



Foundation Board Meeting

Full Board Session: 3:00 p.m.

Wednesday – September 25, 2013

Meeting Location(See map)

Cravens Student Services Multi-Purpose Room

BOARD PACKETS ARE REQUIRED AT EVERY MEETING.
Please bring yours.

Our Mission:

The mission of the Foundation is to enhance the quality of education by advancing the College of the Desert through building relationships, securing philanthropic support and stewarding assets.

Our Vision:

To positively impact the lives of students who are striving to achieve a purposeful education and to enhance the communities of the Coachella Valley and the region.

Core Values:

- ✓ Accountability
- ✓ Integrity
- ✓ Service Excellence
- ✓ Trust



● Self-Serve 1-Day Parking

**Board of Directors Meeting
Wednesday, September 25, 2013
Cravens Multi-Purpose Room**

(Board action required)**

- 1) Call to Order
- 2) Public Invitation to speak as per the Brown Act
- 3) ****Approval of December 12, 2012 Executive Committee Meeting Minutes** Page 1
****Approval of May Executive Board Minutes** Page 3
****Approval of Investment Committee Minutes June 13, 2013** Page 7
- 4) Financials—Review

****Approval of Financials – May 2013** Page 9
****Approval of Financials - June 2013 (Year end-unaudited)** Page 18
****Approval of Financials - July 2013** Page 27
- 5) Foundation Reports Discussion
 - a) Consolidation of Chart of Net Assets Page 34
 - b) Internal Policy Manual—Table of Contents Page 37
- 6) Foundation Board Items: **Discussion/Action**
 - a) **Appointment of New Foundation Board Member, Jane Saltonstall** Page 42
 - b) **Contract extension- Peter Sturgeon September/October 2013** Page 44
- 7) Fundraising Report - Foundation Directors – Time set aside for Directors to report in their Fundraising efforts and contacts.
 - a) ****Approval of Fundraising Brainstorming June 5, 2013 Meeting Minutes** Page 46
 - b) Status---Chili Cook Off/Fall Lunch-- Honoring Women of Distinction of COD
 - c) Status---Stepping Out for COD
 - d) Status—President Circle—Calendar of Events Page 49
- 8) Foundation Information Items:
 - a) College of the Desert President
 - b) Foundation Executive Director
 - c) Academic Senate President
 - d) COD Trustee – Bonnie Stefan
 - e) Alumni – Gene Marchu
 - f) Peter Sturgeon – Scholarship Update & FLEX
 - g) TY Letter from Kelly Hall Page 51
 - h) TY Letter from KCOD Page 52
 - i) TY Letter from PD Sister Cities Page 53
 - j) Girl Friend Factor event
 - k) Heatwave Jazz and Show Band
- 9) New Business
- 10) Adjournment

Next meeting October 30, 2013 at the Cravens Multi-Purpose Room



**Executive Committee Special Meeting
Friday, December 21, 2012 - 3:00 p.m.
Foundation Board Room**

MINUTES

Present:

Bob Archer, Jean Carrus, Dr. Bob Chell, Donna Jean Darby, Peggy Cravens, Dr. Edwin Deas, Diane Gershowitz, Brian Holcombe, Penny Mason, Mark Nickerson, Larry Spicer, Marcia Stein.

Staff/Guests

Jim Hummer, Peter Sturgeon, Pam Hunter, Brian Harnik, Kippy Laflame, Mary Jane Sanchez.

Call to Order

Dr. Chell called the meeting to order at 9:00 a.m. with a quorum of (12) members present.

Brown Act Invitation for Public Comment

No cards to speak were submitted from the public.

Jim Hummer provided for the Board's review copies of:

1. Comprehensive Donor Revenue Analysis from 07/01/2012
2. Brabo & Carlsen Management Letter from the 2011-2012 Audit
3. Letter dated December 13, 2012 to Gene Marchu from Jim Hummer

Review of donor revenue analysis. Percent Change Current Year vs. Prior Year was 35.63% with 99.44% of our donor base retained in 2012. It was noted that the marketing program was a definite factor in these very positive statistics but that these numbers do not reflect the challenging issues that the college has encountered in the press in the last few months.

The open letter to the community was discussed.

The successful campaign for the Barry Manilow Gift of Love concert series was discussed. The final numbers including the monies received from the promoters should be ready for the January board meeting.

Update on Marketing Program- Jim Hummer

In view of the FTES issue Jim informed the committee that he stopped the TV spots as well as the second Year-End mailing. The following alternatives were put forth for discussion:

Draft

09/18/13

A: Proceed in January with the program of awareness

- Continue to bring stories of students/supporters to community
- With awareness comes potential of donations.

B: Suspend until the Fall of 2013

The committee discussed whether to proceed or to suspend the spending of the already budgeted \$150K Phase III of the Step Up for COD campaign until next Fall.

It was M/S/C Bob Archer/Brian Holcombe that Jim Hummer proceed to engage Brian Harnik and CV Strategies to act as attorney and Crisis Management team to the Foundation Board of Directors. Jim can spend up to \$25K on the contract.

At this point in the meeting the Executive session was adjourned and minute taking was stopped to go into closed session with Attorney Brian Harnik to discuss and counsel the committee members on personnel and/or potential litigation matters.

The session resumed and minute taking resumed at 10:14 a.m.

It was M/S/C Marc Nickerson/Peggy Cravens to postpone the decision of whether to spend the \$150K on Phase III of the Marketing Plan until we get direction from CV Strategies.

Mary Jane Sanchez, newly elected COD Trustee, dropped by and introduced herself to the Executive Committee.

Update on the COD Foundation Audit

Management Letter Recommendations from Brabo Carlsen, Foundation auditors, was read by all committee members as well as the letter that Jim wrote to Gene Marchu, Executive Director of the Alumni Association. The history of the Foundation's relationship with the Alumni was discussed. The dilemma, as outlined by Dr. Deas who is on the Alumni board, is the discrepancy between the amount donated for a specific activity and the expense of said activity. The unused balance that was requested is the issue.

Attorney Harnik pointed out the risks of the return of donations from an IRS point of view and the fact that the Foundation is relinquishing their control. If the board approved the audit he recommends that if we don't enter into a formal agreement with the Alumni Association that we should return all the monies held in their name.

It was M/S/C Brian Holcombe/Larry Spicer that Brian Harnik should work out a resolution to the issue with the Alumni Association lawyers

Meeting adjourned at 11:45 a.m.

Draft



**Board of Director Meeting
May 22, 2013 – 3:00pm
Foundation Conference Room
M I N U T E S + +**

Present:

Zerryl Becker, Joan Busick, Jean Carrus, Peggy Cravens, Donna Jean Darby, Diane Gershowitz, Brian Holcombe, Susan Hunt, Dr. Bill Kroonen, Mary Latta, John Marman, Dr. Chuck Monell, Russ Russell, Dominique Shwe, Sally Simonds, Kate Spates, Bonnie Stefan

Absent:

Carol Ammon, Bob Archer, John J. Benoit, James Carona, Norma Castaneda, Dr. Bob Chell, Dr. Joel Kinnamon, Mark Nickerson, Larry Spicer, Marcia Stein, Dr. Ed Tauber

Staff/Guests

Jim Hummer, Kippy Laflame, Pam Hunter, Elizabeth Sealey (via conference call), Stu Bailey.

Call to Order

Donna Jean Darby called the meeting to order at 3:00 p.m. with a quorum of members present.

Brown Act Invitation for Public Comment

Stu Bailey, Vice President of First Foundation presented the Board with a \$5,000 check for scholarships. First Foundation is also donating 20 hours of consulting time to the Foundation.

Approval of Minutes

It was M/S/C Diane Gershowitz/Peggy Cravens to approve the April Executive Committee Board Minutes as distributed.

It was M/S/C Susan Hunt/John Marman to approve the April Board Minutes as distributed.

Financials

Russ Russell reviewed the process that he will follow as Treasurer. He will be meeting with George Holliday prior to the board meetings and the monthly committee meetings; there will be a summary page that covers any variances to budget in order for the board members to better understand the financials.

It was M/S/C Joan Busick/Bonnie Stefan to approve the March & April Financials as distributed.

Reports

- a) College of the Desert President – In Dr. Kinnamon's absence- Pam Hunter
The Board received a hand-out of the College Priorities (see attached). Pam reviewed and discussed how these priorities will help members to fundraise.
- b) Academic Senate President – Zerryl Becker
Zerryl informed the board that her term as Academic Senate President ends May 25th. She will be replaced by Douglas Redman. Donna Jean Darby asked Zerryl to remain as a Director. Zerryl was named Faculty of the Year and her new position with the College is as Dean of Access and School Relations which will be responsible for Admissions & Records, Financial Aid, Counseling, Concurrent Enrollment and Bursar.
- c) COD Trustee – Bonnie Stefan
The next Trustee meeting is June 20 and everyone is welcome to attend. Bonnie thanked the Foundation for underwriting the Certificate Ceremony of May 17th. It was a great event that acknowledged our students.
- d) Alumni – Gene Marchu
No report as Gene was absent.
- e) Development Update – Peter Sturgeon
Campus tours will continue to be a focus for the upcoming season. The City of Rancho Mirage has 90 of their commissioners that will be taking the tour in November. Donna Jean challenged all board members to form groups of their contacts to tour the campus.
- f) Auxiliary – Mary Latta
Mary reviewed the Brainstorming session of May 14th. The following dates have been set for events: Fall Luncheon, November 12, 2013 at Morningside CC; December 7, 2013 Chili Cook Off III at Miramonte Resort, February, 2014 Coeta Reception at Greg Germano's; March 21, 2014 Spring Luncheon at Desert Horizon's CC. The focus of all events will be the students.

Mary requested that a \$1,000 donation be made to Desert Best Friends Closet. Connie Golds, President of DBFC, will be the guest speaker at the Spring Luncheon. They will be providing clothing and one-on-one wardrobing services to students who are seeking appropriate career attire for job interviews.

M/S/C Chuck Monell/Susan Hunt to donate \$1,000 to Desert Best Friends Closet

Mary requested that \$3,000 be donated to Girlfriend Factor

M/S/C to donate \$3,000 to Girlfriend Factor to be used for scholarships to COD students.

g) Board report

Donna Jean asked board members for updates.

Several members are interested in sponsoring the Bernadette Peters event.

Members will be speaking with their contacts and encouraging their participation on campus tours. All names will be sent to Kippy.

Bob Chell resigned from the Board.

New Foundation Board Members

Reviewed biographies of Donna MacMillan and JoAnn McGrath, two new candidates for board membership.

M/S/C Diane Gershowitz/Mary Latta to appoint both Donna MacMillan and JoAnn McGrath to the Foundation Board of Directors.

Peter Sturgeon Contract

M/S/C Mary Latta/Susan Hunt to approve the extension of Peter Sturgeon's contract from June 1st to September 30th, 2013

Request for Funding – Child Development Center

The request includes:

A: Replace worn, stained, carpet with flooring:	\$30,000
B: Replace children's personal storage cubbies throughout center (140 children)	\$21,000
C: Photocopy machine	\$7,000
D: Commercial washer & dryer (children's nap bedding, smocks, etc. washed daily)	\$6,500
E: iPads for Master Teachers (child assessments, Data collection, curriculum planning)	\$5,200
F: Outdoor play equipment (replace wagons, trikes Water/sensory tables)	\$3,500
E: Indoor climbing equipment for infants	\$1,500
Total Request:	\$74,700

M/S/C Joan Busick/Peggy Cravens to approve the request for \$74,700.

Request for Funding – KCOD radio

The request includes:

A: Carloid condenser mics	\$ 450
B: Shure mic	\$ 198
C: Mic arms	\$ 450
D: Mic Flags	\$ 125
E: Headphones (studio)	\$ 150

F: Headphones (remotes)	\$ 400
G: Shotgun Mic	\$ 149
H: 4-channel mixer	\$ 300
I: Digital Auto Recorders	\$ 200
J: Production Software	\$ 1,899
K: Professional Digital Camera	\$ 1,500
L: Camera w/ lenses	\$ 1,699
M: Web camera	\$ 100
N: Mac Book	\$ 2,200
O: Wireless Internet Card	\$ 600
P: 6 ft. Table w/ chairs	\$ 80
Q: Vinyl burner	\$ 200
R: Portable PA system	\$ 1,000
Total Request:	\$ 11,700

M/S/C Jean Carrus/John Marman to approve the request for \$11,700

Jean Carrus mentioned that she was having lunch with the KMIR General Manager in the near future. She will ask him about an antenna for KCOD.

Adjournment at 3:50 pm

Minutes taken by Kippy Laflame

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**Investment & Finance Committee Meeting
Thursday, June 13, 2013 – 3:00 p.m.
COD Foundation Board Room**

M I N U T E S

Members Present

Donna Jean Darby, Mary Latta, Russ Russell, Brian Holcombe

Staff/Guests

Jim Hummer, Kippy Laflame, George Holliday, Rondi Edwards, Gary Hall, Perry Zeigler, Ryan Chavez, Jack Fulton., Brian Hsieh

Call to Order

Chair Russ Russell called the meeting to order at 3:05 p.m.

Investment

Economic Outlook and Performance Review

Each committee member received reports from ML and WF (Merrill Lynch, Wells Fargo) of their portfolio review thru May 31, 2013. Committee members discussed that the Foundation should be able to evaluate the performance of our investments based on the target returns mentioned on page 5 of the ISP. "The return objective is an actuarially determined target of 6.0% net of fees". Both Merrill Lynch and Wells Fargo are mandated to use the investing guidance mentioned in the ISP. It is felt however that there should be a weighted benchmark used to evaluate the risk. Both ML and WF will be proposing such a benchmark at the next Investment meeting in September.

Investment portion of meeting was adjourned at 4:15 and the investment managers from ML and WF left conference room.

Finance

A. Review of May Financials

George Holliday, Foundation contract accountant, is here on a weekly basis. Due to this it is a challenge for him to have the Financials ready in time for this meeting. The May financials should be finished later this week and will be emailed to committee members. He requested another week. Committee members agreed to move the scheduled meetings up a week. Kippy will send out revised Outlook invitations to all.

B. The Foundation received an Amoco Stock Certificate dating from 1989 which was found by Bursar's Office. Russ Russell requested that a scan of it be sent to him. He will let us know how to proceed with its redemption.

C. Moore Trust

Foundation received the \$1.2MM (unrestricted) from the Moore Trust in May.

D. Coeta Barker Endowment Fees

Nancy Harris requested an accounting of the Coeta Barker fund. On June 6, 2013, George Holliday, Jim Hummer and Nancy met to discuss the report. According to an arrangement with Ralph Plumb no management fee (approx. \$118,000) should have been charged. Nancy also said that this was not an endowment but was to be used for the maintenance of the building. George researched the file and could not find any information to support this. George and Jim are going to research and follow up with Nancy to establish a clear understanding in writing that would satisfy the donor's intent and provide the foundation documentation. After discussion the committee suggested that Brian Harnik be contacted for legal counsel before both Foundations meet to write a new agreement.

E. Schedule of Net Assets

The Foundation staff will be working on the consolidation of the 284 funds now present on our Schedule of Net Assets. Recommendations will be presented to the committee this Fall.

F. George Holliday recommended the purchase of Sage (our accounting software)

Cloudware which would enable him to work on our financials remotely. The \$1500 expenditure was accepted by the committee.

G. In an effort to clarify the monthly financials, Russ Russell requested that George add a % variance column as well as a one page summary for any extraordinary. This will be covered in their monthly meeting before board meetings.

Adjournment: Meeting adjourned at 5:05 p.m.

Next Meetings Schedule:

- July 18, 2013 from 4:00 – 5:00pm

Minutes taken by Kippy Laflame, Executive Assistant

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

May 31, 2013

Key Financial Information

	<u>May 2012</u>	<u>May 2013</u>
Total Net Assets:	\$ 25,220,163	\$ 23,625,838
 Total Revenue Received July 1, 2012-May 31, 2013:		 <u>\$ 4,368,544</u>
 Permanently Restricted:	 \$ 236,530	
Temporarily Restricted:	\$ 2,061,138	
Unrestricted:	\$ 2,070,876	
 Total Revenue received in May 2013:	 \$ 1,313,306	
 Total Funds transferred to College for Use:		
July 1, 2012 –May 31, 2013:		<u>\$ 739,256</u>
Scholarships:		\$ 449,553
Programs:		\$ 289,703
 Total Funds in endowments: May 2013:		 <u>\$ 16,700,928</u>
 Total Funds in Unrestricted Funds:		 \$ 2,417,974
Carry over from July 2012---balance as of May 2013:		\$ 1,758,355
Ackerman Fund ++(Unrestricted) Balance: May 2013:		\$ 227,011
++ fund for College Classes---\$100,000		

Revenue and Expenditure Comparison			
	Total Revenues to Foundation	Operating Expense Actual	Wages & Salaries
Fiscal Year 2009-2010	1,145,189	984,251	627,590
Fiscal Year 2010-2011	2,479,240	811,422	600,238
Fiscal Year 2011-2012	3,344,880	805,598	544,915
Fiscal Year 2012-2013	4,368,544	921,668	347,293
	Contributions to College	Scholarships	Programs
Fiscal Year 2009-2010	1,689,721	656,010	1,033,711
Fiscal Year 2010-2011	1,345,889	547,082	798,807
Fiscal Year 2011-2012	1,934,770	581,156	1,353,614
Fiscal Year 2012-2013 through 05/31/2013	739,256	449,553	289,703
	5/31/2013	5/31/2012	Change from Prior Fiscal Year
Total Net Assets	25,220,163	23,625,838	1,594,325
Total Endowments	16,700,928	16,217,106	483,822
	Fiscal YTD thru 5/31/2013	Same Period Last Fiscal year	Change from Prior Fiscal Year
Operating Revenue:	2,040,822	825,662	1,215,160
Operating Expenses	929,773	659,504	270,269
Scholarships to College	449,553	604,381	-154,828
Programs to College	289,703	663,808	-374,105
Total Funds to College	739,256	1,268,189	-528,933

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION
MAY 31, 2013
WITH COMPARATIVE TOTALS FOR MAY 31, 2012

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
ASSETS					
Cash and cash equivalents	\$ 1,869,560	\$ 619,309	\$ -	\$ 2,488,869	\$ 2,613,909
Investments	600,000	5,313,169	15,485,133	21,398,302	18,463,555
Pledges receivable	5,000	60,000	872,782	937,782	1,952,212
Accrued interest receivable	15,600	37,939	6,464	60,003	61,125
Property and equipment, net	5,091	-	-	5,091	3,221
FCCC - Scholarship Endowmen	-	14,461	336,549	351,010	336,549
Split interest agreements	-	506,383	-	506,383	587,329
TOTAL ASSETS	\$ 2,495,251	\$ 6,551,261	\$ 16,700,928	\$ 25,747,440	\$ 24,017,900
LIABILITIES					
Accounts payable	\$ 77,277	\$ 450,000	\$ -	\$ 527,277	\$ 221,282
Accrued expenses	-	-	-	-	170,780
TOTAL LIABILITIES	77,277	450,000	-	527,277	392,062
NET ASSETS	2,417,974	6,101,261	16,700,928	25,220,163	23,625,838
Unrestricted:					
Undesignated	1,817,974	-	-	1,817,974	593,214
Board designated	600,000	-	-	600,000	600,000
Temporarily restricted	-	6,101,261	-	6,101,261	6,215,518
Permanently restricted	-	-	16,700,928	16,700,928	16,217,106
NET ASSETS	2,417,974	6,101,261	16,700,928	25,220,163	23,625,838
TOTAL LIABILITIES AND NET ASSETS	\$ 2,495,251	\$ 6,551,261	\$ 16,700,928	\$ 25,747,440	\$ 24,017,900

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR ELEVEN MONTHS ENDED MAY 31, 2013
WITH COMPARATIVE TOTALS FOR MAY 31, 2012

YEAR TO DATE

	Temporarily Permanently			Totals	
	Unrestricted	Restricted	Restricted	(Memorandum Only)	
	Fund	Fund	Fund	2013	2012
REVENUE AND SUPPORT					
Interest	\$ 111,661	\$ 324,007	\$ 35,017	\$ 470,685	\$ 496,680
Donations	46,624	53,709	143	100,476	460,028
Annual Fund	9,775	-	-	9,775	-
Auxiliary donations	12,015	2,000	-	14,015	10,920
COD Alumni donations	-	54,460	-	54,460	177,069
Grants	5,000	50,000	67,014	122,014	201,292
Estate Gifts	1,200,000	446	-	1,200,446	49,344
Capital Campaign	-	35,000	850	35,850	-
Management Services	247,418	-	-	247,418	224,165
Membership	2,000	-	-	2,000	-
Other Income	1,216	1,844	(133)	2,927	120
President's Circle	94,057	-	-	94,057	120,609
Scholarship donations	-	522,679	76,450	599,129	410,892
Special events (net)	320,691	11,025	-	331,716	255,542
TOTAL REVENUE AND SUPPORT	2,050,457	1,055,170	179,341	3,284,968	2,406,661
EXPENDITURES					
Contributions to college	11,841	277,862	-	289,703	663,808
Interfund transfers	732	24,268	(25,000)	-	-
Operating expenses	921,668	237,735	17,460	1,176,863	887,061
Refund Alumni funds (requested)	1,200	73,427	-	74,627	-
Scholarships	350	449,203	-	449,553	604,381
TOTAL EXPENDITURES	935,791	1,062,495	(7,540)	1,990,746	2,155,250
EXCESS OF REVENUE AND SUPPORT					
OVER EXPENDITURES BEFORE					
OTHER INCOME AND EXPENSES	1,114,666	(7,325)	186,881	1,294,222	251,411
OTHER INCOME AND EXPENSES					
Investment gain/(loss), net of					
investment expenses	20,419	1,005,968	57,189	1,083,576	(192,108)
INCREASE (DECREASE) IN NET AS:	\$1,135,085	\$ 998,643	\$ 244,070	\$2,377,798	\$ 59,303

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR CURRENT MONTH ENDED MAY 31, 2013
WITH COMPARATIVE TOTALS FOR MAY 31, 2012

CURRENT MONTH

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
REVENUE AND SUPPORT					
Interest	\$ -	\$ -	\$ -	\$ -	\$ 41,821
Donations	540	25,320	-	25,860	3,302
Auxiliary donations	-	-	-	-	100
COD Alumni donations	-	(1,140)	-	(1,140)	10,540
Capital Campaign	-	-	50	50	-
Estate Gifts	1,200,000	-	-	1,200,000	162
Grants	5,000	-	-	5,000	-
Other Income	-	-	-	-	120
President's Circle	21,500	-	-	21,500	21,219
Membership	1,000	-	-	1,000	-
Scholarship donations	-	16,550	1,000	17,550	91,830
Special events (net)	43,486	-	-	43,486	17,784
TOTAL REVENUE AND SUPPORT	1,271,526	40,730	1,050	1,313,306	186,878
EXPENDITURES					
Contributions to college	3,852	66,912	-	70,764	500,079
Operating expenses	(46,772)	377	-	(46,395)	75,808
Scholarships	-	13,275	-	13,275	21,646
TOTAL EXPENDITURES	(42,920)	80,564	-	37,644	597,533
INCREASE (DECREASE) IN NET ASSETS	\$ 1,314,446	\$ (39,834)	\$ 1,050	\$ 1,275,662	\$ (410,655)

**COLLEGE OF THE DESERT FOUNDATION
SUMMARY REPORT
FOR CURRENT MONTH ENDED 05/31/2013
WITH COMPARATIVE TOTALS FOR YTD 05/31/2012**

	One Month Actual	YTD Actual	Total Annual Budget	Budget Remaining	04/30/201 2	
Revenue						
President's Circle	22,500	96,057	130,000	33,943	99,390	
Business Council	-	-	60,000	60,000	-	
Scholarships	-	(2,000)	-	2,000	-	
Annual Fund/Direct Mail	-	9,775	35,000	25,225	-	
Auxiliary/Membership	-	12,015	30,000	17,985	10,820	
Auxiliary Special Events (net)	3,195	64,174	60,000	(4,174)	78,476	
Individual Gifts	1,200,540	1,244,124	100,000	(1,144,124)	90,304	
Estate Gifts	-	-	-	-	-	
McCallum Events (net)	-	-	-	-	-	
Barry Manilow (*Rita/Lt.Dan)	-	49,723	60,000	10,277	102,440	*
Stepping Out for COD	40,291	151,570	60,000	(91,570)	84,945	
Other	-	48,638	100,000	51,362	(28,103)	
Title V reimbursement	5,000	5,000	59,350	54,350	48,104	
Interest	-	111,661	135,600	23,939	115,121	
Management Services	-	250,085	300,000	49,915	224,165	
Total Revenue	1,271,526	2,040,822	1,129,950	(910,872)	825,662	
Expenditures						
President's Circle	1,975	11,233	5,000	(6,233)	14,305	
Auxiliary/Membership		8,816	5,000	(3,816)	3,936	
Auditor		19,750	16,750	(3,000)	14,000	
Bank Charges	166	6,493	7,000	507	7,186	
Board/Staff Training	1,426	6,785	1,000	(5,785)	1,841	
Repairs & Maintenance		583	1,000	417	385	
Marketing	(115,994)	110,759	150,000	39,241	700	
Donor Development	2,599	62,209	10,000	(52,209)	6,154	
Equipment Lease	675	5,962	7,500	1,538	4,315	
Other		807	1,000	193	17,433	
Insurance D & O		5,219	5,500	281	5,150	
Legal/Financial/Professional	20	40,755	1,000	(39,755)	180	
Membership Dues		875	1,000	125	425	
Office Supplies & Equipment	777	8,555	14,000	5,445	12,524	
Postage	2,479	3,370	2,000	(1,370)	776	
President's Fund	60	5,562	60,000	54,438	60,000	
Printing/Design/Graphics		14,009	10,000	(4,009)	3,519	
Recognition		4,857	5,000	143	4,431	
Service Contracts	58	3,671	4,500	829	933	
Staff Mileage Reimburse		-	1,000	1,000	388	
Subscriptions & Publications		55	1,000	945	65	
Telephone	104	1,075	1,200	125	1,648	
Travel	9,159	10,355	-	(10,355)	-	
Wages & Benefits	28,825	347,293	585,000	237,707	455,493	
Independent Contractors	20,899	249,056	229,000	(20,056)	39,886	
Kay Hazen & Co.		90,249	-	-	-	
Maryanov Madsen	6,000	31,800	-	-	-	
Mtn View Bookkeeping	7,899	47,829	-	-	-	
Peter Sturgeon	7,000	77,509	-	-	-	
Website		1,669	5,500	3,831	3,831	
Total Expenditures before Contributions	(46,772)	929,773	1,129,950	200,177	659,504	
Contributions to College	3,852	(4,349)				
Realized/Unrealized Gains	-	(20,419)				
Interfund transfer	-	732				
Total Expenditures	(42,920)	905,737				
Excess or (Deficit)	1,314,446	1,135,085				
General Fund Carryover from 6/30/12		623,270				
Total excess at 04/30/2013		1,758,355				
Ackerman Fund		227,011				

College of the Desert Foundation
Event Summary
As of 5/31/2013

	Revenues	Expenditures	Total
Balances:			
Fall Luncheon			
Special Event Income	3,615.00	0.00	3,615.00
Auxiliary Tributes	65.00	0.00	65.00
Special Event Expenses	0.00	(4,206.58)	(4,206.58)
Auxiliary Expenses	<u>0.00</u>	(50.00)	(50.00)
Total Fall Luncheon	3,680.00	(4,256.58)	(576.58)
Spring Luncheon			
Special Event Income	8,130.00	0.00	8,130.00
Auxiliary Expenses	0.00	(2,658.55)	(2,658.55)
Printing/Design/Graphics	0.00	(325.00)	(325.00)
Printing - Auxiliary	<u>0.00</u>	(590.22)	(590.22)
Total Spring Luncheon	8,130.00	(3,573.77)	4,556.23
PRESIDENTS CIRCLE EVENT			
Printing/Design/Graphics	<u>0.00</u>	(500.00)	(500.00)
Total PRESIDENTS CIRCLE E	0.00	(500.00)	(500.00)
COETA BARKER TEA			
Special Event Income	5,665.00	0.00	5,665.00
Special Event Expenses	0.00	(942.59)	(942.59)
Auxiliary Expenses	<u>0.00</u>	(3,468.76)	(3,468.76)
Total COETA BARKER TEA	5,665.00	(4,411.35)	1,253.65
One Enchanted Evening II			
Special Event Expenses	<u>0.00</u>	(40.00)	(40.00)
Total One Enchanted Evening I	0.00	(40.00)	(40.00)
Lt. Dan Band			
Refunds	<u>0.00</u>	<u>300.00</u>	<u>300.00</u>
Total Lt. Dan Band	0.00	300.00	300.00
Chili Cook Off			
Donations - Auxiliary	700.00	0.00	700.00
Special Event Income	88,102.11	0.00	88,102.11
Special Event Expenses	0.00	(21,296.87)	(21,296.87)
Marketing	0.00	(180.00)	(180.00)
Development	<u>0.00</u>	(534.60)	(534.60)
Total Chili Cook Off	88,802.11	(22,011.47)	66,790.64
MINI CAMPAIGNS			
Special Event Income	<u>2,361.56</u>	<u>0.00</u>	<u>2,361.56</u>
Total MINI CAMPAIGNS	2,361.56	0.00	2,361.56

College of the Desert Foundation
Event Summary
As of 5/31/2013

	Revenues	Expenditures	Total
Barry Manilow			
Donations	1,500.00	0.00	1,500.00
Special Event Income	147,350.00	0.00	147,350.00
Special Event Expenses	0.00	(97,627.50)	(97,627.50)
Refunds	<u>0.00</u>	<u>(1,500.00)</u>	<u>(1,500.00)</u>
Total Barry Manilow	148,850.00	(99,127.50)	49,722.50
Presidential Inaugural Conference			
Special Event Expenses	<u>0.00</u>	<u>(6,956.64)</u>	<u>(6,956.64)</u>
Total Presidential Inaugural	0.00	(6,956.64)	(6,956.64)
Stepping Out for COD			
Donations	6,000.00	0.00	6,000.00
Special Event Income	249,586.28	0.00	249,586.28
Special Event Expenses	0.00	(40,620.56)	(40,620.56)
Postage	0.00	(2,445.58)	(2,445.58)
Printing/Design/Graphics	0.00	(2,293.43)	(2,293.43)
Marketing	0.00	(12,901.15)	(12,901.15)
Recognition	0.00	(756.00)	(756.00)
Professional Fees	0.00	(15,000.00)	(15,000.00)
Independent Contractors	<u>0.00</u>	<u>(30,000.00)</u>	<u>(30,000.00)</u>
Total Stepping Out for COD	255,586.28	(104,016.72)	151,569.56
VETERAN'S CENTER RIBBON CUTTING			
Special Event Expenses	0.00	(4,858.50)	(4,858.50)
Scholarships	<u>0.00</u>	<u>(350.00)</u>	<u>(350.00)</u>
Total VETERAN'S CENTER RI	<u>0.00</u>	<u>(5,208.50)</u>	<u>(5,208.50)</u>
Total Balances:	<u>513,074.95</u>	<u>(249,802.53)</u>	<u>263,272.42</u>

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

June 30, 2013

Key Financial Information

	June 2012	June 2013
Total Net Assets:	\$ 24,000,688	\$ 22,678,106
Total Revenue Received July 1, 2012-June 30, 2013:		<u>\$ 3,943,602</u>
Permanently Restricted:	\$ 207,869	
Temporarily Restricted:	\$ 1,569,775	
Unrestricted:	\$ 2,165,958	
Total Revenue received in June 2013:	\$ (429,702)	
Total Funds transferred to College for Use:		
July 1, 2012 – June 30, 2013:		<u>\$ 1,330,083</u>
Scholarships:		\$ 524,775
Programs:		\$ 805,308
Total Funds in endowments: June 2013:		<u>\$ 16,671,712</u>
Total Funds in Unrestricted Funds:		\$ 2,313,432
Carry over from July 2012---balance as of June 2013:		\$ 1,713,432
Ackerman Fund (Unrestricted) Balance: June 2013:		\$ 118,242

Revenue and Expenditure Comparison			
	Total Revenues to Foundation	Operating Expense Actual	Wages & Salaries
Fiscal Year 2009-2010	1,145,189	984,251	627,590
Fiscal Year 2010-2011	2,479,240	811,422	600,238
Fiscal Year 2011-2012	3,344,880	805,598	544,915
Fiscal Year 2012-2013	3,943,602	1,034,789	411,538
	Contributions to College	Scholarships	Programs
Fiscal Year 2009-2010	1,689,721	656,010	1,033,711
Fiscal Year 2010-2011	1,345,889	547,082	798,807
Fiscal Year 2011-2012	1,934,770	581,156	1,353,614
Fiscal Year 2012-2013	1,330,083	524,775	805,308
	6/30/2013	6/30/2012	Change from Prior Fiscal Year
Total Net Assets	24,000,688	22,678,106	1,322,582
Total Endowments	16,671,712	16,204,823	466,889
	Fiscal YTD thru 6/30/2013	Same Period Last Fiscal year	Change from Prior Fiscal Year
Operating Revenue:	2,183,311	825,662	1,357,649
Operating Expenses	1,034,788	659,504	375,284
Scholarships to College	524,775	578,602	-53,827
Programs to College	805,308	1,356,170	-550,862
Total Funds to College	1,330,083	1,934,772	-604,689

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013
WITH COMPARATIVE TOTALS FOR JUNE 30, 2012

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
ASSETS					
Cash and cash equivalents	\$ 1,795,404	\$ 560,215	\$ -	\$ 2,355,619	\$ 3,079,037
Investments	600,000	4,724,561	15,456,400	20,780,961	18,136,589
Pledges receivable	5,000	60,000	872,299	937,299	1,532,889
Accrued interest receivable	15,600	37,939	6,464	60,003	60,003
Property and equipment, net	5,091	-	-	5,091	4,114
FCCC - Scholarship Endowmen	-	14,461	336,549	351,010	336,549
Split interest agreements	-	506,383	-	506,383	544,106
TOTAL ASSETS	\$ 2,421,095	\$ 5,903,559	\$ 16,671,712	\$ 24,996,366	\$ 23,693,287
LIABILITIES					
Accounts payable	\$ 107,663	\$ 888,015	\$ -	\$ 995,678	\$ 835,352
Accrued expenses	-	-	-	-	179,829
TOTAL LIABILITIES	107,663	888,015	-	995,678	1,015,181
NET ASSETS	2,313,432	5,015,544	16,671,712	24,000,688	22,678,106
Unrestricted:					
Undesignated	1,713,432	-	-	1,713,432	531,031
Board designated	600,000	-	-	600,000	600,000
Temporarily restricted	-	5,015,544	-	5,015,544	5,342,252
Permanently restricted	-	-	16,671,712	16,671,712	16,204,823
NET ASSETS	2,313,432	5,015,544	16,671,712	24,000,688	22,678,106
TOTAL LIABILITIES AND NET ASSETS	\$ 2,421,095	\$ 5,903,559	\$ 16,671,712	\$ 24,996,366	\$ 23,693,287

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR TWELVE MONTHS ENDED JUNE 30, 2013
WITH COMPARATIVE TOTALS FOR JUNE 30, 2012

YEAR TO DATE

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
REVENUE AND SUPPORT					
Interest	\$ 149,693	\$ 422,602	\$ 43,940	\$ 616,235	\$ 553,055
Donations	45,708	83,035	143	128,886	744,117
Annual Fund	9,775	-	-	9,775	-
Auxiliary donations	12,015	2,000	-	14,015	13,020
COD Alumni donations	-	54,460	-	54,460	177,069
Grants	5,000	50,000	67,014	122,014	221,692
Estate Gifts	1,200,000	446	-	1,200,446	1,255
Capital Campaign	-	35,000	8,400	43,400	-
Management Services	332,208	-	-	332,208	304,297
Membership	2,000	-	-	2,000	-
Other Income	1,216	1,844	(133)	2,927	120
President's Circle	105,088	-	-	105,088	126,378
Scholarship donations	-	526,804	76,450	603,254	429,583
Special events (net)	320,608	10,928	-	331,536	218,732
TOTAL REVENUE AND SUPPORT	2,183,311	1,187,119	195,814	3,566,244	2,789,318
EXPENDITURES					
Contributions to college	30,848	774,460	-	805,308	1,356,170
Interfund transfers	732	24,268	(25,000)	-	-
Operating expenses	1,034,789	322,561	18,016	1,375,366	992,632
Refund Alumni funds (requested)	-	74,587	-	74,587	-
Scholarships	64,100	460,675	-	524,775	578,602
TOTAL EXPENDITURES	1,130,469	1,656,551	(6,984)	2,780,036	2,927,404
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES					
	1,052,842	(469,432)	202,798	786,208	(138,086)
OTHER INCOME AND EXPENSES					
Investment gain/(loss), net of investment expenses	(17,353)	382,656	12,055	377,358	(750,344)
INCREASE (DECREASE) IN NET ASSETS	\$ 1,035,489	\$ (86,776)	\$ 214,853	\$ 1,163,566	\$ (888,430)

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR CURRENT MONTH ENDED JUNE 30, 2013
WITH COMPARATIVE TOTALS FOR JUNE 30, 2012

CURRENT MONTH

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
REVENUE AND SUPPORT					
Interest	\$ 38,032	\$ 98,595	\$ 8,923	\$ 145,550	\$ 56,375
Donations	166	27,794		27,960	284,089
Auxiliary donations				-	2,100
Capital Campaign			7,550	7,550	-
Estate Gifts				-	(48,089)
Management Services	84,790			84,790	80,132
Grants				-	20,400
President's Circle	8,276			8,276	5,769
Membership				-	-
Scholarship donations		3,345		3,345	18,691
Special events (net)	(883)	(72)		(955)	(36,810)
TOTAL REVENUE AND SUPPORT	130,381	129,662	16,473	276,516	382,657
EXPENDITURES					
Contributions to college	19,007	496,599	-	515,606	692,362
Operating expenses	113,120	84,825	556.00	198,501	105,571
Refunds	-	1,160	-	1,160	-
Scholarships	63,750	11,472	-	75,222	(25,779)
TOTAL EXPENDITURES	195,877	594,056	556	790,489	772,154
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES					
	(65,496)	(464,394)	15,917	(513,973)	(389,497)
OTHER INCOME AND EXPENSES					
Investment gain/(loss), net of investment expenses	(37,772)	(623,312)	(45,134)	(706,218)	(558,236)
INCREASE (DECREASE) IN NET AS	\$ (103,268)	\$(1,087,706)	\$ (29,217)	\$(1,220,191)	\$ (947,733)

COLLEGE OF THE DESERT FOUNDATION
SUMMARY REPORT
FOR CURRENT MONTH ENDED 06/30/2013
WITH COMPARATIVE TOTALS FOR YTD 06/30/2012

	One Month Actual	YTD Actual	Total Annual Budget	Budget Remaining	YTD Actual 06/30/2012
Revenue					
President's Circle	8,276	105,088	130,000	24,912	99,390
Business Council	-	-	60,000	60,000	-
Scholarships	-	-	-	-	-
Annual Fund/Direct Mail	-	9,775	35,000	25,225	-
Auxiliary/Membership	-	12,015	30,000	17,985	10,820
Auxiliary Special Events (net)	3,195	71,615	60,000	(11,615)	78,476
Individual Gifts	166	46,257	100,000	53,743	90,304
Estate Gifts	-	1,200,000	-	(1,200,000)	-
McCallum Events (net)	-	-	-	-	-
Barry Manilow (*Rita/Lt.Dan)	-	49,723	60,000	10,277	102,440 *
Stepping Out for COD	(2,700)	148,870	60,000	(88,870)	84,945
Other	(1,378)	50,400	100,000	49,600	(28,103)
Title V reimbursement	-	5,000	59,350	54,350	48,104
Interest	38,032	149,693	135,600	(14,093)	115,121
Management Services	84,790	334,875	300,000	(34,875)	224,165
Total Revenue	130,381	2,183,311	1,129,950	(1,053,361)	825,662
Expenditures					
President's Circle	1,944	13,177	5,000	(8,177)	14,305
Auxiliary/Membership	4,000	12,816	5,000	(7,816)	3,936
Auditor	-	19,750	16,750	(3,000)	14,000
Bank Charges	173	6,666	7,000	334	7,186
Board/Staff Training	-	6,785	1,000	(5,785)	1,841
Repairs & Maintenance	-	583	1,000	417	385
Marketing	9,879	121,790	150,000	28,210	700
Donor Development	2,559	64,768	10,000	(54,768)	6,154
Equipment Lease	741	6,704	7,500	796	4,315
Other	-	807	1,000	193	17,433
Insurance D & O	-	5,219	5,500	281	5,150
Legal/Financial/Professional	-	40,755	1,000	(39,755)	180
Membership Dues	-	875	1,000	125	425
Office Supplies & Equipment	361	8,916	14,000	5,084	12,524
Postage	1,459	4,830	2,000	(2,830)	776
President's Fund	9,644	15,206	60,000	44,794	60,000
Printing/Design/Graphics	1,500	15,509	10,000	(5,509)	3,519
Recognition	4,900	10,217	5,000	(5,217)	4,431
Service Contracts	64	3,736	4,500	764	933
Staff Mileage Reimburse	-	-	1,000	1,000	388
Subscriptions & Publications	197	252	1,000	748	65
Telephone	104	1,204	1,200	(4)	1,648
Travel	9,159	10,355	-	(10,355)	-
Wages & Benefits	35,420	411,538	585,000	173,462	455,493
Independent Contractors	31,016	250,661	229,000	(21,661)	39,886
Kay Hazen & Co.	10,117	91,401	-	-	-
Maryanov Madsen	6,000	37,800	-	-	-
Mtn View Bookkeeping	7,899	55,728	-	-	-
Peter Sturgeon	7,000	84,509	-	-	-
Website	-	1,669	5,500	3,831	3,831
Total Expenditures before Contributions	113,120	1,034,788	1,129,950	95,162	659,504
Contributions to College	19,007	30,848			
Scholarships	63,750	64,100			
Realized/Unrealized Gains	37,772	17,353			
Interfund transfer	-	732			
Total Expenditures	233,649	1,147,821			
Excess or (Deficit)	(103,268)	1,035,490			
General Fund Carryover from 6/30/12		677,942			
Total excess at 06/30/2013		1,713,432			
Ackerman Fund		118,242			

College of the Desert Foundation
Event Summary
As of 06/30/2013

	Revenues	Expenditures	Total
Balances:			
Fall Luncheon			
Special Event Income	3,615.00	0.00	3,615.00
Auxiliary Tributes	65.00	0.00	65.00
Special Event Expenses	0.00	(4,206.58)	(4,206.58)
Auxiliary Expenses	0.00	(50.00)	(50.00)
Total Fall Luncheon	3,680.00	(4,256.58)	(576.58)
Spring Luncheon			
Special Event Income	8,130.00	0.00	8,130.00
Auxiliary Expenses	0.00	(2,658.55)	(2,658.55)
Printing/Design/Graphics	0.00	(325.00)	(325.00)
Printing - Auxiliary	0.00	(590.22)	(590.22)
Total Spring Luncheon	8,130.00	(3,573.77)	4,556.23
PRESIDENTS CIRCLE EVENT			
Printing/Design/Graphics	0.00	(500.00)	(500.00)
Total PRESIDENTS CIRCLE EVENT	0.00	(500.00)	(500.00)
COETA BARKER TEA			
Special Event Income	5,665.00	0.00	5,665.00
Special Event Expenses	0.00	(942.59)	(942.59)
Auxiliary Expenses	0.00	(3,468.76)	(3,468.76)
Printing	0.00	(409.33)	(409.33)
Total COETA BARKER TEA	5,665.00	(4,820.68)	844.32
One Enchanted Evening II			
Special Event Expenses	0.00	(40.00)	(40.00)
Total One Enchanted Evening II	0.00	(40.00)	(40.00)
Lt. Dan Band			
Refunds	0.00	300.00	300.00
Total Lt. Dan Band	0.00	300.00	300.00
Chili Cook Off			
Donations - Auxiliary	700.00	0.00	700.00
Special Event Income	88,102.11	0.00	88,102.11
Special Event Expenses	0.00	(21,296.87)	(21,296.87)
Marketing	0.00	(180.00)	(180.00)
Development	0.00	(534.60)	(534.60)
Total Chili Cook Off	88,802.11	(22,011.47)	66,790.64
MINI CAMPAIGNS			
Special Event Income	2,361.56	0.00	2,361.56
Total MINI CAMPAIGNS	2,361.56	0.00	2,361.56

College of the Desert Foundation
Event Summary
As of 06/30/2013

	Revenues	Expenditures	Total
Barry Manilow			
Donations	1,500.00	0.00	1,500.00
Special Event Income	147,350.00	0.00	147,350.00
Special Event Expenses	0.00	(97,627.50)	(97,627.50)
Refunds	0.00	(1,500.00)	(1,500.00)
Total Barry Manilow	148,850.00	(99,127.50)	49,722.50
Presidential Inaugural Conference			
Special Event Expenses	0.00	(6,956.64)	(6,956.64)
Total Presidential Inaugural	0.00	(6,956.64)	(6,956.64)
Stepping Out for COD			
Donations	6,000.00	0.00	6,000.00
Special Event Income	251,186.28	0.00	251,186.28
Special Event Expenses	0.00	(43,061.34)	(43,061.34)
Postage	0.00	(2,445.58)	(2,445.58)
Printing/Design/Graphics	0.00	(2,733.66)	(2,733.66)
Marketing	0.00	(1,420.15)	(14,320.15)
Recognition	0.00	(756.00)	(756.00)
Professional Fees	0.00	(15,000.00)	(15,000.00)
Independent Contractors	0.00	(30,000.00)	(30,000.00)
Total Stepping Out for COD	257,186.28	(108,316.73)	148,869.55
VETERAN'S CENTER RIBBON CUTTING			
Special Event Expenses	0.00	(4,858.50)	(4,858.50)
Scholarships	0.00	(350.00)	(350.00)
Total VETERAN'S CENTER R	0.00	(5,208.50)	(5,208.50)
Total Balances:	<u>514,674.95</u>	<u>254,511.87</u>	<u>260,163.08</u>

COLLEGE OF THE DESERT FOUNDATION

**FINANCIAL SUMMARY
(UNAUDITED)**

July 31, 2013

Key Financial Information

	<u>July 2013</u>	<u>July 2012</u>
Total Net Assets:	\$ 24,354,312	\$ 23,502,378
 Total Revenue Received July 1, 201-July 31, 2013:		 <u>\$ 61,794</u>
 Permanently Restricted:	 \$ 28,252	
Temporarily Restricted:	\$ 23,317	
Unrestricted:	\$ 10,225	
 Total Revenue received in June 2013:	 \$ (429,702)	
 Total Funds transferred to College for Use:		
July 1, 2013 – July 31, 2013:	<u>\$ 322</u>	
Scholarships:	\$ -	
Programs:	\$ 322	
 Total Funds in endowments: July 2013:	 <u>\$ 16,724,379</u>	
 Total Funds in Unrestricted Funds:	 \$ 2,315,129	
Carry over from June 2013---balance as of July 2013:	\$ 1,681,053	
Ackerman Fund (Unrestricted) Balance: July 2013:	\$ 118,242	

Revenue and Expenditure Comparison			
	Total Revenues to Foundation	Operating Expense Actual	Wages & Salaries
Fiscal Year 2010-2011	2,479,240	811,422	600,238
Fiscal Year 2011-2012	3,344,880	805,598	544,915
Fiscal Year 2012-2013	3,943,602	1,034,789	411,538
Fiscal Year 2013-2014	61,794	43,880	31,741
	Contributions to College	Scholarships	Programs
Fiscal Year 2010-2011	1,345,889	547,082	798,807
Fiscal Year 2011-2012	1,934,770	581,156	1,353,614
Fiscal Year 2012-2013	1,330,083	524,775	805,308
Fiscal Year 2013-2014	322	0	322
	7/31/2013	7/31/2012	Change from Prior Fiscal Year
Total Net Assets	24,354,312	23,502,378	851,934
Total Endowments	16,724,379	16,313,065	411,314
	Fiscal YTD thru 6/30/2013	Same Period Last Fiscal year	Change from Prior Fiscal Year
Operating Revenue:	10,225	53,840	-43,615
Operating Expenses	43,879	51,834	-7,955
Scholarships to College	0	12,500	-12,500
Programs to College	322	5,905	-5,583
Total Funds to College	322	18,405	-18,083

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION
JULY 31, 2013
WITH COMPARATIVE TOTALS FOR JULY 31, 2012

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
ASSETS					
Cash and cash equivalents	\$ 1,789,625	\$ 92,581	\$ -	\$ 1,882,206	\$ 2,843,657
Investments	600,000	4,944,611	15,457,283	21,001,894	17,913,127
Pledges receivable	5,000	(12,500)	924,083	916,583	2,276,780
Accrued interest receivable	15,600	37,939	6,464	60,003	61,167
Property and equipment, net	5,191	-	-	5,191	3,221
FCCC - Scholarship Endowmen	-	15,165	336,549	351,714	336,549
Split interest agreements	-	506,383	-	506,383	587,329
TOTAL ASSETS	\$ 2,415,416	\$ 5,584,179	\$ 16,724,379	\$ 24,723,974	\$ 24,021,830
LIABILITIES					
Accounts payable	\$ 100,287	\$ 269,375	\$ -	\$ 369,662	\$ 379,066
Accrued expenses	-	-	-	-	140,386
TOTAL LIABILITIES	100,287	269,375	-	369,662	519,452
NET ASSETS	2,315,129	5,314,804	16,724,379	24,354,312	23,502,378
Unrestricted:					
Undesignated	1,715,129	-	-	1,715,129	604,819
Board designated	600,000	-	-	600,000	600,000
Temporarily restricted	-	5,314,804	-	5,314,804	5,984,494
Permanently restricted	-	-	16,724,379	16,724,379	16,313,065
NET ASSETS	2,315,129	5,314,804	16,724,379	24,354,312	23,502,378
TOTAL LIABILITIES AND NET ASSETS	\$ 2,415,416	\$ 5,584,179	\$ 16,724,379	\$ 24,723,974	\$ 24,021,830

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR ONE MONTH ENDED JULY 31, 2013
WITH COMPARATIVE TOTALS FOR JULY 31, 2012

YEAR TO DATE

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
REVENUE AND SUPPORT					
Interest	\$ -	\$ -	\$ -	\$ -	\$ 52,059
Donations	5,000	15,000	-	20,000	231
Annual Fund	-	-	-	-	-
Auxiliary donations	7,750	-	-	7,750	5,950
COD Alumni donations	-	-	-	-	-
Grants	-	(49)	-	(49)	-
Estate Gifts	-	-	-	-	-
Capital Campaign	-	-	883	883	-
Management Services	-	-	-	-	-
Membership	-	-	-	-	-
Other Income	-	-	-	-	-
President's Circle	5,700	-	-	5,700	2,214
Scholarship donations	-	8,366	27,369	35,735	-
Special events (net)	(8,225)	-	-	(8,225)	(6,614)
TOTAL REVENUE AND SUPPORT	10,225	23,317	28,252	61,794	53,840
EXPENDITURES					
Contributions to college	422	(100)	-	322	5,905
Interfund transfers	-	14,070	(14,070)	-	-
Operating expenses	43,880	-	-	43,880	51,834
Refund Alumni funds (requested)	-	-	-	-	-
Scholarships	-	-	-	-	12,500
TOTAL EXPENDITURES	44,302	13,970	(14,070)	44,202	70,239
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES					
	(34,077)	9,347	42,322	17,593	(16,399)
OTHER INCOME AND EXPENSES					
Investment gain/(loss), net of investment expenses	-	-	-	-	-
INCREASE (DECREASE) IN NET AS:	\$ (34,077)	\$ 9,347	\$ 42,322	\$ 17,593	\$ (16,399)

**COLLEGE OF THE DESERT FOUNDATION
SUMMARY REPORT
FOR CURRENT MONTH ENDED 07/31/2013
WITH COMPARATIVE TOTALS FOR YTD 07/31/2012**

	One Month Actual	YTD Actual	Total Annual Budget	Budget Remaining	YTD Actual 07/31/2012
Revenue					
President's Circle	5,700	5,700	215,000	209,300	2,214
Annual Fund/Direct Mail	-	-	30,000	30,000	-
Auxiliary/Membership	7,750	7,750	16,000	8,250	5,950
Individual Gifts	5,000	5,000	210,000	205,000	231
McCallum Events (net)					
Barry Manilow (*Rita/Lt.Dan)	-	-		-	*
Stepping Out for COD	-	-		-	
Other	(8,225)	(8,225)	327,000	335,225	(6,614)
Title V reimbursement	-	-	100,000	100,000	-
Interest	-	-	100,000	100,000	-
Management Services	-	-	280,000	280,000	52,059
Total Revenue	10,225	10,225	1,278,000	1,267,775	53,840
Expenditures					
President's Circle			5,000	5,000	
Annual Fund/Direct Mail			20,000	20,000	
Annual Report			10,000	10,000	
Auxiliary/Membership			5,000	5,000	
Auditor			20,000	20,000	
Bank Charges	383	383	5,000	4,617	1,240
Board/Staff Training			5,000	5,000	
Repairs & Maintenance			2,000	2,000	
Marketing			86,000	86,000	
Donor Development			10,000	10,000	613
Equipment Lease			8,000	8,000	33
Insurance D & O			5,000	5,000	
Legal/Financial/Professional	8,677	8,677		(8,677)	120
Membership Dues			2,000	2,000	
Office Supplies & Equipment	75	75	10,000	9,925	243
Planned Giving			10,000	10,000	
Postage			3,000	3,000	49
President's Fund			20,000	20,000	
Printing/Design/Graphics			10,000	10,000	
Recognition	25	25	30,000	29,975	850
Service Contracts	2,901	2,901	4,500	1,599	
Staff Mileage Reimburse			3,000	3,000	
Subscriptions & Publications			2,000	2,000	
Telephone	77	77	3,500	3,423	
Wages & Benefits	31,742	31,741	665,000	633,259	48,628
Independent Contractors			330,000	330,000	
Kay Hazen & Co.			144,000	-	
Maryanov Madsen			80,000	-	
Mtn View Bookkeeping			48,000	-	
Casey Strachan			48,000	-	
Website			4,000	4,000	58
Total Expenditures before Contributions	43,880	43,879	1,278,000	1,234,121	51,834
Contributions to College	422	422			
Scholarships	-	-			
Realized/Unrealized Gains	-	-			
Interfund transfer	-	-			
Total Expenditures	44,302	44,301			
Excess or (Deficit)	(34,077)	(34,076)			
General Fund Carryover from 06/30/2013		1,715,129			
Total excess at 07/31/2013		1,681,053			
Ackerman Fund		118,242			

College of the Desert Foundation
Event Summary
As of 07/31/2013

	<u>Revenues</u>	<u>Expenditures</u>	<u>Total</u>
Balances:			
Chili Cook Off			
Special Event Expenses	<u>0.00</u>	<u>(4,125.00)</u>	<u>(4,125.00)</u>
Total Chili Cook Off	0.00	(4,125.00)	(4,125.00)
MINI CAMPAIGNS			
Special Event Expenses	<u>0.00</u>	<u>(4,100.00)</u>	<u>(4,100.00)</u>
Total MINI CAMPAIGNS	0.00	(4,100.00)	(4,100.00)
Total Balances:	<u>0.00</u>	<u>(8,225.00)</u>	<u>(8,225.00)</u>

To: Jim

From: Staff

Date: September 10, 2013

RE: SCHEDULE OF NET ASSETS CLEAN UP

We were tasked to review the Schedule of Net Assets and to try to understand why we had numerous Fund accounts that had a negative balance, a zero balance, had gone unused for years or had never been used. We had so many funds (347) that it was taking time and money to account for them all. These funds consisted of unused scholarships; unused program support funds and funds with titles which were unrecognizable. When we started the review of the Schedule of Net Assets, we had;

- 11 Unrestricted Funds – includes the General Fund and Board Designated
- 258 Temporarily Restricted Funds – includes Scholarships & designated Program support
- 16 Trust/Estate Funds – includes CRT's and Gift Annuities
- 62 Permanently Restricted Funds – includes Endowment and Capital Campaign Funds

Stage 1 - Determine the background and history of all the funds. We contacted the Financial Aid Office to provide information that they held on any of our funds. We sent our student worker over to their office to search their files. We searched active and dead files both paper and electronic. We turned over every stone and matched the found information with the funds.

Stage 2 – Quickly identify funds that could be easily recommended for closure or consolidation. We reviewed funds that had never been used for various reasons, we reviewed funds that held a zero balance, and we reviewed funds that supported programs that were never established or that ceased years ago.

Stage 3 – With the funds discovered in Stage 2, create a spreadsheet that list the “low hanging fruit Funds”, including the Fund current balance, the history/background of the Fund, and staff's recommendation for the Fund to the Finance Committee. Next, present the findings to the Finance Committee.

Stage 4 – Identify funds that require some further review and research before recommendations can be made to the Finance Committee. These Funds would be ones that it is necessary for staff to contact the donor to make revisions that allow the fund to be used/consolidated, or are missing background/history or where the donor contact information is dated or lost. As time warrants, staff will continue the research on these funds to further insure funds that exist are able to be expended or meet an existing need rather than languishing in an inactive account.

Results

Staff has identified 50 easy changes to the Funds in Stage 2 and has made the following recommendations to the Finance Committee.

1. **Recommendation: Close Zero balance Funds.** 7 Funds have carried a zero balance and had no activity for many years.

2. **Recommendation: Transfer Funds to a similar account and close.** 29 funds have had no activity, in some cases, ever. Others which have had no activity are very similar to other existing funds.
3. **Recommendation: Negative Balance Funds –Zero and Close.** 5 funds carry a negative balance and are not expected to have any additional monies added. Make the adjustment to bring the account to zero and close the account.
4. **Recommendation: Award balance and then close the fund.** Financial Aid will be asked to award scholarships in 2 funds which will deplete account. It will then be closed.
5. **Recommendation: Rename Fund to improve use.** 3 Funds have not been used due to a confusing name. Renaming the fund to more directly reflect its intended use.
6. **Recommendation: Negative Balance – Hold to rebuild award.** One fund currently carries a negative balance. The fund is tied to an endowment. Withhold the award for a year and reassess.
7. **Recommendation: Finance Committee review and policy needed.** Two large funds continue to be mistimed in revenue received and offsetting expenditures resulting in an increasing loss in the account. Guidance is required.
8. **Recommendation: Use an existing general student scholarship account to act as “catch-all” for some of the fund transfers.** The minimal balance is some of the smaller accounts that are being closed will need to be transferred to a catch all fund.

Dear Board Member,

The supporting documentation for the consolidation of the Chart of Net Assets report is rather large (17*11). These 2 pages have been included as a separate item in your board packet envelope.

Regards

Kippy Laflame



TABLE OF CONTENTS

CHAPTER 1 – BACKGROUND

1. Mission Statement
2. Nonprofit Determination Letter
3. IRS Form 990/CA Form 199 – see Appendix A
4. Financial Statements – see Appendix B
5. AG's Registry of Charitable Trusts (missing)
6. Statement of Information, California Secretary of State
7. IRS Form 5768 (missing, do we need)
8. Audit Procedure (Kippy to prepare with George)

CHAPTER 2 – BOARD AND COMMITTEES

1. COD Organization Chart
2. COD Foundation Organization Chart
3. Bylaws
4. Contract Review and Authorization Process
5. Board Agenda Process
6. The Brown Act
7. Conflict of Interest Policy
8. Confidentiality Policy
9. Board Member Obligations
10. Board of Director Information Form
11. Board Packets
12. Board Meeting Dates
13. Board Roster
14. Board and Committee Meetings
15. Committee Meeting Dates
16. Academic Angels Executive Committee
17. Ad Hoc Stewardship and Donor Recognition Committee
18. Ad Hoc Marketing Committee
19. Ad Hoc McCallum Event Committee
20. Ad Hoc Special Events Fundraising Committee
21. Audit Committee
22. Finance and Investment Committee
23. Nominating Committee
24. Resource Development Committee

CHAPTER 3 – PROGRAMS

1. Goals and Strategies – see Strategic Plan (separate binder)
2. Annual Giving Programs
3. President's Circle / Business Council
4. President's Circle Monthly Invoicing
5. Academic Angels
6. Academic Angels Yearly Invoicing
7. Annual Campaign
8. Event Procedures – No Auction



CHAPTER 3 – PROGRAMS (cont'd)

9. Selection of Caterer
10. Event Equipment Rental
11. Obtaining a Liquor License from ABC
12. Auction – Silent and Live
13. On Campus Events
14. Application for Use of School Facilities Form
15. Off Campus Events
16. Staff Requirements for Events (Kippy to prepare)
17. Planned Giving
18. Planned Giving Strategy
19. Planned Giving Confirmation Form
20. Planned Giving Advisory Committee
21. Major Campaigns
22. Scholarship Process
23. Scholarship Agreement Form
24. Pass Through Scholarship Process
25. Pass Through Scholarship – Memo Sample
26. Pass Through Scholarship – Goldenrod Sample
27. Named and Annual (One Time) Scholarships
28. Campus Tour Management

CHAPTER 4 – GIFT ACCEPTANCE

1. Gift Acceptance Policy (current)
2. Procedures for Accepting a Non-Cash Gift (current)
3. Gift / Donation Review Form (current)

First Foundation to prepare the following:

- Terms and Definitions
- Fundraising Objectives
- Statement of Principles
- Relationship with Donors
- Gift Techniques
- Inter Vivos Outright Gifts
- Bequests
- Trusts
- Life Estate Agreements
- Bargain Sales
- Life Insurance
- Gift Annuity
- Gift Assets
- Cash and Cash Equivalent
- Marketable Securities
- Closely Held Securities
- Real Estate



CHAPTER 4 – GIFT ACCEPTANCE (cont'd)

- Notes and Trust Deeds
- Tangible Personal Property
- Partnership and Limited Liability Company Interest
- Appraisals
- Standards and Procedures

CHAPTER 5 - STEWARDSHIP

1. Stewardship
2. Stewardship Procedures
3. Donor Privacy Policy

CHAPTER 6 - INVESTMENTS

1. Investment Management / Investment Policy Statement – See Appendix C
2. Endowment Oversight

CHAPTER 7 – HUMAN RESOURCES

1. Human Resources Overview
2. Job Descriptions
 - Executive Director
 - Executive Assistant
 - Administrative Specialist
 - Director of Development
3. Leadership Plan Handbook – See Appendix D for link only

CHAPTER 8 – OFFICE PROCEDURES

1. Opening and Closing of the Office
2. Telephone Answering and Etiquette
3. Posting and Receiving Mail
4. Goldenrod Process – Administrative
5. Alumni Association Requisition
6. Alumni Association Requisition Form
7. Desert Community College District Credit Card Procedures
8. Internal Check Requests
9. Disbursement Request from FDN Operations Fund Form
10. Emergency Requests for Funds
11. Criteria for Distribution of RN Program Emergency Funds Form
12. Employee Reimbursement
13. Expense Report Form
14. Cell Phone Use Policy
15. Use of the Safe



CHAPTER 8 – OFFICE PROCEDURES (Cont'd)

16. Weekly Batch and Deposit Procedures
17. Sample Donation – Check
18. Sample Donation – Credit Card Authorization
19. Quick Step Guide for COD Facilities W/O Requesters
20. Copy Center Work Orders
21. Ordering Office Supplies
22. Ordering Xerox Supplies and Service
23. Xerox WorkCentre 7425/7428/7435 User Guide – See Appendix D for link only
24. Update the Foundation Website Calendar
25. Parking Permits Procedure
26. Record Retention and Document Destruction Policy

CHAPTER 9 – DONOR PERFECT

1. Donor Privacy Policy
2. Donor Perfect Access / Online Guide – See Appendix D for link only
3. Donor Perfect Donation Procedures
 - Enter Donations
 - Attach File to Gift
 - Create Thank You Letters
 - Run Weekly Batch Report
 - Stewardship Report
 - Additions / Revisions / Corrections
 - Update Membership
 - Run Monthly Batch Report
 - PC Current / Lapsed Monthly Reports
 - Academic Angels (aka Auxiliary) Current / Lapsed Monthly Reports
 - Bi-Annual Payroll Deduction Donations / Letters
 - Year-End Letter (Kristine to prepare at end of calendar year)
 - Mailing List Reports with Mailing Codes (Kristine to prepare)
 - Obituary Processing
4. Media Relations Guide Overview
5. Brand Style Guide 2013 – See Appendix E
6. Guidelines for Creating Collateral and Promotional Material

CHAPTER 10 – ETHICS

1. Whistleblower Policy
2. AFP Code of Ethical Principles and Standards

CHAPTER 11 – ACCOUNTING

1. How to Prepare Checks in Sage Fund Accounting System
2. How to Enter Deposits (by Donor Perfect Batch Reports)
3. Goldenrod Process – Accounting (George to prepare)
4. Fund Balance Look-Up in Sage
5. Vendor Balance Look-Up in Sage



CHAPTER 12 – APPENDICES

1. Appendix A – IRS Form 990
2. Appendix B – Financial Statements
3. Appendix C – Investment Policy Statement
4. Appendix D –
 - Leadership Plan Handbook (link only)
 - Xerox WorkCentre 7425/7428/7435 User Guide (link only)
 - Donor Perfect Online Getting Started Guide (link only)
5. Appendix E – Brand Style Guide 2013



Jane Saltonstall

Dr. Jane Forbes Saltonstall is President of JFS Consulting. She has taught numerous programs world- wide to executives and managers on leadership, change management, customer focus and quality. She also is an executive coach. Her clients include companies such as ExxonMobil, Merck, ITT Sheraton, Deloitte and Touche, Irving Oil and Wesleyan University to name a few. Jane has served as an educator and coach to numerous corporations, through- out the world. She has taught in Nigeria, Indonesia, Singapore, China and throughout Europe. She is a passionate educator and before entering the corporate world was an adjunct professor at Lesley College and a Teaching Fellow at Harvard University. Before receiving her Doctorate from the Harvard Graduate School of Education, she taught at a number of high schools in the both the mid-west and East.

Professional experience aside, Jane also has a passion for the arts and the important role arts play in education. She was a dancer and taught dance and theater. She founded Country Summer Theater, a professional summer stock company and served as a trustee of the Boston Ballet. She was founder and Board President of the Boston Ballet's Center for Dance Education. Other Boards she has served on include Actunes, a children's theater group, Nashoba Brooks

School and the Pine Street Inn, a homeless shelter that serves over 2000 people daily. She presently serves on the Harvard University Arts in Education Advisory Council. All of these are Boston based organizations, Jane's former home.

She just moved to the Desert 5 years ago. Since then she has become a trustee of the Palm Springs Art Museum and serves as a vice president on the executive committee. She is on the board of the Contemporary Arts Council and with her husband, Bob, co-chaired ArtRageous 2012. Presently she and Bob are co-chairs of the 75th Anniversary Celebration Planning Committee. She is also on the Board of the Barbara Sinatra Children's Center and the Mission Hills Scholarship Foundation.

She received a doctorate from Harvard University Graduate School of Education, her masters from Boston University and her B.S. from Northwestern.....



**43-500 Monterey Avenue
Palm Desert, California 92260**

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This agreement made and entered into this 25th day of September, 2013, by and between the ***COLLEGE OF THE DESERT FOUNDATION***, Riverside County, California, hereinafter referred to as the “FOUNDATION” and Peter Sturgeon hereinafter referred to as the “CONTRACTOR”.

CONTRACTOR agrees to provide the FOUNDATION the services enumerated in Section 7 of this Agreement under the following terms and conditions:

1. Services shall begin on the 30th day of September 2013, and shall end upon the 31st day of October, 2013.
2. CONTRACTOR understands and agrees that he and/or all of his employees are not employees of the FOUNDATION and are not entitled to benefits of any kind or nature normally provided employees of the FOUNDATION and/or to which FOUNDATION employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to CONTRACTOR'S employees.
3. CONTRACTOR shall furnish, at his own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement.
4. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor per IRS Publication 15-A page 4, with the authority to control and direct the performance of the details of the work, FOUNDATION being interested only in the results obtained.
5. CONTRACTOR agrees to defend, indemnify and hold harmless the FOUNDATION, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents. FOUNDATION agrees to defend, indemnify and hold harmless the CONTRACTOR, its employees and agents from any and all liability or loss arising in any way out of the negligence of the FOUNDATION, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by FOUNDATION, and/or FOUNDATION'S employees or agents.

6. Services to be rendered to the FOUNDATION by the CONTRACTOR are as follows:
 - a. The implementation of the Annual Giving Campaigns including the Business Circle Program and President's Circle Program, Country Club Outreach, Assist with Phase 2 of the "StepUpforCOD" campaign, Assist with Donor Development and Relations, and Sponsorship Solicitation. For details See Attachment A: scope of Work.
7. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the FOUNDATION and shall be subject to the FOUNDATION'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and FOUNDATION laws, rules and regulations that are now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
10. Payments will be made by the FOUNDATION to the CONTRACTOR as follows: All invoices for services shall be presented to the FOUNDATION office for approval. Payment shall be made within 22 working days of presentation of invoice.
Contractor shall be compensated a total amount not to exceed \$21,000, payable monthly at a rate of \$7,000 based on approved invoice.
11. This agreement may be terminated by either party notifying the other, in writing, no less than thirty (30) days prior to the date of termination.

COLLEGE OF THE DESERT FOUNDATION

INDEPENDENT CONTRACTOR

James E. Hummer

Authorized Signature

Date

Signature

Date

Russ Russell

Authorized Signature

Date

Address_____
I.R.S. Taxpayer ID# (United States)



**Fundraising Committee Brainstorming Meeting
June 5, 2013 – 1:00pm
Foundation Board Room
M I N U T E S**

Present:

Peggy Cravens, Donna Jean Darby, Susan Hunt, Mary Latta, Elizabeth Sealey, Michael O'Neill, John Marman, Kate Spates, Sally Simonds

Staff/Guests

Jim Hummer, Kippy Laflame, Peter Sturgeon

Donna Jean Darby called the Fundraising committee members to brainstorm and update the committees on their respective projects.

Major fundraiser

February 19, 2014 at the McCallum Theatre with Bernadette Peters. The budget was discussed as well as the sponsorship opportunities. Collateral should be printed within the next few weeks and solicitation will start then.

Planned Giving Advisory Council

Donna Jean asked everyone to put their thinking caps on and give Peter referrals. She will be organizing a campus tour for the Atria Hacienda folks.

Telethon

Peggy and Jean will be meeting with the new GM for KMIR6, Craig Marrs, to discuss the idea of the COD Foundation telethon. Prospective date would be Sunday, December 8th—day after the Chili Cook-Off III. Everyone thought it would be a great springboard for the event. Twelve hours from 10 to 10 was discussed. People are more apt to give at Year-End and around Christmas. The objectives would be 2 or 3 of the priorities on the COD list brought to last month's board meeting. Veteran's Center as a serious option to find monies to support the center with a Mental Health Specialist and Counselor. The FIND telethon ran at commercial times, every 15 minutes, could be a possibility for ours. KMIR6 will have to give us direction on the possibilities. Kate Spates talked about Live Tweets and texting-to-give which could appeal to the entry level donor. Locations discussed were the McCallum and the new Rancho Mirage high school. The committee will talk to Kay Hazen for help in the marketing of the event. All details will be worked out by the committee.

President Circle Faculty Campaign

It was suggested that we open dialogue with faculty during FLEX in August. Many new faculty members may not know what we do at the Foundation or how to apply for funds. Michael



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suggested that we attend the division meetings which happen 2-3 times a semester in order to establish relationships with staff. Michael also mentioned that there used to be a Getting to Know You event in December that the Foundation would put on for this very purpose at an off-campus location, the last one was at the Indian Wells Country Club.

Donna Jean Darby asked that the following committee members: Zerryl Becker, John Marman, Doug Redman and Michael O'Neill, work on engaging the faculty back into the fold.

President Circle

The committee is working on 2 In-home events in the Fall and 3 in the Spring. The event calendar as well as a gift will be sent to all PC members this September. The gift last year was the COD Jazz CD. A few other suggestions such as luggage tags and sunscreens are being looked into. Campus tours continue to be successful. Donna Jean has organized one for January 22 with the "Girls on the Go." Peter is working with the City of Rancho Mirage for a tour with their 90 commissioners. The committee is also working on the Kick-off event on campus or a tour of Sunnylands including a lunch.

Roadrunner

We need a program and a fun event to launch. Kay Hazen, Jim and John need to get together to discuss. Presently all graduates are given a card for a free one year membership. John thought a BBQ with a western band perhaps in one of Mark Nickerson's packing plants would be great fun launch. John Marman's main thrust is to bring the Alumni, COD and the Foundation together in a joint project that would benefit students. Shade structures for the pick-up areas at the entrance circle were discussed as a possibility, as well as a marquee. Donna Jean mentioned that she has discussed the marquee with Joel and has not received feed-back yet. She will be meeting with him next week.

Auxiliary

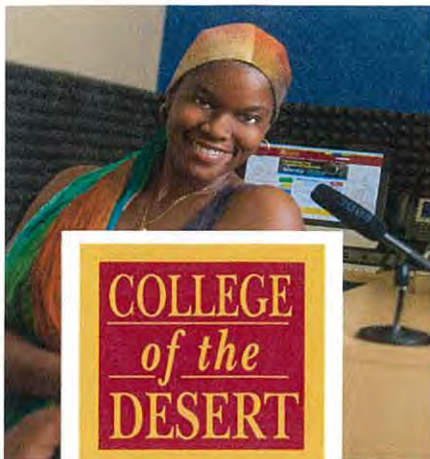
The Black Tie Chili Cook-Off III is calendared for December 7th starting at 5:00pm. Brian Harnik will be the auctioneer. The committee has met this week and is already working on the collateral and auction item solicitations.

World Affairs Council

Peter and Jim met with Gen. Portante yesterday to discuss our involvement with their speaker series. We will have a COD night, March 10, 2014 at the Esmeralda, topic "China Goes Global". Peter is also working on being able to use these speakers for in-home PC events.

Donna Jean would like these committee brainstorming sessions to be scheduled for the 3rd Wednesday of every month starting in September at 3pm in the foundation board room.

Adjournment at 2:20pm, Minutes taken by Kippy Laflame



**COLLEGE
of the
DESERT**
FOUNDATION



Together with our donors, members, business partners and friends, the Foundation works to provide financial support through scholarships, grants and donations to COD to assist in furthering higher education and student success. Learn more and join us: CODFoundation.org

Your President's Circle membership entitles you to two (2) complimentary tickets for our campus events showcasing our talented students and faculty. To reserve tickets please call 760-346-3363 or email foundationevents@collegeofthedesert.edu

CALENDAR AT A GLANCE – FALL 2013-SPRING 2014

October

- 1 Alumni Street Fair, Fall season begins
- 5 Men's Football vs Mt San Antonio, 6pm, Boone Field
- 12 Alumni Homecoming Men's Football vs Orange Coast, 6pm, Boone Field
- 18 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 20 Concert: Gershwin & Friends, A Concert with Conversation (Jeffrey Siegel), 3pm, McCallum Theatre
- 18-20 Theatre: Will Any Gentleman?, 18th/19th 7pm, 20th 2pm, Theatre Too
- 25-27 Theatre: Will Any Gentleman?, 25th/26th 7pm, 27th 2pm, Theatre Too
- 30 Foundation Board Meeting, 2pm, Cravens MP Room



November

- 1 Entertainment Tech Symposium, 12:00-3:00pm, Theatre Too, by reservation
- 2 Men's Football vs LA Harbor, 6pm, Boone Field
- 9 Men's Football vs Riverside City, 6pm, Boone Field
- 12 Academic Angels "Women of Distinction" Luncheon, 11:30am, Morningside CC
- 14 Campus Tour, 10am-1pm
- 15 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 17 Kick Off Reception for President's Circle Members, TBD
- 27 Foundation Board Meeting & Chili Chefs Tasting, 2pm, Cravens MP Room
- 29 Alumni Street Fair extra selling day

December

- 5 Concert: Instrumental Ensembles, 7pm, IW Theater/CSUSB
- 6 Concert: Choral Ensembles, 7pm, IW Theater/CSUSB
- 6 Academic Angels 3rd Annual Black Tie Chili Cook-Off, 5:30pm, Call 760-346-3363, Miramonte Resort
- 6-8 Theatre: A Tuna Christmas, 7pm, Theatre Too
- 12 President's Circle Campus Tour, 10am-1pm
- 13 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 14 Public Safety Academy Cadet's Graduation, 4-9pm, McCallum Theatre
- 16 Graduation & Nurse's Pinning, 2pm, McCallum Theatre

January

- 17 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 29 Foundation Board Meeting, 2pm, Cravens MP Room

February

- TBD Scholarship Donor Recognition Event, Location TBD
- 7 Recital: Anthony Fesmire, 7pm, Pollock Theatre
- 12 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 12 Academic Angels Coeta Barker Memorial Reception, Thunderbird CC
- 17 Alumni Street Fair, extra selling day
- 19 Stepping Out for COD, 8pm, Call 760-346-3363, McCallum Theatre
- 26 Foundation Board Meeting, 2pm, Cravens MP Room



STEPPING OUT FOR COD
SAVE THE DATE
FEB. 19, 2014
SPONSORSHIPS
AVAILABLE

March

- 12 Campus Tour, 10am-1pm
- 15 World Affairs Council, speakers series, "COD Night", 5pm, Esmeralda Resort
- 14-16 Theatre: Buried Child, 14th/15th 7pm, 16th 2pm, Pollock
- 21-23 Theatre: Buried Child, 21st/22nd 7pm, 23rd 2pm, Pollock
- 21 Academic Angels Spring Luncheon, 11:30am, Desert Horizons CC
- 21 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 26 Foundation Board Meeting, 2pm, Cravens MP Room

April

- 5 Concert: Jazz Standards II (Dan Waddell & Friends), 7pm, Pollock
- 9 Campus Tour, 10am-1pm
- 17 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 17-19 Open Call, McCallum Theatre
- 30 Foundation Annual Meeting, TBD

May

- TBD Certificate Event, TBD
- 1-4 Musical: Les Miserables, 1st 7pm, 2nd/3rd 8pm, 4th 2pm, McCallum Theatre
- 5 SoCal Regional Community College Golf Championship, Location TBD
- 7 Campus Tour, 10am-1pm
- 9-10 Theatre: Night of One Acts, student-directed, 7pm, Theatre Too
- TBD Scholarship Donor Recognition Event, Location TBD
- 15 Concert: Instrumental Ensembles, 7pm, IW Theater/CSUSB
- 16 Concert: Choral Ensembles, 7pm, IW Theater/CSUSB
- 16 Board of Trustees Meeting, 9:30am, Cravens MP Room
- 22 PSA Graduation - Tentative
- 23 Graduation & Nurse's Pinning, 2pm, McCallum Theatre
- 28 Foundation Board Meeting, 2pm, Cravens MP Room

For a complete schedule of College athletic events, visit www.collegeofthedesert.edu/students/athletics



JOIN US FOR A COLLEGE OF THE DESERT TOUR—AND BRING A FRIEND!

All President's Circle members are invited to join us for a fun and informative shuttle tour of College of the Desert on **December 12, 2013**.

Bring your friends who are as passionate about education as you are - share the signs of exciting progress being made by our community college so clearly visible on campus.

The 2 1/2 hour tour includes a box lunch and plenty of time for questions following the tour.

If you can't make it we have several other tour dates scheduled:

November 14, 2013—March 12, 2014—April 9, 2014—May 7, 2014

To schedule a tour or for more information, please call 760-773-2561

or e-mail: foundationevents@collegeofthedesert.edu

Stops may include:

- ◆ The **Public Safety Academy**, where our Police, Fire and Emergency Medical Technician graduates are trained.
- ◆ The **Advanced Transportation Technologies Center**, one of five such centers in the nation, where automotive education, with an emphasis on Hybrid and Alternate fuel vehicles, is taught.
- ◆ The **Agriculture School**, a 4 1/2 acre outdoor classroom, greenhouse and turf laboratory, where future farmers, golf course superintendents and landscape specialists learn their trade.
- ◆ The **McCarthy Family Child Development & Training Center**, a National Association for Education of Young Children accredited center – a distinction held by only 8% of the child care centers in the nation – where we train future early child educators and provide vital child care services to our community.
- ◆ **Solutions Kiosk**, a campus retail "lab" run by Business students gaining real life business and retail experience.
- ◆ The **Coeta and Donald Barker Nursing Complex** featuring the Simulation Lab where our Nursing students train in a hospital setting on patients who are actually sophisticated computerized mannequins.
- ◆ The **Cravens Student Services Center**, a "one-stop" student center featuring a host of student services and programs.
- ◆ The **BIGHORN Golf Club Charities Veterans Resource Center** where our veterans receive academic and counseling support and peer-to-peer camaraderie.

Dr. Bonnie Stefan
Chair, Board of Trustees



Mr. Michael O'Neill
Vice Chair

Ms. Becky Broughton
Clerk

Jim Hummer, Executive Director
College of the Desert Foundation

Mr. Charles Hayden
Member

May 24, 2013

Mr. John Marman
Member

Dear Jim,

Mr. Andrew Campbell
Student Trustee

I want to express my gratitude to the College of the Desert Foundation for being an essential part of the inaugural Certificate Earners' Recognition Ceremony on May 17th, 2013. When I met with you in the fall of 2012, I had a vision of an event that would recognize career certificate students in a public celebration of their accomplishments.

Dr. Joel Kinnamon
President

At that time, my vision was just that, a vision, an idea. It was only by the Foundation's stepping up to partner with me that this vision became a reality. The event was a great success. Approximately 85 Students were on hand to be recognized for certificates earned in fields such as Alternative Fuels, Early Childhood Education, Accounting, Retail Management, Architecture, Ornamental Horticulture and Culinary Arts. Many faculty, staff, and industry partners were also in attendance.

Attendees heard remarks from 3 of our certificate students and 2 industry partners. Mayra Moreno who completed her studies in Early Childhood Education. She now owns a successful day care center in Indio. Recently she was able to add a gift shop. Mayra's mom works at the gift shop now and no longer has to work in the fields. Liudmila Bunderson shared with us that in spite of a Bachelor's degree in Economics, she was unable to find work until she had earned her Accounting certificate. Emily Copeland credits completing her Retail Management Certificate with a recent promotion to Store Director of Ralph's Grocery, Palm Springs.

Each of the speaker's shared a story of hard-work, accomplishment, and inspiration. Attendees left that evening with a renewed appreciation for the work that is accomplished here at College of the Desert, for the lives that are changed. It would not have happened without the COD Foundation.

Sincerely

Professor Kelly Hall, MBA, PhD
Chair, Business Academics
School of Business and Technology



RE: KCOD Radio

08/27/2013

College of the Desert
COD Foundation
43-500 Monterey Avenue
Palm Desert, CA 92260-2499

Members of College of the Desert's Foundation:

On behalf of the students and staff at KCOD radio, thank you for your ongoing support and generous donation to College of the Desert's first radio station, KCOD.

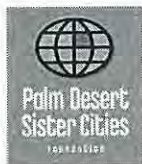
The equipment gift we received in June will help radio and television students report events throughout the valley and broadcast them to the world. KCOD is a wonderful opportunity for media students to perfect their skills as broadcasters and for all COD students and staff to have a voice in the community.

We appreciate the Foundation's ongoing support and financial help for our media department. Through your support, the students and staff of KCOD are better equipped for a competitive career in broadcasting.

Thank you,

Laurilie Jackson
College of the Desert
Adjunct Professor/KCOD Advisor
(760) 578-4513

09/18/13



P.O. Box 3348
 Palm Desert, CA 92261
 (760) 333.4629
info@palmdesertsistercities.com
www.palmdesertsistercities.com



September 12, 2013

Mr. James E. Hummer
 Executive Director
 College of the Desert Foundation
 43-500 Monterey Ave
 Palm Desert, CA 92260

Dear Mr. Hummer:

Thank you for your support of The September Concert 2013 – The Coachella Valley's 9-11 Remembrance.

It is important that we continue to provide this opportunity to our residents including the children. Although tragedy continues, it can sometimes be too easy to forget the fateful events of 9-11-01 and those who gave their all on that tragic day as well as the dedication of all those who have served, suffered, and sacrificed in the years since. Thus, within this framework and with your support and partnership, we strive to celebrate universal humanity through the power of music.

Thank you again for your continued support of this important event.

Sincerely,

Mark Talboys
 Executive Director

Global Perspective / Local Focus