



## Foundation Board Meeting

### **General Session: 3:00 p.m.**

Wednesday – October 25, 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:**

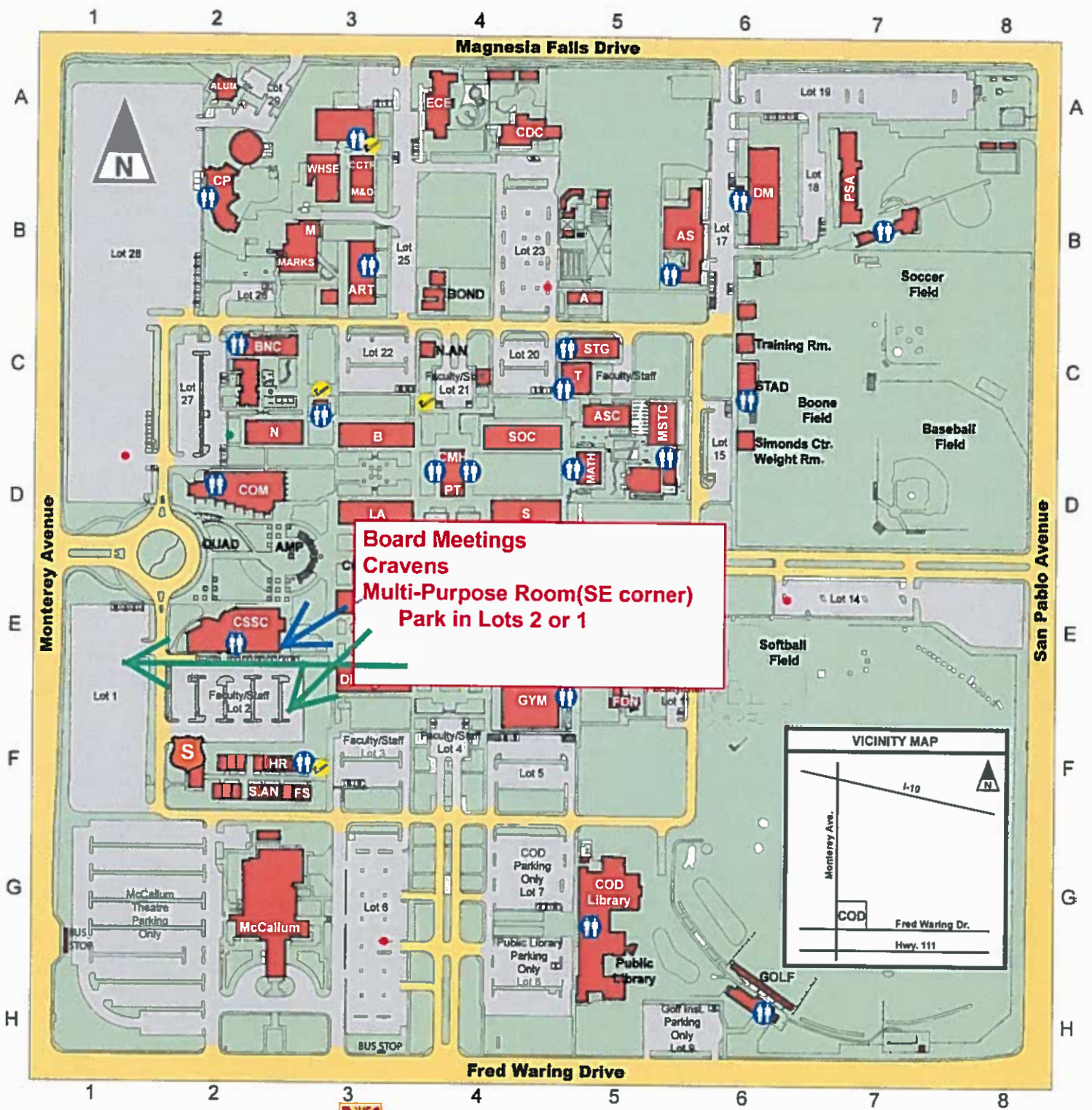
To positively impact the lives of students who are striving to achieve a purposeful education and to enhance the communities of the Coachella Valley and the region.

#### **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
SAN	Simonds Center Weight Room.....	C6
SOC	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 Director Meeting

**Date: October 25, 2017**

**Time: 3:00 – 5:00 pm**

Location: 43500 Monterey Ave

Palm Desert, CA

Cravens Multi-Purpose Room

*Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the College of the Desert Foundation ("Foundation") as soon in advance of the Board meeting as possible.*

*The Foundation minutes of the meetings are the official record of the actions of the Board. The Foundation meetings are governed by the Ralph M. Brown Act (California Code 54950 through 54962). The Foundation operates in accordance with the Non-Profit Benefit Corporations law.*

- I. Call to Order
- II. Public Invitation to Speak per the Brown Act
- III. Mission Moment - Katie Chartier and PLEDGE student

**IV. Consent Agenda – Approve Meeting Minutes and financials:**

- |  |         |
|--|---------|
| a. June 28, 2017 Board Meeting.....                    | Page: 1 |
| b. July 25, 2017 Finance Committee.....                | Page:   |
| c. August 11 & 16, 2017 Finance RFP interviews.....    | Page:   |
| d. August 30, 2017 Executive Committee.....            | Page:   |
| e. September 13, 2017 Development Committee.....       | Page:   |
| f. September 14, 2017 Special Executive Committee..... | Page:   |
| g. October 3, 2017 Academic Angels Committee.....      | Page:   |
| h. October 11, 2017 Development Committee.....         | Page:   |
| i. July 2017 Financial Notes.....                      | Page:   |
| j. August 2017 Financial Notes.....                    | Page:   |

**V. Committee Reports (as needed):**

- a. Academic Angels
- b. Audit
- c. Finance and Investment
  - i. FY 2016-17 Scholarship Report..... Page:
  - ii. FY 2016-17 Contributions to College Report..... Page:
- d. Nominating
- e. Planned Giving
- f. President's Circle
- g. Stepping Out for COD
- h. Strategic Planning
- i. Development

**VI. Action Items – Approvals:**

- a. Draft Bylaws..... Page: 2
- b. Foundation Goals..... Page: 3
- c. Academic Angels Standing Rules..... Page: 3

**VII. Information Items:**

- a. College of the Desert President
- b. COD Trustee
- c. Academic Senate President
- d. Foundation Board President
- e. Foundation Executive Director
- f. Foundation Meeting Calendar..... Page: 31
- g. Important event dates to calendar..... Page: 4
- h. Gift Form..... Page: 4

**VIII. New Business:**

**IX. Adjournment**

**X. Next Board meeting: November 15<sup>th</sup>**





Board Meeting Minutes		
<b>MINUTES FOR 06/28/2017</b>		<b>3:00pm</b>
		<b>MPR Cravens</b>
<b>Voting Members Present: Quorum(8)</b>	Peggy Cravens, Diane Denkler, Marge Dodge, Suz Hunt, Vern Kozlen, Charles Monell, M.D., David Nola, Jane Saltonstall, Ed.D., Sally Simonds, Kate Spates	
<b>Voting Members Absent:</b>	Robert Archer, Norma Castaneda, Bill Chunowitz, Donna Jean Darby, Carol Bell Dean, Barbara Fromm, Diane Gershowitz, Robert Goodfriend, James Greene, Brian Holcombe, Donna MacMillan, Bob Manion, Dan Martinez, Penny Mason, Joanne Mintz, Mark Nickerson, Jane Saltonstall, Ed.D., Arlene Schnitzer, Dominique Shwe	
<b>Non-Voting Members Present:</b>	Carl Farmer, Lisa Howell, Joel L. Kinnamon, Ed.D.	
<b>Non-Voting Members Absent:</b>	Aurora Wilson	
<b>Recorder(s):</b>	Kippy Laflame	

#### AGENDA

<b>1. Call to Order/Roll Call</b>		
<b>2. Public Invitation to Speak per the Brown Act: None</b>		
<b>3. Mission Moment: Kate Spates</b>		
DISCUSSION	<p>The Executive Business Council membership, with several levels of benefits, was created to engage the community with COD's Career Workforce Solutions Center and supply unrestricted income to the Foundation as well as supporting the center. The main concern for rolling out the program is whether COD students are ready to send out in the business community. It was determined that they need help with their soft skills, those that will help them secure the job. Resume writing, how to present themselves, what business community is looking for in an employee. The new Dir. Of CWSC, Robert St Juliana will be formalizing a plan to help students. He wants to create hands-on workshops which along with the present lectures will help ready our students for the workforce opportunities in the valley. Focusing on where there are gaps in supply in the valley would be of benefit the students who may not know that there are plenty of jobs in the accounting field for example. Kate is hoping that the roll out of the membership should be ready for January 2018.</p> <p>The option of volunteers that could mentor our students was discussed.</p>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
<b>4. Consent Agenda</b>		
DISCUSSION	No questions	
CONCLUSION	M/S/C Vern Kozlen/Jane Saltonstall to approve the consent agenda as presented	

FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>5. Action Items</b>			
DISCUSSION	None		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>6. Committee Reports (as needed)</b>			
DISCUSSION	<b>Academic Angels – Peter Sturgeon</b> <ul style="list-style-type: none"> <li>➤ Meeting was held 06/22/17. Main topic was the COD event (12-05-17) the board felt that theme of Citizens of Distinction where supporters are honored should be changed to something new as many organizations in the valley have replicated that idea. Showcasing the talent of students, faculty, and staff--a spin on America's Got talent. Citizens of Distinction Presents COD's Got Talent would be an evening event which could attract more attendees like husbands which normally do not come to luncheons. We have unknown talent on this campus so this is exciting. We could have some very interesting high visibility judges that could bring in attendees. Everyone will win something. We will not have the time to audition this year but will work this year with College to choose approx. 6 talented COD. We will need to hire an event planner to help.</li> <li>➤ There is still a leadership gap and are working on filling the President's position.</li> <li>➤ Fall luncheon will be replaced by a campus tour and our Panera lunch for prospective Academic Angels at the start and the end of the tour we will have AA members to speak with these potential members.</li> <li>➤ Renewals will be going out soon as well as PC members.</li> </ul>		
CONCLUSION	M/S/C Diane Denkler/Sally Simonds to approve the Academic Angels Standing Rules as presented		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Some concerns about the wording of the Fundraising Chair description		Diane Denkler	Fall
<b>6.1</b>			
DISCUSSION	<b>Resource Development – Kate Spates</b> The committee would like to engage our community with events that are already happening on campus rather than creating new ones. Homecoming was discussed as a possible 60 <sup>th</sup> anniversary event in Fall 2018.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Kate will reach out to Pam Hunter to coordinate		Kate Spates	Open
<b>6.2</b>			
DISCUSSION	<b>Nominating – Marge Dodge</b>		

	<ul style="list-style-type: none"> <li>➤ Two new prospective referral form. We will continue with the nominating process with the objective of presenting at the October meeting.</li> <li>➤ Over the summer we will be working on the Orientation package and the board self-assessment form.</li> </ul>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	

## 7.0 Information Items

DICUSSION	<p><b>COD President - Dr. Kinnamon</b></p> <p>Dr. Kinnamon reviewed a PowerPoint that he presents to the BOT that recaps the academic year. Some of the highlight:</p> <ul style="list-style-type: none"> <li>➤ 2015: 830 degrees + 237 certificates = 1,067</li> <li>2016: 908 degrees + 229 certificates = 1,137</li> <li>2017: 1,038 degrees + 182 certificates = 1,220</li> <li>➤ COD won the 2016 Chancellor's Student Success Award for the EDGE program</li> <li>➤ EDGE Academic Boot Camp, went from 265 students in 2014 to 1,000 that are projected in 2017</li> <li>➤ The college is continuing to utilize funding from Measure B, which was passed in 2004. This academic year, we:               <ul style="list-style-type: none"> <li>Opened the Desert Hot Springs Campus in October, with expansion on the way.</li> <li>Added modular units on our Indio campus, and are planning to double the permanent structure for fall 2020 classes</li> </ul> </li> <li>➤ Finalized 3 bond restructures and refinancing's, saving our community a total of almost \$250 million dollars. Thank you to Vice President Lisa Howell and her team for that work</li> <li>➤ Finalized the Strategic Plan and began work on the Educational Master Plan, which helps identify programs we are offering about a lot of research about jobs in the area. As we implement we prepare our students for the right positions</li> <li>➤ Grand opening of the CWSC in April over 21,000 current and past students have utilized the services</li> <li>➤ More than 850 new jobs have been posted and the center has made contact with nearly 1,250 employers</li> <li>➤ COD awards from the Desert Theater League, Golden Microphone awards to our KCOD students,</li> <li>➤ Football , soccer, golf, tennis, and basketball teams have won numerous awards</li> <li>➤ Accreditation Self-Study is the opportunity to evaluate our own learning and performance</li> <li>➤ Measure CC passed, the \$577.8MM dollars which help expand our DHS and Mecca Thermal campus as well as build our Palm Springs campus which will focus on the hospitality, culinary, broadcasting and film programs</li> <li>➤ The PLEDGE program , we are expecting about 1000 new full-time students to take advantage of our one year free tuition</li> </ul>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

<b>7.1</b>		
DISCUSSION	<b>Academic Senate President – Carl Farmer</b> <ul style="list-style-type: none"> <li>➤ Attended an Academic Senate Retreat in Sacramento</li> <li>➤ Dr. Wendy Standard travelled with 14 Early Childhood students to Costa Rica as part of the 39th Global ECE Practicum. Student are placed in ECE programs and their tour other services for children</li> <li>➤ Past year the National Foundation Science Grant supported 22 students in summer internships</li> </ul>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

<b>7.2</b>		
DISCUSSION	<b>Foundation Board President – Suz Hunt</b> Last month the 17-18 goals were included in your packet. Some of the highlights are: <ul style="list-style-type: none"> <li>➤ Strengthening the board and the College alignments</li> <li>➤ Categorizing our database so that we can focus the right engagement the right donor</li> <li>➤ We must work on engaging East and West valley donors and prospects</li> <li>➤ Alumni relations taskforce to look at where we are where we've been, activities with Street Fair. Meeting was facilitated by Kay Hazen Recommendation going towards an advancement mode which would include Foundation, our auxiliary that operates, food, vending bookstore. A subset of that is alumni relations will be collecting alumni data. The Advancement Model really brings in a lot of functions under one umbrella incl. college functions like marketing, grants. The executive team has been tasked with looking at what positions are needed and what positions we already have.</li> <li>➤ Continuing to look at raising unrestricted revenue</li> <li>➤ Naming opportunities</li> <li>➤ 60<sup>th</sup> anniversary</li> <li>➤ We need to take a good look at our board diversity which will impact several committees—especially Strategic Planning and Nominating. From age group, ethnic, geographic location, needs. When we determine those need it will be up to everyone to help recruit.</li> <li>➤ On page 21 you will find the calendar of meetings</li> <li>➤ The Executive Committee might need to meet</li> </ul>	
CONCLUSION		
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
<b>7.3</b>		
DISCUSSION	<b>Executive Director – Peter Sturgeon</b> <ul style="list-style-type: none"> <li>➤ Staffing:</li> <li>➤ ED closes June 30</li> </ul>	



	<ul style="list-style-type: none"> <li>➤ the finance position has been approved the BOT and we were told by HR that the position was being posted shortly</li> <li>➤ Finished and approved Liz position</li> <li>➤ Renewal for AA and PC</li> <li>➤ Policy manual</li> <li>➤ Financial analysis of our endowments</li> <li>➤ Working on our messaging with Kay for Edge and Pledge and COD Got Talent, 60<sup>th</sup> Anniversary, State of the College. Very busy summer ahead of us.</li> </ul>		
CONCLUSION			
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE	

<b>8.0 Adjournment</b>	
DISCUSSION	
CONCLUSION	<b>M/S/C Sally Simonds/Diane Denkler to adjourn at 4:40pm</b>



## Finance Committee Meeting Minutes

<b>MINUTES FOR 07/25/2017</b>		<b>3:00pm</b>	<b>MPR Cravens</b>
<b>Voting Members Present: Quorum(3)</b>	<b>Bill Chunowitz, Brian Holcombe, Vern Kozlen, Kate Spates</b>		
<b>Voting Members Tele/video(not counted in quorum) Absent:</b>	<b>Robert Archer(video), Suz Hunt(Video), Dan Martinez(Video), Bob Manion, Mark Nickerson</b>		
<b>Non-Voting Members Present:</b>	<b>None</b>		
<b>Non-Voting Members Absent:</b>	<b>Lisa Howell</b>		
<b>Guests:</b>	<b>Jonathan Gorges (COD IT department)</b>		
<b>Recorder(s):</b>	<b>Kippy Laflame</b>		

### AGENDA

<b>1. Call to Order/Roll Call 3:00pm</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>3. Draft June 30, 2017 (Pre-audited numbers) - Kirstien Renna</b>			
DISCUSSION	Revenues up approx. \$1,415,000 YTD, Net revenues of Special events have increased \$181,036 over prior year from. Contributions to the College to date \$861,154 with scholarships \$683, 262. We are still receiving invoices for 16-17 payment from the College at this point so these numbers will change. Note that for 17-18 we will be budgeting for all funds.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Add a column to report to show revenue year over year for special events for comparison		Kirstien Renna	For 17-18 reports
<b>4. Request for Proposal for Investment Managers</b>			
DISCUSSION	Recap: 1 <sup>st</sup> round, sent out to 13 firms, 2 <sup>nd</sup> round cut down to 7. Went back to 7 with questions for additional information. Suggestion is to look for one manager for \$10MM for operations and split the \$20MM endowment between two managers.		
CONCLUSION	Review and discussion of the 2 <sup>nd</sup> round answers from the seven firms. The following companies will be invited for the 3 <sup>rd</sup> round to present to the committee: Incumbents Wells Fargo, Merrill Lynch, Covington and First Republic.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Invite the managers over two afternoon period allowing them 1 hour to present. August 11 <sup>th</sup> and 16 <sup>th</sup> from 2:00-4:00pm		Kippy Laflame	ASAP
<b>4. Adjournment: 4:30</b>			



Finance Committee Meeting Minutes		
MINUTES FOR 08/11/2017	1:30pm	MPR Cravens
<b>Voting Members Present:</b> <b>Quorum(8)</b>	Brian Holcombe, Suz Hunt, Vern Kozlen, Dan Martinez, Kate Spates	
<b>Voting Members Absent or by call-in or video:</b>	Bill Chunowitz, Bob Manion, Mark Nickerson Diane Rubin(video), Robert Archer(video)	
<b>Non-Voting Members Present:</b>	None	
<b>Non-Voting Members Absent:</b>	Lisa Howell	
<b>Recorder(s):</b>	Kippy Laflame	
<b>Covington presenters:</b>	Richard Azarloza, Amy Lange, Fred Burger	
<b>Wells Fargo presenters:</b>	Gary Hall, Brian Hsieh, Steve Sommers	

#### AGENDA

<b>1. Call to Order/Roll Call</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>3. Covington Capital Management 2:00-3:00pm</b>			
DISCUSSION			
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>4. Wells Fargo Private Bank 3:00-4:00pm</b>			
DISCUSSION			
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>5. Committee Review &amp; Observations 4:00-4:30pm</b>			
DISCUSSION	Fees, resources available, fiduciary responsibilities, portfolio models for both presenters were discussed		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>4. Adjournment:</b>			

NEXT MEETING:08/16/2017

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## Finance Committee Meeting Minutes

<b>MINUTES FOR 08/16/2017</b>		<b>1:30pm</b>	<b>Foundation Board Room</b>
<b>Voting Members Present: Quorum(8)</b>	Brian Holcombe, Suz Hunt, Vern Kozlen, Dan Martinez, Kate Spates		
<b>Voting Members Absent or by call-in or video:</b>	Bill Chunowitz, Bob Manion, Mark Nickerson Diane Rubin(video), Robert Archer(video)		
<b>Non-Voting Members Present:</b>	None		
<b>Non-Voting Members Absent:</b>	Lisa Howell		
<b>Guests:</b>	Peter Sturgeon		
<b>Recorder(s):</b>	Kippy Laflame		
<b>Merrill Lynch presenters:</b>	Rhondi Edwards, Randy Schild, Michael		
<b>First Republic presenters:</b>	Rod Olea, Barbara Bruser		

### AGENDA

<b>1. Call to Order/Roll Call</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>3. Merrill Lynch 2:00pm</b>			
DISCUSSION			
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
NONE			
<b>4. First Republic 3:00-4:00pm</b>			
DISCUSSION			
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>5. Committee Review &amp; Observations 4:00-4:45pm</b>			
DISCUSSION	Fees, resources available, fiduciary responsibilities, portfolio models for all four presenters were discussed in-depth		
CONCLUSION	The committee will be recommending to the Executive Committee that the endowment be split equally between Covington and Merrill Lynch with the Operating fund to First Republic subject to reference checks.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Verify references		Kozlen & Sturgeon	ASAP
Organize Executive Committee meeting		Kippy Laflame	ASAP
<b>4. Adjournment: 3:45pm</b>			



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

## Academic Angels Committee Meeting Minutes

<b>MINUTES FOR 08/15/2017</b>		<b>2:30pm</b>	<b>Foundation Board Room</b>
<b>Voting Members Present:</b>	Sally Simonds, Erica Espinola, Marge Barry, Linda Rider, Diane Denkler,		
<b>Quorum:(</b>			
<b>Voting Members Absent:</b>	Cynthia Cottrell, Roberta Duke, Nancy Harris, CJ Westrick		
<b>Staff &amp; Guests:</b>	Peter Sturgeon		
<b>Non-Voting Members Absent:</b>			
<b>Recorder(s):</b>	Kippy Laflame		

### AGENDA

<b>1. Call to Order/Roll Call 2:30pm</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>3. Leadership</b>			
DISCUSSION	Susan Linsk will be available to lead the Academic Angels meetings. Sally Simonds and Diane Denkler will represent the Angels at the Foundation board meetings.		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
NONE			
<b>3. Events</b>			
DISCUSSION	Peter suggested that this year the focus of the Angles should be all about "fun & friend raising". Starting with AA Campus Tours 11/09 and 11/15.		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON(s) RESPONSIBLE</b>	<b>DEADLINE</b>
<b>4. Scouting for Angels</b>			
DISCUSSION	Peter asked all meeting attendees to think of one or two other members that could help the committee this year. Several people will be contacted by the Angels to help.		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>5. Adjournment: 3:15pm</b>			

NEXT MEETING: October 3, 2017





## Executive Committee Meeting Minutes

<b>MINUTES FOR 08/30/2017</b>		<b>3:00pm</b>	<b>Foundation Board Room</b>
<b>Voting Members Present: Quorum(2)</b>	Brian Holcombe, Suz Hunt, Vern Kozlen, Kate Spates		
<b>Voting Members Absent or by call-in or video:</b>	Bob Manion, Mark Nickerson, Jane Saltonstall		
<b>Non-Voting Members Present:</b>	Lisa Howell, Aurora Wilson		
<b>Non-Voting Members Absent:</b>	Joel Kinnamon		
<b>Guests:</b>	Peter Sturgeon		
<b>Recorder(s):</b>	Kippy Laflame		

### AGENDA

<b>1. Call to Order/Roll Call 3:00pm</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>3. Review of recommendations</b>			
<b>DISCUSSION</b>	<p>Finance and Investment committee members have been reviewing the request for proposals for our investment managers. The process began in May 2017 when 13 managers were invited to submit proposals. Four of the 13 were invited to present to the committee in August. After reviewing the proposals, the committee is recommending that we retain:</p> <ul style="list-style-type: none"> <li>➤ Merrill Lynch for \$10MM for the Endowment</li> <li>➤ Covington for the balance of \$10MM Endowment and</li> <li>➤ First Republic for \$10MM of the Operating.</li> </ul> <p>Vern checked all of the references and also asked all three companies if they would be willing to lower their fees. Each of them have agreed to bring their fees down by an additional 5 basis points. Fees for the Operating account will now be 25bp, Endowment 50bp for both plus a sub advisor fee of 23basis points for Merrill Lynch.</p> <p>All of the respondents will be advised and thanked for their participation. The successful bidders will be asked for agreements and arrange to transfer the assets. Based on our current balances the suggestion:</p> <ul style="list-style-type: none"> <li>➤ First Republic: \$9,811,399</li> <li>➤ Covington: \$9,576,957</li> <li>➤ Merrill Lynch: \$9,951,946</li> </ul>		
<b>CONCLUSION</b>	M/S/C Brian Holcombe/Kate Spates		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send letters to all companies who were rejected, thanking them for their participation. Vern and Peter will call Wells Fargo personally.		Kippy Laflame	ASAP
Send letters to finalists, request agreements and instructions for transfer		Kippy Laflame	ASAP
<b>4. Adjournment: 3:30pm</b>			



## Stepping Out Committee Minutes

<b>MINUTES FOR 09/07/2017</b>		<b>1:00pm</b>	<b>Foundation Board Room</b>
<b>Voting Members Present: Quorum(3)</b>	Toni Ackerman, Jean Carrus, Norma Castaneda, Bill Chunowitz, Diane Denkler, Diane Gershowitz, Suz Hunt, Diane Rubin, Dominique Shwe,		
<b>Voting Members Telecon/Video Absent:</b>	Diane Gershowitz(video), Norma Castaneda(video), Terri Ketover(video)		
<b>Non-Voting Members Present:</b>	None		
<b>Non-Voting Members Absent:</b>	None		
<b>Guest:</b>	Tim O'Bayley		
<b>Recorder(s):</b>	Kippy Laflame		

### AGENDA

<b>1. Call to Order/Roll Call</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>3. Brochure – Tim O'Bayley</b>			
DISCUSSION	Tim introduced himself to the committee as the producer of the event. His scope of work covers everything from invitations to publicity, dealing with the entertainer, to night of the event. The rough version of the sponsorship brochure is included in the packet for review.		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Final proofreading		Liz Umbenhauer	ASAP
<b>4. Review of benefits</b>			
DISCUSSION	The changes from last year is the pre-event at BIGHORN Clubhouse that is open to all but Roadrunner sponsors. The post event in Founders Room which is open to the Valedictorian and Emeritus sponsors (max. 74 people) only; making this a much more manageable number of attendees.		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<b>6. Event targets</b>			
DISCUSSION	Goal is \$519K. Donors for last 5 years were reviewed. 2013 total sponsor 23 to in 2017 sponsor of 79. Diane Denkler's idea of incentivizing the Roadrunners to step up to the Graduate level --by offering the pre-event at BIGHORN Clubhouse-- will be a real motivator. Approx. 50 or so people who have purchased tickets directly from the McCallum for the last five years are prime targets for soliciting to sponsorship level. The committee was asked to go through this list to see if anyone knows the people personally. As well the		

	vendors that appears on page 19. Perhaps the letter that is sent to them to engagement will be to invite them to a campus tour in order to solicit them to sponsorship.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Let all committee members know when solicitation letters go out		Kippy	
<b>7. Solicitation Letter</b>			
DISCUSSION	Please let us know who you would like to send this letter to. We are hoping to solicit before the holidays and a follow up in January. Invitations in mid-February. Diane G. asked everyone for ideas for the letters. Peter shared the goals for the College they are: PLEDGE, EDGE and Career Work Center. Overall umbrella is the 60 <sup>th</sup> anniversary in 2018. We always produce videos for the event and Diane G with her rap last year knocked it out of the park. Now that we have two Dianes, Peter suggested a possible scenario to the committee to consider that could tie the 60 <sup>th</sup> anniversary and the chocolates that all our guests will receive as they leave the theater.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
<b>4. Adjournment:</b>			

NEXT MEETING: October 15,2017

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## Development Committee Minutes

<b>MINUTES FOR 09-13-17</b>		<b>11:00am</b>	<b>Foundation Board Room</b>
<b>Members Present:</b>	Norma Castaneda; Suz Hunt; Vern Kozlen; David Nola; Kate Spates; Joanne Mintz; Jim Greene;		
<b>Members not Present:</b>	Carol Bell Dean; Donna Jean Darby; Bob Manion; Annette Novack		
<b>Guest(s):</b>	Kippy Laflame; Peter Sturgeon		
<b>Recorder:</b>	Kate Spates, chair		

### AGENDA DISCUSSION

President's Circle	<p>Peter gave an update:</p> <ul style="list-style-type: none"> <li>➤ At the annual COD Faculty and Staff lunch, and training, he made a soft pitch for staff to contribute to the foundation and 8 became PC members, 30 pledged to give with payroll deductions.</li> <li>➤ Heather James Art Gallery auction will host an online "Artsy" auction from November 14-29 with a reception at the conclusion of the online auction which will be 11/29/17, 5:30-7:30 p.m.</li> <li>➤ Tours scheduled to begin October 28 with the Palm Springs Board of Realtors and many others are scheduled for Academic Angels groups and PC groups.</li> <li>➤ pLEDGE students = 1004 and they anticipate announcing that they will receive the second year tuition free.</li> <li>➤ Note: College has ensured foundation that staff support is ready to jump in for all upcoming events.</li> </ul>
Academic Angels	<p>Peter gave update:</p> <ul style="list-style-type: none"> <li>➤ Susan Linsk is in a leadership position with Erica as Vice President and the group is growing and getting back on track.</li> </ul>
Events	<ul style="list-style-type: none"> <li>➤ 11/18/17 - AA COD Theater night on campus, bought entire night out</li> <li>➤ 11/29/17 - Heather James "Artsy" Online Auction reception at the conclusion of the auction 5:30 – 7:30 p.m.</li> <li>➤ 12/05/17 – AA Holiday Event, location TBD, 11:30 – 2 p.m.</li> <li>➤ 01/24/17 – State of the College, PD Campus, 11:30 – 2 p.m.</li> <li>➤ 02/28/17 – Donor/Scholarship reception, Gymnasium, 4-6 p.m.</li> <li>➤ 03/15/17 – AA Spring Event, location TBD, 11:30 – 2 p.m.</li> <li>➤ 04/03/17 – PC Stepping Out for COD pre-event reception, BIGHORN clubhouse, 5:30 – 7:30 p.m.</li> <li>➤ 04/03/17 - PC Stepping Out for COD, McCallum Theater, 8 – 10 p.m.</li> <li>➤ 05/04/17 – PC Spring Musical pre-event reception, McCallum, 5:30 – 7:30 p.m.</li> <li>➤ 05/04/17 – PC Spring Musical, McCallum, 8-10 p.m.</li> <li>➤ Spring TBD – PC Event, The Vault at BIGHORN, 5:30 – 7:30 p.m.</li> <li>➤ 60<sup>th</sup> Anniversary Events TBD with Alumni Relations</li> </ul>

Planned Giving	Peter gave update: <ul style="list-style-type: none"><li>➤ Peggy Cravens and Jean Carrus are working on a fall event at someone’s home to be determined.</li></ul>		
Career and Workforce Solutions Center	Kate gave update: <ul style="list-style-type: none"><li>➤ Kate speaking with Cord Media &amp; Omni Resort to give away 2 Executive Business Council memberships for a year to select businesses to get feedback and potential testimonials.</li><li>➤ Ask Robert to give us data on how many students are served daily, monthly, Workshops, etc.</li></ul>		
Did You Know Campaign	Peter gave update: <ul style="list-style-type: none"><li>➤ Kay Hazen will be presenting the concept which ties into the 60<sup>th</sup> Anniversary of COD at the next board meeting as well as the Advancement Model transition plan.</li></ul>		
Other Sources of Revenue	<ul style="list-style-type: none"><li>➤ This committee to get creative on the other ideas for revenue – bring ideas to next meeting. We need “heartstring” events.</li></ul>		
CONCLUSION (Motion or recommendation)	None		
FOLLOW-UP ITEMS			
		PERSON RESPONSIBLE	DEADLINE
Get final recommendations from Strategic Planning Committee for other revenue sources		Bob Manion	October 8
Get regular monthly reports from Robert on CWSC		Kate	October 8
4. Adjournment:	12:30 p.m.		
NEXT MEETING:	October 11 at Foundation Board Room		





## Special Executive Committee Meeting Minutes

<b>MINUTES FOR 09/14/2017</b>		<b>3:00pm</b>	<b>MPR Cravens</b>
<b>Voting Members Present: Quorum(3)</b>	Suz Hunt, Vern Kozlen, Jane Saltonstall, Ed.D., Kate Spates,		
<b>Voting Members Absent or conference call-in:</b>	Bob Manion(conference call) Brian Holcombe, Mark Nickerson		
<b>Non-Voting Members Present:</b>	Lisa Howell, Joel L. Kinnamon, Ed.D, Aurora Wilson		
<b>Non-Voting Members Absent:</b>	None		
<b>Guest:</b>	Kay Hazen		
<b>Recorder:</b>	Kippy Laflame		

### AGENDA

<b>1. Call to Order/Roll Call: 3:00pm</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>3. Confirmation of Agenda:</b>			
DISCUSSION			
CONCLUSION	Agenda accepted as read		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
NONE			
<b>4. Closed Session: 3:05pm to 4:30</b>			
DISCUSSION			
CONCLUSION	The committee invited Kay Hazen to join them in closed session as a guest. At 4:30 Lisa Howell reported that the closed session will be lasting another 20 minutes.		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
NONE			
<b>5. Open Session: 4:50pm</b>			
DISCUSSION	No reportable action was taken in closed session		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
NONE			
<b>6. Adjournment: 4:57pm</b>			



## Academic Angels Committee Meeting Minutes

<b>MINUTES FOR 10/03/2017</b>		<b>9:00am</b>	<b>Foundation Board Room</b>
<b>Voting Members Present:</b>	Susan Linsk, Sally Simonds, Erica Espinola, Marge Barry, Linda Rider, Nancy Harris, Diane Denkler, Roberta Duke (by video). NEW MEMBERS: Linda Weakley, Mindy Sensiba, Laura Silva.		
<b>Voting Members Absent:</b>	CJ Westrick		
<b>Staff &amp; Guests:</b>	Peter Sturgeon, Tim O'Bayley		
<b>Non-Voting Members Absent:</b>			
<b>Recorder(s):</b>	Diane Denkler		

### AGENDA

<b>1. Call to Order/Roll Call</b>			
<b>2. Public Invitation to Speak per the Brown Act: None</b>			
<b>4. Introduction</b>			
DISCUSSION	Team Leader, Susan welcomed everyone and each introduced themselves. Peter explained that COD has the largest number of students on campus in the 60 years. Last year's graduating class was the largest ever. He introduced Tim O'Bayley, of O'Bayley Communications, CEO & Creative Director who will be supporting us with design and marketing of our events. (A very welcome addition,)		
CONCLUSION	These are the 6 projects the Academic Angels have chosen to accomplish in 2017-2018:		
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
NONE			
<b>4. November 9<sup>th</sup> and 15<sup>th</sup> VIP Campus Tours – Chair Peter Sturgeon</b>			
DISCUSSION	These 2 days are for the Angels to invite interested parties for Peter's presentation, tour and lunch on campus. Tours start at 10:00AM and finish with lunch about 1:00PM. Groups meet in a Public Safety classroom.		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
Names of guests should be given to Peter		AA Committee Members	11/06/17 or sooner
Constant Contact Email blast to notify Angels of tour dates		??	ASAP
<b>5. November 18<sup>th</sup> Reception and Play "Inspecting Carol" – Chair Marge Barry</b>			
DISCUSSION	COD has bought 94 tickets for Angels and their guests to attend their fall play in Theatre Too. The reception will be held at The Nest in Indian Wells; Marge will make the arrangements with the owner, Dodi. Members will receive an invitation via email. We are hoping to find underwriters. Committee Members: Linda Weakley, Erica Espinola, Laura Silva		
CONCLUSION			
<b>FOLLOW-UP ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Constant Contact Email blast to invite Angels		Tim O'Bayley	??

6. December 5 <sup>th</sup> Holiday Luncheon – Chairs: Susan Linsk & Diane Denkler			
DISCUSSION	<p>Event to be held at the Cuistot Restaurant in their main dining room. The chairs have met with the Banquet Manager, sat for a tasting and finalized the menu. The contract has been written and approval is pending. Tim will develop all the collateral materials, suggest a theme and design the invitation that is expected to be mailed about October 24. Peter will plan the program. We are planning on one dynamic speaker and think we found her – a graduate of COD with remarkable achievements as a CPA locally. She has also joined the Angels – Laura Silva. It was agreed that donor cards would be on the tables without individual names.</p> <p>Committee Members for Luncheon: Sally Simonds, Erica Espinola, Laura Silva, Mindy Sensiba, Marge Barry, Nancy Harris, Linda Weakley – thanks team!! For all Angel collateral materials, we agreed to print 300. We plan to have a “Save These Dates” card announcing our events of the season that will be designed by Tim. He will also design an email blast so we can communicate the entire season in advance and followed by print copies.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Collateral Material		Tim O’Bayley	??
Constant Contact Email blast		Tim O’Bayley	??
Invitations Mail out			10/24/17
Donor cards BLANK		Kippy Laflame	11/27/17
Seating		Susan Linsk & Diane Denkler	12/01/17
Name tags		Kippy Laflame	12/04/17
7. February 23, 2018 Reception and Jazz at the Pollock – Chair: Roberta Duke			
DISCUSSION	<p>It was suggested that we find a venue other than Mitch’s for the Reception. ACQUA BISTRO was suggested. For this event, the invitations will be extended via email. We also hope to find under-writers for this event too.</p> <p>Committee Member: Linda Rider</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Email Invitation		Tim O’Bayley	??
Venue for pre-reception		Roberta Duke & Linda Rider	??
8. February 28, 2018 Donor Scholarship Reception – Chair: Peter Sturgeon			
DISCUSSION	<p>At this event, Angels welcome students and engage them in conversation about what it has meant to them to receive the college’s scholarships.</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
None at this time			
9. February 23, 2018 Reception and Jazz at the Pollock – Chair: Roberta Duke			
DISCUSSION	<p>It was suggested that we find a venue other than Mitch’s for the Reception. ACQUA BISTRO was suggested. For this event, the invitations will be extended via email. We also hope to find under-writers for this event too.</p> <p>Committee Member: Linda Rider</p>		

CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Email Invitation		Tim O’Bayley	??
Venue for pre-reception		Roberta Duke & Linda Rider	??
10. March 14, 2018 Spring Luncheon – Chairs: Roberta Duke & CJ Westrick			
DICUSSION	For the location, both LA SPIGA and THE RITZ CARLTON were suggested. Committee Members: Nancy Harris, Marge Barry, Erica Espinola, Linda Rider		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Venue for event		??	??
11. April 16, 2018 Coeta Barker Reception – Chair: Nancy Harris			
DICUSSION	Nancy suggested we change the name of this event and add, “sponsored by the Coeta Barker Foundation”. Peter has a couple of homes he will check on to see if they would host our event. Nancy will check with Crayons to reserve the date. Approximate time: 4 to 6PM. Committee Members: Erica Espinola, Linda Weakley		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Venue for event		Peter Sturgeon	??
Change name of event to add Sponsored by the Coeta Barker Foundation			
12. Adjournment: 10:30am			

NEXT MEETING: November 14. 2017 9:00am



## Development Committee Minutes

<b>MINUTES FOR 10/11/17</b>		<b>11:00am</b>	<b>Foundation Board Room</b>
<b>Members Present:</b>	Norma Castaneda; Suz Hunt; Vern Kozlen; Kate Spates; Joanne Mintz; Jim Greene; Donna Jean Darby;		
<b>Members not Present:</b>	Carol Bell Dean; Bob Manion; Annette Novack; David Nola;		
<b>Guest(s):</b>	Peter Sturgeon, Kippy Laflame		
<b>Recorder:</b>	Kate Spates, chair		

### AGENDA DISCUSSION

Annual Fundraising Goal	\$1.8 million – Peter will
President's Circle	Peter gave an update: <ul style="list-style-type: none"> <li>➤ Heather James Art Gallery auction will host an online “Artsy” auction from November 14-29 with a reception at the conclusion of the online auction which will be 11/29/17, 5:30-7:30 p.m.</li> <li>➤ PC member renewals sent out, coming back steadily.</li> <li>➤ NOTE: upgrade benefits were NOT included in mailer.</li> </ul>
Academic Angels	Peter gave update: <ul style="list-style-type: none"> <li>➤ 3 new board members, group is back on track.</li> </ul>
Events	Events need to be put on all community calendars, Foundation website, social media... <ul style="list-style-type: none"> <li>➤ 11/18/17 - AA COD Theater night on campus, bought entire night out</li> <li>➤ 11/29/17 - Heather James “Artsy” Online Auction reception at the conclusion of the auction 5:30 – 7:30 p.m.</li> <li>➤ 12/05/17 – AA Holiday Event, location TBD, 11:30 – 2 p.m.</li> <li>➤ 01/24/18 – State of the College, PD Campus, 11:30 – 2 p.m.</li> <li>➤ 02/28/18 – Donor/Scholarship reception, Gymnasium, 4-6 p.m.</li> <li>➤ 03/15/18 – AA Spring Event, location TBD, 11:30 – 2 p.m.</li> <li>➤ 04/03/18 – PC Stepping Out for COD pre-event reception, BIGHORN clubhouse, 5:30 – 7:30 p.m.</li> <li>➤ 04/03/18 - PC Stepping Out for COD, McCallum Theater, 8 – 10 p.m.</li> <li>➤ 05/04/18 – PC Spring Musical pre-event reception, McCallum, 5:30 – 7:30 p.m.</li> <li>➤ 05/04/18 – PC Spring Musical, McCallum, 8-10 p.m.</li> <li>➤ Spring TBD – PC Event, The Vault at BIGHORN, 5:30 – 7:30 p.m.</li> <li>➤ 60<sup>th</sup> Anniversary Events TBD with Alumni Relations</li> </ul>
Planned Giving	Peter gave update: <ul style="list-style-type: none"> <li>➤ No update</li> </ul>
Career and Workforce Solutions Center	Kate gave update: <ul style="list-style-type: none"> <li>➤ Kate speaking with Cord Media &amp; Omni Resort to give away 2 Executive Business Council memberships for a year to select businesses to get feedback and potential testimonials.</li> </ul>



	<p>➤ Report from Robert:</p> <ul style="list-style-type: none"> <li>○ Hired 2 work-study employees</li> <li>○ Robert &amp; Christina have made 30-40 classroom presentations to increase awareness of CWSC.</li> <li>○ They are conducting presentations at FLEX meetings with faculty who are then requesting presentations in their classrooms.</li> <li>○ Desert Best Friend's Closet is still in the mix – Robert proposed to have a female and male mannequin located in the center dressed with professional clothes from DBFC with contact information for students to pursue getting their own outfit if they need it.</li> <li>○ Small Hospitality Job Fair will be held October 18 around the fountain, catered by Chef Azur.</li> <li>○ New Workshop on professional etiquette beginning</li> <li>○ Workshops now at Indio campus</li> <li>○ Adding hands-on interactive time after workshops to work one-on-one for those who need more help.</li> <li>○ Robert is working with Laurilie to have a regular column or ad in Chaparral student paper.</li> <li>○ I suggested again that Robert work with Toni from KCOD to create radio ads for CWSC to reach students.</li> <li>○ Robert recently met Kay Hazen and will present at CVEP Economic Summit.</li> <li>○ They are working to get “success stories” of how CWSC helped a student land a job.</li> </ul>		
Did You Know Campaign	<p>Peter gave update:</p> <p>➤ Kay Hazen will be stepping back from working with COD. Foundation will create a marketing committee and will draft an RFP to get help for our immediate needs.</p>		
Other Sources of Revenue	<p>➤ Wait for details from strategic planning committee</p>		
CONCLUSION (Motion or recommendation)	None		
FOLLOW-UP ITEMS			
		PERSON RESPONSIBLE	DEADLINE
Get final recommendations from Strategic Planning Committee for other revenue sources		Bob Manion	Nov?
Get regular monthly reports from Robert on CWSC		Kate	Ongoing prior to meetings
4. Adjournment:	12:30 p.m.		
NEXT MEETING:	December 13 at Foundation Board Room – skipping November 8 meeting due to conflict with AFP National Philanthropy Day and waiting for information from strategic planning committee direction for fundraising ideas.		



## NOTES TO THE FINANCIAL STATEMENTS

**FOR MONTH ENDED: JUNE 30, 2017**

### RECAP OF OPERATING RESULTS FOR THE MONTH:

- Revenues for the month were \$99,103 vs. Budget of \$105,333 and YTD \$4,165,151 vs. Budget of \$1,264,000
  - Revenues are up approximately \$1,415,000 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 \$555,147
      - Grants \$75,000
      - Scholarship 432,604
      - Pass Thru Scholarships \$255,799
    - Net Revenues for all Special Event have increased \$181,036 over prior fiscal year
- Expenditures for the month were \$320,761 vs. Budget of \$105,333 and YTD \$3,187,448 vs. Budget of \$1,264,000
  - There was a \$53,414 reduction of management fees for the FY 16/17 due to error found during audit preparation.
  - There will be an additional reduction in management fees for prior fiscal years in the amount of \$98,381
  - Expenditures include Contributions to the College of \$861,154 and Scholarship \$683,262 YTD (These are unbudgeted expenses)
- Net Income was (\$221,658) for the month and \$ 977,703 YTD
- Investment Activities for the month totaled \$12,301 and YTD \$1,656,325
  - Investment activities have significantly improved over prior YTD (\$683,919)
- ❖ Pending Audited Financials for Fiscal Year Ended 06/30/2017.  
For full details of monthly financials, please see Board packet.



## **FINANCIAL SUMMARY**

**June 30, 2017**

**STATEMENT OF ACTIVITIES (INCOME STATEMENT)**  
FOR CURRENT MONTH ENDED 06/30/17 & YTD

	CURRENT MONTH ENDING 06/30/2017				Prior Year Month Ending		YEAR TO DATE				PRIOR YTD ENDING		CURRENT YEAR BUDGET								
	Budget		Variance		6/30/2016		ALL FUNDS	Budget	Variance		6/30/2016		2016/17								
	ALL FUNDS																				
(1/12 OF Annual Budget )																					
OPERATIONAL/ ADMINISTRATIVE & PROGRAM SUPPORT																					
OPERATING REVENUE																					
1	Interest	\$	46,241	\$	12,917	\$	33,324	\$	47,854			\$	569,829	\$	155,000.00	\$	414,829	\$	681,752	\$	155,000
2	Management Fees (Monthly)	\$	(20,166)	\$	25,000	\$	(45,166)	\$	102,974			\$	381,502	\$	300,000	\$	81,502	\$	410,399	\$	300,000
3	Gift Fees (Monthly)	\$	873						-			\$	12,068								
4	In-Kind Revenue	\$	-	\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-	\$	-
5	TOTAL OPERATING REVENUE	\$	26,948	\$	37,917	\$	(11,842)	\$	150,828			\$	963,399	\$	455,000	\$	508,399	\$	1,092,151	\$	455,000
OPERATING EXPENSES - ADMINISTRATIVE																					
6	General																				
7	Salaries & Benefits (Operating Portion)	\$	(9,668)	\$	5,667	\$	15,334	\$	104,204			\$	437,553	\$	68,000	\$	(369,553)	\$	470,598	\$	68,000
8	Facilities & Maintenance	\$	43,387	\$	26,083	\$	(17,304)	\$	25,309			\$	353,520	\$	313,000	\$	(40,520)	\$	306,088	\$	313,000
9	Independent Contractors	\$	536	\$	1,958	\$	1,422	\$	862			\$	20,458	\$	23,500	\$	3,042	\$	17,993	\$	23,500
10	Marketing	\$	470	\$	7,083	\$	6,613	\$	4,320			\$	31,799	\$	85,000	\$	53,201	\$	100,418	\$	85,000
11	Contributions to College	\$	7,063	\$	17,667	\$	10,604	\$	7,420			\$	200,901	\$	212,000	\$	11,099	\$	181,051	\$	212,000
		\$	223,884	\$	-	\$	(223,884)	\$	339,504			\$	1,545,441	\$	-	\$	(1,545,441)	\$	1,360,101	\$	-
12	TOTAL OPERATING EXPENSES	\$	265,672	\$	58,458	\$	(207,214)	\$	481,619			\$	2,589,672	\$	701,500	\$	(1,888,172)	\$	2,436,249	\$	701,500
13	OPERATING SURPLUS (DEFICIT)	\$	(238,724)	\$	(20,542)	\$	195,372	\$	(330,791)			\$	(1,626,273)	\$	(246,500)	\$	2,396,571	\$	(1,344,098)	\$	(246,500)
FUNDRAISING																					
FUNDRAISING REVENUE																					
14	Donations/Gifts/Grants	\$	69,829	\$	20,833	\$	48,996	\$	86,669			\$	2,386,374	\$	250,000	\$	2,136,374	\$	1,022,736	\$	250,000
15	Annual Fund/Direct Mail	\$	-	\$	-	\$	-	\$	-			\$	-	\$	-	\$	-	\$	-	\$	-
16	Memberships	\$	2,326	\$	14,583	\$	(12,257)	\$	1,212			\$	187,225	\$	175,000	\$	12,225	\$	189,700	\$	175,000
17	Special Events	\$	-	\$	32,000	\$	(32,000)	\$	2,600			\$	628,153	\$	384,000	\$	244,153	\$	447,117	\$	384,000
18	TOTAL FUNDRAISING REVENUE:	\$	72,155	\$	67,417	\$	4,738	\$	90,481			\$	3,201,752	\$	809,000	\$	2,392,752	\$	1,659,553	\$	809,000
FUNDRAISING EXPENSES																					
19	Donor Development	\$	686	\$	6,125	\$	5,440	\$	302			\$	32,626	\$	73,500	\$	40,875	\$	29,073	\$	73,500
20	Salaries & Benefits (Fundraising Portion)	\$	48,403	\$	27,500	\$	(20,903)	\$	26,274			\$	369,303	\$	330,000	\$	(39,303)	\$	336,799	\$	330,000
21	Independent Contractors	\$	6,000	\$	9,500	\$	3,500	\$	10,000			\$	144,402	\$	114,000	\$	(30,402)	\$	114,000	\$	114,000
22	Membership	\$	-	\$	1,833	\$	1,833	\$	-			\$	33,183	\$	22,000	\$	(11,183)	\$	16,810	\$	22,000
23	Marketing (Fundraising Portion)	\$	-	\$	1,917	\$	1,917	\$	65			\$	18,263	\$	23,000	\$	4,737	\$	6,550	\$	23,000
24	TOTAL FUNDRAISING/PROGRAM EXPENSES:	\$	55,089	\$	46,875	\$	(8,214)	\$	36,641			\$	597,776	\$	562,500	\$	(35,276)	\$	503,232	\$	562,500
25	FUNDRAISING SURPLUS (DEFICIT)	\$	17,066	\$	20,542	\$	12,952	\$	53,840			\$	2,603,975	\$	246,500	\$	2,428,028	\$	1,156,321	\$	246,500
OPERATING REVENUE BUDGET FY 2016/17																					
FUNDRAISING REVENUE BUDGET FY 2016/17																					
26	TOTAL 2016/17 REVENUE BUDGET:	\$	99,103	\$	105,333	\$	(7,103)	\$	241,309			\$	4,165,151	\$	1,264,000	\$	2,901,151	\$	2,751,704	\$	1,264,000
OPERATING EXPENDITURE BUDGET FY 2016/17																					
FUNDRAISING EXPENDITURE BUDGET FY 2016/17																					
27	TOTAL 2016/17 EXPENDITURE BUDGET:	\$	320,761	\$	105,333	\$	(215,428)	\$	518,260			\$	3,187,448	\$	1,264,000	\$	(1,923,448)	\$	2,939,481	\$	1,264,000
NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY																					
28	Investment Activities	\$	(221,658)	\$	-	\$	208,324	\$	(276,951)			\$	977,703	\$	-	\$	4,824,599	\$	(187,777)	\$	-
29		\$	12,301	\$	-	\$	-	\$	44,422			\$	1,656,325	\$	-	\$	-	\$	(683,919)	\$	-
30	NET SURPLUS (DEFICIT)	\$	(209,357)	\$	-	\$	208,324	\$	(232,529)			\$	2,634,028	\$	-	\$	4,824,599	\$	(871,696)	\$	-

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR CURRENT MONTH ENDED JUNE 30, 2017**  
**WITH COMPARATIVE TOTALS FOR JUNE 30, 2016**  
**CURRENT MONTH**

Operating & Restricted Asset Funds			Endowed Asset Funds	Totals (Memorandum Only) 2016-17      2015-16	
Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund			
\$    11,208	\$       35,033	\$               -	\$    46,241	\$    47,854	
6,231	12,516	-	18,747	710	
250	-	-	250	250	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
(20,166)	-	-	(20,166)	102,974	
873	-	-	873	-	
2,076	-	-	2,076	962	
-	-	-	-	-	
-	-	-	-	-	
-	5,750	-	5,750	12,225	
-	45,332	-	45,332	73,650	
-	-	-	-	-	
-	-	-	-	-	
-	-	-	-	-	
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-					

1 Realized Gains/Losses reflect amounts for investments which have actually been sold.

2 Unrealized Gains/Losses reflect stocks which have decreased in value, but have yet to be sold.



	Revenues	Expenditures	Total	Annual Budget	Variance %
Balances:					
<b>Spring Luncheon - 105</b>					
Donations	0.00	0.00	0.00		
Special Events Income	10,975.00	0.00	10,975.00		
Scholarship Donations	8,000.00	0.00	8,000.00		
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>		
<b>Total Spring Luncheon</b>	<b>18,975.00</b>	<b>(1,063.35)</b>	<b>17,911.65</b>	<b>0.00</b>	<b>0.00%</b>
<b>Coeta Barker Tea - 164</b>					
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>		
<b>Total Coeta Barker Tea</b>	<b>5,400.00</b>	<b>(4,828.26)</b>	<b>571.74</b>	<b>0.00</b>	<b>0.00%</b>
<b>FALL LUNCHEON - 101</b>					
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>		
<b>TOTAL FALL LUNCHEON</b>	<b>6,590.00</b>	<b>(4,996.98)</b>	<b>1,593.02</b>	<b>30,000.00</b>	<b>5.31%</b>
<b>Citizen of Distinction - 181</b>					
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>		
<b>Total Citizen of Distinction</b>	<b>271,551.05</b>	<b>(36,153.10)</b>	<b>235,397.95</b>	<b>100,000.00</b>	<b>235.40%</b>
<b>Stepping Out for COD - 190</b>					
Donations	3,330.00	0.00	3,330.00		
Special Event Income	486,640.00	0.00	486,640.00		
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>(50,754.08)</u>	<u>(50,754.08)</u>		
<b>Total Stepping Out for COD</b>	<b>489,970.00</b>	<b>(145,136.59)</b>	<b>344,833.41</b>	<b>254,000.00</b>	<b>135.76%</b>
<b>Total Balances:</b>	<b><u>792,486.05</u></b>	<b><u>(187,350.02)</u></b>	<b><u>600,307.77</u></b>	<b><u>384,000.00</u></b>	<b><u>156.33%</u></b>



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

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR MONTH ENDED: JULY 31, 2017**

**Pending Audited Financials for FY Ended 06/30/17**

### **RECAP OF OPERATING RESULTS FOR THE MONTH:**

- Revenues for the month and YTD are \$177,873 vs.  
Budget of \$261,608
  - Revenues include:
    - Interest of \$42,228
    - Scholarship/Pass Thru Scholarship Donations of 86,630
    - Management Fees/Gift Fees of \$37,352
- Expenditures for the month & YTD are \$109,329 vs.  
Budget of \$261,833
- Net Income prior to Investment Activities are \$68,514 for the month and  
YTD
- Investment Activities for the month and YTD totaled \$307,630
- The total Net Surplus for the month and YTD is \$376,144

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



## **FINANCIAL SUMMARY**

**July 31, 2017**

Pending Audited Financials for FY Ended 06/30/17

**STATEMENT OF ACTIVITIES (INCOME STATEMENT)**  
FOR CURRENT MONTH ENDED 07/31/17 & YTD

	CURRENT MONTH ENDING 07/31/2017				Prior Year Month Ending	YEAR TO DATE				PRIOR YTD ENDING				CURRENT YEAR BUDGET	
	ALL FUNDS		Budget	Variance		ALL FUNDS	Budget	Variance	7/31/2016	7/31/2016		2017/18			
	(1/12 OF Annual Budget )														
(1/12 OF Annual Budget )															
OPERATING REVENUE															
1	Interest	\$	42,228	\$	41,667	\$	561	\$	43,056	\$	500,000				
2	Management Fees (Monthly)	\$	33,466	\$	36,250	\$	(2,784)	\$	35,205	\$	435,000				
3	Gift Fees (Monthly)	\$	3,886	\$	3,125	\$	761	\$	-	\$	37,500				
4	In-Kind Revenue	\$	-	\$	5,667	\$	(5,667)	\$	-	\$	68,000				
5	TOTAL OPERATING REVENUE	\$	79,580	\$	86,708	\$	(7,128)	\$	78,261	\$	1,040,500				
OPERATING EXPENSES - ADMINISTRATIVE															
6	General	\$	43,437	\$	48,200	\$	4,763	\$	37,719	\$	578,400				
7	Salaries & Benefits (Operating Portion)	\$	36,940	\$	58,245	\$	21,305	\$	51,929	\$	698,945				
8	Facilities & Maintenance	\$	536	\$	7,425	\$	6,889	\$	546	\$	89,100				
9	Independent Contractors	\$	-	\$	1,460	\$	1,460	\$	1,553	\$	17,516				
10	Marketing	\$	16,893	\$	16,642	\$	(251)	\$	9,795	\$	199,700				
11	Contributions to College	\$	3,000	\$	108,433	\$	105,433	\$	8,003	\$	1,301,200				
12	TOTAL OPERATING EXPENSES	\$	100,805	\$	240,405	\$	139,600	\$	109,545	\$	2,884,861				
13	OPERATING SURPLUS (DEFICIT)	\$	(21,225)	\$	(153,697)	\$	(146,728)	\$	(31,284)	\$	(1,844,361)				
FUNDRAISING															
FUNDRAISING REVENUE															
14	Donations/Gifts/Grants	\$	93,004	\$	113,333	\$	(20,329)	\$	161,924	\$	1,360,000				
15	Annual Fund/Direct Mail	\$	-	\$	16,667	\$	(16,667)	\$	-	\$	200,000				
16	Memberships	\$	5,259	\$	16,667	\$	(11,408)	\$	30,226	\$	200,000				
17	Special Events (Net)	\$	-	\$	28,233	\$	(28,233)	\$	157,500	\$	338,800				
18	TOTAL FUNDRAISING REVENUE:	\$	98,263	\$	174,900	\$	(76,637)	\$	349,650	\$	2,098,800				
FUNDRAISING EXPENSES															
19	Donor Development	\$	101	\$	4,325	\$	4,224	\$	-	\$	51,900				
20	Salaries & Benefits (Fundraising Portion)	\$	3,222	\$	4,870	\$	1,648	\$	4,652	\$	58,439				
21	Independent Contractors	\$	4,000	\$	9,250	\$	5,250	\$	10,000	\$	111,000				
22	Membership	\$	-	\$	2,083	\$	2,083	\$	-	\$	25,000				
23	Marketing (Fundraising Portion)	\$	1,200	\$	900	\$	(300)	\$	643	\$	10,800				
24	TOTAL FUNDRAISING/PROGRAM EXPENSES:	\$	8,523	\$	21,428	\$	12,905	\$	15,295	\$	257,139				
25	FUNDRAISING SURPLUS (DEFICIT)	\$	89,740	\$	153,472	\$	(89,542)	\$	334,355	\$	1,841,661				
OPERATING REVENUE BUDGET FY 2017/18															
FUNDRAISING REVENUE BUDGET FY 2017/18															
26	TOTAL 2017/18 REVENUE BUDGET:	\$	177,843	\$	261,608	\$	(83,765)	\$	427,911	\$	3,139,300				
OPERATING EXPENDITURE BUDGET FY 2017/18															
FUNDRAISING EXPENDITURE BUDGET FY 2017/18															
27	TOTAL 2017/18 EXPENDITURE BUDGET:	\$	100,805	\$	240,405	\$	139,600	\$	109,545	\$	2,884,861				
NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY															
28	Investment Activities	\$	68,514	\$	(225)	\$	(236,270)	\$	303,071	\$	(2,700)				
29	NET SURPLUS (DEFICIT)	\$	307,630	\$	16,250	\$	-	\$	580,730	\$	580,730				
30	NET SURPLUS (DEFICIT)	\$	376,144	\$	(236,270)	\$	(236,270)	\$	883,801	\$	883,801				

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

	Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2017-18	2016-17
<b>ASSETS</b>					
1 Cash and cash equivalents	\$ 629,054	\$ 2,833,329	\$ -	\$ 3,462,383	\$ 2,455,273
2 Investments	500,000	6,743,396	19,604,275	26,847,671	24,500,648
3 Pledges receivable	110,577	135,712	64,996	311,285	745,008
4 Allowance for Doubtful Accounts	2,520	-	-	2,520	
5 Accounts Receivable	290	10	-	300	52,807
6 Prepaid expenses	-	-	-	-	125
7 Funds held at College	5,000	-	-	5,000	5,000
8 Accrued interest receivable	33,194	33,241	-	66,435	54,016
9 Accrued assets	2,500	-	-	2,500	-
10 Property and equipment, net	7,562	-	-	7,562	11,088
11 FCCC - Scholarship Endowment	-	52,252	336,549	388,801	363,013
12 Split interest agreements	-	142,957	-	142,957	134,395
<b>TOTAL ASSETS</b>	<b>\$ 1,290,696</b>	<b>\$ 9,940,898</b>	<b>\$ 20,005,820</b>	<b>\$ 31,237,414</b>	<b>\$ 28,321,374</b>
<b>LIABILITIES</b>					
13 Accounts payable	\$ 61,575	\$ 17,163	\$ -	\$ 78,738	\$ 139,637
14 Deferred Contributions	\$ (1,222)	\$ -	\$ -	(1,222)	\$ 15,865
15 Accrued liabilities	49,803	-	-	49,803	73,897
<b>TOTAL LIABILITIES</b>	<b>110,156</b>	<b>17,163</b>	<b>-</b>	<b>127,319</b>	<b>229,399</b>
<b>NET ASSETS, beginning</b>					
Unrestricted:					
16 Undesignated	621,659	-	-	621,659	305,228
17 Board designated	500,000	-	-	500,000	500,000
18 Temporarily restricted	-	9,606,472	-	9,606,472	9,455,522
19 Permanently restricted	-	-	20,005,820	20,005,820	18,804,343
<b>TOTAL NET ASSETS, beginning</b>	<b>1,121,659</b>	<b>9,606,472</b>	<b>20,005,820</b>	<b>30,733,951</b>	<b>29,065,093</b>
20 Net Activity	58,881	317,263	-	376,144	(973,119)
<b>NET ASSETS</b>	<b>1,180,540</b>	<b>9,923,735</b>	<b>20,005,820</b>	<b>31,110,095</b>	<b>28,091,974</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 1,290,696</b>	<b>\$ 9,940,898</b>	<b>\$ 20,005,820</b>	<b>\$ 31,237,414</b>	<b>\$ 28,321,373</b>

<sup>1</sup> Pending Audited Financials for FY Ended 06/30/2017.

	Revenues	Expenditures	Total	Annual Budget	Variance %
Balances:					
<b>Spring Luncheon - 105</b>					
Donations	0.00	0.00	0.00		
Special Events Income	0.00	0.00	0.00		
Scholarship Donations	0.00	0.00	0.00		
Printing/Design/Graphics	0.00	0.00	0.00		
Postage	0.00	0.00	0.00		
Special Event Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
<b>Total Spring Luncheon</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00%</b>
<b>Coeta Barker Tea - 164</b>					
Special Events Income	0.00	0.00	0.00		
Special Events Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
<b>Total Coeta Barker Tea</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00%</b>
<b>FALL LUNCHEON - 101</b>					
Special Events Income	0.00	0.00	0.00		
Special Events Expenses	0.00	0.00	0.00		
Printing/Design/Graphics	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
<b>TOTAL FALL LUNCHEON</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00%</b>
<b>Citizen of Distinction - 181</b>					
Special Event Income	0.00	0.00	0.00		
Special Event Expenses	0.00	0.00	0.00		
Donations	0.00	0.00	0.00		
Scholarship Donations	0.00	0.00	0.00		
Auxiliary Expenses	0.00	0.00	0.00		
Postage	0.00	0.00	0.00		
Marketing	0.00	0.00	0.00		
Independent Contractors	0.00	0.00	0.00		
Office Supplies - Auxiliary	0.00	0.00	0.00		
Printing/Design/Graphics	0.00	0.00	0.00		
Recognition	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
<b>Total Citizen of Distinction</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>155,000.00</b>	<b>0.00%</b>
<b>Stepping Out for COD - 190</b>					
Donations	0.00	0.00	0.00		
Special Event Income	0.00	0.00	0.00		
Special Event Expenses	0.00	0.00	0.00		
Refunds	0.00	0.00	0.00		
Equipment Fees	0.00	0.00	0.00		
Postage	0.00	0.00	0.00		
Printing/Design/Graphics	0.00	0.00	0.00		
Clerk (Seasonal) - Student Worker	0.00	0.00	0.00		
Office Supplies & Equipment	0.00	0.00	0.00		
Independent Contractors	0.00	0.00	0.00		
Marketing	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
<b>Total Stepping Out for COD</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.00%</b>
<b>Total Balances:</b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>485,000.00</u></b>	<b><u>0.00%</u></b>

SCHOLARSHIP REPORT					
FY 2016/17					
4TH QUARTER ENDED 06/30/17 & YTD					
TOTAL SCHOLARSHIPS AWARDED 4TH QTR	DISCIPLINES/PROGRAMS		TOTAL PAID 3RD QTR 2016/17	TOTAL SCHOLARSHIPS AWARDED YTD	TOTAL PAID YTD
4	ALL - GENERAL		13,750	94	182,407
5	APPLIED SCIENCE AND BUSINESS	ADMINISTRATION OF JUSTICE/ADVANCED OFFICER TRAINING/AGRICULTURE-BUSINESS/AGRICULTURE-ENVIRONMENTAL HORTICULTURE/AGRICULTURE-PLANT SCIENCE/AIR CONDITIONING/APPLIED CONSTRUCTION TECHNOLOGY/ARCHITECTURE/AUTOMOTIVE TECHNOLOGY/BASIC PEACE OFFICER TRAINING/BUILDING INSPECTION TECHNOLOGY	3,500	40	27,000
2	ARTS & SCIENCES	ALCOHOL & DRUG STUDIES/ANTHROPOLOGY/ART/DANCE/GEOGRAPHY/HISTORY/MASS COMMUNICATION/MUSIC/PHILOSOPHY/POLITICAL SCIENCE/PSYCHOLOGY	264	38	34,750
3	HEALTH SCIENCES AND EDUCATION	DISABLED STUDENTS PROGRAMS & SERVICES/EARLY CHILDHOOD EDUCATION/HEALTH EDUCATION/HEALTH SCIENCES/KINESIOLOGY/NURSING/RECREATION/VARSITY SPORTS - MEN/VARSITY SPORTS - WOMEN/VARSITY SPORTS OFF-SEASON	6,000	39	103,267
22	PASS THRU SCHOLARSHIPS	DONOR DESIGNATED SCHOLARSHIPS - FOUNDATION ACCOUNTS AND PROCESSES CHECKS FOR PAYMENT DIRECTLY TO STUDENTS. FOUNDATION RECEIVES NO MANAGEMENT FEES FOR THIS SERVICE	31,755	256	253,049
0	COMMUNICATIONS & HUMANITIES	ADULT BASIC EDUCATION/AMERICAN SIGN LANGUAGE/FRENCH/GERMAN/ITALIAN/ JAPANESE/SPANISH LANGUAGES/READING	0	3	1500
0	STUDENT EMERGENCY FUNDS	FOR STUDENTS IN CRISIS - EMERGENCY FUNDS	0	1	276
1	MATH & SCIENCE	ASTRONOMY/BIOLOGY/CHEMISTRY/COMPUTER SCIENCES/ENGINEERING/GEOLOGY/MATHEMATICS/PHYSICS	500	5	14,000
1	STUDENT SUCCESS & STUDENT LEARNING	CALWORKS/EOPS-CARE-FOSTER YOUTH/INTERNATIONAL EDUCATION/STUDENT LIFE-STUDENT DISCIPLINE/TRIO PROGRAMS-ACES, DSPS, UPWARD BOUND, VETERANS/VETERAN SERVICES	5,000	32	67,013
37	Total Scholarships Awarded - 4TH Qtr & YTD		60,269	503	683,261

Contributions to College of the Desert			
FY 2016/17			
4th QUARTER ENDED 06/30/17 & YTD			
DISCIPLINES/PROGRAMS		TOTAL PAID 3RD QTR 2016/17	TOTAL PAID YTD FY 2016/17
ALL - GENERAL	Support Bond Measure CC	\$ -	\$ 200,000
APPLIED SCIENCE AND BUSINESS (ASB)	1. Equipment Repairs 2. Instructional Supplies 3. PSA Shirts for staff 4. 20xDefibtech AED Units 5. Update Industry Equip. Software with Euro Expansion 6. Basic Fire Academy Coordinator Wages	6,450	\$ 50,892
ARTS & SCIENCES (ASOCS)	1. Guest Lecturer & Concert for Intro to Music 2. Floral Arrangement for Faculty Member Spouse Death	18,922	\$ 33,533
HEALTH SCIENCES AND EDUCATION (HSE)	1. CDC Community Kitchen Garden Supplies 2. Kinesiology/Athletics COD Golf Shoes 3. Nursing-Hill-Rom 1000 Bed Model P1160 4. Nursing- Updated equipment 5. Athletics-Womens Golf Team Uniforms/Golf Bags	151,730	\$ 426,201
PRESIDENTS FUND	1. Meals/Beverages for K-12 Education Consortium Meetings 2. Gold Sponsor 2016 Coachella Valley Economic Partnership	-	\$ 7,979
COMMUNICATIONS & HUMANITIES (CH)	Adult Basic Education/American Sign Language/French/German/Italian/Japanese/ Spanish Languages/Reading	-	\$ -
STUDENT EMERGENCY FUNDS	FOR STUDENTS IN CRISIS - EMERGENCY FUNDS	2,450	\$ 6,600
MATH & SCIENCE (MS)	1. Edison Grant Portion-Students Tuition-PV Solar Class	3,909	\$ 7,374
EXECUTIVE DEAN, INST. EFFECTIVENESS, ED SERV. & PLANNING	Academic Skills Center/Admissions/Records/Assesement/Counseling /Financial Aid/EDGE/Institutional Research/Library & Information Systems/Tutoring	158,482	\$ 158,482
STUDENT SUCCESS & STUDENT LEARNING (SSSL)	1. Spending money for Veteran students for Dodge Baseball game 2. Emergency Request for Veteran Student 3. Stater Brothers gift cards for Veteran Students	1,074	\$ 11,557
Total Contributions Paid - 4th Qtr & YTD		\$ 343,015	\$ 902,617



## B Y L A W S

Approved \_\_\_\_\_, 2017

### ARTICLE I

#### Purposes

The College of the Desert Foundation (the "Foundation") functions as an auxiliary of and operates solely pursuant to the authority provided to it by the Desert Community College District, hereinafter called DISTRICT, which is a political subdivision of the State of California.

- A. The Foundation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific purpose of the Foundation is to engage in the solicitation, receipt, and administration of property and, from time to time, to disburse such property and the income there from, to, or for the benefit of, College of the Desert for cultural, educational, and community service purposes.
- C. 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.

### ARTICLE II

#### Board of Directors

##### 1. Conduct of Business; Election of Directors:

The Foundation shall be administered by a Board of Directors consisting of a minimum of 15 Directors and a maximum number of Directors to be established from time to time by a majority vote of the Board. The Nominating Committee shall provide the Board with a list of candidates for the position of Director. Directors shall be elected from this list of candidates by majority vote of the Board following the procedure set forth in Section 3, below. All references in these Bylaws to a vote by the Board shall mean a vote by Voting Directors.

There shall be two classes of Directors:

- a. Voting Directors. Directors who are members in good standing of the President's Circle and/or shall have met alternate financial obligations for this class of Director established from time to time by the Board. As used in this sub-section, the phrase "in good standing" shall mean that all financial obligations of the Director relating to the President's Circle have been satisfied and the Director is otherwise in compliance with all membership requirements of the Foundation Board.

- b. Ex-Officio Directors. Directors who become Directors by virtue of an office they hold or a Society they represent. Ex-officio Directors are the President of the College, the College Vice-President of Administrative Services, the Academic Senate President, and representative of the Board of Trustees, all of whom are non-voting. Ex-Officio members are not subject to the financial obligations of other Directors.

All business of the Foundation shall be conducted in accordance with the Nonprofit Public Benefit Corporation Law (Corporations Code Sections 5110 et. seq.) and the Ralph M. Brown Act. (Government Code Sections 54950 et seq.)

2. Powers and Authority:

The Board shall have all powers and authority required to carry out the purposes and functions of the Foundation, as set forth in Article II of the Articles of Incorporation of the Foundation and that certain Master Agreement dated October 29, 2014 by and between the Foundation and the District. (the "Master Agreement")

3. Election of Officers and Directors:

Each year immediately following the Board of Directors election, the Executive Director shall forward the names of all officers and directors to the DISTRICT.

The Nominating Committee, two months before the Foundation's Annual Meeting, shall prepare proposed slates of nominees consisting of qualified persons willing to serve as Officers and/or Directors for the ensuing year. The slates shall be sent to the Board of Directors. Suggested additional nominees, if any, shall be sent to the Executive Staff Secretary who shall promptly circulate such names to the Nominating Committee.

One month prior to the last meeting of the Board of Directors before the Foundation's Annual Meeting, the Nominating Committee shall circulate to the Board of Directors the Committee's slate of Directors and Officers for the ensuing year. Both slates shall be voted on by the Board at the Annual Meeting.

If the Board of Directors does not approve one or more of the persons nominated to be Officers or Directors, the Nominating Committee, prior to the first Board meeting after the Annual Meeting, shall nominate qualified persons to fill the vacancies so created. The names of such nominees shall be circulated to the Board of Directors prior to that first meeting and shall be voted on by the Board at the meeting.

Any vacancies that thereafter exist or occur during the year shall be filled by the Foundation President with approval by majority vote of the Board of Directors.

Officers and Directors elected at the Annual Meeting shall serve for a term of one year and until a successor has been elected and qualified.

Directors elected after the Annual Meeting shall serve until the next Annual Meeting and until a successor has been elected and qualified.

4. Resignations:

Except as hereinafter provided, any Director may resign, which resignation shall be effective upon giving written notice to the Foundation President, the College President, Executive Director or the Secretary. A Director may request a leave of absence for up to one year.

5. Disqualified and Interested Directors Doing Business with the Foundation:

No College of the Desert or Foundation employee, Director or Officer of the Foundation (or their spouses or either's relatives by blood or marriage) may engage in any transaction or business relationship with the Foundation that results in such person or persons receiving an economic benefit of any kind or nature whatsoever from the Foundation which does not comply with the law of the State of California. At all times, the Directors shall avoid even the appearance of any conflict of interest.

6. Place of Regular Meeting:

Regular and special meetings of the Board of Directors shall be held at any place within the Desert Community College District that has been designated from time to time by resolution of the Board. Notice of such meetings shall be given in accordance with the Ralph M. Brown Act. (Government Code Sections 54950 et seq.)

7. Annual Meeting:

The Annual Meeting of the Board of Directors shall be held during the month of April of each year. The date, time and place will be determined by the Foundation President. The purpose of the Annual Meeting shall be for the election of Officers and Directors and the transaction of other business. Notice of the Annual Meeting shall be given in accordance with the Nonprofit Public Benefit Corporation Law (Corporations Code Sections 5110 et. seq.) and the Ralph M. Brown Act. (Section 54590 et seq. of the California Government Code)

8. Notice: Manner of Giving

Notice of the time and place of all meetings and the agenda for the meeting shall be given in accordance with the Ralph M. Brown Act. (Section 54950 et seq. of the California Government Code)

9. An agenda for each meeting shall be prepared and posted in accordance with the Ralph M. Brown Act. (Government Code Section 54950, et seq.)

#### 10. Quorum:

~~During the months of November through May, fifty percent (50%)~~ Twenty five percent (25%) of the Voting Directors then authorized by these Bylaws and holding office shall constitute a quorum for the transaction of business. ~~During the months of June through October, twenty-five percent (25%) of the Voting Directors then authorized by these Bylaws and holding office shall constitute a quorum for the transaction of business.~~ Any meeting at which a quorum is initially present may continue to do business until adjournment, notwithstanding the withdrawal of Directors leaving less than a quorum in attendance. In the absence of a quorum at any meeting of the Board of Directors, a majority of the Directors present may adjourn the meeting. Every item acted upon or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors. Proxies are not permitted for Board votes.

By a majority vote, the Directors may establish a meeting schedule of an Annual Meeting and two or more general meetings. In that event, the Board of Directors delegates to the Executive Committee all of the powers and authority of the Board in the management of the business affairs of the Foundation, subject to confirmation at the next general Board meeting, except the power to adopt, amend or repeal the Bylaws.

#### 11. Adjournment:

A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Notice of the time and place for holding an adjourned meeting shall be in accordance with the Ralph M. Brown Act. (Government Code Section 54950 et seq.)

#### 12. Chairman:

At all meetings of the Board of Directors, the Foundation President or Vice President, or in their absence, the Secretary or Treasurer shall preside.

### ARTICLE III

#### Officers

##### 1. Officers:

The officers of the Foundation shall be a President (the "Foundation President"), Vice President, Secretary, and a Chief Financial Officer (Treasurer). The Foundation may also have, at the discretion of the Board of Directors, one or more additional Vice Presidents and such other officers as may be appointed in accordance with the provisions of Section 3 of this article. No Director shall hold more than one office during the same term. The Foundation President and Vice President shall be non-voting, ex-officio members of all committees unless serving as a committee chair or as an appointed member.

2. Election of Officers:

The officers of the Foundation shall be elected by the Board of Directors following the procedure set forth in Article II, Section 3, above. Newly elected officers shall assume their responsibilities immediately following the Annual Meeting. There is no limit on the total number of terms; however, no officer shall hold the same office for more than two consecutive terms.

3. Subordinate Officers:

The Board of Directors may appoint, and may authorize a Foundation President or another officer to appoint, any other officers that the business of the Foundation may require, each of whom shall have the title, hold the office for the period, have the authority, and perform the duties specified in the Bylaws or determined from time to time by the Board of Directors.

4. Removal of Officers:

Any officer may be removed with or without cause by the Board of Directors, at any regular or special meeting of the Board.

5. Resignation of Officers:

An officer may resign at any time by giving notice to the Foundation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice. Unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

6. Vacancies:

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled by action of the Foundation President with approval by a majority vote of the Board of Directors.

7. Responsibilities of Officers:

- Foundation President: The Foundation President shall preside at all meetings of the Board of Directors and Executive Committee, and shall have such other duties and powers as prescribed by the Board, these Bylaws, and those ordinarily pertaining to a president of a nonprofit public benefit corporation. The Immediate Past Foundation President is that officer who has completed one full year term in office, or that person who holds the office of Foundation President on the occasion of the Annual Meeting and election of a new Foundation President.
- Vice President(s): In the absence or disability of the Foundation President, the Vice President or Vice Presidents (in order of their rank as fixed by the Board of Directors) shall perform all the duties of the Foundation President, and when so acting shall have all the powers of, and be subject to, all the restrictions upon the Foundation President. The Vice President(s) shall have

such other powers and perform such other duties as from time to time may be prescribed for them specifically by the Board of Directors.

- Secretary: It shall be the duty of the Secretary to maintain a current list of Directors of the Board, give notices of meetings, take the Minutes of all Board and Executive Committee meetings, and maintain the official Minute Book of the Foundation. Any or all functions of the Secretary may be delegated by the Board of Directors to staff personnel.
- Chief Financial Officer (Treasurer): It shall be the duty of the Treasurer to supervise the maintenance of all financial records, preparation of required financial statements and proposed budgets. The Treasurer shall serve as Chairman of the Finance Committee. Any of the functions of the Treasurer may be delegated by the Board to staff personnel.

#### 8. Executive Director:

The President of the College may appoint a person to be the Executive Director of the Foundation. The Executive Director is not an officer of the Foundation. The duties of the Executive Director shall be governed by his or her employment agreement with the District and by the Master Agreement.

All employment decisions concerning the Executive Director shall be made by the President of the College, who shall consider, in good faith, any input from the Foundation's Board President and/or its Executive Committee.

### ARTICLE IV

#### Committees

**All committee meetings, procedures and votes will be conducted in accordance with the Ralph M. Brown Act. (Government Code Section 54950 et seq.)**

The Rules contained in the most recent edition of Robert's Rules of Order, newly Revised, shall govern all meetings of the Foundation and the Board of Directors. All committee chair persons will be appointed by the Foundation President. All committee appointments are for one year, or until a new committee is appointed.

#### 1. Standing Committees:

The Executive Committee, Finance & Investment, ~~Resource~~-Development, Audit, Academic Angels, **Strategic Planning**, and Nominating Committees are Standing Committees. The following committees may meet frequently, but are considered Ad Hoc committees: Events, Planned Giving, and President's Circle. The Foundation shall have additional standing committees as the Board of Directors may, from time to time, determine. Each of these may include persons who are not Directors. The chairman and other members of each standing committee who are Directors, **with the exception of the President of the Academic Angels**, shall be appointed and may be removed at any time by the Foundation President. Committee members who are not Directors may be appointed and may be removed at any time by the chairman of such committee.

All standing committees shall meet only when there is a quorum. An agenda of the meeting will be sent to each member prior to the meeting and a staff member will be present to record the Minutes. All Minutes will be included in the next Board packet which is mailed prior to the next Board meeting. If the Board packet has already been mailed, copies of the Minutes will be handed out at the Board meeting.

2. Chairman of Committee:

The chairman of a standing committee shall serve until the next annual election of officers, at which time the Foundation President will appoint a chairman for each standing committee, **with the exception of the Academic Angels**, from the members of the particular standing committee.

Chairmen and Directors of ad hoc committees shall serve as such for the life of the committee unless they are sooner removed, resign, or cease to qualify as the chairman or member, as the case may be, of such committee.

3. Vacancies:

Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in Section 1, above.

4. Quorum:

**The quorum should be as large a number of members as can reasonably be depended on to be present at any meeting.** ~~A fifty-one percent (51%) majority of a whole standing committee shall constitute a quorum of such committee, and the act of a majority of members present at a meeting when a quorum is present, shall be the act of the committee.~~

5. Rules:

Each committee may adopt rules for its own government and procedures not inconsistent with law, with these Bylaws, or with rules and regulations adopted by the Board of Directors.

**Standing Committees:**

1. Executive Committee:

The Executive Committee shall consist of the Foundation President, Vice President, Immediate Past Foundation President, Treasurer, Secretary, College Superintendent/President, College Vice President of Administrative Services, Board of Trustees representative, the Executive Director of the Foundation, the Chair of the **Resource** Development Committee, the Chair of the Finance & Investment Committee, the **P**resident of the Academic Angels and up to four other Directors of the Board selected by the Foundation President and approved by a majority vote of the Board. Executive Committee members shall be limited to two consecutive one-year terms, except when

such limit would preclude a Board Officer, the College President or the College Vice President of Administrative Services, or a named Committee Chair from serving on the Executive Committee. The Executive Committee shall meet regularly throughout the year.

If the Board of Directors adopts a meeting schedule of an Annual Meeting and two or three general Board meetings, the Board delegates to the Executive Committee all of the powers and authority of the Board in the management of the business and affairs of the Foundation, except for those matters which require a vote of the Board of Directors under the Nonprofit Corporation Law and/or the Nonprofit Public Benefit Corporation Law, as amended.

## 2. Finance & Investment Committee:

The Finance & Investment Committee shall consist of the Treasurer as chairman, and four other members appointed by the Foundation President. One additional member will be appointed as an alternate member. Committee members need not be Directors. The Finance Committee shall be responsible for:

- reviewing of monthly financial reports;
- preparing and recommending Annual Operating Budget for the Foundation;
- recommending necessary adjustments to the Operating Budget, if any, to the full Board;
- maintaining funds coming into the operational budget and funds being disbursed through the operational budget;
- overseeing the investment of the Foundation's assets in accordance with an Investment Policy Statement adopted by the Board;
- meeting monthly, or as needed, to review the investments with the designated financial advisors;
- reporting to the Board of Directors at each Board meeting on the allocation and makeup of the Foundation's assets; and
- recommending any changes in advisors for the Board's consideration, and to inform the Board of any matters which may be of interest to the Board as it pertains to the investments.

## 3. Nominating Committee:

The Nominating Committee shall consist of seven Directors, three of whom shall be nominated by the Foundation President and four of whom shall be nominated by the Executive Committee. The Foundation President and Vice President then in office shall not be members of the Nominating Committee. All seven committee nominees shall be approved by a majority vote of the Board of



Directors. Any Nominating Committee seat becoming vacant shall be filled by appointment of the Foundation President.

The Committee will work throughout the year to identify a pool of potential new Directors for review and consideration. They will present those selected from the pool as recommendations to the full Board for action when appropriate.

Two months prior to the Annual Meeting, the Foundation President shall direct the Nominating Committee to prepare a slate of officers for the coming year. All candidates for office will have declared their intention to serve, if elected. The slate shall be presented by Notice one month prior to the Annual Meeting and will be voted on at the Annual Meeting.

4. Audit Committee:

The Audit Committee is a standing committee consisting of five Directors appointed by the Foundation President. Audit Committee members may serve in other capacities within the Foundation, but must not have any activity, control, oversight, or influence in accounting and financial transactions of the Foundation. Audit Committee terms of office shall be for one year, or until the next Annual Meeting, whichever first occurs. The purpose of the Audit Committee is to ensure that the Foundation's annual audit is conducted in a proper fashion, to work with the auditors in outlining special areas of interest, to meet with the auditors prior to the annual audit being presented to the Board of Directors, and to request proposals from public accounting companies for audit work whenever a contract expires. The Audit Committee will maintain and administer the "Fraud Policy" as adopted by the Board of Directors.

The Audit Committee will report the findings of the annual audit to the Board of Directors as soon as possible once the audit is completed. The Audit Committee will present to the Board any proposals from public accounting companies when a new contract is warranted. The Board will vote on which proposal to accept for future audit work. The Audit Committee will meet as needed.

5. Resource Development Committee:

The Resource Development Committee shall provide leadership, oversight and guidance relating to the Foundation's resource development efforts. The Development Committee Chair ~~shall serve a one-year term and be~~ is appointed by the Foundation President, with the advice of the Foundation's Executive Director. ~~The appointment shall be approved by the Executive Committee.~~ The Resource Development Committee shall meet monthly or on an as needed basis. The Planned Giving Committee, the Events Committee and the President's Circle are part of the Development Committee.

6. Academic Angels: ~~(formerly the Auxiliary)~~

The Academic Angels are organized as a Standing Committee of the Foundation. The Foundation recognizes the Academic Angels as a partner organization, working in tandem with the Foundation to accomplish the same Goals and Objectives for the benefit of the College. The Foundation

recognizes the Academic Angels conducts business under its own ~~Bylaws~~ Standing Rules and with Officers of its own election while sharing many resources and administrative functions with the Foundation. ~~The chair of the Academic Angels shall be approved by the Foundation President.~~ The Academic Angels are organized to assist the Board of Directors in achieving the mission of the COD Foundation. ~~The standing committee shall consist of not less than 15 members and shall meet monthly to conduct business.~~

#### 7. The Strategic Planning Committee:

The Strategic Planning Committee shall develop an annual rolling Strategic Plan which shall be project driven and prioritized, with incomplete projects rolling into the following year. The Strategic Planning Committee will report the findings and recommendations to the Board of Directors in a written report and, if possible, at an annual Board Planning Retreat. The Committee Chair will ask the Strategic Planning report be approved at the Annual Meeting of the Board. The Strategic Planning Committee Chair shall serve a one-year term and be appointed by the Foundation President, with the advice of the Foundation's Executive Director. The Strategic Planning Committee will meet as needed. ~~The Strategic Planning Committee is to provide a longer term direction for the Board of Directors and the Foundation staff so that the CODF leadership can maintain a durable "road map" as future decision making is accomplished.~~

#### Ad Hoc Committees:

Special committees may be appointed by the Foundation President for such special tasks as circumstances warrant. The chairman and other members of such committees who are Directors shall be appointed and may be removed by the Foundation President. Committee members who are not Directors may be appointed and may be removed at any time by the chairman of such committee. A special committee shall limit its activities to the accomplishment of the task for which it is appointed. Upon completion of the task for which appointed, such special committee shall stand discharged. The chairman of any such special committee shall be a Director, but the committee may include persons who are not Directors.

#### ARTICLE V

##### Amendments

These Bylaws may be amended by a majority vote of the Board of Directors at a noticed meeting.

##### ***CERTIFICATE OF SECRETARY***

I, the undersigned, certify that I am the presently elected and acting Secretary of College of the Desert Foundation, a California Nonprofit Corporation, and that the above Bylaws are the Bylaws of this corporation adopted at a meeting of the Board of Directors held on \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jane Saltonstall, Ed.D. Secretary, Board of Directors

\_\_\_\_\_  
Date

Received by DISTRICT (Desert Community College District) this \_\_\_\_\_, 2017  
executed in Palm Desert, California.

By: \_\_\_\_\_, Secretary of District

Joel L. Kinnamon, Ed.D. COD Superintendent/President

## 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	



### Important Foundation and College event Dates for your calendar

Date	Event	Location	Timeframe	
11/18/2017	Angels COD Theater Night	Theater Too	7-9pm	Pre-reception at Mitch's on El Paseo
11/29/2017	President's Circle Art auction	Heather James Art Gallery	5:30-7:00pm	Cocktail reception
12/5/2017	Angels Holiday Event	Cuistot	11:30-2:00pm	
12/5/2017	Band concert, (Jazz and Symphonic Bands)	Indian Wells Theater	7:00-8:00pm	*Please note that a \$5 goodwill donation is suggested for any concert at the Pollock Theater or IW Theater
12/6/2017	Jazz concert	Pollock Theater	7:00-8:00pm	*Please note that a \$5 goodwill donation is suggested for any concert at the Pollock Theater or IW Theater
12/7/2017	Choral concert, (Chamber & Jazz singers))	Indian Wells Theater	7:00-8:00pm	*Please note that a \$5 goodwill donation is suggested for any concert at the Pollock Theater or IW Theater
1/24/2018	State of the College	PD Campus	11:30-2:00pm	
2/28/2018	Donor/Scholarship	Gymnasium	4-6pm	
3/14/2018	Angels Spring Event	TBD	11:30-2:00pm	
4/3/2018	Pre-Event Stepping Out	BIGHORN Clubhouse	5:30-7:30pm	For Graduate sponsors and higher
4/3/2018	Stepping Out for COD	McCallum Theater	8:00-10:00pm	
4/16/2018	Coeta Barker Reception	TBD	4:00-6:00pm	
5/4/2018	Pre-event Spring Musical	McCallum Theater	8:00-10:00pm	
5/4/2018	PC Spring Musical	McCallum Theater	5:30-7:30pm	

For athletic events on campus please go to website, click on Composite Schedule to see calendar of events  
[www.codathletics.com/landing/index](http://www.codathletics.com/landing/index)



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