated.

Specific filing instructions are as follows.

FORM 990 RETURN:

This return has qualified for electronic filing. After you have reviewed the return for completeness and accuracy, please sign, date and return Form 8879-EO to our office. We will transmit the return electronically to the IRS and no further action is required. Return Form 8879-EO to us by May 15, 2020.

CALIFORNIA FORM 199 RETURN:

The California Form 199 return has qualified for electronic filing. After you have reviewed your return for completeness and accuracy, please sign, date and return Form 8453-EO to our office. We will then transmit your return to the FTB. Do not mail the paper copy of the return to the FTB.

No payment is required.

CALIFORNIA FORM RRF-1:

The California Form RRF-1 should be mailed as soon as possible to:

Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470

Enclose a check or money order for \$150, payable to Department of Justice.

The report should be signed and dated by the authorized individual(s).

Please review the return for completeness and accuracy.

We sincerely appreciate the opportunity to serve you. Please contact us if you have any questions concerning the tax return.

We prepared return from information you furnished us without verification. Upon examination of the return by tax authorities, requests may be made for underlying data. We therefore recommend that you preserve all records which you may be called upon to produce in connection with such possible examinations.

Copies of all the returns are enclosed for your files. We suggest that you retain these copies indefinitely.

Sincerely,

Catherine L. Gray  
OF VAVRINEK, TRINE, DAY & CO., LLP



April 29, 2020

COLLEGE OF THE DESERT FOUNDATION  
43500 MONTEREY AVE  
PALM DESERT, CA 92260

COLLEGE OF THE DESERT FOUNDATION:

Enclosed are the original and one copy of the 2018 Exempt Organization returns, as follows...

2018 Form 990

2018 California Form 199

2018 California Form RRF-1

2018 IRS E-File Signature Authorization For An Exempt Organization (Form 8879-EO)

In addition, we have provided a separate public disclosure copy of the Form 990 and Form 990-T (if applicable) on our secure portal. All exempt organizations are required to have a copy of their current year Form 990 and two prior year returns available for public inspection. If the Form 990 includes a Schedule of Contributors (Schedule B), we have removed the names and addresses of contributors from this return, as this information is not open to public inspection. Only organizations exempt under 501(c)(3) must make the current year Form 990-T and two prior year returns available. Please print and sign the public disclosure copy(ies) and keep them available at your primary office location.

Each original should be dated, signed and filed in accordance with the filing instructions. The copy should be retained for your files.

Many states require legal entities to register with them in order to do business in their state. Please remember to keep your registration active and current for each state that you have business activities.

Sincerely,

Catherine L. Gray

# TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

June 30, 2019

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**Prepared For:**

COLLEGE OF THE DESERT FOUNDATION  
43500 MONTEREY AVE  
PALM DESERT, CA 92260

---

**Prepared By:**

Eide Bailly LLP  
10681 Foothill Blvd., Ste. 300  
Rancho Cucamonga, CA 91730-3831

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**Amount Due or Refund:**

Not applicable

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**Make Check Payable To:**

Not applicable

---

**Mail Tax Return and Check (if applicable) To:**

Not applicable

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**Return Must be Mailed On or Before:**

Not applicable

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**Special Instructions:**

This return has qualified for electronic filing. After you have reviewed the return for completeness and accuracy, please sign, date and return Form 8879-EO to our office. We will transmit the return electronically to the IRS and no further action is required. Return Form 8879-EO to us by May 15, 2020

IRS e-file Signature Authorization  
for an Exempt Organization

OMB No. 1545-1878

Form **8879-EO**For calendar year 2018, or fiscal year beginning JUL 1, 2018, and ending JUN 30, 2019**2018**Department of the Treasury  
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.

Name of exempt organization

Employer identification number

COLLEGE OF THE DESERT FOUNDATION

95-3829219

Name and title of officer

CHRISTINE J ANDERSON  
EXECUTIVE DIRECTOR**Part I** Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a**, **2a**, **3a**, **4a**, or **5a**, below, and the amount on that line for the return being filed with this form was blank, then leave line **1b**, **2b**, **3b**, **4b**, or **5b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

<b>1a</b> Form 990 check here ▶ <input checked="" type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990, Part VIII, column (A), line 12) .....	<b>1b</b> <u>4,193,253.</u>
<b>2a</b> Form 990-EZ check here ▶ <input type="checkbox"/>	<b>b Total revenue</b> , if any (Form 990-EZ, line 9) .....	<b>2b</b> _____
<b>3a</b> Form 1120-POL check here ▶ <input type="checkbox"/>	<b>b Total tax</b> (Form 1120-POL, line 22) .....	<b>3b</b> _____
<b>4a</b> Form 990-PF check here ▶ <input type="checkbox"/>	<b>b Tax based on investment income</b> (Form 990-PF, Part VI, line 5) .....	<b>4b</b> _____
<b>5a</b> Form 8868 check here ▶ <input type="checkbox"/>	<b>b Balance Due</b> (Form 8868, line 3c) .....	<b>5b</b> _____

**Part II** Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgment of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

## Officer's PIN: check one box only

☒ I authorize EIDE BAILLY LLP to enter my PIN 12496  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶ \*\*\*\*\* THIS IS NOT A FILEABLE COPY \*\*\* Date ▶ \_\_\_\_\_

**Part III** Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

81199300050

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ \_\_\_\_\_ Date ▶ 04/29/20

**ERO Must Retain This Form - See Instructions**  
**Do Not Submit This Form to the IRS Unless Requested To Do So**



Form **990**Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**Open to Public  
Inspection**A** For the 2018 calendar year, or tax year beginning **JUL 1, 2018** and ending **JUN 30, 2019****B** Check if applicable:

- ☐ Address change  
☐ Name change  
☐ Initial return  
☐ Final return/terminated  
☐ Amended return  
☐ Application pending

**C** Name of organization**COLLEGE OF THE DESERT FOUNDATION**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

**43500 MONTEREY AVE**

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

**PALM DESERT, CA 92260****F** Name and address of principal officer: **CHRISTINE J ANDERSON****SAME AS C ABOVE****D** Employer identification number**95-3829219****E** Telephone number**760-773-2561****G** Gross receipts \$ **16,871,298.****H(a)** Is this a group returnfor subordinates? ..... ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

**H(c)** Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ **WWW.COLLEGEOFTHEDESERT.EDU/VISTORS/FOUNDATI****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1983** **M** State of legal domicile: **CA****Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>TO SECURE PHILANTHROPIC SUPPORT AND STEWARD ASSETS FOR THE COLLEGE OF THE DESERT</b>
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a) ..... <b>31</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b) ..... <b>31</b>
	<b>5</b>	Total number of individuals employed in calendar year 2018 (Part V, line 2a) ..... <b>0</b>
	<b>6</b>	Total number of volunteers (estimate if necessary) ..... <b>0</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12 ..... <b>0.</b>
<b>7b</b>	Net unrelated business taxable income from Form 990-T, line 38 ..... <b>0.</b>	
<b>Revenue</b>	<b>8</b>	Contributions and grants (Part VIII, line 1h) ..... <b>2,108,414.</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g) ..... <b>0.</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d) ..... <b>1,773,128.</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) ..... <b>0.</b>
	<b>12</b>	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) ..... <b>3,881,542.</b>
	<b>Expenses</b>	<b>13</b>
<b>14</b>		Benefits paid to or for members (Part IX, column (A), line 4) ..... <b>0.</b>
<b>15</b>		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) ..... <b>0.</b>
<b>16a</b>		Professional fundraising fees (Part IX, column (A), line 11e) ..... <b>0.</b>
<b>b</b>		Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>324,692.</b>
<b>17</b>		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) ..... <b>1,362,965.</b>
<b>18</b>		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) ..... <b>2,616,579.</b>
<b>19</b>		Revenue less expenses. Subtract line 18 from line 12 ..... <b>1,264,963.</b>
<b>Net Assets or Fund Balances</b>	<b>20</b>	Total assets (Part X, line 16) ..... <b>32,466,516.</b>
	<b>21</b>	Total liabilities (Part X, line 26) ..... <b>425,810.</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20 ..... <b>32,040,706.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date		
	<b>CHRISTINE J ANDERSON, EXECUTIVE DIRECTOR</b>				
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	<b>CATHERINE L. GRAY</b>		<b>04/29/20</b>		<b>P01294460</b>
<b>Preparer Use Only</b>	Firm's name ▶	Firm's EIN ▶			
	<b>EIDE BAILLY LLP</b>	<b>45-0250958</b>			
<b>Preparer Use Only</b>	Firm's address ▶	Phone no.			
	<b>10681 FOOTHILL BLVD., STE. 300</b>	<b>909-466-4410</b>			
<b>RANCHO CUCAMONGA, CA 91730-3831</b>					

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

**Part III** Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

**THE MISSION OF THE COLLEGE OF THE DESERT FOUNDATION IS TO ENHANCE THE QUALITY OF EDUCATION BY ADVANCING THE COLLEGE OF THE DESERT THROUGH BUILDING RELATIONSHIPS, SECURING PHILANTHROPIC SUPPORT AND STEWARDING ASSETS**

**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ 2,166,819. including grants of \$ 1,529,678. ) (Revenue \$ )  
**TO PROVIDE FUNDS TO SPECIFIC COLLEGE OF THE DESERT DEPARTMENTS FOR OPERATIONAL NEEDS.**

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

**4d** Other program services (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses **2,166,819.**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	<b>1</b> X	
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	<b>2</b> X	
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	<b>3</b>	X
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	<b>4</b> X	
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	<b>5</b>	X
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	<b>6</b>	X
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	<b>7</b>	X
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	<b>8</b>	X
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	<b>9</b>	X
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	<b>10</b> X	
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	<b>11a</b> X	
<b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	<b>11b</b> X	
<b>c</b> Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	<b>11c</b>	X
<b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	<b>11d</b>	X
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	<b>11e</b>	X
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	<b>11f</b> X	
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	<b>12a</b> X	
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	<b>12b</b>	X
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	<b>13</b>	X
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States?	<b>14a</b>	X
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	<b>14b</b>	X
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	<b>15</b>	X
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	<b>16</b>	X
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>	<b>17</b>	X
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	<b>18</b> X	
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	<b>19</b>	X
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	<b>20a</b>	X
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	<b>20b</b>	
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	<b>21</b> X	

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....	<b>22</b> X	
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....	<b>23</b> X	
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....	<b>24a</b>	X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....	<b>24b</b>	
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....	<b>24c</b>	
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....	<b>24d</b>	
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....	<b>25a</b>	X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....	<b>25b</b>	X
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....	<b>26</b>	X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....	<b>27</b>	X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28a</b>	X
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28b</b>	X
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28c</b>	X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....	<b>29</b>	X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....	<b>30</b>	X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....	<b>31</b>	X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....	<b>32</b>	X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....	<b>33</b>	X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....	<b>34</b>	X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....	<b>35a</b>	X
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....	<b>35b</b>	
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....	<b>36</b>	X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....	<b>37</b>	X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O .....	<b>38</b> X	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable .....	<b>1a</b> 18	
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable .....	<b>1b</b> 0	
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? .....	<b>1c</b> X	

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	<b>2a</b> 0		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	<b>2b</b>	X	
<b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3a</b>		X
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O	<b>3b</b>		
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>		X
<b>b</b> If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5a</b>		X
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5b</b>		X
<b>c</b> If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	<b>5c</b>		
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	<b>6a</b>	X	
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6b</b>	X	
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>			
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>7a</b>		X
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>7b</b>		
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	<b>7c</b>		X
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year	<b>7d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7e</b>		X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7f</b>		X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7g</b>		
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7h</b>		
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>		
<b>9 Sponsoring organizations maintaining donor advised funds.</b>			
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?	<b>9a</b>		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9b</b>		
<b>10 Section 501(c)(7) organizations.</b> Enter:			
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:			
<b>a</b> Gross income from members or shareholders	<b>11a</b>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>		
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>			
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state?	<b>13a</b>		
<b>Note.</b> See the instructions for additional information the organization must report on Schedule O.			
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>		
<b>c</b> Enter the amount of reserves on hand	<b>13c</b>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>		X
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	<b>14b</b>		
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	<b>15</b>		X
If "Yes," see instructions and file Form 4720, Schedule N.			
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	<b>16</b>		X
If "Yes," complete Form 4720, Schedule O.			

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

☒**Section A. Governing Body and Management**

	1a	1b	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year	31			
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.				
<b>b</b> Enter the number of voting members included in line 1a, above, who are independent		31		
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?				X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?				X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?				X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?				X
<b>6</b> Did the organization have members or stockholders?				X
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?				X
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?				X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
<b>a</b> The governing body?			X	
<b>b</b> Each committee with authority to act on behalf of the governing body?			X	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O				X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?		X
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
<b>13</b> Did the organization have a written whistleblower policy?	X	
<b>14</b> Did the organization have a written document retention and destruction policy?	X	
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official	X	
<b>b</b> Other officers or key employees of the organization	X	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed **CA**

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records **THE ORGANIZATION - 760-773-2561**  
**43500 MONTEREY AVE, PALM DESERT, CA 92260**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) WILLIAM S CHUNOWITZ PRESIDENT	0.30	X						0.	0.	0.
(2) CHRIS ANDERSON SECRETARY	0.30	X						0.	0.	0.
(3) MELINDA DRICKEY DIRECTOR	0.30	X						0.	0.	0.
(4) NORMA CASTANEDA DIRECTOR	0.30	X						0.	0.	0.
(5) WILLIAM S CHUNOWITZ PRESIDENT	0.30	X						0.	0.	0.
(6) PEGGY CRAVENS DIRECTOR	0.30	X						0.	0.	0.
(7) DONNA JEAN DARBY PAST PRESIDENT	0.30	X						0.	0.	0.
(8) CAROL BELL DEAN DIRECTOR	0.30	X						0.	0.	0.
(9) CARL FARMER DIRECTOR	0.30	X						0.	0.	0.
(10) MARGE DODGE VICE PRESIDENT	0.30	X						0.	0.	0.
(11) JAMES B JOHNSON DIRECTOR	0.30	X						0.	0.	0.
(12) JAMES GREENE DIRECTOR	0.30	X						0.	0.	0.
(13) JEAN CARRUS DIRECTOR	0.30	X						0.	0.	0.
(14) BARBARA FROMM DIRECTOR	0.30	X						0.	0.	0.
(15) BRIAN HOLCOMBE DIRECTOR	0.30	X						0.	0.	0.
(16) ROBERT KINCAID DIRECTOR	0.30	X						0.	0.	0.
(17) VERN KOZLEN TREASURER	0.30	X						0.	0.	0.

**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) GALE HACKSHAW DIRECTOR	0.30	X						0.	0.	0.
(19) DONNA MACMILLAN DIRECTOR	0.30	X						0.	0.	0.
(20) ROBERT C MANION DIRECTOR	0.30	X						0.	0.	0.
(21) TOM MINDER DIRECTOR	0.30	X						0.	0.	0.
(22) JOEL L KINNAMON DIRECTOR	0.30	X						0.	0.	0.
(23) CHARLES MONELL MD PARLIMENTARIAN	0.30	X						0.	0.	0.
(24) BARBARA FOSTER MONACHINO DIRECTOR	0.30	X						0.	0.	0.
(25) JANE SALTONSTALL EDD DIRECTOR	0.30	X						0.	0.	0.
(26) ARLENE SCHNITZER DIRECTOR	0.30	X						0.	0.	0.
<b>1b Sub-total</b> .....								0.	0.	0.
<b>c Total from continuation sheets to Part VII, Section A</b> .....								0.	207,222.	42,922.
<b>d Total (add lines 1b and 1c)</b> .....								0.	207,222.	42,922.

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

**3** Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual* .....

	Yes	No
<b>3</b>		X
<b>4</b>	X	
<b>5</b>		X

**4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual* .....

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person* .....

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
CV STRATEGIES, 73700 DINAH SHORE DR SUITE 402, PALM DESERT, CA 92211	MESSAGING MARLETING	263,181.

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **1**

**SEE PART VII, SECTION A CONTINUATION SHEETS**

Form **990** (2018)



**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(27) DOMINIQUE SHWE DIRECTOR	0.30	X						0.	0.	0.
(28) JOHN P MONAHAN DIRECTOR	0.30	X						0.	0.	0.
(29) JOANNE MINTZ DIRECTOR	0.30	X						0.	0.	0.
(30) JOHN RAMONT DIRECTOR	0.30	X						0.	0.	0.
(31) DIANE RUBIN TREASURER	0.30	X						0.	0.	0.
(32) JOHN W MOSSER EXECUTIVE DIRECTOR	40.00			X				0.	207,222.	42,922.
Total to Part VII, Section A, line 1c .....									207,222.	42,922.

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1a</b>					
	<b>b</b> Membership dues .....	<b>1b</b>					
	<b>c</b> Fundraising events .....	<b>1c</b>	449,949.				
	<b>d</b> Related organizations .....	<b>1d</b>					
	<b>e</b> Government grants (contributions) .....	<b>1e</b>					
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above .....	<b>1f</b>	1,955,293.				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$ .....						
	<b>h Total.</b> Add lines 1a-1f .....				2,405,242.		
<b>Program Service Revenue</b>	<b>2 a</b> .....			<b>Business Code</b>			
	<b>b</b> .....						
	<b>c</b> .....						
	<b>d</b> .....						
	<b>e</b> .....						
	<b>f</b> All other program service revenue .....						
	<b>g Total.</b> Add lines 2a-2f .....						
	<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest, and other similar amounts) .....			769,679.		
<b>4</b> Income from investment of tax-exempt bond proceeds .....							
<b>5</b> Royalties .....							
<b>6 a</b> Gross rents .....		(i) Real	(ii) Personal				
<b>b</b> Less: rental expenses .....							
<b>c</b> Rental income or (loss) .....							
<b>d</b> Net rental income or (loss) .....							
<b>7 a</b> Gross amount from sales of assets other than inventory .....		(i) Securities	(ii) Other				
<b>b</b> Less: cost or other basis and sales expenses .....							
<b>c</b> Gain or (loss) .....							
<b>d</b> Net gain or (loss) .....							
<b>8 a</b> Gross income from fundraising events (not including \$ 449,949. of contributions reported on line 1c). See Part IV, line 18 .....		<b>a</b>	247,610.				
<b>b</b> Less: direct expenses .....		<b>b</b>	247,610.				
<b>c</b> Net income or (loss) from fundraising events .....		0.					
<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....		<b>a</b>					
<b>b</b> Less: direct expenses .....		<b>b</b>					
<b>c</b> Net income or (loss) from gaming activities .....							
<b>10 a</b> Gross sales of inventory, less returns and allowances .....		<b>a</b>					
<b>b</b> Less: cost of goods sold .....	<b>b</b>						
<b>c</b> Net income or (loss) from sales of inventory .....							
<b>Miscellaneous Revenue</b>			<b>Business Code</b>				
<b>11 a</b> .....							
<b>b</b> .....							
<b>c</b> .....							
<b>d</b> All other revenue .....							
<b>e Total.</b> Add lines 11a-11d .....							
<b>12 Total revenue.</b> See instructions .....				4,193,253.	0.	0.	1,788,011.

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

☒ **X**

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	681,964.	681,964.		
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22	847,714.	847,714.		
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
<b>4</b> Benefits paid to or for members				
<b>5</b> Compensation of current officers, directors, trustees, and key employees				
<b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
<b>7</b> Other salaries and wages				
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
<b>9</b> Other employee benefits				
<b>10</b> Payroll taxes				
<b>11</b> Fees for services (non-employees):				
<b>a</b> Management				
<b>b</b> Legal				
<b>c</b> Accounting				
<b>d</b> Lobbying				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees	158,660.		158,660.	
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch. O.)	320,969.	168,746.	73,093.	79,130.
<b>12</b> Advertising and promotion	327,314.	228,565.		98,749.
<b>13</b> Office expenses	29,048.		28,351.	697.
<b>14</b> Information technology				
<b>15</b> Royalties				
<b>16</b> Occupancy				
<b>17</b> Travel				
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials				
<b>19</b> Conferences, conventions, and meetings	37,246.	11,174.	18,623.	7,449.
<b>20</b> Interest				
<b>21</b> Payments to affiliates				
<b>22</b> Depreciation, depletion, and amortization	2,273.		2,273.	
<b>23</b> Insurance	555.		555.	
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> <b>SALARIES-REIMBURSABLE</b>	612,657.	214,430.	269,569.	128,658.
<b>b</b> <b>BAD DEBT</b>	28,905.		28,905.	
<b>c</b> <b>POSTAGE AND PRINTING</b>	27,220.	12,834.	6,429.	7,957.
<b>d</b> <b>EQUIPMENT AND MAINTENANCE</b>	16,506.		16,506.	
<b>e</b> All other expenses	25,596.	1,392.	22,152.	2,052.
<b>25</b> <b>Total functional expenses.</b> Add lines 1 through 24e	3,116,627.	2,166,819.	625,116.	324,692.
<b>26</b> <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....		<b>1</b>	
	<b>2</b> Savings and temporary cash investments .....	1,002,257.	<b>2</b>	2,320,351.
	<b>3</b> Pledges and grants receivable, net .....	165,905.	<b>3</b>	214,808.
	<b>4</b> Accounts receivable, net .....	47,139.	<b>4</b>	
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		<b>5</b>	
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L .....		<b>6</b>	
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>	
	<b>8</b> Inventories for sale or use .....		<b>8</b>	
	<b>9</b> Prepaid expenses and deferred charges .....		<b>9</b>	
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 23,638.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 21,854.	<b>10c</b>	1,784.
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>	
	<b>12</b> Investments - other securities. See Part IV, line 11 .....	30,988,096.	<b>12</b>	30,836,532.
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>	
	<b>14</b> Intangible assets .....		<b>14</b>	
	<b>15</b> Other assets. See Part IV, line 11 .....	259,062.	<b>15</b>	268,591.
<b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) .....	32,466,516.	<b>16</b>	33,642,066.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	425,810.	<b>17</b>	390,263.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....		<b>19</b>	
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>	
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>	
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		<b>22</b>	
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>	
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<b>24</b>	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		<b>25</b>	
	<b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 .....	425,810.	<b>26</b>	390,263.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27 through 29, and lines 33 and 34.</b>			
	<b>27</b> Unrestricted net assets .....	2,702,786.	<b>27</b>	2,854,594.
	<b>28</b> Temporarily restricted net assets .....	9,956,553.	<b>28</b>	30,397,209.
	<b>29</b> Permanently restricted net assets .....	19,381,367.	<b>29</b>	0.
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here</b> <input type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	<b>30</b> Capital stock or trust principal, or current funds .....		<b>30</b>	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>31</b>	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>32</b>	
	<b>33</b> <b>Total net assets or fund balances</b> .....	32,040,706.	<b>33</b>	33,251,803.
	<b>34</b> <b>Total liabilities and net assets/fund balances</b> .....	32,466,516.	<b>34</b>	33,642,066.

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	4,193,253.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	3,116,627.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	1,076,626.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	32,040,706.
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	134,471.
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	33,251,803.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>2a</b>	<b>X</b>
<b>b</b> Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>2b</b>	<b>X</b>
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	<b>2c</b>	<b>X</b>
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	<b>3a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____	<b>3b</b>	

Form 990 (2018)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.  
▶ Attach to Form 990 or Form 990-EZ.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**

Open to Public  
Inspection

Name of the organization

COLLEGE OF THE DESERT FOUNDATION

Employer identification number

95-3829219

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☒ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☒ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☒ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations .....

1

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
DESERT COMMUNITY COLLEGE DISTRICT	33-0535430	5	X		681,964.	
<b>Total</b>					681,964.	0.

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>4 Total.</b> Add lines 1 through 3 .....						
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>7</b> Amounts from line 4 .....						
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>11 Total support.</b> Add lines 7 through 10						
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f)) .....	14	%
<b>15</b> Public support percentage from 2017 Schedule A, Part II, line 14 .....	15	%
<b>16a 33 1/3% support test - 2018.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>b 33 1/3% support test - 2017.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>17a 10% -facts-and-circumstances test - 2018.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>b 10% -facts-and-circumstances test - 2017.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		
<input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge ...						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ...						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2017 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2017 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2018.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**b 33 1/3% support tests - 2017.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization .....

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions .....



**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>	X	
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		X
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		X
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		X
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		X
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		X
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		X
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		X
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		X
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		X
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		X
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		X
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV** Supporting Organizations (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		X
<b>b</b> A family member of a person described in (a) above?		X
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in <b>Part VI</b> .		X

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>1</b>	X	
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
<b>2</b>		X

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>1</b>		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>2</b>		
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.		
<b>3</b>		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.		
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.		
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a government entity (see instructions).		
<b>2</b> Activities Test. Answer (a) and (b) below.		
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
<b>2a</b>		
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
<b>2b</b>		
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in <b>Part VI</b> .		
<b>3a</b>		
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.		
<b>3b</b>		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
<b>1</b> Amounts paid to supported organizations to accomplish exempt purposes	
<b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
<b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations	
<b>4</b> Amounts paid to acquire exempt-use assets	
<b>5</b> Qualified set-aside amounts (prior IRS approval required)	
<b>6</b> Other distributions (describe in <b>Part VI</b> ). See instructions.	
<b>7</b> <b>Total annual distributions.</b> Add lines 1 through 6.	
<b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.	
<b>9</b> Distributable amount for 2018 from Section C, line 6	
<b>10</b> Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
<b>1</b> Distributable amount for 2018 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2018 (reasonable cause required- explain in <b>Part VI</b> ). See instructions.			
<b>3</b> Excess distributions carryover, if any, to 2018			
<b>a</b> From 2013			
<b>b</b> From 2014			
<b>c</b> From 2015			
<b>d</b> From 2016			
<b>e</b> From 2017			
<b>f</b> <b>Total</b> of lines 3a through e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2018 distributable amount			
<b>i</b> Carryover from 2013 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
<b>4</b> Distributions for 2018 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2018 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from 4.			
<b>5</b> Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
<b>6</b> Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
<b>7</b> <b>Excess distributions carryover to 2019.</b> Add lines 3j and 4c.			
<b>8</b> Breakdown of line 7:			
<b>a</b> Excess from 2014			
<b>b</b> Excess from 2015			
<b>c</b> Excess from 2016			
<b>d</b> Excess from 2017			
<b>e</b> Excess from 2018			

## Part VI

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

**SCHEDULE C**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Political Campaign and Lobbying Activities**

For Organizations Exempt From Income Tax Under section 501(c) and section 527  
▶ **Complete if the organization is described below.** ▶ **Attach to Form 990 or Form 990-EZ.**  
▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2018**

**Open to Public  
Inspection**

**If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then**

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

**If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then**

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

**If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then**

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization

COLLEGE OF THE DESERT FOUNDATION

Employer identification number

95-3829219

**Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.**

1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.

2 Political campaign activity expenditures ..... ▶ \$

3 Volunteer hours for political campaign activities .....

**Part I-B Complete if the organization is exempt under section 501(c)(3).**

1 Enter the amount of any excise tax incurred by the organization under section 4955 ..... ▶ \$

2 Enter the amount of any excise tax incurred by organization managers under section 4955 ..... ▶ \$

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ..... ☐ Yes ☐ No

4a Was a correction made? ..... ☐ Yes ☐ No

b If "Yes," describe in Part IV.

**Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).**

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ..... ▶ \$

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527  
exempt function activities ..... ▶ \$

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL,  
line 17b ..... ▶ \$

4 Did the filing organization file **Form 1120-POL** for this year? ..... ☐ Yes ☐ No

5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990 or 990-EZ) 2018

LHA

**Part II-A** Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

**A** Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

**B** Check ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)		(a) Filing organization's totals	(b) Affiliated group totals
<b>1a</b> Total lobbying expenditures to influence public opinion (grass roots lobbying) .....			
<b>b</b> Total lobbying expenditures to influence a legislative body (direct lobbying) .....			
<b>c</b> Total lobbying expenditures (add lines 1a and 1b) .....			
<b>d</b> Other exempt purpose expenditures .....			
<b>e</b> Total exempt purpose expenditures (add lines 1c and 1d) .....			
<b>f</b> Lobbying nontaxable amount. Enter the amount from the following table in both columns.			
<b>If the amount on line 1e, column (a) or (b) is:</b>	<b>The lobbying nontaxable amount is:</b>		
Not over \$500,000	20% of the amount on line 1e.		
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.		
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.		
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.		
Over \$17,000,000	\$1,000,000.		
<b>g</b> Grassroots nontaxable amount (enter 25% of line 1f) .....			
<b>h</b> Subtract line 1g from line 1a. If zero or less, enter -0- .....			
<b>i</b> Subtract line 1f from line 1c. If zero or less, enter -0- .....			
<b>j</b> If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year? .....			

☐ Yes ☐ No

**4-Year Averaging Period Under Section 501(h)**

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below.

See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) Total
<b>2a</b> Lobbying nontaxable amount		254,795.			254,795.
<b>b</b> Lobbying ceiling amount (150% of line 2a, column(e))					382,193.
<b>c</b> Total lobbying expenditures		200,000.			200,000.
<b>d</b> Grassroots nontaxable amount		63,699.			63,699.
<b>e</b> Grassroots ceiling amount (150% of line 2d, column (e))					95,549.
<b>f</b> Grassroots lobbying expenditures					

Schedule C (Form 990 or 990-EZ) 2018

## 832043 11-08-18



**SCHEDULE D**  
**(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**▶ **Attach to Form 990.**▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2018****Open to Public  
Inspection****Name of the organization**

COLLEGE OF THE DESERT FOUNDATION

**Employer identification number**

95-3829219

**Part I****Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II****Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ .....

4 Number of states where property subject to conservation easement is located ▶ .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III****Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

(ii) Assets included in Form 990, Part X .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

b Assets included in Form 990, Part X .....

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition d ☐ Loan or exchange programs  
 b ☐ Scholarly research e ☐ Other \_\_\_\_\_  
 c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	22,951,266.	22,909,882.	21,582,243.	21,715,144.	21,725,131.
b Contributions	39,739.	10,625.	1,164,884.	152,438.	310,965.
c Net investment earnings, gains, and losses	1,423,370.	1,182,281.	1,704,998.	200,662.	535,761.
d Grants or scholarships					
e Other expenditures for facilities and programs	653,245.	651,522.	1,542,243.	486,001.	856,713.
f Administrative expenses	14,467.				
g End of year balance	23,746,663.	23,451,266.	22,909,882.	21,582,243.	21,715,144.

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ☐ %  
 b Permanent endowment ☐ %  
 c Temporarily restricted endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations  
 (ii) related organizations

	Yes	No
3a(i)		X
3a(ii)		X
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other		23,638.	21,854.	1,784.
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				1,784.

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other .....		
(A) EQUITY BONDS AND MUTUAL		
(B) FUNDS	30,439,202.	END-OF-YEAR MARKET VALUE
(C) BENEFICIAL INTEREST OSHER		
(D) ENDOWMENT	397,330.	COST
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ►	30,836,532.	

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ►		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ►	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ►		

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☒

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements	<b>1</b>	4,640,617.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments	<b>2a</b>	134,471.
<b>b</b>	Donated services and use of facilities	<b>2b</b>	65,283.
<b>c</b>	Recoveries of prior year grants	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	247,610.
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>	<b>2e</b>	447,364.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>	<b>3</b>	4,193,253.
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>	<b>4c</b>	0.
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.)	<b>5</b>	4,193,253.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements	<b>1</b>	3,429,520.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities	<b>2a</b>	65,283.
<b>b</b>	Prior year adjustments	<b>2b</b>	
<b>c</b>	Other losses	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>	247,610.
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>	<b>2e</b>	312,893.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>	<b>3</b>	3,116,627.
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>	<b>4c</b>	0.
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.)	<b>5</b>	3,116,627.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE FOUNDATION HAS ADOPTED FASB ASC TOPIC 740 THAT CLARIFIES THE ACCOUNTING FOR UNCERTAINTY IN TAX POSITIONS TAKEN OR EXPECTED TO BE TAKEN ON A TAX RETURN AND PROVIDES THAT THE TAX EFFECTS FROM AN UNCERTAIN TAX POSITION CAN BE RECOGNIZED IN THE FINANCIAL STATEMENTS ONLY IF, BASED ON ITS MERITS, THE POSITION IS MORE LIKELY THAN NOT TO BE SUSTAINED ON AUDIT BY THE TAXING AUTHORITIES. MANAGEMENT BELIEVES THAT ALL TAX POSITIONS TAKEN TO DATE ARE HIGHLY CERTAIN AND, ACCORDINGLY, NO ACCOUNTING ADJUSTMENT HAS BEEN MADE TO THE FINANCIAL STATEMENTS

**PART XI, LINE 2D - OTHER ADJUSTMENTS:**

SPECIAL EVENTS-DIRECT EXPENSE 247,610.

**Part XIII** Supplemental Information *(continued)*

## PART XII, LINE 2D - OTHER ADJUSTMENTS:

SPECIAL EVENTS-DIRECT EXPENSE	247,610.
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Department of the Treasury  
Internal Revenue Service

**Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.**

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

# 2018

**Open to Public Inspection**

Name of the organization

COLLEGE OF THE DESERT FOUNDATION

Employer identification number	
--------------------------------	--

95-3829219

## Part I

**Fundraising Activities.**

**Fundraising Activities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

- 1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a** ☐ Mail solicitations

- e ☐ Solicitation of non-government grants

- b** ☐ Internet and email solicitations

- f** ☐ Solicitation of government grants

- c** ☐ Phone solicitations

- g** ☐ Special fundraising events

- d** ☐ In-person solicitations

- 2 a** Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?

☐ Yes☐ No

- b** If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
Total						

- 3** List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

**Part II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1 STEPPING OUT FOR COD (event type)	(b) Event #2 (event type)	(c) Other events NONE (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts .....	697,559.			697,559.
	2 Less: Contributions .....	449,949.			449,949.
	3 Gross income (line 1 minus line 2) .....	247,610.			247,610.
Direct Expenses	4 Cash prizes .....				
	5 Noncash prizes .....				
	6 Rent/facility costs .....	153,242.			153,242.
	7 Food and beverages .....				
	8 Entertainment .....				
	9 Other direct expenses .....	94,368.			94,368.
	10 Direct expense summary. Add lines 4 through 9 in column (d) .....				247,610.
11 Net income summary. Subtract line 10 from line 3, column (d) .....				0.	

**Part III Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue .....				
Direct Expenses	2 Cash prizes .....				
	3 Noncash prizes .....				
	4 Rent/facility costs .....				
	5 Other direct expenses .....				
	6 Volunteer labor .....	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7 Direct expense summary. Add lines 2 through 5 in column (d) .....				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d) .....				

9 Enter the state(s) in which the organization conducts gaming activities: \_\_\_\_\_

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain: \_\_\_\_\_

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain: \_\_\_\_\_

- 11** Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12** Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13** Indicate the percentage of gaming activity conducted in:
- |                                      |            |   |
|--------------------------------------|------------|---|
| <b>a</b> The organization's facility | <b>13a</b> | % |
| <b>b</b> An outside facility         | <b>13b</b> | % |
- 14** Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ► \_\_\_\_\_

Address ► \_\_\_\_\_

- 15a** Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

**b** If "Yes," enter the amount of gaming revenue received by the organization ► \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party ► \$ \_\_\_\_\_

**c** If "Yes," enter name and address of the third party:

Name ► \_\_\_\_\_

Address ► \_\_\_\_\_

- 16** Gaming manager information:

Name ► \_\_\_\_\_

Gaming manager compensation ► \$ \_\_\_\_\_

Description of services provided ► \_\_\_\_\_

☐ Director/officer ☐ Employee ☐ Independent contractor

- 17** Mandatory distributions:

**a** Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

**b** Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ► \$ \_\_\_\_\_

**Part IV Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.



<b>Part IV</b>	<b>Supplemental Information</b> <i>(continued)</i>
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**SCHEDULE I**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**  
Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2018**

**Open to Public  
Inspection**

Name of the organization

**COLLEGE OF THE DESERT FOUNDATION**

**Employer identification number**

**95-3829219**

**Part I** **General Information on Grants and Assistance**

**1** Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? .....

☒ **Yes** ☐ **No**

**2** Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

**Part II** **Grants and Other Assistance to Domestic Organizations and Domestic Governments.** Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Part II can be duplicated if additional space is needed.

<b>1 (a)</b> Name and address of organization or government	<b>(b)</b> EIN	<b>(c)</b> IRC section (if applicable)	<b>(d)</b> Amount of cash grant	<b>(e)</b> Amount of non-cash assistance	<b>(f)</b> Method of valuation (book, FMV, appraisal, other)	<b>(g)</b> Description of noncash assistance	<b>(h)</b> Purpose of grant or assistance
DESERT COMMUNITY COLLEGE DISTRICT 43500 MONTEREY AVE PALM DESERT, CA 92260	33-0535430	170(B)(1)(A)(II)	681,964.	0.			TO PROVIDE FUNDS TO SPECIFIC COLLEGE OF THE DESERT DEPARTMENTS

**2** Enter total number of section 501(c)(3) and government organizations listed in the line 1 table .....

**3** Enter total number of other organizations listed in the line 1 table .....

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

**Schedule I (Form 990) (2018)**

**Part III** **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22.  
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
EDUCATIONAL SCHOLARSHIPS	1439	847,714.	0.		

**Part IV** **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

PART I, LINE 2:

THE OVERALL PROCESS IS MONITORED BY THE BOARD OF DIRECTORS

**SCHEDULE J  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Compensation Information**

For certain Officers, Directors, Trustees, Key Employees, and Highest  
Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**

Open to Public  
Inspection

Name of the organization

COLLEGE OF THE DESERT FOUNDATION

Employer identification number

95-3829219

**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |  |
|--|--|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use   |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence   |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees     |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain .....

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....

**3** Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |  |  |
|--|--|
| <input type="checkbox"/> Compensation committee              | <input type="checkbox"/> Written employment contract                     |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study                    |
| <input type="checkbox"/> Form 990 of other organizations     | <input type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

**a** Receive a severance payment or change-of-control payment? .....

**b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? .....

**c** Participate in, or receive payment from, an equity-based compensation arrangement? .....

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

**a** The organization? .....

**b** Any related organization? .....

If "Yes" on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

**a** The organization? .....

**b** Any related organization? .....

If "Yes" on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III .....

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III .....

**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

Yes No

<b>1b</b>		
<b>2</b>		
<b>4a</b>		X
<b>4b</b>		X
<b>4c</b>		X
<b>5a</b>		X
<b>5b</b>		X
<b>6a</b>		X
<b>6b</b>		X
<b>7</b>		X
<b>8</b>		X
<b>9</b>		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2018

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

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**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2018**

Open to Public  
Inspection

Name of the organization

COLLEGE OF THE DESERT FOUNDATION

Employer identification number

95-3829219

FORM 990, PART VI, SECTION B, LINE 11B:

A DRAFT OF THE 990 IS PROVIDED TO THE TREASURER, THE EXECUTIVE DIRECTOR AND  
THE BOARD TO REVIEW AND APPROVE. ONCE IT IS APPROVED, THE EXECUTIVE  
DIRECTOR SIGNS THE RETURN TO BE FILED WITH THE IRS

FORM 990, PART VI, SECTION B, LINE 12C:

THE FOUNDATION PROVIDES EACH NEW DIRECTOR AND EMPLOYEE WITH A COPY OF THE  
CONFLICT OF INTEREST POLICY AND IT IS REVISED ANNUALLY. DISCLOSURE IS ON  
THE HONOR SYSTEM

FORM 990, PART VI, SECTION B, LINE 15:

THE EXECUTIVE IS HIRED AND EVALUATED BY THE PRESIDENT OF THE COLLEGE OF THE  
DESERT. THE BOARD USES A COMPENSATION PROGRESSION SCHEDULE PROVIDED BY THE  
COLLEGE OF THE DESERT.

FORM 990, PART VI, SECTION C, LINE 19:

THE FOUNDATION MAKES REQUIRED INFORMATION AVAILABLE TO THE PUBLIC UPON  
REQUEST DURING NORMAL BUSINESS HOURS AT THE CURRENT BUSINESS ADDRESS

FORM 990, PART IX, LINE 11G, OTHER FEES:

INDEPENDENT CONTRACTORS:

PROGRAM SERVICE EXPENSES	164,296.
MANAGEMENT AND GENERAL EXPENSES	59,744.
FUNDRAISING EXPENSES	74,680.
TOTAL EXPENSES	298,720.

Name of the organization

COLLEGE OF THE DESERT FOUNDATION

Employer identification number

95-3829219

**PROFESSIONAL FEES:****PROGRAM SERVICE EXPENSES** 4,450.**MANAGEMENT AND GENERAL EXPENSES** 13,349.**FUNDRAISING EXPENSES** 4,450.**TOTAL EXPENSES** 22,249.**TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A** 320,969.



2018 DEPRECIATION AND AMORTIZATION REPORT

FORM 990 PAGE 10

990

Asset No.	Description	Date Acquired	Method	Life	C o n v	Line No.	Unadjusted Cost Or Basis	Bus % Excl	Section 179 Expense	* Reduction In Basis	Basis For Depreciation	Beginning Accumulated Depreciation	Current Sec 179 Expense	Current Year Deduction	Ending Accumulated Depreciation
	MANAGEMENT AND GENERAL														
3	VERTICAL BLINDS	07/03/07	200DB	5.00		HY17	2,210.				2,210.	2,210.		0.	2,210.
6	COMPUTER-ACCOUNTING	11/09/10	200DB	5.00		HY17	1,831.				1,831.	1,831.		0.	1,831.
8	3 DELL COMPUTERS	01/15/13	200DB	5.00		HY17	2,491.				2,491.	2,491.		0.	2,491.
9	DOCUMENT SCANNER	09/24/13	SL	5.00		16	6,000.				6,000.	5,814.		186.	6,000.
10	OFFICE EQUIPMENT	03/31/14	SL	5.00		16	1,532.				1,532.	1,301.		231.	1,532.
11	DELL SERVER	07/07/15	SL	5.00		16	7,921.				7,921.	4,639.		1,697.	6,336.
12	EPSON PROJECTOR	10/13/15	SL	5.00		16	797.				797.	439.		159.	598.
13	DELL COMPUTER	06/02/09	200DB	5.00		HY17	856.				856.	856.		0.	856.
	* 990 PAGE 10 TOTAL MANAGEMENT AND GENERAL						23,638.				23,638.	19,581.		2,273.	21,854.
	* GRAND TOTAL 990 PAGE 10 DEPR						23,638.				23,638.	19,581.		2,273.	21,854.

**Application for Automatic Extension of Time To File an  
Exempt Organization Return**

OMB No. 1545-1709

► **File a separate application for each return.**  
► **Go to [www.irs.gov/Form8868](http://www.irs.gov/Form8868) for the latest information.**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits](http://www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits).

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions.	Enter filer's identifying number
File by the due date for filing your return. See instructions.	<b>COLLEGE OF THE DESERT FOUNDATION</b>	Employer identification number (EIN) or <b>95-3829219</b>
	Number, street, and room or suite no. If a P.O. box, see instructions. <b>43500 MONTEREY AVE</b>	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>PALM DESERT, CA 92260</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) 

0	1
---	---

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**THE ORGANIZATION**

- The books are in the care of ► **43500 MONTEREY AVE - PALM DESERT, CA 92260**  
Telephone No. ► **760-773-2561** Fax No. ► \_\_\_\_\_
- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) \_\_\_\_\_. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for.

- 1 I request an automatic 6-month extension of time until **MAY 15, 2020**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:  
► ☐ calendar year \_\_\_\_\_ or  
► ☒ tax year beginning **JUL 1, 2018**, and ending **JUN 30, 2019**.

- 2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return  
☐ Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	<b>0.</b>
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	<b>0.</b>
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	<b>0.</b>

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

# TAX RETURN FILING INSTRUCTIONS

CALIFORNIA FORM 199

**FOR THE YEAR ENDING**

June 30, 2019

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**Prepared For:**

COLLEGE OF THE DESERT FOUNDATION  
43500 MONTEREY AVE  
PALM DESERT, CA 92260

---

**Prepared By:**

Eide Bailly LLP  
10681 Foothill Blvd., Ste. 300  
Rancho Cucamonga, CA 91730-3831

---

**To be Signed and Dated By:**

Not applicable

---

**Amount of Tax:**

Total Tax	\$	0
Less: payments and credits	\$	0
Plus: other amount	\$	0
Plus: interest and penalties	\$	0
No payment is required	\$	

---

**Overpayment:**

Credited to your estimated tax	\$	0
Other amount	\$	0
Refunded to you	\$	0

---

**Make Check Payable To:**

Not applicable

---

**Mail Tax Return and Check (if applicable) To:**

This return has qualified for electronic filing. Please review the return for completeness and accuracy. We will then transmit your return electronically to the FTB. Do not mail the paper copy of the return to the FTB.

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**Return Must be Mailed On or Before:**

Not applicable

---

**Special Instructions:**

# TAX RETURN FILING INSTRUCTIONS

CALIFORNIA FORM RRF-1

**FOR THE YEAR ENDING**

June 30, 2019

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**Prepared For:**

COLLEGE OF THE DESERT FOUNDATION  
43500 MONTEREY AVE  
PALM DESERT, CA 92260

---

**Prepared By:**

Eide Bailly LLP  
10681 Foothill Blvd., Ste. 300  
Rancho Cucamonga, CA 91730-3831

---

**Amount of Tax:**

Balance due of \$150

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**Make Check Payable To:**

Department of Justice

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**Mail Tax Return To:**

Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470

---

**Return Must Be Mailed On Or Before:**

Please mail as soon as possible.

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**Special Instructions:**

The report should be signed and dated by an authorized individual(s).

2018

# California Exempt Organization Annual Information Return

199

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) <b>07/01/2018</b> , and ending (mm/dd/yyyy) <b>06/30/2019</b>	
Corporation/Organization name <b>COLLEGE OF THE DESERT FOUNDATION</b>	California corporation number <b>1147583</b>
Additional information. See instructions.	
FEIN <b>95-3829219</b>	
Street address (suite or room) <b>43500 MONTEREY AVE</b>	
City <b>PALM DESERT</b>	State <b>CA</b>
ZIP code <b>92260</b>	
Foreign country name	Foreign province/state/county
Foreign postal code	

<b>A</b> First Return ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>B</b> Amended Return ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>C</b> IRC Section 4947(a)(1) trust ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>D</b> Final Information Return? • <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) ..... <b>E</b> Check accounting method: (1) <input type="checkbox"/> Cash (2) <input checked="" type="checkbox"/> Accrual (3) <input type="checkbox"/> Other <b>F</b> Federal return filed? (1) • <input type="checkbox"/> 990T (2) • <input type="checkbox"/> 990PF (3) • <input type="checkbox"/> Sch H (990) (4) <input checked="" type="checkbox"/> Other 990 series <b>G</b> Is this a group filing? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H</b> Is this organization in a group exemption ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," what is the parent's name? <b>I</b> Did the organization have any changes to its guidelines not reported to the FTB? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>J</b> If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. .... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>K</b> Is the organization exempt under R&TC Section 23701g? • <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter the gross receipts from nonmember sources \$ ..... <b>L</b> If organization is a public charity exempt under R&TC Section 23701d and meets the filing fee exception, check box. No filing fee is required ..... <input checked="" type="checkbox"/> <b>M</b> Is the organization a Limited Liability Company? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N</b> Did the organization file Form 100 or Form 109 to report taxable income? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>O</b> Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>P</b> Is federal Form 1023/1024 pending? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date filed with IRS .....
--	--

**Part I Complete Part I unless not required to file this form. See General Information B and C.**

<b>Receipts and Revenues</b>	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8 .....	1	14,466,056	00
	2 Gross dues and assessments from members and affiliates .....	2		00
	3 Gross contributions, gifts, grants, and similar amounts received ..... <b>STMT 1</b>	3	2,405,242	00
	4 Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B .....	4	16,871,298	00
	5 Cost of goods sold .....	5		00
	6 Cost or other basis, and sales expenses of assets sold .....	6	12,430,435	00
	7 Total costs. Add line 5 and line 6 .....	7	12,430,435	00
	8 Total gross income. Subtract line 7 from line 4 .....	8	4,440,863	00
<b>Expenses</b>	9 Total expenses and disbursements. From Side 2, Part II, line 18 .....	9	3,364,237	00
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 .....	10	1,076,626	00
<b>Filing Fee</b>	11 Total payments .....	11		00
	12 Use tax. See General Information K .....	12		00
	13 Payments balance. If line 11 is more than line 12, subtract line 12 from line 11 .....	13		00
	14 Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12 .....	14		00
	15 Filing fee \$10 or \$25. See General Information F .....	15	N/A	00
	16 Penalties and Interest. See General Information J .....	16		00
	17 <b>Balance due.</b> Add line 12, line 15, and line 16. Then subtract line 11 from the result ..... <input checked="" type="radio"/>	17		00
<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
	Signature of officer <b>EXECUTIVE DIRE</b>		Date	
<b>Paid Preparer's Use Only</b>	Preparer's signature		Date <b>04/29/20</b>	Check if self-employed <input type="checkbox"/>
	Firm's name (or yours, if self-employed) and address <b>EIDE BAILLY LLP 10681 FOOTHILL BLVD., STE. 300 RANCHO CUCAMONGA, CA 91730-3831</b>		• Telephone <b>909-466-4410</b>	
			• PTIN <b>P01294460</b>	
			• Firm's FEIN <b>45-0250958</b>	
May the FTB discuss this return with the preparer shown above? See instructions ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

**Part II** Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

828951 12-12-18

<b>Receipts from Other Sources</b>	1	Gross sales or receipts from all business activities. See instructions	•	1	247,610	00
	2	Interest	•	2	769,679	00
	3	Dividends	•	3		00
	4	Gross rents	•	4		00
	5	Gross royalties	•	5		00
	6	Gross amount received from sale of assets (See Instructions)	•	6	13,448,767	00
	7	Other income	•	7		00
	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	•	8	14,466,056	00
	9	Contributions, gifts, grants, and similar amounts paid	•	9	1,529,678	00
	10	Disbursements to or for members	•	10		00
	11	Compensation of officers, directors, and trustees	•	11	0	00
	12	Other salaries and wages	•	12		00
	13	Interest	•	13		00
	14	Taxes	•	14		00
	15	Rents	•	15		00
	16	Depreciation and depletion (See instructions)	•	16	2,273	00
	17	Other Expenses and Disbursements	•	17	1,832,286	00
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	•	18	3,364,237	00

**Schedule L Balance Sheet**

Beginning of taxable year

End of taxable year

Assets	(a)	(b)	(c)	(d)
1 Cash		1,002,257		• 2,320,351
2 Net accounts receivable		47,139		•
3 Net notes receivable				•
4 Inventories				•
5 Federal and state government obligations				•
6 Investments in other bonds				•
7 Investments in stock				•
8 Mortgage loans				•
9 Other investments	STMT 6	30,988,096		• 30,836,532
10 a Depreciable assets	23,638		23,638	
b Less accumulated depreciation	( 19,581 )	4,057	( 21,854 )	1,784
11 Land				•
12 Other assets	STMT 7	424,967		• 483,399
13 <b>Total assets</b>		32,466,516		33,642,066
<b>Liabilities and net worth</b>				
14 Accounts payable		425,810		• 390,263
15 Contributions, gifts, or grants payable				•
16 Bonds and notes payable				•
17 Mortgages payable				•
18 Other liabilities				
19 Capital stock or principal fund				•
20 Paid-in or capital surplus. Attach reconciliation				•
21 Retained earnings or income fund		32,040,706		• 33,251,803
22 <b>Total liabilities and net worth</b>		32,466,516		33,642,066

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1 Net income per books	• 1,076,626	7 Income recorded on books this year not included in this return	•
2 Federal income tax	•	8 Deductions in this return not charged against book income this year	•
3 Excess of capital losses over capital gains	•	9 Total. Add line 7 and line 8	
4 Income not recorded on books this year	•	10 Net income per return.	
5 Expenses recorded on books this year not deducted in this return	•	Subtract line 9 from line 6	1,076,626
6 Total. Add line 1 through line 5	1,076,626		

2018

Corporation Depreciation  
and Amortization

3885

Attach to Form 100 or Form 100W.

FORM 199

FEIN 95-3829219

Corporation name

California corporation number

COLLEGE OF THE DESERT FOUNDATION

1147583

## Part I Election To Expense Certain Property Under IRC Section 179

1	Maximum deduction under IRC Section 179 for California .....	1	\$25,000
2	Total cost of IRC Section 179 property placed in service .....	2	
3	Threshold cost of IRC Section 179 property before reduction in limitation .....	3	\$200,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0- .....	4	
5	Dollar limitation for taxable year. Subtract line 4 from line 1. If zero or less, enter -0- .....	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property (elected IRC Section 179 cost) .....	7	
8	Total elected cost of IRC Section 179 property. Add amounts in column (c), line 6 and line 7 .....	8	
9	Tentative deduction. Enter the <b>smaller</b> of line 5 or line 8 .....	9	
10	Carryover of disallowed deduction from prior taxable years .....	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 .....	11	
12	IRC Section 179 expense deduction. Add line 9 and line 10, but do not enter more than line 11 .....	12	
13	Carryover of disallowed deduction to 2019. Add line 9 and line 10, less line 12 .....	13	

## Part II Depreciation and Election of Additional First Year Depreciation Deduction Under R&amp;TC Section 24356

(a) Description property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Depreciation allowed or allowable in earlier years	(e) Depreciation Method	(f) Life or rate	(g) Depreciation for this year	(h) Additional first year depreciation
14							
SEE STATEMENT	8	23,599.	19,347.				
15	Add the amounts in column (g) and column (h). The total of column (h) may not exceed \$2,000. See instructions for line 14, column (h) .....	15	2,273				

## Part III Summary

16	Total: If the corporation is electing: IRC Section 179 expense, add the amount on line 12 and line 15, column (g); <b>or</b> Additional first year depreciation under R&TC Section 24356, add the amounts on line 15, columns (g) and (h), <b>or</b> Depreciation (if no election is made), enter the amount from line 15, column (g) .....	16	2,273
17	Total depreciation claimed for federal purposes from federal Form 4562, line 22 .....	17	2,273
18	Depreciation adjustment. If line 17 is greater than line 16, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 17 is less than line 16, enter the difference here and on Form 100 or Form 100W, Side 2, line 12. (If California depreciation amounts are used to determine net income before state adjustments on Form 100 or Form 100W, no adjustment is necessary.) .....	18	0

## Part IV Amortization

(a) Description of property	(b) Date acquired (mm/dd/yyyy)	(c) Cost or other basis	(d) Amortization allowed or allowable in earlier years	(e) R&TC section (see instructions)	(f) Period or percentage	(g) Amortization for this year
19						
20	Total. Add the amounts in column (g) .....	20				
21	Total amortization claimed for federal purposes from federal Form 4562, line 44 .....	21				
22	Amortization adjustment. If line 21 is greater than line 20, enter the difference here and on Form 100 or Form 100W, Side 1, line 6. If line 21 is less than line 20, enter the difference here and on Form 100 or Form 100W, Side 2, line 12 .....	22				

CA 3885

DEPRECIATION

STATEMENT 8

ASSET NO./ DESCRIPTION	DATE IN SERVICE	COST OR BASIS	PRIOR DEPR	METHOD	LIFE	DEPRE- CIATION	BONUS
3 VERTICAL BLINDS	07/03/07	2,210.	2,210.	200DB	5.00	0.	
6 COMPUTER-ACCOUNTING	11/09/10	1,831.	1,831.	200DB	5.00	0.	
8 3 DELL COMPUTERS	01/15/13	2,452.	2,257.	200DB	5.00	0.	
9 DOCUMENT SCANNER	09/24/13	6,000.	5,814.	SL	5.00	186.	
10 OFFICE EQUIPMENT	03/31/14	1,532.	1,301.	SL	5.00	231.	
11 DELL SERVER	07/07/15	7,921.	4,639.	SL	5.00	1,697.	
12 EPSON PROJECTOR	10/13/15	797.	439.	SL	5.00	159.	
13 DELL COMPUTER	06/02/09	856.	856.	200DB	5.00	0.	
TOTAL TO FORM 3885		23,599.	19,347.			2,273.	



Date Accepted \_\_\_\_\_

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR  
**2018****California e-file Return Authorization for  
Exempt Organizations**FORM  
**8453-EO**

Exempt Organization name

Identifying number

**COLLEGE OF THE DESERT FOUNDATION****95-3829219****Part I Electronic Return Information** (whole dollars only)

<b>1</b>	Total gross receipts (Form 199, line 4)	<b>1</b>	<b>16,871,298</b>
<b>2</b>	Total gross income (Form 199, line 8)	<b>2</b>	<b>4,440,863</b>
<b>3</b>	Total expenses and disbursements (Form 199, line 9)	<b>3</b>	<b>3,364,237</b>

**Part II Settle Your Account Electronically for Taxable Year 2018**

<b>4</b>	<input type="checkbox"/> Electronic funds withdrawal	<b>4a</b>	Amount	<b>4b</b>	Withdrawal date (mm/dd/yyyy)
----------	--	-----------	--------	-----------	------------------------------

**Part III Banking Information** (Have you verified the exempt organization's banking information?)

<b>5</b>	Routing number	
<b>6</b>	Account number	
<b>7</b>	Type of account:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

**Part IV Declaration of Officer**

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2018 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

**Sign  
Here**

Signature of officer

Date

**EXECUTIVE DIRECTOR**

Title

**Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer.**

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2018 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>ERO</b>	ERO's signature	Date	Check if also paid preparer <input checked="" type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's PTIN
<b>Must Sign</b>	Firm's name (or yours if self-employed) and address				FEIN
	<b>EIDE BAILLY LLP</b>				<b>45-0250958</b>
	<b>10681 FOOTHILL BLVD., STE. 300</b>				
	<b>RANCHO CUCAMONGA, CA</b>				ZIP code <b>91730-3831</b>

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>Paid Preparer</b>	Paid preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN
<b>Must Sign</b>	Firm's name (or yours if self-employed) and address			FEIN
				ZIP code

For Privacy Notice, get FTB 1131 ENG/SP.

FTB 8453-EO 2018

# ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Section 12586 and 12587, California Government Code  
11 Cal. Code Regs. section 301-307, 311 and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

**COLLEGE OF THE DESERT FOUNDATION**

Name of Organization

List all DBAs and names the organization uses or has used

**43500 MONTEREY AVE**

Address (Number and Street)

**PALM DESERT, CA 92260**

City or Town, State, and ZIP Code

**760-773-2561**

Telephone Number

E-mail Address

Check if:

- ☐ Change of address  
☐ Amended report

State Charity Registration Number **CT051801**

Corporation or Organization No. **1147583**

Federal Employer ID No. **95-3829219**

## ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312) Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

### PART A - ACTIVITIES

For your most recent full accounting period (beginning 07/01/2018 ending 06/30/2019) list:

Gross Annual Revenue \$ 4,193,253 Noncash Contributions \$ 0 Total Assets \$ 33,642,066  
Program Expenses \$ 2,166,819 Total Expenses \$ 3,116,627

### PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

**Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.**

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		X
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		X
5. During this reporting period, did the organization receive any governmental funding?		X
6. During this reporting period, did the organization hold a raffle for charitable purposes?		X
7. Does the organization conduct a vehicle donation program?		X
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	X	
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		X

**I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.**

**CHRISTINE J ANDERSON**

**EXECUTIVE DIRECTOR**

Signature of Authorized Agent

Printed Name

Title

Date

# Appendices



## **Academic Angels Committee Meeting Minutes for Monday, December 9, 2019**

1:00PM

College of the Desert Foundation – Conference Room

### **Meeting Participants**

#### **Committee Members Present**

Marge Dodge, Barbara Fromm, Donna Jean Darby, Melinda Drickey, Nancy Harris and Linda Weakley

#### **Committee Members Not Present**

Norma Castaneda and Erica Espinola

#### **Recorder**

Eve-Marie Dehondt

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

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

#### **2. Action Items**

**2.1 Approval of Agenda: Academic Angels Committee Meeting of December 9, 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 December 9, 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. Minutes for Approval

#### 3.1 Approval of regular Foundation Academic Angels Committee Meeting – November 19, 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 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.

### 5. Information/Discussion Items

#### 5.1 Renewal letters

##### 5.1.1 Renewal Letters Review

The Committee reviewed the renewal letters and new members’ invitations and provided recommendations for changes.

The two types of letters will be signed electronically by Marge Dodge and Barbara Fromm.

The contact list, which included past Academic Angels members, President’s Circle members, Foundation Board Members and Board of Trustees Members was distributed to the Committee. They will review and send any feedback or additions to Eve-Marie Dehondt by December 10, 2019.

A draft donation card was also distributed and the Committee made some recommendations for changes. The template will be edited accordingly and sent to the Public Relation's office for branding.

The aim is to have these the letters and donation cards sent before the Christmas closure.

### **5.1.1 Conclusion**

<b>5.1.1 Follow-up Items</b>	<b>5.1.1 Task of</b>	<b>5.1.1 Due by</b>
Updates will be made to the donation cards, letters and contact lists.	Eve-Marie Dehondt	December 12, 2019
Letters and cards will be mailed and emailed to the identified contacts.	Eve-Marie Dehondt	December 20, 2019

### **5.1.2 New Members Invitations Letters Review**

Please refer to 5.1.1 for the discussion report.

<b>5.1.2 Follow-up Items</b>	<b>5.1.2 Task of</b>	<b>5.1.2 Due by</b>
None	None	None

### **5.1.3 Next Steps**

The Committee will follow-up on the results of the mailing in January 2019.

<b>5.1.3 Follow-up Items</b>	<b>5.1.3 Task of</b>	<b>5.1.3 Due by</b>
None	None	None

## **5.2 Event Planning**

### **5.2.1 Follow-Up on Cuistot's contract**

The Committee agreed to book Cuistot again in April 2020.

<b>5.2.1 Follow-up Items</b>	<b>5.2.1 Task of</b>	<b>5.2.1 Due by</b>
None	None	None

### **5.2.2 Spring Luncheon**

The Committee proposed two potential dates for the Spring Luncheon at Cuistot:

- April 15, 2020
- April 17, 2020

Marge Dodge will contact Cuistot to verify their availability and will compare the dates with the Community Calendar for potential conflicts.

The Committee also recommended organizing a year-end reception similar to the one organized in April 2019 at Carol Bell Dean's house, which was well-received.

Barbara Fromm graciously offered to host that reception, tentatively on May 7<sup>th</sup>, 2020. Entertainment will be discussed at a later time, however some ideas shared by the Committee were to invite student musicians.

Nancy Harris confirmed that the Coeta Barker Foundation would support that event and agreed to pay for Lulu's Catering.

<b>5.2.2 Follow-up Items</b>	<b>5.2.2 Task of</b>	<b>5.2.2 Due by</b>
Marge Dodge will check Cuistot's availability and will compare the dates with the Community Calendar for potential conflicts.	Marge Dodge	February 11, 2019
Nancy Harris will contact Lulu's Catering for May 7, 2019.	Nancy Harris	February 11, 2019

### 5.2.3 Other Events

The Committee confirmed that people who make a donation to the Academic Angels will be invited to the February 19 Scholarship Reception.

The Committee discussed the ad that Tara Bravo, CV Strategies created for the December Luncheon and suggested to update it and use it for the Spring Luncheon.

The Committee discussed that in the past, an Annual Report including one page focusing on the Academic Angels was created. Donna Jean Darby brought some historical documents for their review and copies were made.

### 5.2.3 Conclusion

The Committee will consider recreating such publications in the future.

<b>5.2.3 Follow-up Items</b>	<b>5.2.3 Task of</b>	<b>5.2.3 Due by</b>
None	None	None

## **6. Action Items**

There was no action items discussed.

## **7. Next Meeting**

### **7.1 Schedule Next Meeting**

The Committee agreed to meet on Tuesday, February 11, 2019 at 2:00PM in the Foundation Conference Room.

## **8. Adjournment**

The meeting was adjourned at 2:00 PM.

### **Next Meeting:**

Tuesday, February 11, 2019

2PM

Foundation Conference Room

*These minutes were approved at the February 11, 2020 Academic Angels Committee Meeting.*





## **Foundation Nominating Committee Meeting**

### **Minutes for Monday, January 13, 2020**

2:00PM

College of the Desert Foundation – Conference Room

#### **Meeting Participants**

##### **Committee Members Present**

Jane Saltonstall (Chair), Donna Jean Darby and Barbara Fromm

##### **Committee Members Not Present**

Peggy Cravens

##### **Guest(s)**

Christine Anderson, Bill Chunowitz and Patrick Farrell

##### **Recorder**

Eve-Marie Dehondt

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

The meeting was called to order at 2:00PM.

##### **2. Action Items**

**2.1 Approval of Agenda: Foundation Nominating Committee Meeting of January 13, 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 Nominating Committee Meeting of January 13, 2020 with any addition, correction or deletions.**

The agenda was approved as presented, seconded.

Motion carried.

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

### 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. Closed Session

**4.1 Closed session from 2:10 PM – 3:20PM** Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Committee shall reserve time to continue discussion.

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

### 5. Open Session

There was no reportable action taken in closed session.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Christine Anderson and Bill Chunowitz will create a timeline for assignments of Board Members to the Board and to Committees for the upcoming year.	Christine Anderson and Bill Chunowitz	February 25, 2020

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Jane Saltonstall suggested Liz Chambers should be invited to the next Nominating Committee.	Jane Saltonstall	February 25, 2020
The Committee discussed creating different categories for Board Members (e.i: Sustaining Members or Emeritus) that would fit some particular donors who are not available to attend meetings. Christine Anderson will do some research on definition of each of these categories for the Committee to make a recommendation to the Executive Committee.	Christine Anderson	February 25, 2020

## 6. Next Meeting

Tuesday, February 25 at 2PM

## 7. Adjournment

The Chair adjourned the meeting at 3:20PM.

## Next Meeting

Tuesday, February 25, 2020  
2PM  
Foundation Conference Room

*These minutes were approved at the February 25, 2020 Nominating Committee Meeting*

## **Development Committee**

### **Minutes for Wednesday, January 15, 2020**

1:00 pm – 3:00 pm

Foundation Conference Room

#### **Meeting Participants**

##### **Committee Members Present**

Joanne Mintz (Chair), Donna Jean Darby, Marge Dodge, Jim Greene, Jim Johnson, John Monahan

##### **Committee Members Not Present**

Peggy Cravens, Carol Bell Dean, Melinda Drickey, Rob Kincaid

##### **Guest(s)**

Christine Anderson (Fdn Interim ED), Liz Chambers (Fdn Staff),  
Pat Farrell (Fdn Staff)

##### **Recorder**

Dorothy Stuebner (Fdn Staff)

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

Roll Call verified a quorum and meeting was called to order at 12:58 pm.

##### **2. Agenda**

**2.1** Agenda was reviewed.

**2.2** There were no additions, corrections, or deletions requested/recommended.  
Motion to approve the agenda as presented was approved unanimously.

##### **3. Minutes**

Minutes for the March 12, 2019, Development Committee meeting were approved as amended by the Board at the October 30, 2019, Board Meeting.

##### **4. Comments from the Public**

There were no members of the public present.

## 5. Fundraising Reports

### 5.1 Fundraising Report

- Chris Anderson discussed the Stepping Out 2020 Committee and reported on sponsorships, donations, ticket sales, and pledges to date.
- Chris Anderson also reported on the Stepping Out 2020 Committee strategy for follow up on the sponsorship solicitation mailing.
- A question was posed as to how this year's numbers compare with Stepping Out 2019 at this same point in time and Chris Anderson stated she would bring that information after the next Stepping Out Committee meeting.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
With the next Fundraising Report, Chris Anderson will update committee with a comparison of Stepping Out 2019 and Stepping Out 2020 collections at the same point in time	Chris Anderson	02/19/2020 (next meeting)

### 5.2 Annual Giving Advisory Committee

5.2.1 Report: Vice Chair Marge Dodge reported that she will be reviewing historical Annual Giving information with Joanne Mintz and Chris Anderson in order to present recommendations to the committee for an Annual Giving strategy. She discussed looking at the employee giving solicitation strategies and developing an employee giving recognition plan (e.g., "Donuts for Donors" reception and recognition for significant giving anniversaries such as 5 years, 10 years, etc.). Liz Chambers recommended that President's Circle giving be counted in with Annual Giving as it is an annual renewal.

5.2.2 Update: no additional update presented.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Review Annual Giving records/ recommendations and present strategies to the committee for consideration	Marge Dodge/ Joanne Mintz/ Chris Anderson	ongoing

## 5.3 President's Circle Advisory Committee

### 5.3.1 Report/Update:

- Pat Farrell reported that he has been working on President's Circle renewals and outreach to lapsed President's Circle members by inviting them to Community Engagement Tours.
- He updated the committee on the number of tours completed and the number of tours currently scheduled and discussed his strategy for outreach to tour participants.
- Donna Jean Darby recommended reaching out to past participant groups for repeat tours and/or tours for members that could not attend previously.

5.3.2 Vice Chair: Pat Farrell confirmed that a new President's Circle Advisory Committee Vice-Chair is needed. Recommendations were invited.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Nominations for Vice Chair	Committee	02/19/2020 (next meeting)

## 5.4 Planned Giving Advisory Committee

5.4.1 Report: Vice Chair Peggy Cravens not in attendance.

### 5.4.2 Update:

- Liz Chambers reviewed planned giving and legacy gifts over the past two years, her strategy for outreach, and the updating of the website.
- Liz also discussed changes in tax laws regarding IRAs and RMDs that may affect our donors and their legacy/giving choices. Joanne Mintz recommended that the newsletter and website mention the tax law changes and options for legacy giving / estate plans / RMDs.
- Additionally, Liz Chambers discussed re-instituting the "Legacy Day" event and recommended that it be a brunch due to the age of many of our legacy donors and potential donors.

- Jim Johnson recommended that the committee have a clear understanding of the COD Strategic Plan so that the information can be used in Development to excite donors about investing in COD. Joanne Mintz requested that we follow up on this at the next meeting.

<b>5.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Include information asking our donors to consider the new tax laws when making their philanthropic decisions w/contact information for Liz if they have questions	Liz Chambers	Ongoing
Proposal for re-instituting a Legacy event with consideration to it being a brunch	Liz Chambers	Ongoing
Add to next meeting's agenda: discussion of the COD Strategic Plan so that the committee can be well informed when talking with legacy or major donors in how their "investment" of gifts will impact the future of the college/community	Joanne Mintz/ Dorothy Stuebner	02/19/2020 (next meeting)

## **5.5 Business Giving Advisory Committee**

5.5.1 Report/Update: no report/update at this time.

5.5.2 Joanne Mintz confirmed the need for a new Business Giving Advisory Vice Chair. Recommendations were invited.

<b>5.5 Follow-up Items</b>	<b>5.5 Task of</b>	<b>5.5 Due by</b>
Nominations for Vice Chair	Committee	02/19/2020 (next meeting)

## **5.6 Major and Foundation Giving Advisory Committee**

5.6.1 Report:

- Vice Chair Jim Greene identified that the Major Gifts Advisory Committee works with the Executive Director and in concert with the other Giving Advisory Committees.

- Jim Greene reported that, when the new Executive Director is hired, strategic planning for this committee will resume.
- Until then, Jim Greene announced that he would continue to take a leadership role in Major Giving by, again, giving \$100,000 for Stepping Out for COD (Stepping Out 2020 Visionary sponsor).

5.6.2 Update: Chris Anderson reported that she has just run a report for a list of major donors (single gift of \$25,000 and above) and would work with Jim Greene to assess what outreach to major donors needs to be done until the new Executive Director is hired.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
Review of donors with single gifts of \$25,000 or more and consider a short-term outreach plan to these donors	Jim Greene/ Chris Anderson	02/19/2020  (next meeting)

## 5.7 Academic Angels Report

5.7.1 Report/Update:

- Vice Chair Marge Dodge reported that the Academic Angels canceled the December Luncheon due poor response which could be attributed to timing (late invitations, Holidays, etc.). The Spring Luncheon has been scheduled and the Cuistot contract is in process.
- Since the Fall Luncheon was canceled, the committee sent membership renewal information via email and postal mailing. Marge Dodge recommended that the Academic Angels Committee discuss having membership emails include a button linked to online renewal forms and payment options (similar to the President's Circle solicitations).
- Joanne Mintz recommended that any Foundation membership solicitation should be mindful of language used so that it is clear if there are any membership benefits and whether any invitations have an additional cost.

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



## 5.8 Friends of the Library Report

Marge Dodge reported that:

- the Friends of the Library have moved into their renovated Book Room and will be having an open house in March
- they just completed another large Book Sale and the next will be April 3-5 (large Book Sales are dependent on when they can book the rooms in the Cravens Center)
- the Friends of the Library Author Luncheon is February 1<sup>st</sup> and the author is Elizabeth Cobbs
- this is the Friends of the Library 50<sup>th</sup> anniversary and, in that time, they have given a million dollars to the library during that time

5.8 Follow-up Items	5.8 Task of	5.8 Due by
None	None	None

## 6. Unfinished Business

### 6.1 Donor Stewardship Discussion

- Joanne Mintz discussed the three words that are important in stewardship: "Ask – Thank – Report".
- The committee discussed that "Ask" and "Thank" are incorporated into the Foundation process but that "Report" needs to be strengthened and formalized as a part of the process and that the Executive Director should be the lead responsible for the practice of reports to donors.
- Chris Anderson reported that the Foundation is reviewing new software packages that have better capability than the current system and will better support strengthened donor stewardship.
- Committee continued with recommending that, in the interim, improvement in the "manual" reporting process (a "donor management system"). Chris Anderson offered to provide stewardship reporting and an interim strategic plan at the next meeting (what we are doing now, what we will do for donors at specific giving levels, etc.).

**6.1 Follow-up Items****6.1 Task of****6.1 Due by**

Report on current stewardship metrics and an interim plan for donor stewardship (until the permanent Executive Director is hired).	Chris Anderson	02/19/2020 (next meeting)
Develop and formalize process of reporting to donors and work with committee on a strategic plan for stewardship.	Executive Director	Ongoing

**6.2 Gift Fees Discussion**

- The committee discussed reviewing and making policy recommendations to the Board regarding donor fees for restricted and unrestricted gifts, how the policy is enforced, and how it is communicated to donors/potential donors.
- Chris Anderson offered to do research on the history of the Foundation's current policy and possible presenters to educate/explain why and how other organizations structure and implement fees on donations.

**6.2 Follow-up Items****6.2 Task of****6.2 Due by**

Present history of the Foundation's policy on gift fees and have information or a presenter to speak on gift fee policies.	Chris Anderson	02/19/2020 (next meeting)
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**6.3 Cumulative Giving Discussion**

Due to time limitations the Committee approved, by consensus, the tabling of discussion on this item until the next meeting.

**6.3 Follow-up Items****6.3 Task of****6.3 Due by**

Have this tabled item on the next meeting's agenda.	Joanne Mintz/ Dorothy Stuebner	02/19/2020 (next meeting)
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**6.4 Obligations of Board members Discussion**

- Joanne Mintz presented information on previous discussions about Board obligations for financial donations to the Foundation.

- Donna Jean Darby and Marge Dodge reviewed the current policy on obligations and the document Board Members sign to meet their Board obligations. Donna Jean Darby recommended that the obligations document be attached to the minutes for reference/documentation.

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

## 7. Committee Meetings Schedule

The committee agreed to meetings being from 1 pm – 3 pm on the third Wednesday of each month: February 19; March 18; April 15; May 20

## 8. Adjournment

Motion for meeting adjournment was approved by consensus. The meeting adjourned at 3:02 pm.



## **Foundation Finance & Investment Committee**

### **Draft of Minutes for Wednesday, January 22, 2020**

2:00 pm – 4:00 pm

College of the Desert Foundation Conference

#### **Meeting Participants**

##### **Committee Members Present**

Diane Rubin (Chair), Barbara Foster Monachino, John Ramont, Jim Williams (non-voting)

##### **Committee Members Not Present**

Brian Holcombe

##### **Additional Committee Participants**

Chris Anderson (Foundation Interim Ex. Dir.), Kirstien Renna (Foundation Acct.), Mike Rodriguez (Foundation Accounting Asst.)

##### **Guest(s) (optional)**

Bill Chunowitz (Foundation Board President), Tom Minder (Foundation Board), Rod Olea (Managing Director, First Republic Wealth Management)

##### **Recorder**

Dorothy Stuebner (Foundation Admin. Spec.)

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

Roll Call verified a quorum and meeting was started at 2:00 pm.

Diane Rubin addressed the committee and guests to reflect on the recent passing of Vern Kozlen, Foundation Board Member and Finance & Investment Committee leader. She talked of Vern's significant impact as an important member of this committee and how his work and guidance helped in strengthening the financial management strategy of the organization. Additional participants reflected on Vern's commitment to the Foundation and his many contributions, including his mentoring of colleagues and staff, restructuring financial statements to make them easier to read, and much more. Diane Rubin noted that his presence will be greatly missed and suggested that the committee dedicate this meeting to Vern Kozlen. This suggestion was unanimously supported.

## 2. Agenda

### 2.1 Approval of Agenda

There were no additions, corrections, or deletions requested/recommended and the motion to approve the agenda as presented was made, seconded, and approved by consensus.

## 3. Minutes

Minutes for the October 23, 2019, Finance & Investment Committee Meeting were approved as amended by the Board at the October 30, 2019, Board Meeting.

## 4. Comments from the Public

No Comments: There were no members of the public present.

## 5. Presentation

- Rod Olea, Managing Director - First Republic Private Wealth Management, gave a presentation: Investment Portfolio Review – College of the Desert Foundation – December 31, 2019.
- Committee asked questions about various investment strategies with Diane Rubin stating that the committee would be reviewing the investment strategy and policy at the next meeting.
- Rod Olea offered to do a mockup of what some other “look alike” organizations are doing. He said it would be helpful if we would provide him with some information on our asset allocations such as stocks and cash (not securities).

### 5. Follow-up Items

### 5. Task of

### 5. Due by

Provide First Republic information so that they can provide committee with investment strategy comparisons for the next committee meeting	Kirstien Renna/ Rod Olea, First Republic	02/26/2020
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## 6. Action Items

### 6.1 Approval of Financial Statements

Financial Statements for July 2019 – December 2019 were reviewed and discussed. Motion to approve the financial statements as presented was made, seconded, and approved by consensus.

## 7. Discussion Items

### 7.1 Quarterly Report for Program and Scholarship Funds

- Quarterly Report for contributions to District for COD Program and Scholarship Funds was presented, reviewed, and discussed.
- Suggestion was made that, if the program being funded is not in the Fund name, the program should be added to the Fund name for clarification.
- Going forward Kirstien will include information on the various programs within each discipline on the Quarterly COD Program and Scholarship Report.

#### 7.1 Follow-up Items

7.1 Follow-up Items	7.1 Task of	7.1 Due by
If Fund name does not identify the program, add program to the Fund name in the Quarterly Report	Kirstien Renna	Next Quarterly Report
Going forward, include information on the various programs within each discipline on the Quarterly COD Program and Scholarship Report	Kirstien Renna	Next Quarterly Report

### 7.2 Minimum Gift Amount for a New Restricted Fund or Endowment Fund

- Lack of threshold for creating new Funds was discussed.
- Committee discussed threshold amounts and suggested research be done on other programs with similarly sized funds and their thresholds (Desert Community Foundation, etc.).
- Add Minimum Gift Amount Policy Review to Action Items for next Agenda.

#### 7.2 Follow-up Items

7.2 Follow-up Items	7.2 Task of	7.2 Due by
Nonprofit new Fund threshold amount research	Chris Anderson/ Kirstien Renna	02/26/2020
Add Minimum Gift Amount Policy Review to Action Items on next Agenda	Kirstien Renna/ Dorothy Stuebner	02/26/2020

### 7.3 Gift Fees

- Current policy of charging a 5% gift fee on all restricted gifts was discussed. Discussion included the merits of eliminating this fee.
- Committee discussed confirming authority to eliminate 5% Gift Fee or if Committee would need to make the recommendation at the next Board Meeting for a Board vote.
- Committee recommended taking next steps to eliminate Gift Fee.

#### 7.3 Follow-up Items

7.3 Follow-up Items	7.3 Task of	7.3 Due by
Review Foundation Bylaws and Finance & Investment Committee authority to determine protocol to eliminate Gift Fee	Chris Anderson/ Diane Rubin	02/05/2020 (Board Meeting)
If needed, ask to add the Finance & Investment Committee's recommendation to eliminate the Gift Fee to the next Board Meeting Agenda, <b>OR</b> add Review of Gift Fee Policy to Action Items on next Committee Meeting Agenda	Chris Anderson/ Diane Rubin or Kirstien Renna/ Dorothy Stuebner	02/05/2020 (Board Meeting) or 02/26/2020

### 7.4 Management Fees/Investment Spending Policy Review

- Current policy of 2% management fees and 5% investment spending policy for endowment Funds was discussed.
- Committee discussed adjusting these to 2% Management Fee and 3% Investment Spending Policy as of July 1, 2020 (next FY).
- Review of Management Fees/Investment Spending Policy to be added as an Action Item on next Committee meeting Agenda.

#### 7.4 Follow-up Items

7.4 Follow-up Items	7.4 Task of	7.4 Due by
Add Management Fees/Investment Spending Policy Review to Action Items on next Committee Meeting Agenda	Kirstien Renna/ Dorothy Stuebner	02/26/2020

### 7.5 Auditor's Observations & Recommendations Regarding Missing Receipts

See Agenda Item 7.6

## 7.6 Policy for Credit Card Use

- Need for a formal policy regarding expense reporting, missing receipts, and use of Foundation issued credit cards was discussed. \$25 was discussed as the threshold for requiring a receipt with two violations of policy being the threshold for when a Foundation issued credit card privileges are revoked.
- A formal policy will be developed and reviewed at the Committee's next meeting.

### 7.5/6 Follow-up Items

	7.5/6 Task of	7.5/6 Due by
Develop a formal policy on expense reporting, missing receipts, and Foundation issued credit card use	Chris Anderson/ Kirstien Renna	02/26/2020
Add Expense Reporting and Credit Card Use Policy Review to Action Items on next Committee Meeting Agenda	Kirstien Renna/ Dorothy Stuebner	02/26/2020

## 7.7 Policy for Unfulfilled Pledges and Pledge Write-Offs

- How pledges are handled, the current process for unfulfilled pledges, and when an unfulfilled pledge is written off was discussed.
- Developing a formal Pledges Policy was recommended by the Committee with the policy to include how to handle unfulfilled pledges (who is responsible for following up with donor, when to write-off, etc.).
- Committee also discussed how to address donor confidentiality when discussing pledges and the procedure for reporting pledge write-offs to the Executive Committee.
- Diane Rubin suggested that the last Committee meeting prior to FYE include a review of the year's anticipated uncollectable receivables (including pledges), the change for the year, and why there is a change.

### 7.7 Follow-up Items

	7.7 Task of	7.7 Due by
Develop a formal policy on handling pledges, unfulfilled pledges, and writing off unfulfilled pledges	Chris Anderson/ Kirstien Renna	02/26/2020
Add Pledge Policy Review to Action Items on next Committee Meeting Agenda	Kirstien Renna/ Dorothy Stuebner	02/26/2020
Add reporting of anticipated uncollectable receivables to Finance & Investment Committee's FYE review	Kirstien Renna	Last meeting prior to FYE



## **8. Committee Meetings Schedule**

Next Committee Meetings are already scheduled for:

February 26 (3-5 pm); March 18 (1-3 pm); April 22 (1-3 pm)

## **9. Adjournment**

Meeting was adjourned by consensus at 4:10 pm.

## **Next Meeting**

Wednesday, February 26, 2020

3:00 pm – 5:00 pm

COD Foundation Conference Room



## **Foundation Executive Committee Meeting Minutes for Wednesday, February 5, 2020**

1:30PM

College of the Desert Foundation – Conference Room

### **Meeting Participants**

#### **Committee Members Present**

Bill Chunowitz, Marge Dodge, Tom Minder, Joanne Mintz and Diane Rubin

#### **Non-Voting Committee Members Present**

Joel Kinnamon, Ruben Perez and John Ramont

#### **Committee Members Not Present**

Donna Jean Darby

#### **Guest(s)**

Christine Anderson

#### **Recorder**

Eve-Marie Dehondt

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 1:30PM

John Ramont arrived at 1:35 PM

Ruben Perez arrived at 1:40 PM

Tom Minder arrived at 2:10 PM

#### **2. Action Items**

##### **2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of February 5, 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 regular Executive Committee Meeting of February 5, 2020 with any addition, correction or deletions.**

The agenda was approved as presented.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

**3. Minutes**

**3.1 Approval of regular Foundation Special Executive Committee Meeting Minutes – January 16, 2020.**

The minutes were approved as presented.

**4. Comments from the Public**

**4. 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 Board meeting as possible.

There were no comments from the public

**5. Action Items**

**5.1 Approve the addition of a March Executive Committee Meeting**

The Executive Committee discussed two options for their March meeting.

## 5.1 Conclusion

The Executive Committee agreed to add Wednesday, March 11 at 1PM for their next Committee meeting. This will take place in the Foundation Conference Room.

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

## 6. Discussion Items

### 6.1 2020/21 School Year Desert Sun Intern Scholarships

The Committee discussed extending the Desert Sun Intern Scholarship to School Year 2020-2021. Kirstien Renna provided a summary of the available funding and confirmed that after payment due for the current year, the amount that would be available for 20-21 is \$6,800, if no other money came in. The money available will get the Scholarship covered through August 2020.

The Committee noted that some donations could be made to the Bruce Fessier Scholarship fund. A recommendation to approve the funding of these scholarships for 2020-20201 will be made at the February 5, 2020 Board Meeting and further discussions will be happening then.

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

### 6.2 Coachella Valley Events for Board's attendance

The Committee discussed Coachella Valley Events that Board Members should attend to increase COD Foundation's visibility.

The Committee indicated that, due to the numerous solicitations, the Board had previously decided that the Foundation would only attend certain events. The events chosen would be the ones where the Foundation would receive recognition, or events related to education, which would match the Foundation's mission, or events taking place with partner organizations. Attendance would be decided on a case-by-case basis by the Executive Director depending on these criteria.

## 6.2 Conclusion

Christine Anderson will review previous Board meeting minutes to find where the information was captured.

6.2 Follow-up Items	6.2 Task of	6.2 Due by
Christine Anderson will review previous Board meeting minutes to find where the information on Foundation's attendance to events was captured.	Christine Anderson	March 25, 2020

## 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

Tom Minder indicated that attorney Louis Michelson has completed a first draft of the By-Laws, which was sent to the Executive Committee Members for their feedback.

Mr. Michelson discovered that all original Foundation legal documents were listed under the old name of the College, Coachella Valley Community College District, and is working on having these updated.

Mr. Michelson is particularly looking into the following items:

- Standing and Ad-Hoc Committees,
- Voting and non-voting members,
- Quorum issues,
- Committee Chairs to be assigned to the Executive Committee,
- Members of each committee,
- Changing some titles (e.i: "President" would be updated to become "Chair")

Mr. Michelson is currently waiting on additional payment to continue his work on the Master Agreement. The Board will be presented a motion to approve legal fees increase at their February 5<sup>th</sup> meeting.

The Executive Committee is hoping to present the new proposed By-Laws at the April 29<sup>th</sup> Board Meeting.

<b>6.3 Follow-up Items</b>	<b>6.3 Task of</b>	<b>6.3 Due by</b>
None	None	None

#### **6.4 College of the Desert Foundation Staffing Update**

Bill Chunowitz shared with the Committee that the Hiring Committee for the Executive Director Search started their Equal Employment Opportunities training with the Lawyer's firm, and the screening of candidates will take place once the training is completed.

The first interviews for the Database Manager position have been completed and the Director of Information Technology is joining the second set of interviews with the final candidates. The Committee is hoping to have a recommendation before the end of February.

The Director of Development job posting has been posted and the Hiring Committee will meet after the new Executive Director is seated. The first interviews are expected to take place at the beginning of May.

<b>6.4 Follow-up Items</b>	<b>6.4 Task of</b>	<b>6.4 Due by</b>
None	None	None

#### **6.5 Foundation Program Review Update**

Mr. Jeff Bagel, Principal at Eadvancement met with the Foundation Staff and some Board Members in January 2020. Mr. Bagel and Christine Anderson had a follow-up discussion regarding database management and processes, which are Mr. Bagel's expertise. The Foundation purchased his book "Annual Fundraising made simple" which also includes useful information on systems and processes.

#### **6.5 Conclusion**

Mr. Bagel will be sending out a report with his recommendations by the end of March 2020.

<b>6.5 Follow-up Items</b>	<b>6.5 Task of</b>	<b>6.5 Due by</b>
None	None	None

## **6.6 Stepping Out For College of the Desert Update**

Diane Rubin provided an update on Stepping Out for College of the Desert as of February 5, 2020 as well as a comparison of Sponsorship sale from 2019 to this year.

At this time, the Foundation received 1 Visionary Sponsorship at \$100K, 1 Success Sponsorships at \$50K, 3 Triumph Sponsorships at 12,500K, half of as Victory Sponsor at 7,5K (Suite Deal), 5 Progress Sponsorships at \$5K, 11 Benefit Sponsorships at \$2,5K and 18 Goal Sponsorships at \$1K.

Bill Chunowitz will be reminding Board Members during the Board Meeting of the importance of providing sponsorships for Stepping Out for COD, which is also a requirement of their Board Members' Role. Christine Anderson will send the list of people to whom Board Members sent personalized sponsorship packages and for which no response was received yet, for them to follow-up with these people.

Christine Anderson and Diane Rubin will visit Cuistot and proceed with the menu selection for the pre-event.

<b>6.6 Follow-up Items</b>	<b>6.6 Task of</b>	<b>6.6 Due by</b>
Christine Anderson will send the list of people to whom Board Members sent personalized sponsorship packages and for which no response was received yet, for them to follow-up.	Christine Anderson	February 20, 2020
Christine Anderson and Diane Rubin will visit Cuistot and proceed with the menu selection for the pre-event.	Christine Anderson & Diane Rubin	March 1, 2020

## **6.7 DIGICOM Support**

DIGICOM CEO David Vogel, sent a proposal for the Foundation to support Digital Storytelling Program for College of the Desert Students. The program consists of funding 10 students at \$750 per student, per semester, for Spring 2020 and Summer 2020. DIGICOM would be working with Dr. Scott Adkins, Director of the West Valley campus, on the selection of students. Scott Adkins and Terry Greene will come present this project during the February 5, 2020 Board meeting, and a motion for approval will be presented then.

<b>6.7 Follow-up Items</b>	<b>6.7 Task of</b>	<b>6.7 Due by</b>
None	None	None

## **7. Adjournment**

The Foundation President adjourned the meeting at 2:35PM.

### **Next Meeting**

Wednesday, March 11, 2020

1:00PM

College of the Desert Foundation – Conference Board Room





## **Foundation Finance & Investment Committee**

### **Draft of Minutes for Wednesday, February 26, 2020**

3:00 pm

College of the Desert Foundation Conference

#### **Meeting Participants**

##### **Committee Members Present** (full committee present)

Diane Rubin (Chair), Barbara Foster Monachino, Jim Williams,  
John Ramont (Ex-Officio)

##### **Additional Committee Participants Present**

Chris Anderson (Foundation Interim Ex. Dir.), Kirstien Renna (Foundation Acct.),  
Mike Rodriguez (Foundation Accounting Asst.)

##### **Guests Present**

- Bill Chunowitz (Foundation Board President)
- Covington Capital Management: Richard Azarloza, CFA (CEO) and Craig Burger, CFA (Director of Equity Research)

##### **Recorder**

Dorothy Stuebner (Foundation Admin. Spec.)

**Subject to Brown Act:** Yes      **Quorum:** Yes

#### **1. Call to Order/Roll Call**

Diane Rubin (Chair) called the meeting to order at 3:00 pm and roll call verified a quorum.

#### **2. Agenda**

##### **2.1 Approval of Agenda**

There were no additions, corrections, or deletions requested/recommended and the motion to approve the agenda as created/presented by Kirstien Renna was made, seconded, and approved by consensus.

#### **3. Comments from the Public**

There were no members of the public present.

## 4. Presentation

Richard Azarloza, CFA (CEO) and Craig Burger, CFA (Director of Equity Research) of Covington Capital Management presented to the committee their report "College of the Desert Foundation – Investment Review as of December 31, 2019"

## 5. Action Items

### 5.1 Review and Approval of January 22, 2020, Finance & Investment Committee Minutes

Minutes for the January 22, 2020, Finance & Investment Committee were reviewed. Motion to approve the minutes as presented was made, seconded, and approved unanimously.

### 5.2 Review and Approval of Financial Statements: January 2020

Financial Statements for January 2020 were reviewed and discussed. Motion to approve the financial statements as presented was made, seconded, and approved unanimously.

### 5.3 Review and Approval of FY 2019/20 Mid-Year Budget Revisions

FY 2019/20 mid-year budget revisions were reviewed and discussed. Motion to approve the budget revisions as presented was made, seconded, and approved unanimously.

### 5.4 Review and Approval of Foundation Expense Reporting and Credit Card Policy

- Currently there are three credit cards issued but only two are being actively used: Eve De Hondt (Fdn EA) and Dr. Joel Kinnamon (COD President). The third card was issued to John Mosser as Fdn ED and is being held in the office (further discussion in agenda item 6.3).
- *Expense Reporting and Credit Card Policy* was reviewed and discussed. Motion to approve the *Expense Reporting and Credit Card Policy* as presented was made, seconded, and approved unanimously.

### 5.5 Review and Approval of Pledges and Unfulfilled Pledge Write-Off Policy

- *Pledge Receivables, Allowance for Uncollectable Pledges and Bad Debt Write-Off for Uncollectable Pledges Policy* was reviewed and discussed. The committee recognized that unfulfilled pledges are minimal.
- Committee Chair Diane Rubin recommended that the wording regarding the annual allowance for uncollected pledges and adjustment value be changed

from “adjusted at 4% present value” to “adjusted to reflect appropriate and prevailing value rate.”

- A motion to approve the *Pledge Receivables, Allowance for Uncollectable Pledges and Bad Debt Write-Off for Uncollectable Pledges Policy* (with the discussed changes to the annual allowance language) was made, seconded, and approved unanimously.

## **5.6 Approval of Elimination of Current Gift Fee Policy**

- The committee discussed issues regarding the current 5% gift fee on all restricted and endowed donations and agreed that this 5% fee should be eliminated (it does not generate significant revenue; it has proven to be a concern when dealing with some of our larger donors: creates a disproportionate amount of work for the revenue generated).
- The committee agreed, by consensus, with eliminating the 5% gift fee.

## **5.7 Review and Approval of Minimum Gift Amounts for Named Funds and Endowments Policy**

The *Gift Acceptance Policy* (gift fees and minimum gift amounts for named funds and endowments) was reviewed and discussed. Motion to approve the *Gift Acceptance Policy* as presented was made, seconded, and approved unanimously.

## **5.8 Review and Approval of Updated Management Fees and Investment Spending Policy**

- The proposed revised *Endowment Spending Policy* was reviewed and discussed.
- The committee recommended that the policy reflect that the donor can specify the purpose of the fund but any reference to the donor specifying a spending policy on the endowment should be removed.
- The committee discussed that the interest (earnings) spending percentage should be noted as up to 3% (reference to 5% should be removed).
- A motion to approve the *Endowment Spending Policy* (with the amendments as discussed and noted above) was made, seconded, and approved unanimously.

## **5. Follow-up Items**

5. Follow-up Items	5. Task of	6. Due by
Incorporate the discussed amendments to the approved <i>Policy for Pledge Receivables, Allowance for Uncollectable Pledges and Bad Debt Write-Off for Uncollectable Pledges Policy</i> , the <i>Gift Acceptance Policy</i> , and the <i>Endowment Spending Policy</i>	Kirstien Renna	Prior to the next Board Meeting

## **6. Discussion Items**

### **6.1 Tentative 2020/21 Budget**

Kirstien Renna presented and the committee again briefly discussed revisions to the 2019/20 budget (see Item 5.3) and also discussed the tentative 2020/21 budget.

### **6.2 Investment Strategy Comparisons from First Republic**

A First Republic handout was distributed to the committee.

### **6.3 Foundation US Community Bank Card**

- Kirstien Renna discussed that John Mosser (former ED) is still named on US Community Bank credit card account since the card required a primary card holder to be a person and not a position (and the ED was selected for this designation). Kirstien Renna noted that the card is in the safe and the limit on his card has been reduced and the account is monitored carefully.
- The committee discussed and agreed that a new account should be opened when the new ED is hired with consideration to having the primary cardholder being the COD Director of Fiscal Services (or other committee reviewed and agreed upon person).

## **7. Committee Meetings Schedule**

Next Meeting: Wednesday, March 18, 3-4:30 pm

## **8. Adjournment**

Meeting was adjourned by consensus at 4:35 pm



## **Foundation Executive Committee Meeting**

### **Minutes for Wednesday, March 11, 2020**

1:00PM

College of the Desert Foundation – Conference Room

#### **Meeting Participants**

##### **Committee Members Present**

Bill Chunowitz, Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz and Diane Rubin

##### **Non-Voting Committee Members Present**

Ruben Perez and John Ramont

##### **Non-Voting Committee Members Not Present**

Joel Kinnamon

##### **Committee Members Not Present**

Donna Jean Darby

##### **Guest(s)**

Christine Anderson

##### **Recorder**

Eve-Marie Dehondt

#### **Meeting Minutes**

##### **1. Call to Order/Roll Call**

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

Joanne Mintz joined the meeting at 1:07PM.

##### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of March 11, 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 regular Executive Committee Meeting of March 11, 2020 with any addition, correction or deletions.**

Christine Anderson requested moving item 6.5 "Stepping out for College of the Desert" under Action Items.

**2.1 Conclusion**

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

Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

**3. Minutes**

**3.1 Approval of regular Foundation Executive Committee Meeting Minutes – February 5, 2020.**

The minutes were approved as presented.

**4. Comments from the Public**

**4. 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 Board meeting as possible.

There were no comments from the public.

## **5. Action Items**

### **5.1 Annual Foundation Board Meeting Date Change to May 4, 2020**

The Committee discussed moving the Annual Foundation Board meeting, originally scheduled on Wednesday, April 29, to Monday, May 4, 2020, due to calendar conflicts.

#### **5.1 Conclusion**

Diane Rubin moved to approve changing the Annual Foundation Board Meeting to May 4, 2020.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
A motion will be brought for approval at the March 25th Board of Directors Meeting.	Christine Anderson	March 25, 2020

### **5.2 Stepping Out for College of the Desert Update**

Diane Rubin shared that the Stepping Out for COD Committee discussed with several stakeholders over the past two days and considered cancelling Stepping Out for College of the Desert due to the current health situation with the COVID-19.

The Executive Committee discussed whether the event should be postponed and agreed that it should be cancelled.

#### **5.2 Conclusion**

Diane Rubin moved to cancel Stepping Out for College of the Desert Gala 2020.

At this time, the next Stepping Out for COD Committee meeting remains scheduled on Monday, March 16, 2020 at the College of the Desert Foundation.

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>
The contract with performer Matthew Morrison will have to be paid, however Talent Acquisition Specialist, Debbie Green, will try to negotiate his attendance to a later time for a smaller event, or a Master Class to COD students.	Debbie Green	March 15, 2020

The contract for the pre-event at Cuistot was not signed and will be cancelled at no charge.	Debbie Green	March 15, 2020
The Sponsors will individually be notified via phone calls and a letter will be emailed out as well to inform them of the cancellation. They will be given the opportunity to make their sponsorship a full donation or to get reimbursed.	Christine Anderson	March 15, 2020
The tax letters will have to be modified for those who will choose to make their donation a full donation.	Christine Anderson	April 2020
Individual tickets holders will also be notified and offered the possibility to be refunded or to turn their ticket purchase into a full donation that will be tax deductible.	Christine Anderson	March 15, 2020
The Committee discussed the various options that the donors will get recognition for their sponsorship after the event, including several publications in the newspaper of the list of donors and their sponsorship levels.	Christine Anderson	April 2020
Marge Dodge will discuss with her editor to eventually get an "un-gala" type of coverage.	Marge Dodge	April 2020

## 6. Discussion Items

### 6.1 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 indicated that attorney Louis Michelson will be communicating with the College of the Desert attorney Casey Williams this week regarding the By-Laws draft.

The Executive Committee is hoping to present the new proposed By-Laws at the Annual Foundation Board Meeting.



<b>6.1 Follow-up Items</b>	<b>6.1 Task of</b>	<b>6.1 Due by</b>
None	None	None

## **6.2 Follow-up on the Coachella Valley Events for Board's attendance**

Christine Anderson reported that the Foundation Board approved clear guidelines on the attendance of the COD Foundation through the Coachella Valley Events back on March 25, 2015. A copy of the approval was presented to the Committee.

The Executive Committee agreed that the approval was still valid and did not require any changes. Kirstien Renna mentioned that a specific budget line is dedicated to this purpose under section "Community Relations" of the general budget.

<b>6.2 Follow-up Items</b>	<b>6.2 Task of</b>	<b>6.2 Due by</b>
None	None	None

## **6.3 College of the Desert Foundation Staffing Update – Amanda McCarthy - Start Date: 4/27/2020**

Christine Anderson reported that the Database Manager position has been filled with Amanda McCarthy, who will start on April 27, 2020.

Bill Chunowitz shared that the first round of interviews have been completed for the Executive Director Position and a candidate should be identified shortly.

The Development Director's position has been posted and interviews will start after the Executive Director is hired, to allow them to be part of the hiring committee.

<b>6.3 Follow-up Items</b>	<b>6.3 Task of</b>	<b>6.3 Due by</b>
None	None	None

## **6.4 Foundation Program Review Update**

Mr. Jeff Bagel, Principal at eAdvancement, hosted a Scholarships Workshop with the Foundation Staff and the Financial Aid Department, as well as a Stewardship workshop with the Foundation Staff on Wednesday, March 11, 2020. Mr. Bagel will send a report with his recommendations by the end of March 2020.

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

## 6.5 Stepping Out For College of the Desert Update

This item have been moved and discussed under the Action Item section.

6.5 Follow-up Items	6.5 Task of	6.5 Due by
None	None	None

## 6.6 March Board Preview

### 6.6.1 Policies

Kirstien Renna presented the updated policies that were discussed and reviewed at the February Finance & Investment Committee Meeting and responded to the Committee's questions.

#### Endowment Spending Policy:

- The main change of the policy is that the spendable interest rate of endowed earnings will be reduced from 5% to 3% of the average three-year value, compared to the prior fiscal year balance of both the Temporary Restricted (Endowed) and Endowed Funds to align with the current market. These expenditures will be available to be spent from the Temporary Restricted (Endowed) Fund.

Diane Rubin mentioned to the Committee that this policy is reviewed annually by the Financial and Investment Committee.

#### Gift Fee Policy:

- The 5% gift fee on all restricted and endowed donations will no longer be charged.
- Gift of Cash:** The minimum amount to establish a named current-use fund was set at \$25,000 and the minimum amount to establish a named endowed fund was set at \$50,000.

The Executive Committee discussed these minimum amounts and whether they should be increased. Kirstien Renna mentioned that Jeff bagel suggested creating a pooled endowment where donors would be able to donate lesser amounts than the required name endowment, but would still have recognition.

The Committee asked Kirstien Renna to run a list of the numbers of endowed funds that are over 50K for the next Executive Committee meeting.

- **Gift of Real Estate:** The Committee suggested making some revisions to the gift of real estate as below:
  - The first paragraph should read “Real estate gifts **to the Foundation.**” As any gift given to the College would not involve the Foundation and be dealt with the College directly.
  - It should be researched to see if the mention of the Board of Trustees can be removed throughout the document.
  - Add in wording that “CODF will not, in most cases, assume any indebtedness in connection with a gift or accept partnership interest and S-corporation interest that would result in unrelated business tax income.”
- **Gift of Personal Property:**
  - The following two paragraphs should be removed:

“When appropriate and prudent to do so, CODF staff and/or professional appraisers or consultants shall review the marketability, accurateness of appraisal and capabilities of CODF to safeguard these assets until liquidation.”

Because serious valuation problems often exist with proposed gifts of personal property, especially with art or other “collectibles”, an objective, bona fide appraisal or documentation of fair market value shall be obtained before the gift can be accepted.”
  - A line should be added that COFD does not assign a value to any in-kind gift.

#### Credit Card Policy:

This is a newly created policy aligning the rules and procedures for credit cardholders and includes an agreement for the cardholders to sign.

- The Committee suggested amending the last paragraph under the section “**Credit Card Agreement**” as below:

*“Individuals who do not adhere to these policies and procedures risk:*

- 1. Revocation of Credit card privilege*
- 2. Personal Liability*
- 3. Disciplinary Action”*

#### Policy for Accounting for Pledges Receivable and Allowance for uncollectible Pledges:

- The Committee recommended to amend the last paragraph under the “**Write Off of Uncollectible Pledges**” section as below:

“If a pledge payment is deemed uncollectible due to donor’s inability to pay or after due diligence in attempting to collect the pledge, **then** the Foundation’s Accountant will bring forward the uncollectable pledge to the Finance and Investment Committee to authorize the recognition of bad debt per FASB ASC 958-310-35-7.”

### **6.6.2 Budget Mid-Year Adjustment**

Kirstien Renna reported on the Budget mid-year adjustment and provided information on line items that have been amended, which were highlighted in the packet provided to the Committee Members. The budget mid-year adjustment will be distributed at the next Board meeting.

<b>6.6 Follow-up Items</b>	<b>6.7 Task of</b>	<b>6.7 Due by</b>
Kirstien Renna will run a list of the numbers of endowed funds that are over 50K	Kirstien Renna	April 27, 2020
It should be researched to see if the mention of the Board of Trustees can be removed throughout the Real Estate Policy	Christine Anderson	April 27, 2020
The changes recommended by the Executive Committee will be made to the policies, which will be brought for approval at the next Foundation Board meeting.	Kirstien Renna	May 4, 2020

## **7. Adjournment**

The Foundation President adjourned the meeting at 2:27PM.