



Foundation Board Meeting

Full Board Session: 3:00 p.m.

Wednesday – April 24, 2013

Meeting Location(See map)
Desert Willows Golf Resort

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

Our Mission:

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

Our Vision:

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

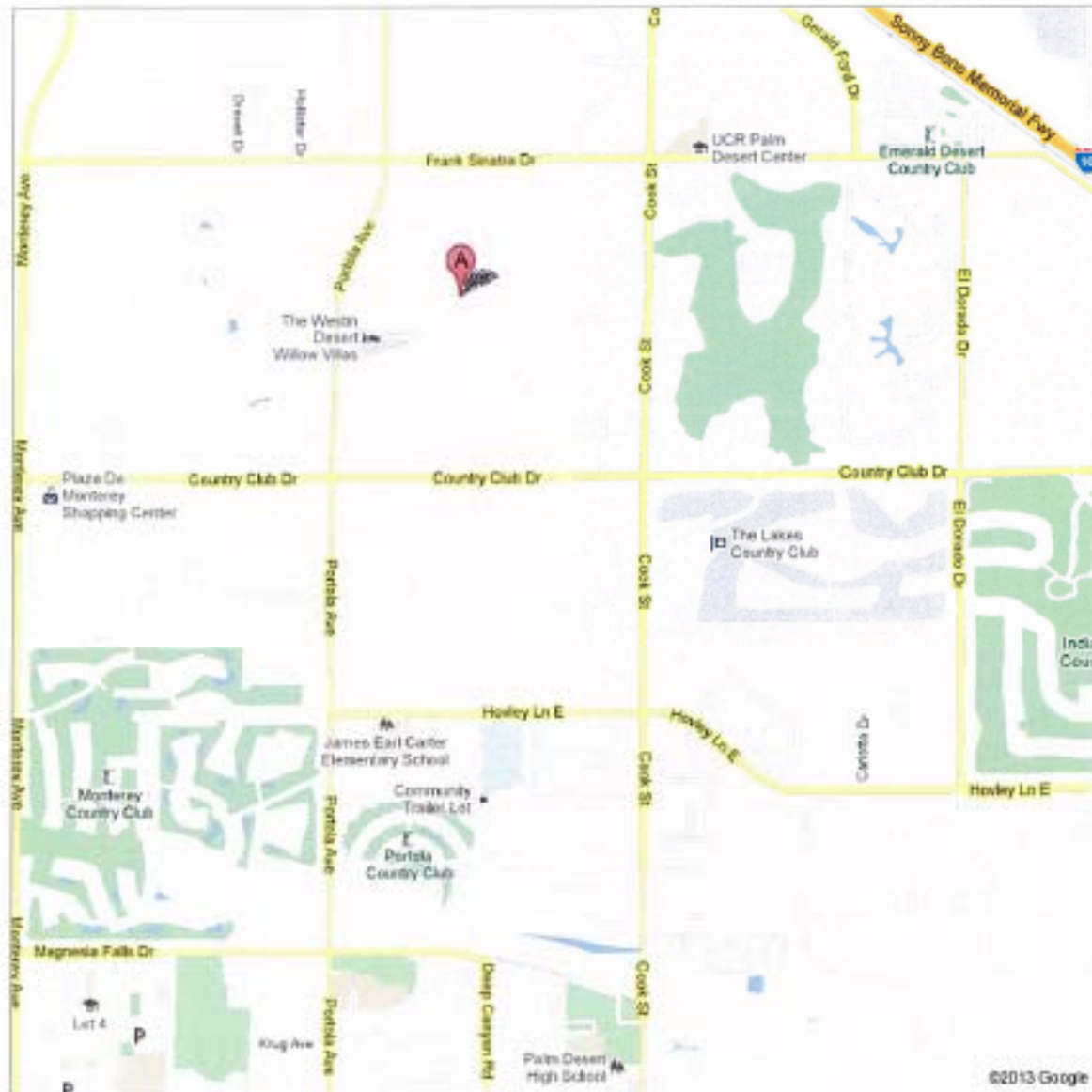
Core Values:

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



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- A. **Desert Willow Golf Resort**
 38-995 Desert Willow Dr, Palm Desert, CA
 (760) 346-7060
 68 reviews



**April 24, 2013 Board Packet
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**Board meeting location,
Desert Willow Golf Resort (see map)
See map on Page 3.**



COLLEGE of the DESERT FOUNDATION

Board of Directors Meeting
Wednesday, April 24, 2013 – 3:00 p.m.
(Board action required)**

Desert Willow Golf Resort

A G E N D A

1. **Call to Order** – Bob Chell, President
2. **Public Invitation to speak as per the Brown Act**
3. **Approval of March board minutes** page: 5
4. **Modification to By-Laws**
 - a) review and discussion of proposed modification to the Foundation By-Laws combining the Finance and Investment Committees
Discussion/Action
5. **Financials – Review**
 - a) Key financial information page: TBD
 - b) **Approval of March Financials** page: TBD
 - c) Report from Finance and Investment Committee
 - i) Proposed 2013-2014 Operating Budget **Discussion/Action** page: 8
 - ii) Proposed changes to IPS **Discussion/Action** page: 16
6. **Foundation Annual Board Election**
 - a) Board of Directors page: 17
 - b) Officers page: 18
 - c) Passing the gavel to New Board President
 - d) Proposed Committee Appointments page: 19
 - e) Forms for all board members to sign page: 28
7. **Reports**
 - a) College of the Desert President
 - b) Foundation Executive Director
 - c) Academic Senate President
 - d) COD Trustee – Bonnie Stefan
 - e) Alumni – Gene Marchu
 - f) Peter Sturgeon – Scholarship Update

9. New Business

10. Adjournment

Next Meeting: Wednesday May 29, 2013 2:00 p.m. Cravens Multi-Purpose Room



Board of Directors Meeting
 March 27, 2013 – 2:00pm
 Cravens Multi-Purpose Room
 M I N U T E S

Present:

Robert Archer, Zerryl Becker, John Benoit, Jean Carrus, Peggy Cravens, Donna Jean Darby, Brian Holcombe, Susan Hunt, Dr. Joel Kinnamon, Mary Latta, Penny Mason, Dr. Chuck Monell, Mark Nickerson, Russ Russell, Larry Spicer, Marcia Stein.

Absent:

Joan Busick, Jim Carona, Dr. Bob Chell, Diane Gershowitz, John Marman, Dominique Shwe, Bonnie Stefan, Peter Solomon.

Staff/Guests

Jim Hummer, Kippy Laflame, Peter Sturgeon, Dr. Ed Tauber, Sally Simonds, Norma Castaneda.

Call to Order

Donna Jean Darby called the meeting to order at 2:08 p.m. with a quorum of members present.

Brown Act Invitation for Public Comment

No cards to speak were submitted from the public.

Approval of Minutes

It was M/S/C Larry Spicer/Russ Russell to approve the February Board Minutes as distributed

"This is Our Story"

KCOD staff (see list) and Intercollegiate Broadcasting Systems award-winning DJ, Mike Mozingo, thanked the Board for its contribution to their travel expenses to attend the award ceremony in New York city.

Laurilie Jackson - Faculty Advisor

Shauna Holmes - KCOD Station Manager

James Reed - KCOD DJ

Alumni Report - None

Treasurer Report – Jim Hummer

The Comprehensive Donor Analysis and Key Financial Information hand-outs were reviewed.

It was M/S/C Bob Archer/Susan Hunt to approve the financials as distributed.

Nominating Committee Report – Donna Jean Darby

Donna Jean presented the board with the Slate of Officers and Directors that will be placed into nomination at next month's annual meeting.

Position	Name
President	Donna Jean Darby
Vice President	Mark Nickerson
Secretary	Diane Gershowitz
Treasurer	Russ Russell

M/S/C Marcia Stein/Peggy Cravens to accept the slate of officers as presented.

Donna Jean reviewed the highlights of the bios of the new board members that will be placed into nomination at next month's annual meeting.

Carol Ammon
Norma Castaneda
Dr. Bill Kroonen
Elizabeth Sealey
Sally Simonds
Kate Spates
Dr. Edward Tauber

M/S/C Chuck Monell to accept the slate of nominees as presented.

The new Board Member Obligation form was reviewed and discussed.

M/S/C Bob Archer/Marcia Stein to accept the new Obligation form as presented.

Strategic Plan – Jim Hummer

Jim gave an overview of the Plan mailed along with this month's packet. A lively discussion ensued. Jim asked the board to fill out the 4 Program Areas hand-out for the April meeting. This form will be the basis for what the Foundation staff should be spending their time on for the 2013-2014 season. Donna Jean stressed the importance of going through the Plan page by page to question or comment at next meeting.

Planned Giving Committee – Peter Sturgeon

Peter Sturgeon updated the Board of the first Planned Giving Committee (PGC) meeting of March 13. The group will be touring the campus on April 23rd. In an effort to overcome the negative press that the College has received, Jean Carrus suggested that she could persuade a friend of hers at the Public Record to write an article that would dispel some of the myths. She will have the Public Record contact either Joel or Pam Hunter. Larry Spicer suggested that perhaps Joel could give the Board an outline of answers to some of the most common questions members are being asked.

President's Report – Dr. Joel Kinnamon

- a) The College was able to add 784 seats this semester thanks to the \$100K donation from the Foundation that went to hiring the additional teachers.
- b) Announced that 2 COD students were selected for the 2013 Phi Theta Kappa All Californian Academic Team.

Academic Senate Report – Zerryl Becker

Zerryl explained the role of the Academic Senate to the Board. It is the official voice of the Faculty on educational and professional matters. It technically reports to the Trustees and operationally to the Joel Kinnamon. Zerryl suggested that a new payroll deduction campaign should be rolled out to the 112 Full-Time employees for President Circle memberships. Zerryl also encouraged board members to attend the various Senate Advisory Committee meetings. She will send a calendar of events to Kippy who will email it the Board.

Auxiliary Report- Mary Latta

The Auxiliary Spring Luncheon at Thunderbird Country Club was attended by 84 members and guests. The jewelry sale brought in \$2,500. A brainstorming session will be held on May 14th to discuss the Auxiliary's vision as well as ways to attract new members.

Adjournment

The meeting was adjourned at 4:00 p.m.



COLLEGE
of the DESERT
FOUNDATION

Proposed By-Law Amendment incorporating the Finance and Investment Committees

The Finance and Investment Committee shall consist of the Treasurer as chairman, and nine other Board members appointed by the Board President. One additional member will be appointed as an alternate member. The Committee terms of office shall be for one year, or until the next annual meeting. Any vacancy shall be filled by appointment of the Board President.

The Finance Committee shall be responsible for:

- reviewing of monthly financial reports
- preparing and recommending Annual Operating Budget for the Foundation
- recommending necessary adjustments, if any, at the end of December each year
- maintaining funds coming into the operational budget and funds being dispersed through the operational budget
- oversee the investment of the Corporation assets in accordance with the Investment Policy Statement

The Finance and Investment Committee will meet monthly or as needed. The Committee will report to the Board of Directors, when appropriate, on the allocation and makeup of the Corporation's assets, recommend any changes in advisors and inform the Board of any matters which pertain to the investments.

April 17th, 2013

To: Board of Directors of the College of the Desert Foundation

Re: Discussion of 2013/14 Proposed Budget

Before I begin the discussion of the proposed FY 2013/14 budget, here are some interesting facts about fundraising in the Coachella Valley.

- In 2011, over **\$138 million** was donated to 1020 charities in the Coachella Valley.
- Of the \$138 million donated in 2011, **over \$84 million were by donors located in Palm Desert, La Quinta, Rancho Mirage and Indian Wells. (64% of total donations in the Valley)**
- Major charities who were the beneficiaries of the philanthropy: EMC \$36 million, Museum \$15 million, McCallum Theatre \$5.4 million, Living Desert \$3.8 million, and Boys and Girls Club \$2.3 million. (accounting for 62.5 million or 45% of all donations in 2011)
- Nationwide, overall donations to educational institutions rose 8.2%, confirming that education is one of the most popular destinations for charity.
- The best performing sector for online fundraising was in education with non-profits experiencing a 17.9% increase in revenues using this medium.
- The College of the Desert received approximately \$2.1 million (1.4%) of the total \$138 million in donations.
- The College of the Desert Foundation has an opportunity to increasing donations by capturing a share of the growing philanthropic market, and also competing for a larger share of the existing \$138 million presently being donated in the Valley.

To begin our discussion of the coming year and proposed budget, I think a quick review of the Foundation's program will provide some insight into the needed staff capacity.

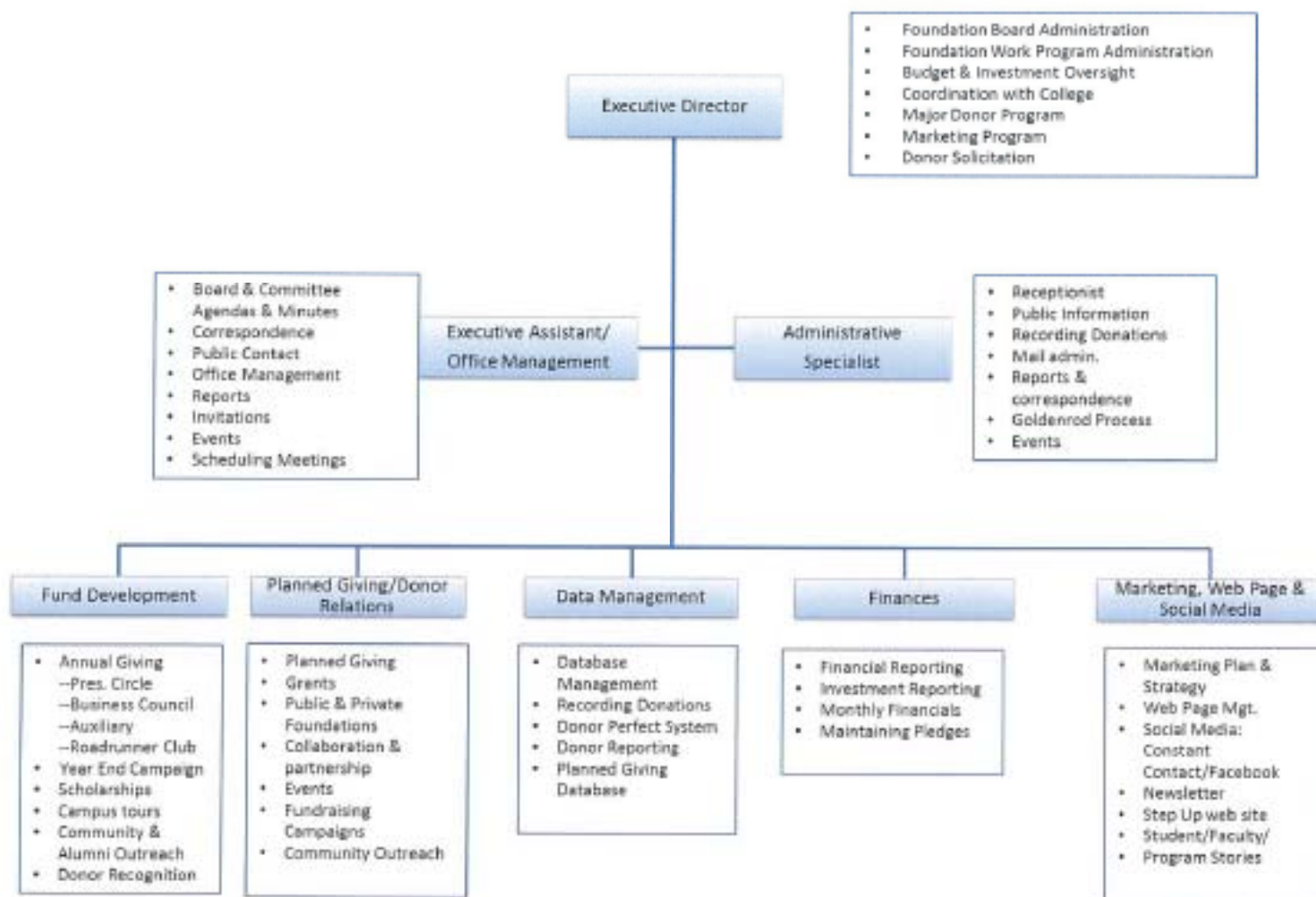
Summary of What we do at the Foundation:

- 1: Annual Giving—Memberships in Pres. Circle, Auxiliary & Roadrunner club
- 2: Major Donors—developing engagement, cultivations and solicitation program
- 3: Planned Giving—Established Planned Giving Advisory Committee
- 4: Events—Chili Cook Off, McCallum Event, Scholarship-Donor recognition, and other events.
- 5: Grants---Including Foundations (family, private, corporate and public)
- 6: Campaigns—to be determined for next year
- 7: Scholarships—New dollars
- 8: Community and Alumni Outreach---Campus Tours/Presentations to Organizations
- 9: Marketing Program—to be determined by the Board

What are the ongoing duties of the Foundation staff:

- 1: Staffing the Board of Directors and Committees
- 2: Staffing the Auxiliary---and events
- 3: Management and oversight of Investments and Investment Advisors
- 4: Management and oversight of Operating Budget
- 5: Stewardship of assets
- 6: Recognition of and maintaining contact with donors
- 7: Oversight of Independent Audit—providing financial information to auditor
- 8: Maintenance, updating and expansion of data base
- 9: Management of Endowments
- 10: Management of Scholarships
- 11: Coordination with College administration and staff

To perform the above work program items, I would request that you please refer to this organization chart which outlines the functions of the above work program items and identifies proposed staff positions.



As of June 1st, the contract with Peter Sturgeon will be completed, leaving the Foundation with three staff: Executive Director, Executive Assistant, and Administrative Specialist. As you will note on the organization chart, there are two fundraising positions required to fulfill the work

program: 1—Fund Development, and 2—Planned Giving/Donor Relations. Each of these positions fulfills important aspects of the work program.

1: Fund Development Position: The first position would coordinate the Annual Giving Program (memberships in President's Circle, Business Council, Auxiliary, & Roadrunner Club), the scholarship program, Year End fundraising campaign, Donor Recognition, Community and Alumni Outreach, and general solicitation of donors.

2: Planned Giving and Donor Relations Position: The second position is dedicated to an ongoing Planned Giving Program, coordinating with the Planned Giving Advisory Committee, Grants, research and contact with Foundations (family, public, private and corporate), Major Events, Major Donors, Fundraising campaigns and Community Outreach.

Comparison with Our Competition:

As we approach the decisions concerning future staffing of the Foundation, I think we need to

Eisenhower Foundation	McCallum Theatre	Palm Springs Museum	COD Foundation
15 total staff--Development	8 total staff--Development	9 total staff--Development	3 total staff:
5 full-time fundraising staff	Asst. Dir. Develop. & Major Gifts	Dir. Of Fundraising and Development	Executive Director
	Senior Mgr. Planned Gifts/Grants	Associate Director of Development- Major Gifts and Planned Giving	Executive Assistant
	Special Events Coordinator	Associate Director of Development-Institutional Giving	Administrative Specialist
	Mgr. of Special Events	Events Manager Position 1	Contracts:
	Mgr. Annual Gifts and Member Services	Events Manager Position 2	P. Sturgeon --80 hours per month
	Annual Fund Coordinator	Membership Manager	
	Development Coordinator	Development Department Administrator	
		Development Department Assistant	
		Development Department Assistant-seasonal	

compare the COD Foundation with our competition. If everyone remembers from our retreat, the competition has been identified as Eisenhower, Palm Springs Museum, and the McCallum Theatre.

I provided the above as a comparison of staff resources to perform the fundraising tasks for their organization. Clearly the organizations have invested in staff resources to raise money--- **"It takes money to make money." "The more bodies that "ask" the greater the chance of getting donations."**

Projected Unrestricted Revenue FY 2013/14:

The proposed FY 2013/14 operating budget projects total revenues of \$1,291,000. The components of the project include:

• Auxiliary membership fees:	\$16,000
• President's Circle membership fees:	\$200,000
• Roadrunner memberships fees:	\$15,000
• Grants/Foundations:	\$100,000
• Major gifts >\$5,000:	\$80,000
• Individual gifts < \$1,000:	\$30,000
• Planned gifts:	\$100,000
• Year End Campaign:	\$30,000
• Events (McCallum, Auxiliary others):	\$340,000
• Interest:	\$100,000
• Management fees:	\$280,000
Projected revenue:	\$1,291,000

Projected Operating Expenses: FY 2013/14:

The proposed FY 2013/14 operating expenses provide the Board two important decisions:

- 1: Increase the staff capacity to conduct fundraising ---2 positions, and
- 2: Continuing the Marketing Program---Step Up for COD

Attached are three scenarios for the Board's review:

- | | |
|---|--------------------|
| 1: Recurring Annual Expenses: | <u>\$ 920,000</u> |
| 2: Operating Expenses— | |
| With 2 additional staff & no Marketing: | <u>\$1,111,000</u> |
| 3: Proposed 2013/14 | |
| Operating Expenses—2 staff & Marketing | <u>\$1,291,000</u> |

The proposed 2013/14 FY Operating budget of \$1,291,000 contains a **\$161,500 increase** over the adopted budget for 2011/12 of \$1,129,950.

How do we pay for the increase in the budget and staffing?

There are alternatives for the Board to consider:

- 1: Make sure that we achieve our unrestricted revenues that are projected for the year,
- 2: Borrow \$200,000 from the current account of unrestricted funds where we have a balance of Approximately \$1,000,000 in reserve, or
- 3: Increase the management fee of 2% to 4% for a period of two years, and with the funds raised by the new personnel, repay the amount. (Additional \$280,000 per year)
- 4: Increase the management fee of 2% for a period of two years, and with the funds raised by the new personnel, repay the amount. (Additional \$280,000 per year)

What revenue is anticipated with the 2 additional staff:

While there are no guarantees as to anticipated revenues, the Magellan report provides some insight into the relationship of staffing to total revenue raised by the staff. The report clearly concludes that the number of staff will increase revenues in a dramatic fashion after 3-4 years.

Further, the industry standard for fundraising professionals is that each fundraising professional should be raising \$1.0 million per year.

A very conservative estimate would be that in the first year, we should see an increase in at least \$500,000 in revenues, increasing over the next three years to where the revenues should increase by \$2,000,000 based upon the professional standard of \$1.0 million per fundraising staff position.

There are many variables in the equation: experience, fundraising talents, knowledge of the local community etc.

The key question for the Board is, "Is the Foundation willing to invest a minimum of \$250,000 in additional staff for the potential return?" (\$250,000 is for 2 staff based upon an assumption that we can fill the positions with qualified individuals.---\$125,000 salary including benefits. It should be noted that in this market the going rate for Development Directors is around \$150,000 plus benefits)

Other factors to consider:

Good News/ Bad News-- Operating Budget FY 2012-13:

- **Good News:** As of 2/28 the Foundation has over \$1,078,625 in unrestricted funds plus \$221,051 in unrestricted funds in the Ackerman Fund.
- **Challenges:** As of 2/28 the foundation has only raised \$458,012 in unrestricted funds this fiscal year--- **41%** of the \$1,129,950 which was the projected revenue in the 2012/13 budget.
- **Good News:** The Foundation will be receiving a gift of \$1,200,000 in the next few weeks which will increase total unrestricted annual revenue figure to approximately \$1,700,000—or \$600,000 above our FY 2012/13 unrestricted revenue projection.
- **Challenges:** The Foundation cannot count on planned gifts for Operating Revenue.--
- **Good News:** As of 2/28, the Foundation has operating expenses totaling \$652,972, or **58%** of the total \$1,129,950 with 4 months remaining---**projection on expenses by year end: \$850,000—25% below budget.**
- **Challenges:** As of 2/28, the Foundation has a one year unrestricted **deficit of approximately \$199,000**---due to unrestricted revenues being \$458,012 & expenses being \$652,972.
- **Good News:** Foundation overall Assets have **increased \$532,098** from **\$22,909,304 to \$23,441,402.**
- **Good News:** The Foundation overall Endowment Funds have **increased \$504,028 to \$16,611,469 as of 2/28/13.**
- **Good News:** The Foundation has exceeded our contributions to the College (scholarships & Programs) by \$191,319 over last fiscal year.
- **So-So News:** With Year End Total Revenue Projection at approximately \$3,600,000 and operating expenses at (not to exceed) \$900,000.

COLLEGE OF THE DESERT FOUNDATION

Operating Budget March 2013
Revenues

Proposed Operating Revenues 2013/2014

YTD 02/28/2013 Actual Operating Revenues	Adopted 2012/2013 Budget	Variance from Budget		Proposed Budget 2013-14	Comments
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Revenue

Auxiliary/Membership	11,565	30,000	39%	\$ 16,000	annual memberships
President's Circle	56,301	130,000	43%	\$ 200,000	200 memberships
Roadrunner Club				\$ 15,000	100 memberships
Grants				\$ 100,000	TBD w/College
Major Gifts: \$5K>	25,277	100,000	25%	\$ 80,000	individual donations 5k>
Individual <\$5K				\$ 30,000	individual donations <5k each
Planned Gifts				\$ 100,000	
Year-End Campaign				\$ 30,000	
Annual Fund/Direct Mail	9,775	35,000	28%		

Events

Auxiliary Event	57,551	60,000	96%	\$ 60,000	Annual event
Barry Manilow	47,473	60,000	79%		
Stepping Out for COD	87,574	60,000	146%	\$ 230,000	McCallum event
Other Events	9,283	100,000	9%	\$ 50,000	
Title V reimbursement		59,350	0%		
Interest	74,719	135,600	55%	\$ 100,000	
Management Services	78,494	300,000	26%	\$ 280,000	
Total Revenue	458,012	1,069,950	43%	\$ 1,291,000	

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COLLEGE OF THE DESERT FOUNDATION

Operating Budget March 2013
Expenses

Recurring Annual Expenses

YTD 02/28/2013 Actual Operating Expenses	Adopted 2012/2013 Budget	Variance from Budget		Proposed Budget 2013/2014	Comments
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Expenditures

Auxiliary/Membership	\$ 6,158	\$ 5,000	123%	\$ 5,000	Collateral materials
President's Circle	\$ 9,103	\$ 5,000	182%		In home events-lunches etc.
Campaigns					TBD
Grants					TBD
Major Gifts				\$ 20,000	Research & development
Planned Giving Program				\$ 10,000	Collateral materials
Roadrunner Club					materials for distribution
Year-End Campaign				\$ 20,000	material for marketing year end/mail/ads
Annual Report				\$ 10,000	production of annual report
Auditor	\$ 19,750	\$ 16,750	118%	\$ 20,000	Annual independent audit
Bank Charges	\$ 5,337	\$ 7,000	76%	\$ 5,000	
Board/Staff Training	\$ 1,766	\$ 1,000	177%	\$ 5,000	
Repairs & Maintenance	\$ 525	\$ 1,000	53%	\$ 2,000	
Marketing	\$ 65,781	\$ 150,000	44%		Step Up campaign
Events					
Campus Tours				\$ 5,000	Related costs---lunches
Auxiliary Event					
Donor /Scholarship Reception				\$ 8,000	Reception costs
Stepping Out for COD					
Other Events					
Donor Development & Recognition	\$ 55,881	\$ 10,000	559%	\$ 30,000	\$51K Title V reimbursement
Equipment Lease	\$ 3,744	\$ 7,500	50%	\$ 8,000	
Insurance D & O	\$ 5,219	\$ 5,500	95%	\$ 5,000	
Membership Dues	\$ 625	\$ 1,000	63%	\$ 2,000	
Office Supplies & Equipment	\$ 6,397	\$ 14,000	46%	\$ 10,000	
Other	\$ 1,500	\$ 1,000	150%		
Postage	\$ 87	\$ 2,000	4%	\$ 3,000	
President's Fund	\$ 2,900	\$ 60,000	5%	\$ 60,000	
Printing/Design/Graphics	\$ 12,479	\$ 10,000	125%	\$ 10,000	
Service Contracts	\$ 3,555	\$ 4,500	79%	\$ 4,500	
Staff Mileage Reimbursement		\$ 1,000	0%	\$ 3,000	
Subscriptions & Publications	\$ 4,896	\$ 1,000	490%	\$ 2,000	
Recognition	\$ 3,945	\$ 5,000	79%	\$ 5,000	
Telephone	\$ 814	\$ 1,200	68%	\$ 3,500	
Wages & Benefits	\$ 289,730	\$ 585,000	50%	\$ 390,000	Exec. Dir/Exec Asst/Admin Specialist
Independent Contractors				\$ 84,000	fundraising position
Legal/Financial/Professional	\$ 14,859	\$ 1,000	1486%		
Independent Contractors	\$ 136,426	\$ 229,000	60%		
Brian Hamik-Legal				\$ 10,000	legal services
Hazen & Co.-Marketing					Step Up Campaign-Creative
Casey Strachan-Web Page & Constant Contact				\$ 48,000	Web page/Facebook/constant contact--administration/updates/Newsletters
Kristine Gula-Data Mgt.				\$ 48,000	Donor Perfect Data system/donors
Maryanov Madsen Gordon & Campbell				\$ 80,000	Financial reporting/Accounting
Peter Sturgeon					Development Consultant
Web Page/Website	\$ 1,495	\$ 5,500	27%	\$ 4,000	Realted Web page expenses/licenses
Other					
Adopted Budget 2012/13	\$ 652,972	\$ 1,129,950	58%	\$ 920,000	Recurring Annual expenses

COLLEGE OF THE DESERT FOUNDATION

Operating Budget March 2013

Expenses

Operating Expenses with additional staff & No Marketing Program

	YTD 02/28/2013 Actual Operating Expenses	Adopted 2012/2013 Budget	Variance from Budget		Proposed Budget 2013/2014	Comments
Expenditures						
Auxiliary/Membership	\$ 6,158	\$ 5,000	123%		\$ 5,000	Collateral materials
President's Circle	\$ 9,103	\$ 5,000	182%			In home events-lunches etc.
Campaigns						TBD
Grants						TBD
Major Gifts					\$ 20,000	Research & development
Planned Giving Program					\$ 10,000	Collateral materials
Roadrunner Club						materials for distribution
Year-End Campaign					\$ 20,000	material for marketing year end/mail/ads
Annual Report					\$ 10,000	production of annual report
Auditor	\$ 19,750	\$ 16,750	118%		\$ 20,000	Annual independent audit
Bank Charges	\$ 5,337	\$ 7,000	76%		\$ 5,000	
Board/Staff Training	\$ 1,766	\$ 1,000	177%		\$ 5,000	
Repairs & Maintenance	\$ 525	\$ 1,000	53%		\$ 2,000	
Marketing	\$ 65,781	\$ 150,000	44%			Step Up campaign
Events						
Campus Tours					\$ 5,000	Related costs--lunches
Auxiliary Event						
Donor /Scholarship Reception					\$ 8,000	Reception costs
Stepping Out for COO						
Other Events						
Donor Development & Recognition	\$ 55,881	\$ 10,000	559%		\$ 30,000	\$51K Title V reimbursement
Equipment Lease	\$ 3,744	\$ 7,500	50%		\$ 8,000	
Insurance D & O	\$ 5,219	\$ 5,500	95%		\$ 5,000	
Membership Dues	\$ 625	\$ 1,000	63%		\$ 2,000	
Office Supplies & Equipment	\$ 6,397	\$ 14,000	46%		\$ 10,000	
Other	\$ 1,500	\$ 1,000	150%			
Postage	\$ 87	\$ 2,000	4%		\$ 3,000	
President's Fund	\$ 3,900	\$ 60,000	5%		\$ 60,000	
Printing/Design/Graphics	\$ 12,479	\$ 10,000	125%		\$ 10,000	
Service Contracts	\$ 3,555	\$ 4,500	79%		\$ 4,500	
Staff Mileage Reimbursement		\$ 1,000	0%		\$ 3,000	
Subscriptions & Publications	\$ 4,896	\$ 1,000	490%		\$ 2,000	
Recognition	\$ 3,945	\$ 5,000	79%		\$ 5,000	
Telephone	\$ 814	\$ 1,200	68%		\$ 3,500	
Wages & Benefits	\$ 289,730	\$ 585,000	50%		\$ 390,000	Exec Dir/Exec Asst/Admin Specialist
New Staff positions (2)					\$ 275,000	2 staff positions
Legal/Financial/Professional	\$ 14,859	\$ 1,000	1486%			
Independent Contractors	\$ 136,426	\$ 229,000	60%			
Brian Hamik-Legal					\$ 10,000	legal services
Creative Marketing Consultant						Step Up Campaign--Creative
Casey Strachan-Web Page & Constant Contact						
					\$ 48,000	Web page/Facebook/constant contact--administration/updates/Newsletters
Kristine Gula-Data Mgmt.					\$ 48,000	Donor Perfect Data system/donors
Maryanov Madsen Gordon & Campbell					\$ 80,000	Financial reporting/Accounting
Peter Sturgeon						Development Consultant
Web Page/Website	\$ 1,495	\$ 5,500	27%		\$ 4,000	Revised Web page expenses/licenses
Other						
Adopted Operating Expenses 2012/13	\$ 652,972	\$ 1,129,950	58%	4/13	\$ 1,111,000	\$17,900 below adopted 2012/13 budget expenditures

COLLEGE OF THE DESERT FOUNDATION

Operating Budget March 2013
Expenses

Proposed 2013/14 Operating Budget

YTD 02/28/2013 Actual Operating Expenses	Adopted 2012/2013 Budget	Variance from Budget	Proposed Budget 2013/2014	Comments
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Expenditures

Auxiliary/Membership	\$ 6,158	\$ 5,000	123%	\$ 5,000	Collateral materials
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Board/Staff Training	\$ 1,766	\$ 1,000	177%	\$ 5,000	
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Events					
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Auxiliary Event					
Donor /Scholarship Reception				\$ 8,000	Reception costs
Stepping Out for COD					
Other Events					
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Insurance D & O	\$ 5,219	\$ 5,500	95%	\$ 5,000	
Membership Dues	\$ 625	\$ 1,000	63%	\$ 2,000	
Office Supplies & Equipment	\$ 6,397	\$ 14,000	46%	\$ 10,000	
Other	\$ 1,900	\$ 1,000	190%		
Postage	\$ 87	\$ 2,000	4%	\$ 3,000	
President's Fund	\$ 2,900	\$ 60,000	5%	\$ 60,000	
Printing/Design/Graphics	\$ 12,479	\$ 10,000	125%	\$ 10,000	
Service Contracts	\$ 3,555	\$ 4,500	79%	\$ 4,500	
Staff Mileage Reimbursement		\$ 1,000	0%	\$ 3,000	
Subscriptions & Publications	\$ 4,806	\$ 1,000	480%	\$ 2,000	
Recognition	\$ 3,945	\$ 5,000	79%		
Telephone	\$ 814	\$ 1,200	68%	\$ 3,500	
Wages & Benefits	\$ 289,730	\$ 585,000	50%	\$ 390,000	Exec Dir/Exec Asst/Admin Specialist
New Staff positions (2)				\$ 275,000	2 Dev Dir--Peter & New
Legal/Financial/Professional	\$ 14,859	\$ 1,000	1486%		
Independent Contractors	\$ 136,426	\$ 229,000	60%		
Brian Harnik-Legal				\$ 10,000	legal services
Creative Marketing Consultant				\$ 30,000	Step Up Campaign--Creative
Casey Strachan-Web Page & Constant Contact				\$ 48,000	Web page/Facebook/constant contact--administration/updates/Newsletters
Kristine Gula-Data Mgt.				\$ 48,000	Donor Perfect Data system/donors
Maryanov Madsen Gordon & Campbell				\$ 80,000	Financial reporting/Accounting
Peter Sturgeon					Development Consultant
Web Page/Website	\$ 1,495	\$ 5,500	27%	\$ 4,000	Revised Web page expenses/licenses
Other					
Adopted Operating Expenditures 2012/13	\$ 652,972	\$ 1,129,950	58%	\$ 1,291,000	Additional \$161,000 over adopted 2012/13 Budget Expenditures



**Finance and Investment Committee Meeting
Tuesday, April 9, 2013 – 3:30 p.m.
COD Foundation Board Room**

MINUTES

Members Present

Brian Holcombe, Russ Russell, Susan Hunt, Bob Archer, Bob Chell, Donna Jean Darby, Diane Gershowitz,

Staff/Guests

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

Call to Order

Chair Brian Holcombe called the meeting to order at 3:05 p.m.

A. Economic Outlook and Performance Review

Each committee member received reports from ML and WF (Merrill Lynch, Wells Fargo). Presentations & recommendations for changes to the IPS were made by each company. It was suggested that Foundation needs to change their IPS to help with the specific challenges involved with alternative investments. A simple change in the policy will help tremendously with our hedging strategies.

M/S/C Bob Archer/Susan Hunt to recommend to the board that the following changes be made to the IPS on page 9 **which now reads: Permitted alternative investments are: commodities and real estate.**

To now read: Permitted alternative investments include, but are not limited to: commodities and real estate.

Brian Holcombe is worried that the last 3 meetings were focused on the Investment side with no Finance component. Several board members mentioned they require a monthly summary of the finances that would give a meaningful snapshot and historical perspective to help with decision making at these quarterly meetings. In view of this it was decided to meet for a working lunch on Friday, April 12th to focus on the Finances. Jim will have a preliminary budget for the committee to review.

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

Minutes taken by Kippy Laflame, Executive Assistant



COLLEGE
of the **DESERT**
FOUNDATION

Election of Board of Directors 2013-2014

Directors

Carol Ammon
Bob Archer
Zerryl Becker
John J. Benoit
Joan Busick
James Carona
Jean Carrus
Norma Castaneda
Dr. Robert Chell
Peggy Cravens
Donna Jean Darby
Diane Gershowitz
Brian Holcombe
Susan Kay Hunt
Dr. Joel Kinnamon
Dr. Bill Kroonen
Mary Latta
John Marman
Penny Mason
Dr. Charles Monell, MD
Mark Nickerson
Russ Russell
Elizabeth Sealey
Dominique Shwe
Sally Simonds
Kate Spates
Larry Spicer
Bonnie Stefan
Marcia Stein
Dr. Edward Tauber



Election of Officers Board of Directors 2013-2014

Executive Committee

Donna Jean Darby
President

Dr. Robert M. Chell
Past President

Mark Nickerson
Vice President

Russ Russell
Treasurer

Diane Marcus Gershowitz
Secretary

Dr. Charles Monell
Parliamentarian



Audit Committee – 2013/2014

The Audit Committee is a standing committee consisting of five Directors appointed by the Board President. Audit Committee members may serve in other capacities within the Foundation, but must not have any activity, control, oversight, nor 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. The purpose of the Audit Committee is to ensure that the Corporation'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.

Larry Spicer - Chair Tel: 346-2489 lspicer@indianwells.com
Bill Kroonen Tel: 568-3039 wkroonen@aol.com
Chuck Monell Tel: 324-2306 Cmonell1@dc.rr.com
Penny Mason Tel: 323-2735 penmason@dc.rr.com
John Benoit Tel: 863-8211 jjbenoit@rcbos.org



Auxiliary Executive Committee – 2013/2014

The Auxiliary is organized as a Standing Committee of the Foundation. (Bylaws: October 31, 1984). The Foundation recognizes the Auxiliary 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 Auxiliary conducts business under its own Bylaws and with Officers of its own election while sharing many resources and administrative functions with the Foundation.

Mary E. Latta - President Tel: 771-4806 lattatravel@lattatravel.net
Marie Staudhammer, 1 st VP Tel: 564-5544 staudham@gmail.com
Mary Ellen Blanton, 2 nd VP Ways & Means Tel: 777-9761 meblanton@earthlink.net
Charlene Hengesh, 2 nd VP Ways & Means Tel: 324-8692 Hengair2@aol.com
Susan Linsk, 2 nd VP Ways & Means Tel: 777-9200 Susan.linsk@gmail.com
Cynthia Cottrell, 3 rd VP Membership Tel: 773-9357 czcotrell@earthlink.net
Donna Jean Darby, 3 rd VP Membership Tel: 345-7839 Darby1932@msn.com
Sandra Woodson, Corresponding Secretary Tel: 318-4488 swoodson@dc.rr.com
Diane Denkler, Recording Secretary Tel: 772-9810 desertdd@earthlink.net
Sally Simonds, Treasurer Tel: 773-3607 ssimonds@dc.rr.com



Nominating Committee – 2013/2014

The Nominating Committee shall consist of seven Directors, three of whom shall be nominated by the Board President; three of whom shall be nominated by the Executive Committee, and one shall be the Immediate Past Board President. All seven members shall be elected by the Board of Directors. Any Nominating Committee seat becoming vacant shall be filled by appointment of the Board 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 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 April meeting and will be voted on at the Annual Board meeting in April.

Mark Nickerson - Chair Tel: 399-4278 mnickerson@primetimeproduce.com
Bob Chell (Immediate Past Pres.) Tel: 674-2155 robertmchell@aol.com
Peggy Cravens Tel: 324-8899 pcravens@dc.rr.com
Diane Gershowitz Tel: 568-9828 Diane711@aol.com
Sally Simonds Tel: 773-3607 ssimonds@dc.rr.com
Kate Spates Tel: 341-4583 Ext. 203 kspates@graphtek.com
Marcia Stein Tel: 321-6336 Marcia1130@gmail.com



Finance and Investment Committee – 2013/2014

The Finance and Investment Committee shall consist of the Treasurer as chairman, and nine other Board members appointed by the Board President. One additional member will be appointed as an alternate member. The Committee terms of office shall be for one year, or until the next annual meeting. Any vacancy shall be filled by appointment of the Board President.

The Finance Committee shall be responsible for:

- reviewing of monthly financial reports
- preparing and recommending Annual Operating Budget for the Foundation
- recommending necessary adjustments, if any, at the end of December each year
- maintaining funds coming into the operational budget and funds being dispersed through the operational budget
- oversee the investment of the Corporation assets in accordance with the Investment Policy Statement

The Finance and Investment Committee will meet monthly or as needed. The Committee will report to the Board of Directors, when appropriate, on the allocation and makeup of the Corporation's assets, recommend any changes in advisors and inform the Board of any matters which pertain to the investments.

Russ Russell - Chair Tel: 862-4766 rusrussell@aol.com	
Carol Ammon Tel: 302-598-1265 carolammon@me.com	Brian Holcombe Tel: 836-3504 Brian.holcombe@efirstbank.com
Bob Archer Tel: 341-4844 heconsults@yahoo.com	Susan Hunt Tel: 318-4281 susankayhunt@yahoo.com
Joan Busick Tel: 772-8515 Joan.busick@verizon.net	Mary Latta Tel: 771-4806 lattatravel@earthlink.net
Jean Carrus Tel: 324-3664 Jcc42230@gmail.com	Vacant, COD V.P. Business Affairs Tel: 773-2592 ?@collegeofthedesert.edu



Resource Development Committee – 2013/2014

The Resource Development Committee shall provide leadership, oversight and guidance to the Foundation's resource development efforts. The Development Committee Chair shall serve a one-year term and be appointed by the Board 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.

Peggy Cravens - Chair Tel: 324-8899 pcravens@dc.rr.com
Carol Ammon Tel: 302-598-1265 carolammon@me.com
Bob Archer Tel: 341-4844 heconsults@aol.com
Bob Chell Tel: 674-2155 robertmchell@aol.com
Diane Gershowitz Tel: 568-9828 Diane711@aol.com
Susan Hunt Tel: 318-4281 susankayhunt@yahoo.com
John Marman Tel: 346-1755 johnmarman@gmail.com
Penny Mason Tel: 323-2835 penmason@dc.rr.com
Elizabeth Sealey Tel: 650-346-3409 Elizabeth@sealey.net
Sally Simonds Tel: 773-3607 ssimonds@dc.rr.com
Kate Spates Tel: 341-4583 Ext. 203 kspates@graphtek.com



Ad Hoc McCallum Event Committee – 2013/2014

Special committees may be appointed by the Board 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 Board 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.

Chairmen and Directors of special 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.

Diane Gershowitz - Chair Tel: 568-9828 dlane711@aol.com
Carol Ammon Tel: 302-598-1265 carrolammon@me.com
Jim Carona Tel: 346-8926 jim@heatherjames.com
JoAnn McGrath Tel: 836-1093 joannboston@verizon.net
Dominique Schwe Tel: 778-4699 Dominique.shwe@desertsun.com
Elizabeth Sealey Tel: 650-346-3409 Elizabeth@sealey.net
Kate Spates Tel: 341-4583 Ext. 203 kspates@graphtek.com



Ad Hoc Marketing Committee – 2013/2014

Special committees may be appointed by the Board 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 Board 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.

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Diane Gershowitz - Chair Tel: 324-8899 pcravens@dc.rr.com
Norma Castaneda Tel: 272-5683 normacastaneda@yahoo.com
Jim Carona Tel: 346-8926 jim@heatherjames.com
Hal Gershowitz Tel: 568-9828 halwrite@gmail.com
Greg Renker Tel: 773-9022 grenker@guthy-renker.com
Dominique Schwe Tel: 778-4699 Dominique.shwe@desertsun.com
Ed Tauber Tel: 771-3871 edtauber@earthlink.net



Ad Hoc Special Fundraising Committee – 2013/2014

Special committees may be appointed by the Board 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 Board 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.

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Peggy Cravens - Chair Tel: 324-8899 pcravens@dc.rr.com
Zerryl Becker Tel: 776-7476 zbecker@collegeofthedesert.edu
Jean Carrus Tel: 324-3664 Jcc42230@gmail.com
John Marman Tel: 346-1755 johnmarman@gmail.com
Penny Mason Tel: 323-2835 penmason@dc.rr.com
Michael O'Neill Tel: 320-7985 moneill@collegeofthedesert.edu



Ad Hoc Special Fundraising Committee – 2013/2014

Special committees may be appointed by the Board 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 Board 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.

Chairmen and Directors of special 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.

Peggy Cravens - Chair Tel: 324-8899 pcravens@dc.rr.com
Zerryl Becker Tel: 776-7476 zbecker@collegeofthedesert.edu
Jean Carrus Tel: 324-3664 jcc42230@gmail.com
John Marman Tel: 346-1755 johnmarman@gmail.com
Penny Mason Tel: 323-2835 penmason@dc.rr.com
Michael O'Neill Tel: 320-7985 moneill@collegeofthedesert.edu



2013/2014 Board Member Obligations

As a board member of the College of the Desert Foundation, I understand that my duties and responsibilities include the following:

1. to devote my energies as a Board member to advancing the vision of the COD Foundation within the community.
2. to be responsible, along with the other members of the Board, for this organization's financial security. I am expected to know and approve all policies and to oversee their implementation.
3. to have working knowledge of the Foundation and to take an active role in planning and raising the funds needed for the operation of our organization.
4. to seek public and private financial support for the College of the Desert.
5. to inform the community about the College of the Desert's educational goals and programs.
6. I agree to:
 - a) attend and actively participate in board and committee meetings.
 - b) become a member of President's Circle (min. level of \$1,000)
 - c) recruit PC members or donors; sponsor or solicit sponsors for Foundation events; to total a minimum of \$4,000 annually.
 - d) submit a list of contacts from my personal mailing list.
 - e) sign: Donor Privacy, Confidentiality, Conflict of Interest forms on an annual basis.

As a Board member I will agree to support the organization by participation in the following fundraising efforts:

☐ Annual Fund Campaign ☐ President's Circle ☐ Stepping Out For COD ☐ Capital Campaign ☐ Business Council

I agree to serve and actively participate on one standing and one fund development committee:

Standing Committees:

- ☐ Executive
- ☐ Audit
- ☐ Finance/Investment
- ☐ Auxiliary
- ☐ Nominating
- ☐ Resource Development

Ad-Hoc Committees:

- ☐ Events
- ☐ Planned Giving
- ☐ President's Circle
- ☐ Marketing
- ☐ Business Council

I understand that the COD Foundation Board Nominating Committee will review my annual participation.

I find all of the above reasonable for the operation of the COD Foundation Board of Directors and acceptable to me as a member of this Board.

Print Name

Signature

Date



COLLEGE
of the
DESERT
FOUNDATION

Board of Director Information Form

Name: _____

Occupation/Title: _____

Business: _____

Address: _____

City/State/Zip: _____

Tel: _____ Fax: _____ Cell: _____

E-mail: _____

Home: _____

City/State/Zip: _____

Tel: _____ Fax: _____ Cell: _____

E-mail: _____

What business expertise or background do you have?– Please check all that applies

- | | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Finance | <input type="checkbox"/> Media |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Government | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Churches | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Education | <input type="checkbox"/> Legal/Tax | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Marketing/Sales | <input type="checkbox"/> Other _____ |

The areas you can best support the Foundation:

- ☐ Personal Contributions
 ☐ Legal
 ☐ Investments
 ☐ Finances
 ☐ Personnel
 ☐ Events
☐ Public Relations
 ☐ Fundraising
 ☐ By-Laws/Policies
 Other; _____

The personal contacts each member has is important to support the Foundation. I have influence

- ☐ High Net worth individuals
 ☐ Small business
 ☐ Corporations
 ☐ Foundations
 ☐ Public Funding
☐ Agencies
 ☐ Media
 ☐ Elected Officials
 ☐ Estate officials
 ☐ Country Clubs
 ☐ Social Clubs

What community organizations are you involved with?

Sponsor Name: _____ Date: _____



CONFIDENTIALITY POLICY

Information about College of the Desert Foundation should be considered confidential and should only be discussed as appropriately required in connection with the work of the Foundation. Confidential information regarding applicants, grantees, donors, prospective donors, Foundation employees and/or consultants to the Foundation, and the Foundation Board of Directors must be maintained in strict confidence. Particular care must always be taken to avoid discussion of Foundation business affairs with third parties, unless authorization by management has been obtained, or as required by law.

1. All Foundation files, documents and working papers are the property of the Foundation and should remain in the office unless authorization by management has been obtained.
2. Any Foundation employee, consultant or Board member who purposely, or through a failure to exercise reasonable care, discloses confidential information belonging to the Foundation will be subject to disciplinary action, up to and including termination.
3. Foundation employees, consultants or Board members are not permitted to share confidential information with anyone outside of the Foundation, nor are they permitted to remove or make copies of Foundation documents, reports, records, or files without prior management approval.

4. Foundation employees, consultants or Board members are prohibited during and/or after employment or affiliation from using the Foundation's confidential information in any form, for their own purposes, or for those of another entity or person.

The obligation to keep information confidential continues after employees, consultants or Board members cease to be employed by or affiliated with the Foundation. All confidential information relative to the College of the Desert Foundation, regardless of its form, must be returned to the organization immediately upon termination of employment with the Foundation.

In signing this statement, I confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Please print name: Board member, Consultant, Staff member

Signature: Board member, Consultant, Staff Member

Date



CONFLICT OF INTEREST POLICY

In their capacity as directors, the members of the Board of Directors (the "Board") of the College of the Desert Foundation (the "Foundation") must act at all times in the best interest of the Foundation. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Foundation. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Foundation.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligation to the foundation and the Board member's personal, business or other interest.
3. All conflicts of interest are not necessarily prohibited or harmful to the Foundation. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interest shall be disclosed by Board members to the Foundation Executive Committee through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Foundation Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Foundation Executive Committee shall inform the Board of such determination and action. The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Foundation Executive Committee, as well as all other conflict information provided by Board members.

Page 2, Conflict of Interest Policy

I have read the Foundation Board Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Foundation Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Foundation President and Chief Executive Officer in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member

Signature: _____

Board Member Printed

Name: _____ Date _____



DONOR PRIVACY POLICY

The College of the Desert Foundation (hereinafter the "Foundation") is committed to protecting the privacy of our Donors and any personal information that they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguarding all personal information about our Donors.

ACCOUNTABILITY

The Foundation employees are responsible for all Donor personal information in our possession. Every reasonable precaution shall be taken to protect and preserve the confidentiality of our Donors' personal information. All employees, Board members, volunteers, or authorized agents of the Foundation are individually required to safeguard each individual Donor's personal information. Donor information shall not be disclosed, shared, or used for personal or business purposes by employees, Board members, volunteers or authorized agents.

Donors may notify the Foundation of a privacy-related issue or grievance by contacting the Chief Financial Officer. We will provide information about our privacy procedures and investigate the complaint. If a problem is discovered during the review, we will take all appropriate steps to revamp our policies and procedures if necessary.

USE AND DISCLOSURE OF PERSONAL INFORMATION

The Foundation collects, uses and discloses personal information mainly for raising money to reach our campaign goals, to process gifts and return appropriate thank you and year end letters. We occasionally release a list of our Donors, with their permission, to publicly acknowledge and thank them for their generosity. When Donors are publicly recognized, other organizations and third parties may have access to our Donor names and in some cases donation amounts.

We collect Donor information for internal use only, and just to the extent required for our purposes. We obtain relevant personal information about Donors lawfully and fairly.

SHARING OR SELLING OF PERSONAL INFORMATION

The Foundation does not sell, trade or rent the information and content of active Donor files to others. The Foundation will not share Donor e-mail addresses to third parties.

CUSTODY AND CARE OF PERSONAL INFORMATION

The Foundation will keep Donors' personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as legally required. Access to Donor file materials containing personal information is restricted to Foundation employees. All Donor files will be stored at the Foundation office and may not be removed for any reason.

The Foundation has established appropriate technical, physical and organizational security procedures to protect Donors' personal information against loss, theft, unauthorized use, disclosure, or modification. These procedures will be monitored and reviewed at least annually and when needed to ensure their continued effectiveness. The safeguards employed by the Foundation include, but may not be limited to, the use of limited access storage areas, locked files, and the use of secure servers and computer workstation passwords.

Appropriate measures will be undertaken when personal information is destroyed in order to prevent access or inadvertent disclosure to any unauthorized parties.

EMPLOYEE, BOARD MEMBER, VOLUNTEER AND AUTHORIZED AGENT ACKNOWLEDGEMENT

All Foundation employees, Board members, volunteers and authorized agents shall read this Policy and sign a written acknowledgement. A sample copy of the Privacy Policy Acknowledgement is attached as Appendix A.

Appendix A

The College of the Desert Foundation ("Foundation") is committed to protecting the privacy of our Donors and any personal information that they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguarding all personal information about our Donors.

I acknowledge that I have received and read the Foundation's current Donor Privacy Policy.

I understand that every employee, Board member, volunteer and authorized agent is responsible for abiding by the Donor Privacy Policy. In the event that a situation occurs that impacts a Donor's personal information that is not specifically discussed in the Donor Privacy Policy, I understand that I should consult the Chief Financial Officer regarding any questions not addressed in the Donor Privacy Policy.

I will take every precaution to protect and preserve the confidentiality of our Donors' personal information. I acknowledge that I am accountable if by my actions or failure to act an accidental or inadvertent disclosure of Donor information occurs.

I understand and agree that Donor information is not to be shared, sold, or given to any person or outside organization, or used for my personal or business purposes unless the Donor has provided prior written consent to the Foundation. I understand that the Foundation does not sell, trade or rent Donors' personal information or email addresses to others.

I acknowledge that if I knowingly share or disclose a Donor's personal information in a way which violates the Donor Privacy Policy, disciplinary action will be taken. One of the options available to the Foundation when the disclosure of a Donor's personal information is discovered shall be termination of the employment relationship, if deemed appropriate.

Employee, Board Member, Volunteer or Authorized Agent Name:

Signature: _____

Date: _____