



Foundation Board Meeting

General Session: 3:00 p.m.

Wednesday – June 28, 2017

Meeting Location (See map)

Cravens MPR room

BOARD PACKETS ARE REQUIRED AT EVERY MEETING.

We will have hard copies at the meeting.

Our Mission:

The mission of the College of the Desert Foundation is to act as advocates for the College and to secure financial support enhancing the educational opportunities for all students.

Our Vision:

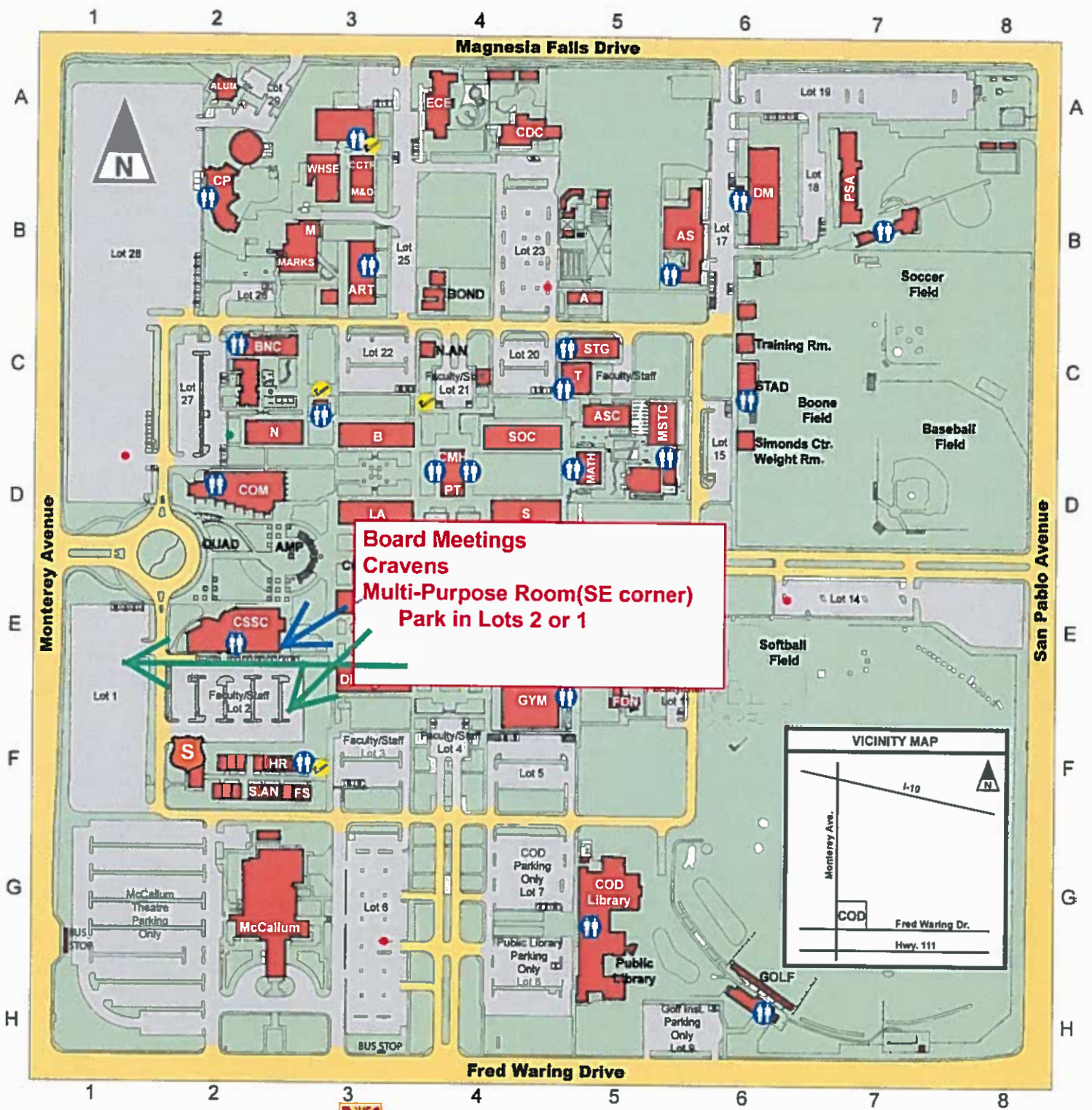
To positively impact the lives of students who are striving to achieve a purposeful education and to enhance the communities of the Coachella Valley and the region.

Core Values:

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

Important Notice:

All meetings will be recorded



COLLEGE of the DESERT

A	Agricultural Sciences.....	B5
ADMIN	Administration.....	E3
ALUM	Alumni Centre.....	A2
AMP	Amphitheatre.....	D3
ART	Art.....	B3
AS	Applied Sciences.....	B6
ASC	Academic Skills Center.....	C5
B	Business Building.....	D3
BNC	Barker Nursing Center.....	B2
CDC	Child Development Center.....	A4
CMH	Carol Meier Lecture Hall.....	D4
	COD Library.....	G5
CP	Central Plant.....	B2
CCTR	Copy Center.....	B3
COM	Communication.....	D2
CRTS	Tennis Courts.....	E5
CSSC	Cravens Student Services Center.....	E2

DM	Diesel Mechanics.....	B6
	Dining Hall.....	E3
ECE	Early Childhood Education Center.....	A4
FS	Fiscal Services.....	F2
FDN	Foundation.....	F5
GOLF	College Golf Center.....	H6
GYM	Gymnasium.....	F4
HILB	Hilb.....	D4
HR	Human Resources.....	F2
KINE	Kinesiology.....	E4
LA	Liberal Arts.....	D3
M	Music Classroom.....	B3
M&O	Maintenance & Operations.....	B3
MARKS	Walter N. Marks Center for the Arts.....	B3
MATH	Math.....	D5
	McCallum Theatre.....	G2

MSTC	Math Science Technology Center.....	D5
N	Nursing.....	D2
N.AN	North Annex.....	C4
PSA	Public Safety Academy.....	B7
PT	Pollock Theatre.....	D4
	Public Library.....	H5
QUAD	Student Plaza (Drop-off & Walkway).....	D2
S	Science.....	D4
	Security.....	F2
	Simonds Center Weight Room.....	C6
S.AN	South Annex.....	F2
SOC	Social Sciences.....	D4
STAD	Stadium.....	C6
STG	Stagecraft Shop.....	C5
T	Theatre Too.....	C5
	Training Room.....	C6
WHSE	Warehouse.....	B3

● Self Serve One-Day Parking Permit Dispenser

● Electric Vehicle Charging Station

♿ Accessible Restrooms

● Security

● Designated Smoking Area



Foundation Board of Directors

June 28, 2017 Meeting

MPR Cravens Bldg

3:00 – 5:00 pm

AGENDA

- I. Call to Order
- II. Public Invitation to Speak per the Brown Act
- III. Introduction of new Board members
- IV. Mission Moment – Executive Business Council - Kate Spates
- V. **Approve Consent Agenda – Approve Meeting Minutes and financials:**
 - a. May 31, 2017 Board Meeting..... Page: 1
 - b. June 14, 2017 Development Committee..... Page: 6
 - c. June 22, 2017 Academic Angels Committee..... Page: 8
 - d. May 2017 Financial Notes..... Page: 9
 - May 2017 Financials..... Page: 11
- VI. **Action Items – Approvals:**
- VII. **Committee Reports (as needed):**
 - a. Academic Angels
 - b. Audit
 - c. Development
 - d. Finance and Investment
 - e. Nominating
 - f. Planned Giving
 - g. President's Circle
 - h. Stepping Out for COD
 - i. Strategic Planning
- VIII. **Information Items:**
 - a. College of the Desert President
 - b. COD Trustee

c.	Academic Senate President	
d.	Foundation Board President	
	i.	2017-2018 Goals..... Page: 14
	ii.	Board diversity
	iii.	Academic Angels Standing Rules..... Page: 16
e.	Foundation Executive Director	
f.	Foundation Meeting Calendar.....	Page: 21
g.	Gift Form.....	Page: 22
IX.	New Business:	
X.	Adjournment	

COD Foundation Board Meeting Minutes		
MINUTES FOR 05-31-17	3:00pm	Desert Willow
Voting Members Present:	Norma Castaneda, Bill Chunowitz, Donna Jean Darby, Carol Bell Dean, Marge Dodge, Diane Gershowitz, James Greene, Brian Holcombe, Suz Hunt, Vern Kozlen, Joanne Mintz, Charles Monell, M.D., Mark Nickerson, David Nola, Dominique Shwe, Sally Simonds	
Voting Members Absent	Bob Archer, Peggy Cravens, Robert Goodfriend, Donna MacMillan, Bob Manion, Penny Mason, Dan Martinez, Penny Mason, Jane Saltonstall, Ed.D., Arlene Schnitzer, Kate Spates	
Staff/Guest(s):	Peter Sturgeon, Kirstien Renna, Pamela Hunter, Robert St Juliana	
Non-Voting Members Present:	Lisa Howell, Joel L. Kinnamon, Ed.D, Aurora Wilson	
Non-Voting Members Absent:	Carl Farmer	
Recorder:	Kippy Laflame	

AGENDA

1. Call to Order: 3:01pm		
2. Public Invitation to Speak per the Brown Act: None		
3. Message from the President		
DISCUSSION	Suz Hunt informed the board that Donna MacMillan has not resigned from the board as previously stated. It was a misunderstanding as she was resigning from the Development Committee.	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	
NONE		
4. Mission Moment: Career & Workforce Solutions Center Director Robert St Juliana.		
DISCUSSION	<p>Back in 2015 the Foundation was instrumental in bringing the notion of creating of a one-stop job center. The support is greatly appreciated. Our vision is to be a true one-stop shop where employers can call in, community can see what we are about and students, staff, faculty and Alumni can have a point of contact on campus—a connection to the public.</p> <p>Four full-time staff members, including: Career counsellor, Career Specialist, Work Experience Coordinator-- all these resources under one roof. We are giving value to our graduating students; the connection that adds values to their degrees. ROI in higher education is a hot topic today. The best colleges have a CWSC, have those connections with the public and local community businesses that gives that additional value to the graduate as they go out into the workforce. This</p>	

	summer we want to increase the awareness of the CWSC in the Coachella Valley. Robert will be attending events, chamber mixers, we want the public to know that the CSWC is here and ready to help and support their needs. We want to plug into employers find out if the CO D job hub is working for them and help develop their pipeline to be as effective as possible. Robert reached out to the board for any help they can give him. We want to tactfully focus on industries and employers that have the largest gaps between qualified credentialed employees and hiring need.	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
David Nola is interested in hiring a mechanic and wanted to know what the process is		
5 Consent Agenda		
DISCUSSION	None	
CONCLUSION	M/S/C Vern Kozlen/Bill Chunowitz to approve the consent agenda as presented	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
6. Action Items		
Proposed FY 17-18 Budget		
DISCUSSION	The finance committee is recommending that the 17-18 budget be approved as presented.	
CONCLUSION	M/S/C Bill Chunowitz/ Diane Gershowitz to approve the 17-18 Budget as presented	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
RFP for Investment Managers		
DISCUSSION	Every five years we are mandated to go out to the market to get updated RFPs for the management of our assets. The RFP sent out to 13 advisors. The Committee met and reviewed the initial information and cut the list down to 7. We are not communicating with the advisors that have been eliminated from consideration in an effort to control the messaging. We have reached out to the 7 asking them for additional information. In the next few weeks we will meet and cut that list down again. We are projecting another 60 days before we choose the finalists. Suz Hunt commended Vern, Kiki and Kippy for their hard work their diligence in getting the information to the committee.	

CONCLUSION		
7. Committee Reports		
DICUSSION	Academic Angels: On 05/23/17 the Academic Angels met with Suz and Peter to discuss the future of the organization. It was a very encouraging meeting. The Angels are an important and integral part of the success of the Foundation and have been for over 30 years. Some amendments will be made to the CODF bylaws to reflect that the Angels will elect their own President with no approval from the CODF President.	
CONCLUSION	The Academic Angels Standing Rules will be voted on at the June meeting	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
7.1 Committee Reports		
DICUSSION	Nominating: The nominating committee is recommending the following people for board membership. Jean Carrus; Barbara Fromm; Diane Rubin, there bios are included in your packet	
CONCLUSION	M/S/C Marge Dodge/Carol Bell Dean to appoint Jean Carrus; Barbara Fromm; Diane Rubin to the COD Foundation Board of Directors	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
7.2 Committee Reports		
DISCUSSION	AUDIT: year-end coming up; Kirstien is already working with the new auditors	
CONCLUSION	None	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
7.3 Committee Reports		
DISCUSSION	President's Circle: Carol Bell Dean proposed having an Art Auction in the fall at the Heather James Art Gallery as a way to increase sources of income. Details were handed out and reviewed. Possible net proceeds for the next 3 years, could be \$30K. Board members were very interested in the idea.	
CONCLUSION	Carol was asked to get a letter from Heather James about the financial terms	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
More details	Carol Bell Dean	For next board meeting
7.4 Committee Reports		
DISCUSSION	Stepping Out: Diane Rubin has accepted to be co-chair with Diane Gershowitz.	
CONCLUSION	None	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

8.0 Information Items		
DICUSSION	<p>COD President: Dr. Kinnamon met with Suz Hunt, Bob Manion, Mark Nickerson and VP of HR. They reviewed the ED job description; some adjustments were made; the job was posted this morning and will close on June 30. The move forward to the next stages in July.</p> <p>Liz Umbenhauer will be leaving us in early Fall and she will be missed. Looking at filling that position in the very near future. The Alumni taskforce co-chaired by Howell and Manion, first step will be to develop a database that we will use to communicate with Alumni; partner with career workforce solutions center to help connect Alumni with the community. Commencement was last week and the Largest graduating class of 1300+ students. Notified that at the ACT National Convention, Trustee Wilson and some of our EDGE staff will be presenting this program to peers from across the country. We have over 1300 students that have signed up for the Pledge program. Dr. Kinnamon spoke of the cost of the program, which will be funding the gap between what the government has available. The gap is approx. \$554K, the Foundation already has some scholarships that will fulfill the need and the 17-18 budget reflects the need for additional funds</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
8.1 Information Items		
DICUSSION	<p>COD Trustee: Trustee Wilson spoke of her experiences at Commencement. BOT meeting in May was held at the Indio campus. Dr. Kinnamon gave a great wrap up of the years activities and suggested that he present to the Foundation board. Trustee Wilson welcomed Suz to the presidency for 17-18 and thanked Mark for his 2 years as the CODF Board President. She also invited Suz Hunt to attend a BOT meeting</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
8.2 Information Items		
DICUSSION	Academic Senate President: Absent	
CONCLUSION	None	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
8.3 Information Items		
DICUSSION	Career Workforce Solutions: Kate Spates	
CONCLUSION	Robert St-Juliana new director introduced himself to the community. We are ready to ask people to join the Business council PC membership. Yesterday a business panel of retired	

	and existing executives spoke to over 60 students. The number one frustration is that our COD students come to interviews not properly attired. With the help of Desert Best Friends Closet students will be dressed properly for interviews. Once a student goes through a workshops they will get a punch card once they get two punched they will get a voucher for an outfit that will be appropriate. Kate, Robert and Frank will be speaking to all of the groups EDGE students all summer long every three weeks. We will play an important role with telling them what services we have to offer here. Kate took a campus tour with Peter, have great new ideas. The tour is so impressive.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
8.4 Information Items		
DICUSSION	Foundation Int. Executive Director: Peter Sturgeon	
CONCLUSION	Draft of the Foundation's Goals, please review as we will be approving at the June meeting. In particular the alignment of the board meetings with the College's schedule. Naming will be a big part of Dr. Kinnamon's vision for the Foundation. Sixtieth anniversary was discussed. We have several "dates" we can look at opened as 1958, first class 1960, and first graduating class 1962. The college is looking at what milestones to look at; Peter, Kay Hazen and Pam Hunter have met as to how does the college communicate and how does the foundation will be able to fundraise. Working with HR to fill positions. Liz was thanked for her 5 years of service. KCOD is now live. Because of the Supples' significant gift we now have a full blown radio station-- 1450AM. Peter read a few thank you letters received from Dan Waddell and Council Member Lisa Marie Webber. Juan Miranda our student worker graduated last week and needs your help, please go to his GoFundMe page.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
8.5 Information Items		
DICUSSION	Foundation Board President: Suz Hunt met with Dr. Kinnamon for 2 hours today. Marge Dodge, Friends of the Library, presented the library with \$45K check yesterday.	
CONCLUSION	Board members were invited to join in the celebration of Jim Hummer's retirement which followed the board meeting	
9.0 Adjournment	M/S/C to adjourn 4:35	
NEXT MEETING:	Wednesday, June 28, 2017 3pm Cravens MPR room	



Development Committee Minutes

MINUTES FOR 06-14-17		3:00pm	Foundation Board Room
Members Present:	Norma Castaneda; Suz Hunt; Vern Kozlen; David Nola; Kate Spates; Peter Sturgeon		
Members not Present:	Carol Bell Dean; Donna Jean Darby; Jim Greene; Bob Manion; Joanne Mintz; Annette Novack		
Guest(s):	Kippy Laflame		
Recorder:	Kate Spates, chair		

AGENDA DISCUSSION

President's Circle	<p>Peter gave an update:</p> <ul style="list-style-type: none"> ➤ Working on dates for event at BIGHORN's Vault. Looking at Jan, Feb or March. ➤ Carol created a list of country clubs by zip code targeting clubs who have not arranged tours. She and Annette will work contacts. ➤ Heather James Art Gallery would like to have an online art auction that benefits CODF. We would receive \$20,000-\$25,000 with a reception at the gallery at the close of the auction with raffle. Likely in November. ➤ Stepping Out April 3 with Lucie Arnaz. ➤ COD Play in May at McCallum ➤ Consider Fall play on COD campus
Academic Angels	<p>Peter gave update:</p> <ul style="list-style-type: none"> ➤ Created President's Advisory Council made up of past Academic Angel presidents who will support appointed president of AA board, yet to be determined.
Planned Giving	<p>Peter gave update:</p> <ul style="list-style-type: none"> ➤ Peggy Cravens and Jean Carrus are working on a fall event at someone's home to be determined.
Career and Workforce Solutions Center	<p>Kate gave update:</p> <ul style="list-style-type: none"> ➤ Concern that students may not be "well prepared" to apply and interview if we were to offer the Executive Business Council, would businesses feel like they were getting their money's worth? ➤ Give away 2 Council memberships for a year to select businesses to get feedback and potential testimonials. ➤ Ask Robert to create or share his plan for making an impact on the students, give milestones and potential roadblocks. ➤ Kate and David to work with Robert to identify businesses ALREADY having success with hiring students from CODJobHUB and approach for EBC.
Did You Know Campaign	Peter gave update:

	➤ This is an extension of the “You Can” campaign and ongoing. No call to action to give at this time, purely awareness. Helps in all efforts.		
Other Sources of Revenue	➤ Barry Manilow’s Gift of Love in mid-December. Rather than CODF purchasing tickets, we would encourage people to buy online at http://agifttofloiveiv.com/ and indicate you want the proceeds to go to CODF. ➤ Homecoming – Is anyone doing anything special for 60 th anniversary?		
CONCLUSION (Motion or recommendation)	None		
FOLLOW-UP ITEMS			
		PERSON RESPONSIBLE	DEADLINE
Check with Pam Hunter on any Homecoming plans in progress		Kate	June 23
Coordinate with David and Robert on EBC plans		Kate	June 23
4. Adjournment:	4:30 p.m.		
NEXT MEETING:	This committee will move its regular meeting time to 2 nd Wednesday at 11 a.m. in the Foundation Board Room. Next meeting will be July 12 at 11 a.m. – a new calendar invite was sent to committee members.		



Academic Angels Minutes

MINUTES FOR 06-22-17		10:00am	Foundation Board Room
Members Present:	Marge Barry, Cynthia Cottrell, Erica Espinola, Suz Hunt, Linda Rider, Sally Simonds, CJ Westrick		
Members not Present:			
Guest(s):	Kay Hazen, Peter Sturgeon		
Recorder:	Kippy Laflame		

AGENDA DISCUSSION

AA December event	<p>The focus of this brainstorming session:</p> <ol style="list-style-type: none"> 1) Do the Angels want to continue with the branded Citizens of a Distinction event or change it? 2) Transitioning the theme to Celebrating our Donors holiday event luncheon. Concerns about timing of previous event, luncheons are great but do not attract many men. Many other organizations have replicated the Citizens event. 3) Showcasing the talent of COD—COD's got Talent! Fresh and new idea that everyone thought was a great theme. Highlighting the talented students and staff, and faculty not a competition but we could have judges like Peggy Cravens or celebs in the valley—possibly attracting new people to the event. <p>After much discussion it was felt to change the theme of <i>COD's Got Talent</i> and make it an evening event will be a winning combination</p>	
CONCLUSION (Motion or recommendation)	M/S/C Linda Rider/Marge Barry to change the event from a luncheon to an evening event	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
EVENT BRIEF		
SPONSORSHIP LEVELS		
CONNECT WITH SCHOOL TO GET WORD OUT	Peter Sturgeon	
Fall Luncheon	Since the December event will need much organizing it was suggested that we have a new member AA campus tour, bringing people to the college, glamming up the lunch and have some Angels come and try to engage the tourists instead of the Fall Luncheon.	
CONCLUSION (Motion or recommendation)	New member campus tour instead of a Fall Luncheon	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
DATES FOR PROSPECTIVE TOURS	Peter Sturgeon	
SAVE THE DATE	Peter Sturgeon and Kippy Laflame	
MEMBERSHIP APPLICATIONS	Add the new event and dates for New Member tours	
Adjournment	11:00am	



NOTES TO THE FINANCIAL STATEMENTS

FOR MONTH ENDED: May 31, 2017

RECAP OF OPERATING RESULTS FOR THE MONTH:

- Revenues for the month were \$300,031 vs. Budget of \$105,333 and YTD \$4,098,532 vs. Budget of \$1,053,333
 - Revenues are up approximately \$1,600,000 YTD:
 - Donations are up over prior fiscal year in all categories approximately 1,382,551. Donation Revenue includes:
 - Pollock Estate Gift of \$1,066,261
 - General Donations \$535,646
 - Grants \$75,000
 - Scholarship 389,148
 - Pass Thru Scholarships \$250,049
 - Net Revenues for all Special Event have increased \$216,136 over prior fiscal year
- Expenditures for the month were \$120,649 vs. Budget of \$105,333 and YTD \$2,800,251 vs. Budget of \$1,158,667
 - Due to timing of payment processing, expenditures for the month were down approximately \$59,000
 - Expenditures include Contributions to the College of \$630,520 and Scholarship \$682,512 YTD (These are unbudgeted expenses)
- Net Income was \$179,483 for the month and \$ 1,298,281 YTD
- Investment Activities for the month totaled \$231,328 and YTD \$1,644,026
 - Investment activities have significantly improved over prior YTD (\$915,685)
- ❖ For full details of monthly financials, please see Board packet.



FINANCIAL SUMMARY

May 31, 2017

STATEMENT OF ACTIVITIES (INCOME STATEMENT)
FOR CURRENT MONTH ENDED 05/31/17 & YTD

	CURRENT MONTH ENDING 05/31/2017			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING			CURRENT YEAR BUDGET
	Budget		Variance	5/31/2016	ALL FUNDS	Budget	Variance	5/31/2016			
(1/12 OF Annual Budget)											
OPERATIONAL / ADMINISTRATIVE & PROGRAM SUPPORT											
(1/12 OF Annual Budget)											
OPERATING REVENUE											
1 Interest	\$ 54,579	\$ 12,917	\$ 41,662	\$ 54,608	\$	\$ 523,589	\$ 142,083.33	\$ 381,506	\$ 633,898	\$ 155,000	
2 Management Fees (Monthly)	\$ 38,267	\$ 25,000	\$ 13,267	\$ -	\$	\$ 401,668	\$ 275,000	\$ 126,668	\$ 307,425	\$ 300,000	
3 Gift Fees (Monthly)	\$ 6,418			\$ -	\$	\$ 11,195					
4 In-Kind Revenue	\$ -	\$ -	\$ -	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -	
5 TOTAL OPERATING REVENUE	\$ 99,264	\$ 37,917	\$ 54,929	\$ 54,608	\$	\$ 936,452	\$ 417,083	\$ 519,369	\$ 941,323	\$ 455,000	
(1/12 OF Annual Budget)											
OPERATING EXPENSES - ADMINISTRATIVE											
18 General	\$ 51,263	\$ 5,667	\$ (45,596)	\$ 1,149	\$	\$ 446,745	\$ 62,333	\$ (384,412)	\$ 367,597	\$ 68,000	
21 Salaries & Benefits (Operating Portion)	102	26,083	25,981	33,549	\$	279,655	286,917	7,261	280,781	313,000	
26 Facilities & Maintenance	968	1,958	990	1,891	\$	19,921	21,542	1,621	17,131	23,500	
32 Independent Contractors	-	7,083	7,083	1,620	\$	31,329	77,917	46,588	96,098	85,000	
40 Marketing	(70,858)	17,667	88,525	(90,359)	\$	193,839	194,333	494	173,631	212,000	
44 Contributions to College	102,053	-	(102,053)	39,863	\$	1,313,532	-	(1,313,532)	1,014,943	-	
45 TOTAL OPERATING EXPENSES	\$ 83,527	\$ 58,458	\$ (25,069)	\$ (12,287)	\$	\$ 2,285,022	\$ 643,042	\$ (1,641,980)	\$ 1,950,181	\$ 701,500	
46 OPERATING SURPLUS (DEFICIT)	\$ 15,737	\$ (20,542)	\$ 79,998	\$ 66,895	\$	\$ (1,348,570)	\$ (225,958)	\$ 2,161,349	\$ (1,008,858)	\$ (246,500)	
FUNDRAISING											
FUNDRAISING REVENUE											
54 Donations/Gifts/Grants	\$ 197,241	\$ 20,833	\$ 176,408	\$ 144,466	\$	\$ 2,317,667	\$ 229,167	\$ 2,088,500	\$ 935,116	\$ 250,000	
56 Annual Fund/Direct Mail	-	-	-	-	\$	-	-	-	-	-	
59 Memberships	\$ 2,170	\$ 14,583	\$ (12,413)	\$ 7,420	\$	\$ 183,760	\$ 160,417	\$ 23,343	\$ 186,933	\$ 175,000	
65 Special Events	\$ 1,356	\$ 32,000	\$ (30,644)	\$ 16,675	\$	\$ 659,570	\$ 352,000	\$ 307,570	\$ 444,517	\$ 384,000	
66 TOTAL FUNDRAISING REVENUE:	\$ 200,767	\$ 67,417	\$ 133,351	\$ 168,561	\$	\$ 3,160,997	\$ 741,583	\$ 2,419,413	\$ 1,566,566	\$ 809,000	
FUNDRAISING EXPENSES											
75 Donor Development	\$ 2,335	\$ 6,125	\$ 3,791	\$ 1,079	\$	\$ 31,875	\$ 67,375	\$ 35,500	\$ 28,771	\$ 73,500	
77 Salaries & Benefits (Fundraising Portion)	-	\$ 27,500	\$ 27,500	\$ 35,761	\$	\$ 292,426	\$ 302,500	\$ 10,074	\$ 310,525	\$ 330,000	
80 Independent Contractors	\$ 21,827	\$ 9,500	\$ (12,327)	\$ 10,000	\$	\$ 138,402	\$ 104,500	\$ (33,902)	\$ 100,000	\$ 114,000	
83 Membership	\$ 12,416	\$ 1,833	\$ (10,583)	\$ 722	\$	\$ 33,183	\$ 20,167	\$ (13,016)	\$ 16,810	\$ 22,000	
86 Marketing (Fundraising Portion)	\$ 444	\$ 1,917	\$ 1,473	\$ -	\$	\$ 18,263	\$ 21,083	\$ 2,821	\$ 6,485	\$ 23,000	
87 TOTAL FUNDRAISING/PROGRAM EXPENSES:	\$ 37,022	\$ 46,875	\$ 9,853	\$ 47,562	\$	\$ 514,149	\$ 515,625	\$ 1,476	\$ 462,591	\$ 562,500	
88 FUNDRAISING SURPLUS (DEFICIT)	\$ 163,746	\$ 20,542	\$ 123,497	\$ 121,000	\$	\$ 2,646,848	\$ 225,958	\$ 2,417,937	\$ 1,103,976	\$ 246,500	
OPERATING REVENUE BUDGET FY 2016/17	\$ 99,264	\$ 37,917	\$ 54,929	\$ 54,608	\$	\$ 936,452	\$ 417,083	\$ 519,369	\$ 941,323	\$ 455,000	
FUNDRAISING REVENUE BUDGET FY 2016/17	\$ 200,767	\$ 67,417	\$ 133,351	\$ 168,561	\$	\$ 3,160,997	\$ 741,583	\$ 2,419,413	\$ 1,566,566	\$ 809,000	
89 TOTAL 2016/17 REVENUE BUDGET:	\$ 300,031	\$ 105,333	\$ 188,280	\$ 223,169	\$	\$ 4,097,449	\$ 1,158,667	\$ 2,938,782	\$ 2,507,889	\$ 1,264,000	
OPERATING EXPENDITURE BUDGET FY 2016/17	\$ 83,527	\$ 58,458	\$ (25,069)	\$ (12,287)	\$	\$ 2,285,022	\$ 643,042	\$ (1,641,980)	\$ 1,950,181	\$ 701,500	
FUNDRAISING EXPENDITURE BUDGET FY 2016/17	\$ 37,022	\$ 46,875	\$ 9,853	\$ 47,562	\$	\$ 514,149	\$ 515,625	\$ 1,476	\$ 462,591	\$ 562,500	
90 TOTAL 2016/17 EXPENDITURE BUDGET:	\$ 120,549	\$ 105,333	\$ (15,215)	\$ 35,275	\$	\$ 2,799,170	\$ 1,158,667	\$ (1,640,504)	\$ 2,412,771	\$ 1,264,000	
NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	\$ 179,483	\$ -	\$ 203,495	\$ 187,895	\$	\$ 1,298,279	\$ -	\$ 4,579,286	\$ 95,118	\$ -	
Investment Activities	\$ 231,328	\$ -	\$ -	\$ 204,816	\$	\$ 1,644,026	\$ -	\$ -	\$ (728,341)	\$ -	
91											
97											
98 NET SURPLUS (DEFICIT)	\$ 410,811	\$ -	\$ 203,495	\$ 392,711	\$	\$ 2,942,305	\$ -	\$ 4,579,286	\$ (633,223)	\$ -	

06/23/2017

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , MAY 31, 2017
WITH COMPARATIVE TOTALS FOR MAY 31, 2016

	Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2016-17	2015-16
ASSETS					
1 Cash and cash equivalents	\$ 832,693	\$ 1,398,172	\$ -	\$ 2,230,865	\$ 2,230,865
2 Investments	500,000	7,982,886	19,569,276	28,052,162	24,627,278
3 Pledges receivable	147,770	204,963	101,373	454,106	835,741
4 Accounts Receivable	(10)	10	-	-	(3)
5 Prepaid expenses	-	-	-	-	-
6 Funds held at College	5,000	-	-	5,000	5,000
7 Accrued interest receivable	20,775	33,241	-	54,016	56,025
8 Accrued assets	-	-	-	-	-
9 Property and equipment, net	11,088	-	-	11,088	14,070
10 FCCC - Scholarship Endowment	-	26,464	336,549	363,013	377,625
11 Split interest agreements	-	134,590	-	134,590	414,852
TOTAL ASSETS	\$ 1,517,316	\$ 9,780,327	\$ 20,007,198	\$ 31,304,840	\$ 28,561,453
LIABILITIES					
12 Accounts payable	\$ 118,263	\$ 60,884	\$ -	\$ 179,148	\$ 72,052
13 Deferred Contributions	\$ 17,513	-	-	17,513	-
14 Accrued liabilities	73,897	-	-	73,897	57,532
TOTAL LIABILITIES	209,673	60,884	-	270,557	129,584
NET ASSETS, beginning					
Unrestricted:					
15 Undesignated	254,121	-	-	254,121	305,228
16 Board designated	500,000	-	-	500,000	500,000
17 Temporarily restricted	-	8,496,918	-	8,496,918	9,455,522
18 Permanently restricted	-	-	18,840,936	18,840,936	18,804,343
TOTAL NET ASSETS, beginning	754,121	8,496,918	18,840,936	28,091,975	29,065,093
19 Net Activity	553,523	1,222,524	1,166,261	2,942,308	(633,222)
NET ASSETS	1,307,644	9,719,442	20,007,197	31,034,283	28,431,871
TOTAL LIABILITIES AND NET ASSETS	\$ 1,517,317	\$ 9,780,326	\$ 20,007,197	\$ 31,304,840	\$ 28,561,455

College of the Desert Foundation
Special Events
YTD Ending 05/31/2017

	<u>Revenues</u>	<u>Expenditures</u>	<u>Total</u>	<u>Annual Budget</u>	<u>Variance %</u>
Balances:					
Spring Luncheon - 105					
Donations	0.00	0.00	0.00		
Special Events Income	10,975.00	0.00	10,975.00		
Scholarship Donations	7,900.00	0.00	7,900.00		
Printing/Design/Graphics	0.00	(1,002.99)	(1,002.99)		
Postage	0.00	(60.36)	(60.36)		
Special Event Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
Total Spring Luncheon	18,875.00	(1,063.35)	17,811.65	0.00	0.00%
Coeta Barker Tea - 164					
Special Events Income	5,400.00	0.00	5,400.00		
Special Events Expenses	<u>0.00</u>	<u>(4,828.26)</u>	<u>(4,828.26)</u>		
Total Coeta Barker Tea	5,400.00	(4,828.26)	571.74	0.00	0.00%
FALL LUNCHEON - 101					
Special Events Income	6,590.00	0.00	6,590.00		
Special Events Expenses	0.00	(3,640.00)	(3,640.00)		
Printing/Design/Graphics	<u>0.00</u>	<u>(1,356.98)</u>	<u>(1,356.98)</u>		
TOTAL FALL LUNCHEON	6,590.00	(4,996.98)	1,593.02	30,000.00	5.31%
Citizen of Distinction - 181					
Special Event Income	224,543.05	0.00	224,543.05		
Special Event Expenses	0.00	(28,485.75)	(28,485.75)		
Donations	40,108.00	0.00	40,108.00		
Scholarship Donations	6,900.00	0.00	6,900.00		
Auxiliary Expenses	0.00	(552.50)	(552.50)		
Postage	0.00	(81.65)	(81.65)		
Marketing	0.00	(2,160.25)	(2,160.25)		
Independent Contractors	0.00	0.00	0.00		
Office Supplies - Auxiliary	0.00	(75.00)	(75.00)		
Printing/Design/Graphics	0.00	(4,463.15)	(4,463.15)		
Recognition	<u>0.00</u>	<u>(334.80)</u>	<u>(334.80)</u>		
Total Citizen of Distinction	271,551.05	(36,153.10)	235,397.95	100,000.00	235.40%
Stepping Out for COD - 190					
Donations	3,330.00	0.00	3,330.00		
Special Event Income	519,140.00	0.00	519,140.00		
Special Event Expenses	0.00	(59,975.60)	(59,975.60)		
Refunds	0.00	0.00	0.00		
Equipment Fees	0.00	0.00	0.00		
Postage	0.00	(1,714.46)	(1,714.46)		
Printing/Design/Graphics	0.00	(5,620.45)	(5,620.45)		
Clerk (Seasonal) - Student Worker	0.00	(72.00)	(72.00)		
Office Supplies & Equipment	0.00	0.00	0.00		
Independent Contractors	0.00	(27,000.00)	(27,000.00)		
Marketing	<u>0.00</u>	<u>(49,755.33)</u>	<u>(49,755.33)</u>		
Total Stepping Out for COD	522,470.00	(144,137.84)	378,332.16	254,000.00	148.95%
Total Balances:	<u>824,886.05</u>	<u>(186,351.27)</u>	<u>633,706.52</u>	<u>384,000.00</u>	<u>165.03%</u>

DRAFT FOUNDATION GOALS/STRATEGIES

BUILDING RELATIONSHIPS

I. Strengthen board and college alignment and increase board participation and engagement

- Schedule Foundation Board meetings and annual operational calendar to mirror the planning cycle of the College.
- Plan a joint college/Foundation annual retreat.
- Work with the College to expand audiences and elevate the State of the College event.

II. Continue marketing/communications and outreach efforts to raise awareness and promote engagement

- Categorize database of attendees and customize follow up to more deeply engage and promote greater support
- Expand outreach and build greater engagement in the East and West Valleys
- Expand VIP and business and industry contacts utilizing the Executive Business Council membership where appropriate

III. Expand Alumni outreach efforts to promote connection, participation and engagement

- Work with college to develop and implement alumni relations strategy including building a comprehensive database and outreach to connect and engage alumni

IV. Strengthen donor recognition and donor stewardship

- Develop a protocol for donor acknowledgement

SECURING SUPPORT

I. Increase unrestricted support

- Increase memberships in President Circle (\$175,000) and Academic Angels (\$25,000)
- Increase event revenue: Citizens of Distinction and other Angel events (\$185,000), Stepping Out for COD (\$300,000)
- Increase annual giving
- Segment donor base with a strategy to tailor communication and engagement to each segment
- Pursue other sources of revenue targets identified by Strategic Planning Committee.

II. Strategically expand assets

- Diversify and expand database and contacts as well as opportunities for giving

- Work with the board/committees to identify prospective major donor lists and assist in making connections/building relationships
- Segregate donor database into categories and levels to avoid asking the same donors to support every need.
- Develop and launch Campaign for College and Careers to support student access and success with emphasis on pLEDGE and EDGE
- Develop and implement a campus-wide naming campaign to leverage expansions and anticipated opening of the new campus in Palm Springs

Current Naming Values:

Applied Science	\$1,000,000	Indio Bldg 1	\$1,000,000
Communication	\$2,500,000	Indio Bldg 2	\$1,000,000
Early Childhood	\$1,000,000	Kinesiology	\$ 250,000
Gym	\$2,000,000	Stagecraft	\$ 250,000
Tennis Courts	\$ 200,000	Visual Arts	\$1,500,000

- Look for opportunities to incorporate the upcoming sixtieth anniversary of the college.

STEWARDSHIP ASSETS

I. Increase Planned Giving Participation with a \$1,000,000 target

- Host a Legacy reception in the fall to recognize existing Legacy members and encourage participation of FDN Board members, select Angel Members and guests
- Host a reception/dinner for emeriti faculty and retired staff.

**College of the Desert Foundation
Academic Angels**

**Standing Rules
(amended June 2016)**

Article I NAME

The name of the organization shall be the College of the Desert Foundation Academic Angels.

Article II PURPOSES

1. The Academic Angels are organized as a Standing Committee of the Foundation. (Standing Rules; October 2014). The Foundation recognizes the Academic Angels as a partner committee, working in tandem with the Foundation to accomplish the same goals and objectives for the benefit of the College.
2. The members of the Academic Angels, in conjunction with the Foundation, shall serve as goodwill ambassadors for College of the Desert and shall assist the College in pursuing its goals.

Article III ACTIVITIES, PROJECTS & CHANGES

All activities, projects and changes in the Standing Rules are subject to review and approval by the Executive Committee of the Foundation.

The dates for events, special projects and changes in the Standing Rules shall be presented to the President of the Foundation.

Article IV MEMBERSHIP

ACADEMIC ANGEL: Those members of the community who are interested in furthering the goals of College of the Desert and who pay prescribed annual dues.

Article V OFFICERS

1. The Board of Directors of the Academic Angels shall consist of the Officers, all Special Committee Chairmen, and members of the Advisory Board. No Officer shall serve in the same office for more than two consecutive years.
2. **THE PRESIDENT**, who shall:
 - a. Preside over all meetings except the Nominating Committee.
 - b. Call special meetings when needed.
 - c. Appoint chairmen of all standing and special committees and the Advisory Board.
 - d. Serve as an ex-officio member of all standing committees except the Nominating Committee.
 - e. Serve on the Foundation of College of the Desert and as a member of the Executive Committee of the Foundation Board.
3. **VICE-PRESIDENT**, who shall:
 - a. Act in the absence of the President and may serve as an ex-officio member of all committees.
 - b. Oversee activities related to member education, including campus tours and publicity, and carry out special assignments requested by the President.
4. **Fundraising Chair**, who shall:
 - a. Act in the absence of the President and Vice President.
 - b. Serve as the Chairman of the Fundraising Committee.
 - c. Oversee activities related to Fundraising events and report on these to the President and the Board monthly.

5. **Membership Chair**, who shall:

- a. Serve as chairman of the Membership Committee.
- b. Help with the production of the annual membership renewals and directory.
- c. Work on events that encourage Membership recruitment.
- d. Report to Board monthly, providing current membership statistics and activities

6. **Recording Secretary**, who shall:

- a. Keep records of all special and general meetings of the Board.
- b. Make copies of such records and provide a copy for the President and the Foundation office before the next meeting.

7. **Corresponding Secretary**, who shall:

- a. Assist with the Board correspondence
- b. Report to the Board.

8. **Treasurer**, who shall:

Work with staff to report at Board Meetings all funds collected and distributed by the Academic Angels.

9. **Ex-officio members** of the Academic Angels Board shall include:

- a. the President of the College.
- b. the Executive Director of the Foundation.
- c. the President of the Foundation.

10. Staff

- a. Any staff person assigned to work with the Academic Angels shall be considered an ex-officio member of the Academic Angels.
- b. A staff member may attend any other Academic Angels committee meeting if an invitation has been issued by the Chairman of that committee.
- c. Shall work with Board President and Committee Chairs by providing necessary reporting information and assisting with Annual Membership Renewals and fundraising efforts.

Article VI MEETINGS

1. The Board shall meet at the discretion of the President.
2. There shall be at least two general meetings of the membership each season. The time for these meetings shall be determined by the Board.
3. The Spring Luncheon shall be considered the Annual Meeting.
4. A general meeting shall consist of those present, provided at least ten (10) days notice shall have been given to the membership at large.
5. A quorum for the Board shall consist of one-third of the members of the Board, providing at least four (4) days notice shall have been given to all members of the Board.

Article VII ELECTIONS

1. The Nominating Committee shall consist of six (6) persons: the chairman, two (2) members of the Academic Angels Board, two (2) members from the membership at large and one alternate. The chairman of the committee shall be appointed in November by the President of the Academic Angels, and other committee members shall be approved by the chairman of the nominating committee. All members will serve a one-year term.

2. The Nominating Committee will present the proposed slate of candidates for office to the Academic Angels Board for review at the February Board meeting. Officers are elected for a one year term.
3. Notice of the proposed slate must be sent to all Academic Angels members in good standing at least ten (10) days prior to election. Provision should be made to accept nominations from the floor.

Article VIII PARLIAMENTARY AUTHORITY

“Roberts Rules of Order Newly Revised” shall govern the conduct of all meetings of the Board, Committees and the General Membership to which they are applicable and in which they are not inconsistent with the Standing Rules of the Academic Angels as well as guidelines required by the Brown Act.”

Article IX STANDING RULES

Standing Rules are subject to review and revision with proper approvals.



Foundation Board and
Committee Meeting
Schedules

PLEASE update your calendars

BOARD				
Type	Date	Location	Focus	Discussion Responsibility
Board	10/25/2017	Cravens MPR 3-4:30pm	Forecast of College funding needs & review of Marketing plans	COD President and CODF Executive Director
Committee	11/8/2017	Offsite TBD 3-4:30pm	Joint Strategic Planning Committee meeting with College	COD President and CODF President
Board	11/15/2017	Cravens MPR 3-4:30pm	Feedback from joint Planning meeting with College	COD President and CODF President
Board	12/13/2017	TBD 3-4:30pm	Planned development activities	Chair - Development Committee
Board	1/31/2018	Cravens MPR 3-4:30pm	Governor's budget and College priorities	COD President
Board	2/28/2018	Cravens MPR 3-4:30pm	CODF budger and revenue plans	Chair - Finance Committee
Board	3/28/2018	Offsite TBD Time??	Board Strategic Planning Retreat	Chair - Strategic Planning
Annual	4/25/2018	Cravens MPR 3-4:30pm	CODF impact and thanks to BOD	CODF President and CODF Executive Director
Board	5/30/2018	Cravens MPR 3-4:30pm	Next fiscal year	CODF President and CODF Executive Director
COMMITTEE				
Academic Angels			2nd Tuesday of the month from 9am	
Audit			As needed, normally in early Fall. Dependant on when Auditors have finished yearly audit.	
Development			2nd Wednesday of the month from 11am-noon	
Finance & Investment			Wednesday one week before the last Wednesday of the month from 4-5pm and quarterly from 3-5pm	
Nominating			As needed	
Planned Giving			As needed	
President's Circle			2nd Wednesday of the month from 10-11am	
Stepping Out			1st Wednesday of the month from 10-11am starting October 4th	
Strategic Planning			Wednesday from 3-4pm starting in November	



This gift of \$_____

is for:_____

Installment request:

Payment Method: ☐ Check or ☐ Credit Card: (make check payable to COD Foundation)

Please charge my ☐ AMEX ☐ MasterCard ☐ Visa: _____
Name on Card

Card# _____ Exp _____ CVS# _____

Signature _____ Date _____

Billing Address (indicate **ON FILE** if nothing has changed)

City, State, Zip _____

Telephone (indicate **ON FILE** if nothing has changed) Email (indicate **ON FILE** if nothing has changed)

Note: Restricted gifts and Endowed gifts made to the Foundation are assessed a 5% gift fee.