



Foundation Board Meeting

General Session: 3:00 p.m.

Wednesday – April 27, 2016

Meeting Location (See map)
Cravens Multi-Purpose Room

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

Our Mission:

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

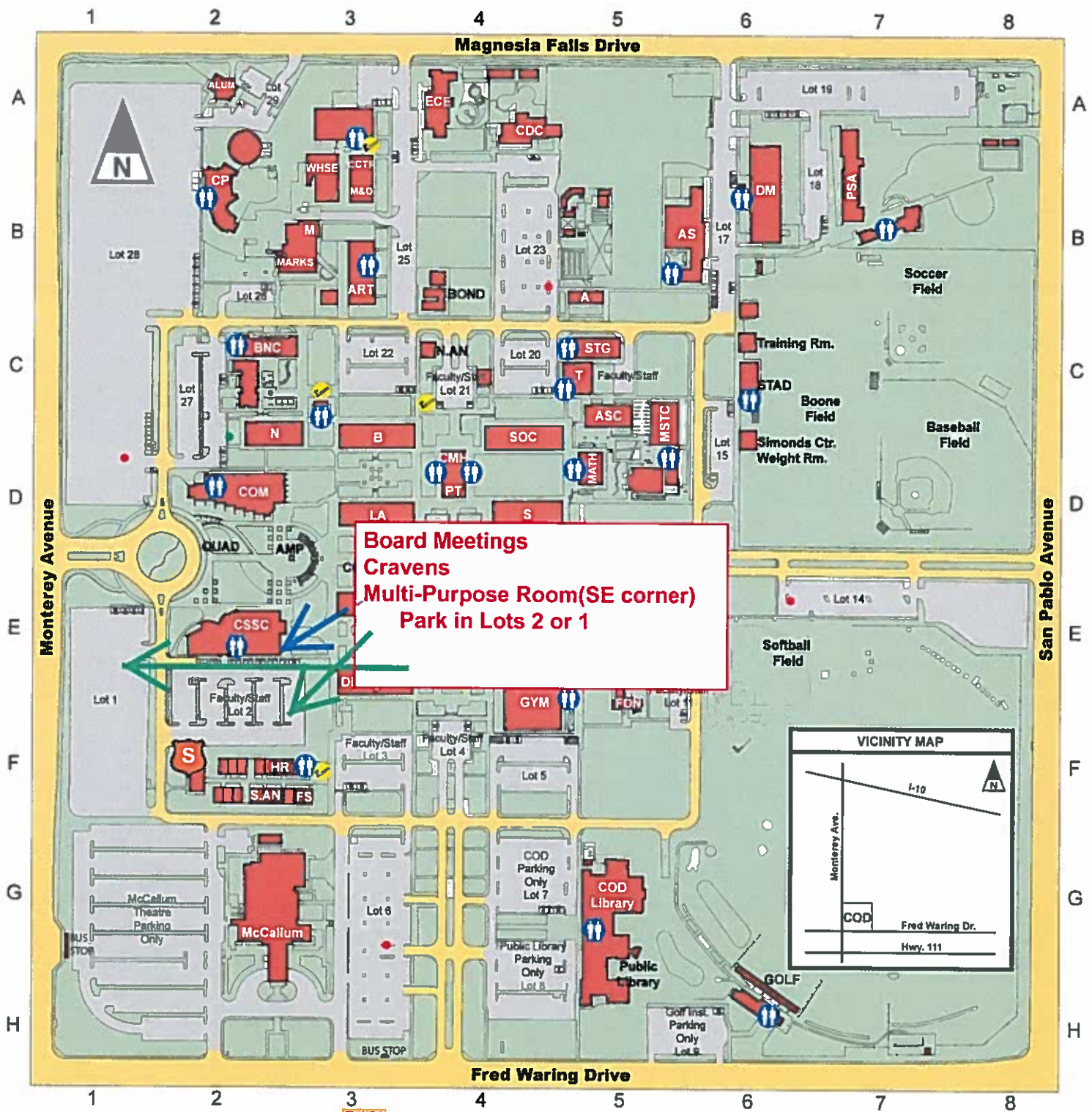
Our Vision:

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

Core Values:

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

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
CTTR	Copy Center.....	B3
COM	Communication.....	D2
CRTS	Tennis Courts.....	E5
CSSC	Cravens Student Services Center.....	E2

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

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

● Self Serve One-Day Parking Permit Dispenser

● Electric Vehicle Charging Station

♿ Accessible Restrooms

● Security

● Designated Smoking Area



Board of Directors Annual Meeting
Wednesday, April 27, 2016
Cravens Multi-Purpose Room
3:00 – 5:00p.m.

AGENDA

(Board action required)**

- I. Call to Order
- II. Public Invitation to speak as per the Brown Act
- III. Foundation Annual Board Election and Approval of New Board of Directors
 - A. **** Approval of New Nominated Board Members:**
 - a) Diane Denkler..... Page: 1
 - b) Bob Goodfriend..... Page: 2
 - c) Jim Green..... Page: 3
 - d) Welcome New Board members to meeting
 - e) Introduction of Eileen Hall, Academic Angels President
 - B. **** Election of the Full Board of Directors 2016-2017..... Page: 4**
 - C. **** Election of Officers 2016-2017 Page: 5**
- IV. COD Student speakers---KCOD
- V. Meeting Minutes
 - A. ****Approval of March 30, 2016 Board Meeting Minutes..... Page: 6**
- VI. Foundation Board Reports
 - A. Standing Committees
 - 1. *Financial Review – Vern Kozlen*
 - a) March 2106 financial review..... Page: 9
 - b)**Approval of March 31, 2016 Financials..... Page: 17
 - c)**Approval of 04/25/16 Investment Meeting minutes..... Distributed at meeting
 - d) March 31, 2016 Investors quarterly report..... Page: 22
 - e) ****Adoption of 2016-17 Foundation Operating Budget..... Page: 25**

2. *Academic Angels – Eileen Hall*

- VII. Selection of Committee Chairs—Mark Nickerson
 - A. Committee Assignments—Standing Committees/Discussion Page: 27
- VIII. Forms for all Board members to fil out..... Page: 28-34
- IX. Officers Signature cards – Kippy Laflame
- X. One Stop Job Center – Jim Hummer
- XI. CDC Playground – Jim Hummer
- XII. Presentation of Stepping Out for COD Video
- XIII. Reports:
 - A. College of the Desert President - Joel Kinnamon
 - B. Academic Senate President – Kelly Hall
 - C. COD Board of Trustees – Bonnie Stefan
 - D. Development Director Reports – Peter Sturgeon
 - E. Foundation Board President – Mark Nickerson
 - F. Executive Director – Jim Hummer
 - G. Community Involvement Requests
- XIV. New Business
- XV. Adjournment

Next meeting: May 25, 2016

Diane D. Denkler

**36706 Tallowood Drive
Palm Desert, CA 92211
(760) 772-9810
(760) 772-4810 - Fax**

CAREER AND COMMUNITY HIGHLIGHTS

Native Southern Californian, born, raised and educated in San Diego, CA. In 1962, I became the first female to graduate with an engineering degree from San Diego State University, choosing civil engineering/structural design as my major. As a diversion, I became Freshman Class Secretary, President of Alpha Phi Sorority and Miss Aztec Engineer. Also completed several graduate courses in Business Administration at Cal State Fullerton.

In business, my career of 24 years with Pacific Telephone and Telegraph, now Pac Bell was primarily at the corporate management level, also company spokesperson for 5 years. In 1984, I became the Public Relations Director representing Pac Bell In the 1984 Olympics with 12,000 tickets, also chaired the Olympics Torch Kilometer sales throughout Orange County. Involvement in numerous charitable boards included EVP for the Orange County Performing Arts Center.

After the Olympics experience, it was time to take on a new career challenge learning the insurance business with Pacific Life for 12 years. In my last assignment I was Vice President responsible for all Administration segments of the health insurance arm.

Now retired, I have been serving on the Academic Angels Board for more than eight years and my husband and I are Lifetime President Circle members, also Legacy donors. Currently I am serving on the Campanile Foundation Board at San Diego State University. In 2012, I delivered the commencement address for the School of Engineering graduate class. We have also recently become Founders of the McCallum Theatre.

Giving back to the community is my passion and I feel extremely fortunate to have these opportunities. College of the Desert placed a short story in the Desert Sun in the latter part of 2014 that is included with this brief biography.

Thank you for considering me for this prestigious opportunity to serve on the College of the Desert Foundation Board.

Robert M. Goodfriend

ROBERT M. GOODFRIEND is Chairman and Chief Executive Officer of Goody's Family Clothing. A graduate of Babson College in Wellesley, Massachusetts, and second generation leader of Goody's Family Clothing, Mr. Goodfriend was the driving force in developing the modern Goody's concept and in leading the company's phenomenal growth from 21 stores in 1979 to 338 stores today. He is an active manager who remains involved in strategic planning, visiting stores and evaluating potential new markets. Named chairman of Goody's in 1990, he serves on the Boards of East Tennessee Children's Hospital, Citizens National Bank, and the University of Tennessee's Athletics Department. In recognition of his remarkable leadership, Goody's received the East Tennessee Entrepreneurial Company of the Year in 1991. In early 1998, Mr. Goodfriend was named Outstanding Marketing Professional of the Year by the Knoxville Chapter of the American Marketing Association, and in May 1999 the National Conference of Community and Justice honored him with its prestigious Brotherhood/Sisterhood Award. In 2001, he served as Chairman of the United Way of Greater Knoxville's annual fundraising campaign and led an aggressive community-wide effort that resulted in more than \$10.5 million being raised for agency programs. In 2003, he was recognized as the Outstanding Philanthropist of East Tennessee by the Great Smoky Mountain Chapter of the Association of Fundraising Professionals. In 2004, he was inducted into Junior Achievement of East Tennessee's Business Hall of Fame.

James. R. Greene

James R. Greene was a Principal and Partner at David J Greene and Company LLC (“DJG”). DJG, founded in 1938 by Jim’s grandfather, David J. Greene, was a privately held investment manager widely respected for the ability to uncover hidden value. During his 30 year tenure at the firm Jim served in many capacities, working his way up from research analyst to portfolio manager. In September of 2008, DJG was acquired by Neuberger Berman at which time Mr. Greene left the business to pursue other interests, including a number philanthropic undertakings. He currently serves as Trustee and Treasurer of The Greene Family Foundation which provides support to many medical and educational organizations.

Mr. Greene resides in New York City and Rancho Mirage, spending nine months a year in the desert. In New York he has served as a Trustee of Friends Academy and President of the Friends Academy Alumni Association in Locust Valley. He currently serves as a Trustee of North Shore Long Island Jewish Health Systems (NSLIJ) and was a member of NSLIJ’s Investment Committee. Locally he has joined the board of directors of Big Brothers Big Sisters of the Desert which serves children through the Coachella Valley.

Jim is a graduate of Friends Academy and holds a B.A from McDaniel College in Westminster, Maryland. He also attended American University’s Graduate School of Business in Washington D.C. Jim is married with four children.

Should you require any additional information please contact Erica Gerzog at Neuberger Berman. Erica can be reached by phone at 212-476-5600 or via e-mail (Erica.gerzog@nb.com).



Proposed 2016-2017 Slate Board of Director

Robert Archer
John J. Benoit
Joan Busick
Norma Castaneda
William S. Chunowitz
Peggy Cravens
Donna Jean Darby
Carol Bell Dean
Diane Denkler
Marge Dodge
Diane Gershowitz
Bob Goodfriend
Jim Greene
Eileen Hall
Brian Holcombe
Suz Hunt
Vern Kozlen
Peggy Sue Lane
Donna MacMillan
Robert C. Manion
Dan Martinez
Penny Mason
Charles Monell, M.D.
Mark Nickerson
Jane Saltonstall, Ed.D.
Arlene Schnitzer
Dominique Shwe
Sally Simonds
Kate Spates
Larry Spicer



Proposed 2016-2017 Slate of Officers

President: Mark Nickerson

Vice President: Bob Archer

Treasurer: Vern Kozlen

Secretary: Suz Hunt



Board of Director Meeting
Wednesday, March 30, 2016 – 3:00p.m.
Cravens Multi-Purpose Room

MINUTES

Present

Bob Archer, Bonnie Stefan, Joan Busick, Norma Castaneda, Peggy Cravens, Donna Jean Darby, Carol Bell Dean, Marge Dodge, Dr. Kelly Hall, Lisa Howell, Susan Hunt, Dr. Joel Kinnamon, Peggy Sue Lane, Donna MacMillan, Bob Manion, Dan Martinez, Dominique Shwe, Sally Simonds, Larry Spicer

Absent

John J. Benoit, Bill Chunowitz, Diane Gershowitz, Jan Harnik, Brian Holcombe, Penny Mason, Dr. Chuck Monell, Mark Nickerson, Dr. Jane Saltonstall, Arlene Schnitzer, Kate Spates

Guest

Jim Hummer, Kippy Laflame, Kirstien Renna, Peter Sturgeon, Gigi Muth, Pam Hunter

Call to Order

Public Invitation to speak as per the Brown Act

None

COD student speaker

Miguel Flores and Roschelle Aguilar spoke to the Board about the Solutions Kiosk which is a student run business class that lasts for one semester. The students voted to create a scholarship that they will be funding with profits from the Kiosk program for \$5,000.

COD President Report – Dr. Kinnamon

Dr. Kinnamon thanked the Foundation and especially Diane Gershowitz, the Stepping Out for COD event chair, for all her hard work at making this such a successful and wonderful event. Kate Spates and Ricardo Loretta will be co-chairs of the renovation campaign for the Fountain of Knowledge. As well they will be looking at how we can better recognize our donors using this area. A few events coming up Victor/Victoria at the McCallum from April 28 to May 1st as well as

Academic Senate President - Dr. Hall

Thanked the Board once again for supporting the Kiosk and how proud she is of her students that they decided to give back to the community by voting for underwriting the scholarship.

Approval of meeting minutes as distributed

It was M/S/C Donna MacMillan/Larry Spicer to approve the March 30, 2016 Executive Committee and Board Meeting Minutes as presented.



Financials Review – Vern Kozlen

Vern reviewed the February 2016 financials.

It was M/S/C Vern Kozlen/Joan Busick to approve the February 2016 Financials.

Foundation Standing Committee Reports

Nominating – Vern Kozlen

Nominating met twice to interview the proposed nominees. The Committee contacted everyone to ensure that everyone wanted to stay on the board and understood the obligations.

The following nominees are being recommended to board membership:

Diane Denkler, Bob Goodfriend and Jim Greene.

Proposed officers being recommended:

Mark Nickerson, President

Bob Archer, Vice-President

Vern Kozlen, Treasurer

Suz Hunt, Secretary

It was M/S/C to approve the minutes Sally Simonds/PS Lane to approve the minutes and nominees for election at the annual meeting in April, 2016

Academic Angels – Gigi Muth

On Monday, April 11th the Academic Angels will be presenting their spring luncheon at the Toscana Country Club. The monies raised will go to the Early Childhood kitchen garden.

Our goal is \$20K and we are looking for a matching gift. Bob Archer encouraged all to attend.

April 26th the Coeta Barker reception will be held at the lovely home of Karen Miles. Only \$1,500 is left to collect on the Citizens of Distinction event down from \$80,000

Strategic Plan – Jim Hummer

Jim reviewed the results of the last three year strategic plan.

Projected 3 year total for the 2013-2016 period was:

- \$11, 845,000 so far we have raised \$12, 851,043.

We are looking for a working committee of Board members to set the new goals for the 2016-2019 period. Bob Archer encouraged the membership to join. Most of the work will be done this summer.

Stepping Out for COD - Jim Hummer

Jim reported that we reached 92% of our gross goal; we targeted \$200K for our net and we are at approx. \$230K. We need 3-4 individuals to meet with Diane and the Foundation to plan next year's event.

Trustee report – Dr. Bonnie Stefan

Bonnie thanked the Foundation for everything they do to make our students successful.



Development – Sally Simonds

Sally reported on the Legacy event hosted at Bob Archer's home. Over 47 people attended. The testimonials were very important and instrumental in the success of the event. After the event a couple indicated their interest in naming opportunities. Others came forward to join the legacy group.

Suz Hunt thanked Kirstein Renna for developing the financial PowerPoint as well as Vern Kozlen for running the meetings while she was away.

The COD History video was shown to the Board.

Adjournment 4:40 p.m.

The following board members approached Kippy.

- Marge Dodge would like be part of the Stepping out Committee
- Dominique Shwe would like to be part of the Strategic Plan Committee.

Minutes taken by Kippy Laflame, Executive Assistant.



MONTHLY FINANCIAL REPORT

FOR THE MONTH ENDED:

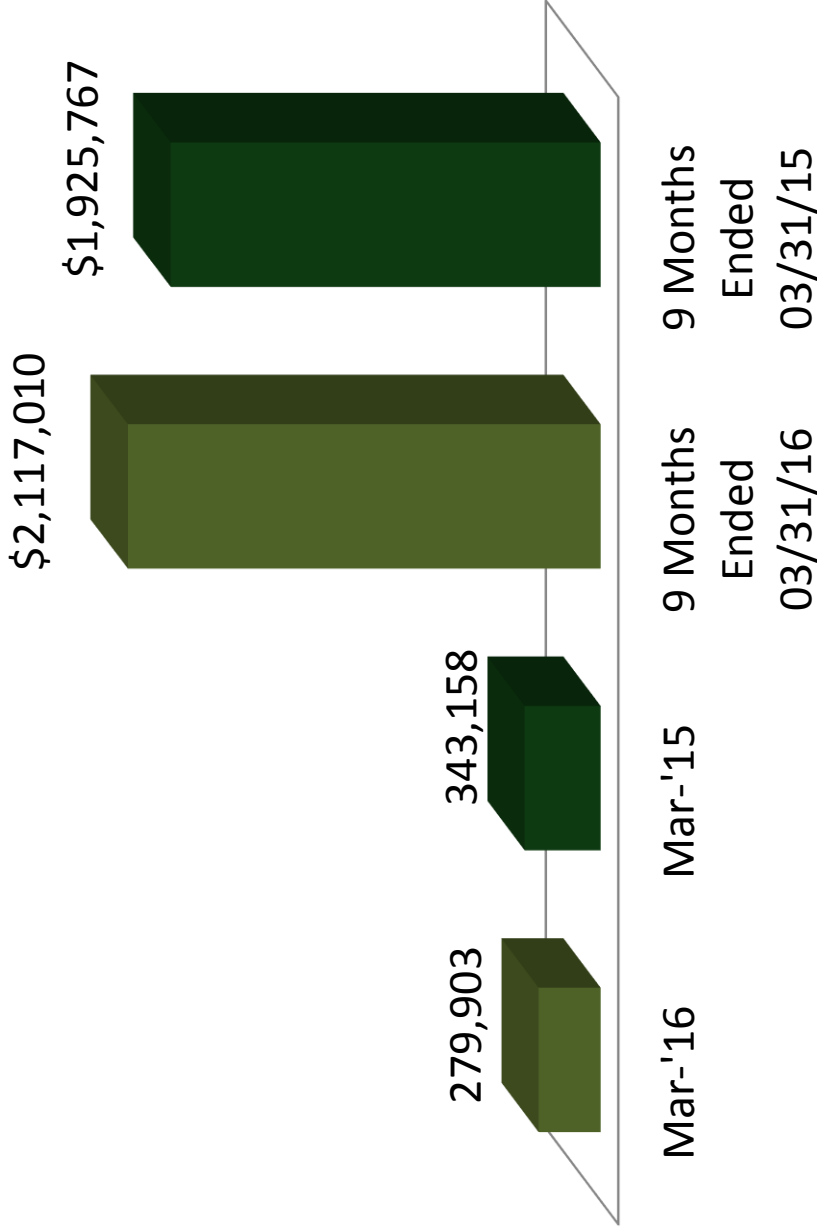
March 31, 2016

REVENUE & SUPPORT

See Pages 3 & 4 Statement of Activities Current / YTD

- During the Month of March, Total Revenues (excluding investment activity) were \$279,903. This was a decrease of approximately 18.5% under March 2015.
- Estate Gifts & Quarterly Management Fees made up \$201,944 of this amount.
- Total Revenue & Support received Year-to-Date is \$2,117,010 compared to \$1,925,767 at March 2015.

REVENUES – ALL FUNDS



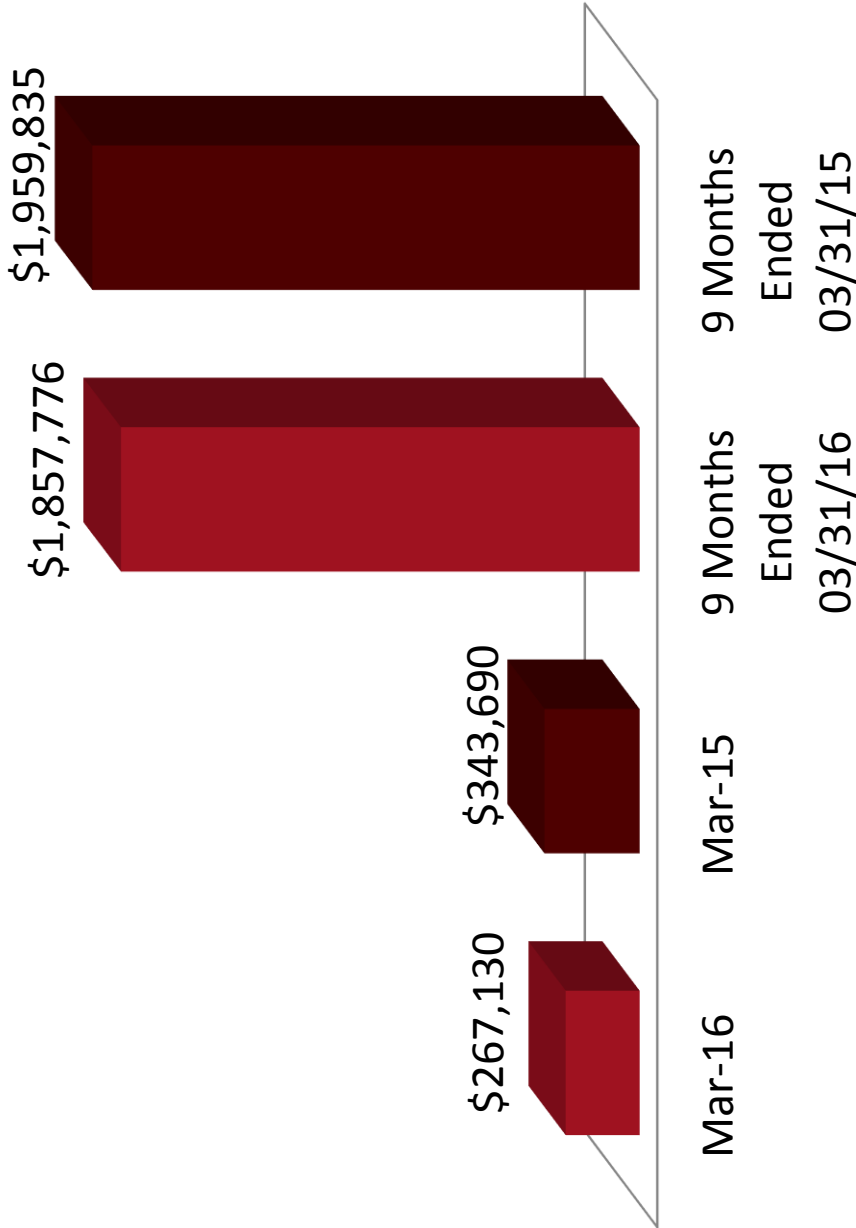
* Amounts do not include Investment activity.

EXPENDITURES

See Pages 3 & 4 Statement of Activities Current & YTD

- Total Expenditures in March were \$267,130. This was a decrease of approximately 22.3% for the same month last year.
- In March the Foundation provided \$206,998 in College Support & Scholarships.
- Total Expenditures Year-to-Date are \$1,857,776 compared to \$1,959,835 in 2015.

EXPENDITURES – ALL FUNDS



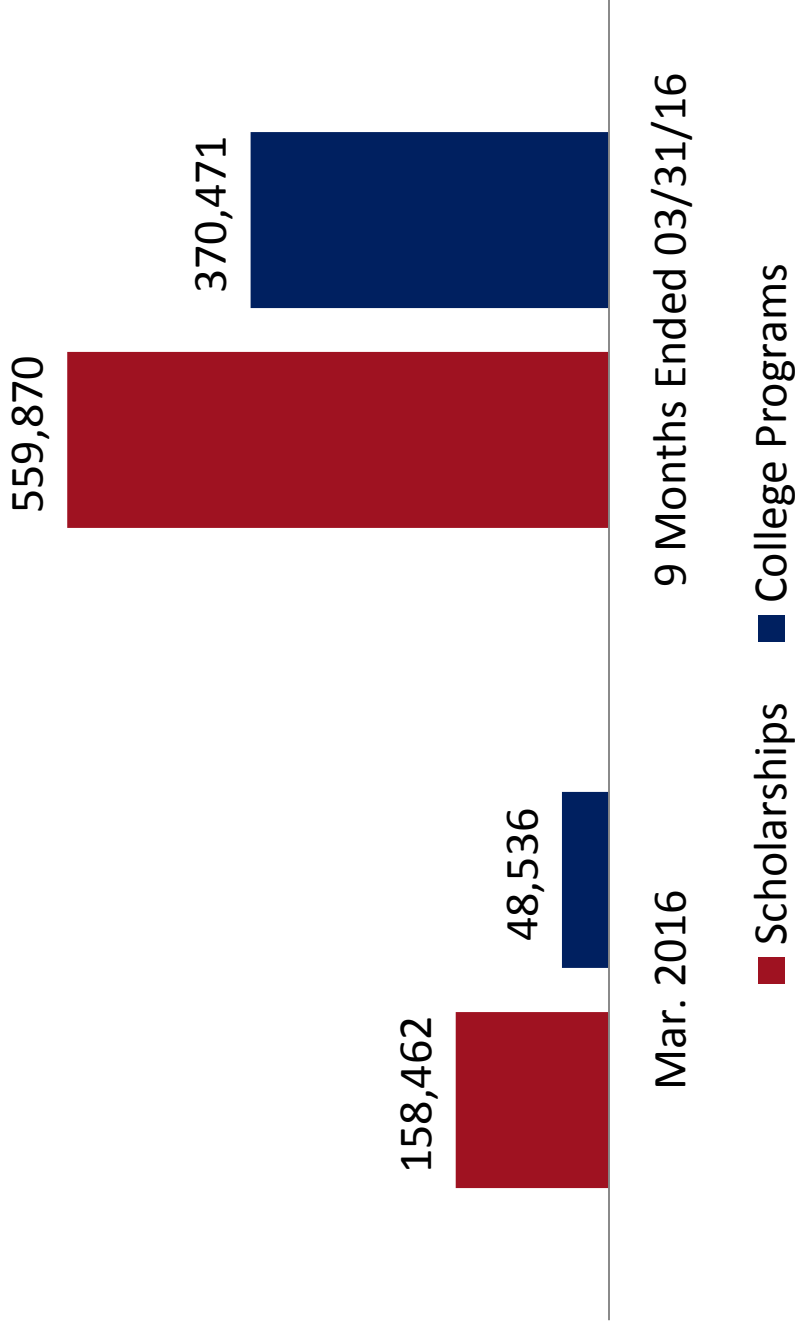
* Amounts do not include Investment activity.

FUNDING PROVIDED TO THE COLLEGE

See Pages 3 & 4 Statement of Activities Current & YTD

- In March, \$158,462 in Scholarships were awarded to Students and \$48,536 in College Program Support was provided.
- Total Funding Year-to-Date from all funds is as follows:
 - ✓ Scholarships \$559,870
 - ✓ College Programs \$370,471

Scholarships & College Programs – All Funds

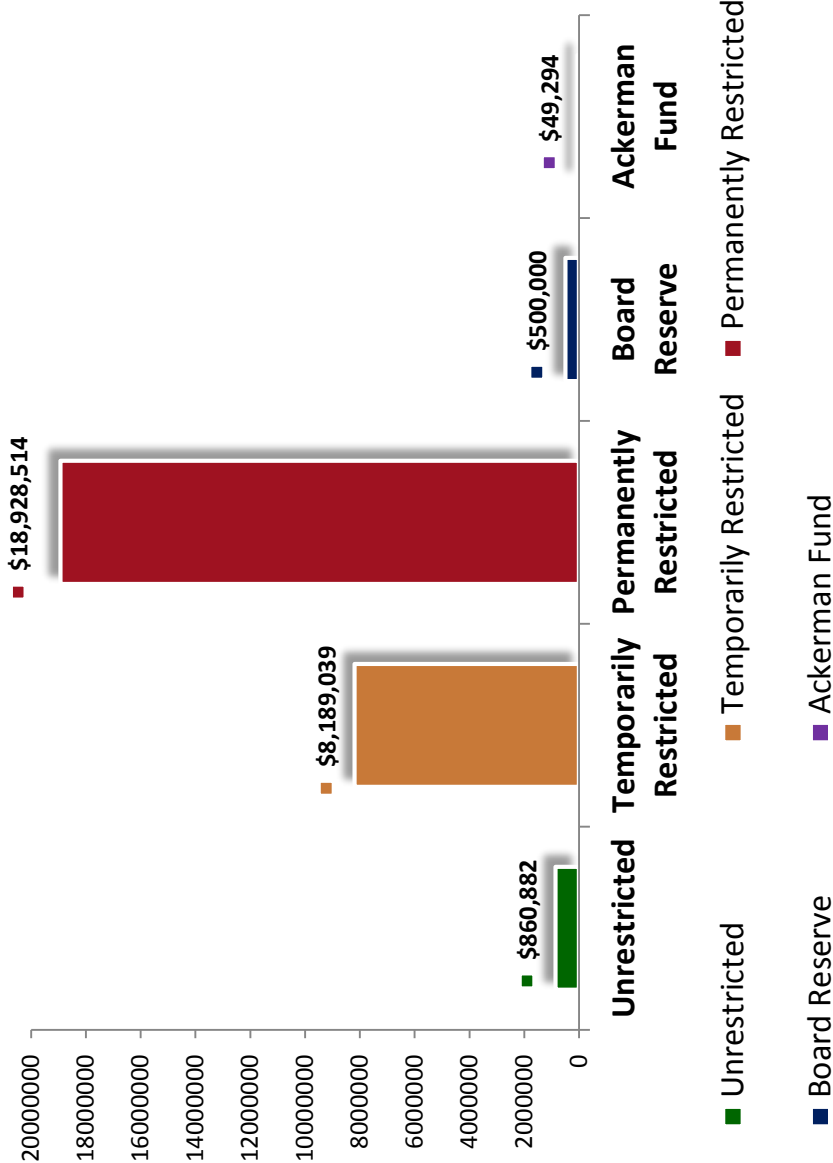


NET ASSETS

See Page 2 Statement of Financial Position

- Net Assets through the period ending March 31th totaled \$27,978,435. These funds are held as follows:
- \$18,928,514 - Permanently Restricted Funds “Endowments” held by the Foundation
- \$8,189,039 - Temporarily Restricted Funds
- \$860,882 - Unrestricted Funds
 - ✓\$49,294 of this amount represents the Ackerman Fund
 - ✓\$500,000 of this amount represents the Board Reserve

Net Assets – All Funds



- Unrestricted Funds: Funds available for use.
- Temporarily Restricted Funds: Funds which have restrictions placed on them by donors.
- Permanently Restricted Funds: Endowments held by the Foundation.

INTEREST & INVESTMENTS

See Page 2 Statement of Financial Position

INVESTMENTS –

- A total of \$24,419,795 was held in investments as of the end of March.
- \$144,116 has been paid in investment fees YTD.

INTEREST – See Page 3 & 4 Statement of Activities Current & YTD

- Total Interest earned during March was \$58,048.
- YTD Interest earned is \$541,985.

REALIZED GAINS & LOSSES

- March saw a Realized Gain of \$3,616.
- Total Realized Losses YTD are \$-104,208.

UNREALIZED GAINS & LOSSES

- An UNREALIZED Gain of \$900,615 was recognized during the month of March
- Total UNREALIZED Losses YTD are \$-790,144.

GENERAL FUND OPERATIONS

REVENUES - See page 5

- Operating Revenues received during March were \$193,505.
- Of this amount, \$101,347 came from Estate Gifts and an additional amount of \$101,872 came from Management Services.
- Total YTD Operating Revenues are \$1,029,456, which is 88.3% of the total budgeted amount of \$1,166,000.

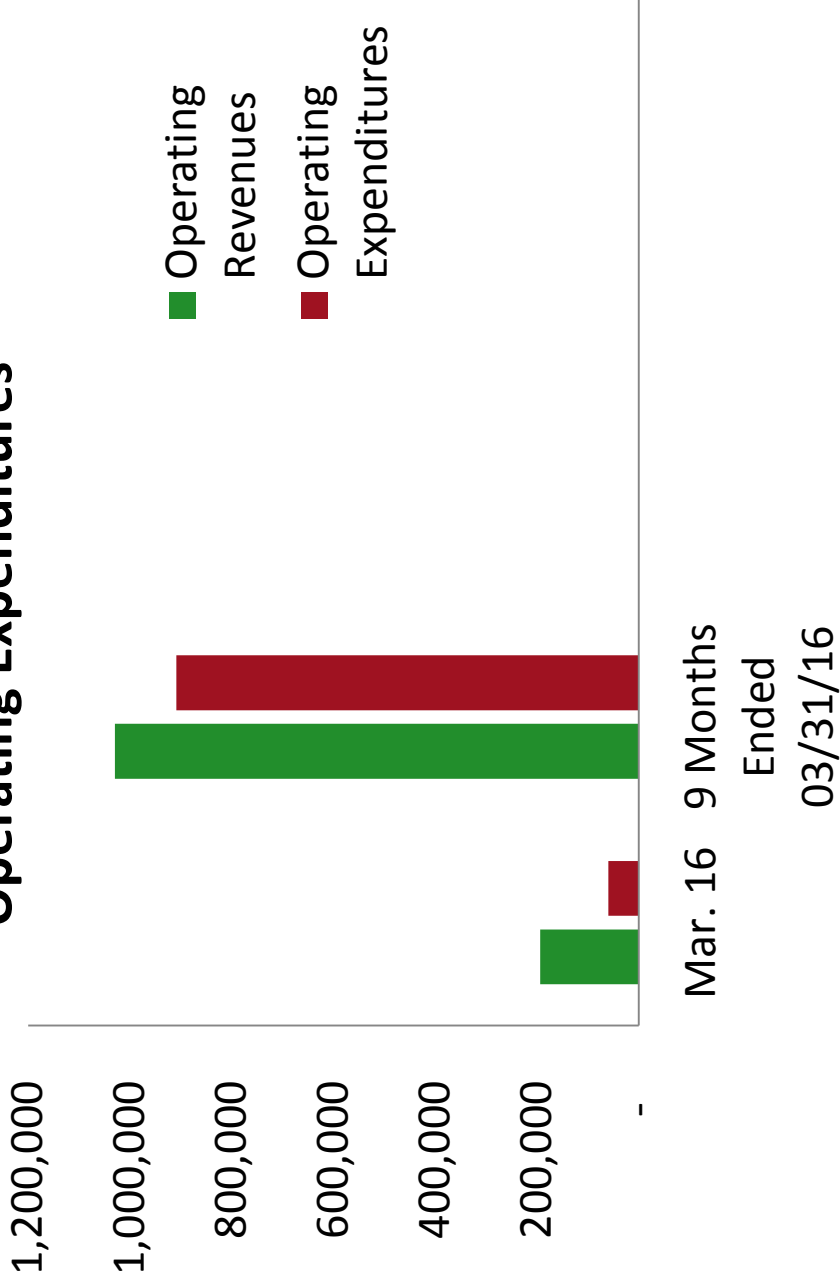
EXPENDITURES

- Operating Expenditures during March were \$59,580.
- Total YTD Operating Expenditures are \$908,606 or 80.8% of the total budgeted amount of \$1,124,200.

NET OPERATING INCOME/LOSS

- The Net Operating Gain during March (before investment activity) was \$133,925. A Net Operating Gain of \$120,850. has been realized Year-to-Date.

Operating Revenues vs. Operating Expenditures



* Amounts do not include Investment activity.

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

March 31, 2016

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION MARCH 31, 2016
WITH COMPARATIVE TOTALS FOR MARCH 31, 2015

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2015-16	2014-15
ASSETS					
1 Cash and cash equivalents	\$ 476,276	\$ 1,516,896	\$ -	\$ 1,993,172	\$ 1,644,985
2 Investments	500,000	5,889,202	18,030,593	24,419,795	25,495,295
3 Pledges receivable	(16,196)	309,446	524,782	818,032	1,575,365
4 Accounts Receivable	(19,426)	22,068	-	2,642	-
5 Prepaid expenses	-	-	-	-	-
6 Funds held at College	-	5,000	-	5,000	5,000
7 Accrued interest receivable	20,775	35,250	-	56,025	49,089
8 Accrued assets	-	-	-	-	3,722
9 Property and equipment, net	14,070	-	-	14,070	8,453
10 FCCC - Scholarship Endowment	-	41,076	336,549	377,625	391,724
11 Split interest agreements	-	414,852	-	414,852	543,469
TOTAL ASSETS	\$ 975,499	\$ 8,233,791	\$ 18,891,924	\$ 28,101,214	\$ 29,717,102
LIABILITIES					
12 Accounts payable	\$ 59,797	\$ 5,450	\$ -	\$ 65,247	\$ 54,000
13 Deferred Contributions	\$ -	\$ -	\$ -	-	-
14 Accrued liabilities	55,045	2,537	(50)	57,532	47,414
TOTAL LIABILITIES	114,842	7,987	(50)	122,779	101,414
NET ASSETS, beginning					
Unrestricted:					
15 Undesignated	305,228	-	-	305,228	934,738
16 Board designated	500,000	-	-	500,000	500,000
17 Temporarily restricted	-	9,455,522	-	9,455,522	9,630,256
18 Permanently restricted	-	-	18,804,343	18,804,343	18,550,694
TOTAL NET ASSETS, beginning	805,228	9,455,522	18,804,343	29,065,093	29,615,688
19 Net Activity	55,654	(1,266,483)	124,171	(1,086,658)	-
NET ASSETS	860,882	8,189,039	18,928,514	27,978,435	29,615,688
TOTAL LIABILITIES AND NET ASSETS	\$ 975,724	\$ 8,197,026	\$ 18,928,464	\$ 28,101,214	\$ 29,717,102

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR CURRENT MONTH ENDED MARCH 31, 2016
WITH COMPARATIVE TOTALS FOR MARCH 31, 2015

CURRENT MONTH					
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only) 2015-16	2014-15
REVENUE AND SUPPORT					
1 Interest	\$ 13,687	\$ 44,361	\$ -	\$ 58,048	\$ 54,335
2 Donations	1,360	625	-	1,985	7,998
3 Academic Angels Donations	250	-	-	250	750
4 Capital Campaign	-	-	-	-	-
5 Estate Gifts	100,072	-	-	100,072	-
6 Grants	-	-	-	-	-
7 Management Fees	101,872	-	-	101,872	89,327
8 President's Circle	12,570	-	-	12,570	13,983
9 Marketing Reimbursement	-	-	-	-	74,000
10 Scholarship Pass-thru	-	4,227	-	4,227	-
11 Scholarship Donations	-	36,950	-	36,950	73,401
Special Events (net)-See Special Events					
12 Attachment	(36,221)	150	-	(36,071)	29,364
TOTAL REVENUE AND SUPPORT	193,590	86,313	-	279,903	343,158
EXPENDITURES					
13 Contributions to college	483	48,053	-	48,536	39,886
14 Operating expenses	60,132	-	-	60,132	120,841
15 Refunds	-	-	-	-	-
16 Grants	-	-	-	-	-
17 Scholarships	-	158,462	-	158,462	182,963
TOTAL EXPENDITURES	60,615	206,515	-	267,130	343,690
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
18 OTHER INCOME AND EXPENSES	132,975	(120,202)	-	12,773	(532)
OTHER INCOME AND EXPENSES					
19 Management Fees	-	(101,872)		(101,872)	(89,327)
20 Realized Gain/(Loss) ²	843	2,773	-	3,616	51,223
21 Other Investment Expenses	(3,340)	(10,990)	-	(14,330)	(9,502)
TOTAL OTHER INCOME AND EXPENSES - NOT INCLUDING UNREALIZED GAIN/LOSS	(2,497)	(110,089)	-	(112,586)	(47,606)
22 Unrealized Gain/(Loss) ³	209,903	690,712	-	900,615	(217,832)
INCREASE (DECREASE) IN NET ASSETS	\$ 340,381	\$ 460,421	\$ -	\$ 800,802	\$ (265,970)

¹ Interfund transfers represent interest earned on endowments, which has been transferred to the corresponding restricted fund making it available for spending.

² Realized Gains/Losses reflect amounts for investments which have actually been sold.

³ Unrealized Gains/Losses reflect stocks which have decreased in value, but have yet to be sold.

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR NINE MONTHS ENDED MARCH 31, 2016
WITH COMPARATIVE TOTALS FOR MARCH 31, 2015

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2015-16	2014-15
REVENUE AND SUPPORT					
1 Interest	\$ 121,108	\$ 413,841	\$ 7,036	\$ 541,985	\$ 672,654
2 Donations	95,018	99,862	-	194,880	98,544
3 Annual Fund	-	-	-	-	11,999
4 Academic Angels Donations	22,000	-	-	22,000	19,250
5 Capital Campaign	-	-	-	-	(100)
6 Marketing Reimbursement	-	-	-	-	174,000
7 Management Services	307,425	-	-	307,425	258,243
8 Estate Gifts	130,176	2,500	-	132,676	35,000
9 Grants	-	25,000	-	25,000	93,436
10 Other Income	4	-	-	4	30
11 President's Circle	143,231	-	-	143,231	68,384
12 Membership	-	-	-	-	-
13 Scholarship Donations	-	188,336	25,000	213,336	271,399
14 Scholarship Pass-thru	-	203,082	-	203,082	-
15 Special Events (net)	210,578	122,813	-	333,391	222,928
TOTAL REVENUE AND SUPPORT	1,029,540	1,055,434	32,036	2,117,010	1,925,767
EXPENDITURES					
16 Contributions to college	23,088	347,383	-	370,471	585,531
17 Interfund transfers	(8,705)	100,840	(92,135)	-	-
18 Operating expenses	1,017,103	8,732	-	1,025,835	890,397
19 Grants	-	1,000	-	1,000	-
20 Student Awards	-	600	-	600	-
21 Refunds / Reimbursement of Expenses	(100,000)	-	-	(100,000)	9,361
22 Scholarships	-	559,870	-	559,870	474,546
TOTAL EXPENDITURES	931,486	1,018,425	(92,135)	1,857,776	1,959,835
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
23 OTHER INCOME AND EXPENSES	98,055	37,009	124,171	259,235	(34,068)
OTHER INCOME AND EXPENSES					
24 Realized Gain/(Loss)	(23,184)	(81,024)	-	(104,208)	748,850
25 Management Services	-	(307,425)	-	(307,425)	(258,243)
26 Other Investment Expenses	(32,232)	(111,884)	-	(144,116)	(134,830)
TOTAL OTHER INCOME AND EXPENSES - NOT INCLUDING UNREALIZED GAIN/LOSS	(55,416)	(500,333)	-	(555,749)	355,777
27 Unrealized Gain/(Loss)	13,015	(803,159)	-	(790,144)	(646,895)
INCREASE (DECREASE) IN NET ASSETS	\$ 55,654	\$ (1,266,483)	\$ 124,171	\$ (1,086,658)	\$ (325,186)

**COLLEGE OF THE DESERT FOUNDATION
SUMMARY REPORT
FOR CURRENT MONTH ENDED 03/31/2016
WITH COMPARATIVE TOTALS FOR YTD 03/31/2015**

		One Month Actual	YTD Actual	Total Annual Revised Budget	Variance %	Budget Remaining	3/31/2015
	Operating Revenues						
1	Academic Angel Special Events (net)	\$ 2,292	\$ 96,685	\$ 100,000	96.7%	\$ 3,315	\$ 93,354
2	Academic Angel - Membership	250	22,000	25,000	88.0%	3,000	19,250
3	Annual fund/Direct Mail	-	-	-	0.0%	-	11,999
4	Grants - Direct Revenue	-	-	100,000	0.0%	100,000	-
5	Donations/Individual Gifts/Planned gifts/Estate Gifts	101,347	225,109	150,000	150.1%	(75,109)	92,100
6	Interest	13,687	121,108	151,000	80.2%	29,892	153,884
7	Management Services	101,872	307,425	300,000	102.5%	(7,425)	258,243
8	Marketing Reimbursement	-	-	-	0.0%	-	174,000
9	McCallum Events (net)						
10	Stepping Out for COD	(38,513)	146,657	200,000	73.3%	53,343	105,154
11	Barry Manilow	-	(32,764)	-	0.0%	(32,764)	-
12	Other	-	4	20,000	0.0%	19,996	-
13	Other Income	-	-	-	0.0%	-	30
14	President's Circle	12,570	143,231	120,000	119.4%	(23,231)	68,017
	Total Revenue	193,505	1,029,456	1,166,000	88.3%	71,017	976,031
	Operating Expenditures						
	Fundraising:						
15	Academic Angels- Membership	-	-	5,000	0.0%	5,000	450
16	Presidents Circle	-	-	10,000	0.0%	10,000	11,271
17	Campus Tours	854	2,006	8,000	25.1%	5,994	2,043
18	Community Outreach	-	1,350	10,000	13.5%	8,650	-
19	Donor Development	2,153	9,266	30,000	30.9%	20,734	17,507
20	Donor / Scholarship Reception	-	-	6,000	0.0%	6,000	4,715
21	Planned Giving	1,779	1,779	5,000	35.6%	3,221	-
22	Presidents Fund	-	28,998	30,000	96.7%	1,002	57,844
23	State of the College Event	-	114,319	25,000	457.3%	(89,319)	2,100
24	Reimbursement for State of the College	-	-	(100,000)	0.0%	(100,000)	-
	Wages & Benefits:						
25	Foundation Staff	46,531	456,703	605,000	75.5%	148,297	491,615
26	Accounting Specialist	3,537	14,146	24,000	58.9%	9,854	35,600
	Independent Contractors:						
27	Legal Services - Roemer & Harnik	-	160	10,000	1.6%	9,840	6,038
28	Accounting Services - MMGC CPA	-	21,530	21,200	101.6%	(330)	54,100
29	FR 50 Database Maintenance - Gigi Muth	-	34,360	60,000	57.3%	25,640	-
30	Abila FR 50 Implementation - Gigi Muth	-	4,000	4,000	100.0%	-	-
31	FR 50 Software	-	-	-	0.0%	-	-
32	Audit Services - Brabo Carslen	-	17,080	20,000	85.4%	2,920	16,750
33	Marketing/Messaging - Consultant Fees - FND. K.Hazen	-	54,000	66,000	81.8%	12,000	28,000
34	Website / Social Media - Foundation - Casey Strachan	-	24,000	48,000	50.0%	24,000	2,269
	Facilities & Maintenance:						
35	Depreciation	-	-	-	0.0%	-	-
36	Copier Lease - Equipment Lease	317	2,537	5,000	50.7%	2,463	2,759
37	In-Kind Expense	-	-	-	0.0%	-	-
38	Liability Insurance	-	7,391	8,000	92.4%	609	7,051
39	Repairs/Maintenance	-	-	2,500	0.0%	2,500	128
40	Service Contracts	228	4,343	8,000	54.3%	3,657	4,550
	Administrative:						
40	Bank / Credit Card Processing Fees	619	6,644	8,000	83.1%	1,356	4,842
42	Board / Staff Training	-	2,366	5,000	47.3%	2,634	1,556
43	Membership Dues	250	1,759	2,000	88.0%	241	1,675
44	Subscriptions / Publications	-	35	2,000	1.8%	1,965	-
45	Office Supplies / Equipment	1,444	9,144	15,000	61.0%	5,856	5,336
46	Other	-	-	-	0.0%	-	5,897
47	Postage	(84)	5,132	10,000	51.3%	4,868	2,480
48	Telephone	202	999	1,500	66.6%	501	904
49	Staff Mileage Reimbursement	-	55	2,000	2.8%	1,945	619
	Marketing Expenses:						
50	Marketing / Messaging	1,750	120,169	178,000	67.5%	57,831	85,476
51	Marketing / Messaging - College	-	36,000	50,000	72.0%	14,000	-
52	Annual Report	-	21,443	-	0.0%	(21,443)	-
53	Annual Fund	-	-	5,000	0.0%	5,000	-
54	Recognition / Sponsorship / Tribute Ads	-	1,527	10,000	15.3%	8,473	-
55	Printing / Design / Graphics	-	5,365	25,000	21.5%	19,635	25,961
56	Reimbursement for Marketing Expenses	-	(100,000)	(100,000)	100.0%	-	-
		59,580	908,606	1,124,200	80.8%	215,594	879,536
57	Contributions to College	483	23,088	-	-	-	72,823
58	Realized Gain/Loss	843	(23,184)	-	-	-	171,580
59	Unrealized Gain/Loss	209,903	13,015	-	-	-	(138,152)
60	Investment Fees	(3,340)	(32,232)	-	-	-	(30,118)
61	Refunds	-	(100,000)	-	-	-	-
62	Interfund transfer	-	(8,705)	-	-	-	1,350
63	Total Expenditures	(147,343)	1,082,800				947,699
64	Excess or (Deficit)	\$ 340,847	\$ (53,344)				\$ 28,332
65	General Fund Carryover		805,228				
	Total excess at 03/31/2016		751,884				
66	Ackerman Fund		49,294				
67	Board Reserve		500,000				

College of the Desert Foundation
Special Events
As of 03/31/2016

	Revenues	Expenditures	Total
Balances:			
Spring Luncheon			
Donations	85.00	0.00	85.00
Scholarship Donations	650.00	0.00	650.00
Special Event Income	<u>9,135.00</u>	<u>6,253.30</u>	<u>2,881.70</u>
Total Spring Luncheon	9,870.00	6,253.30	3,616.70
Citizen of Distinction			
Special Event Income	242,088.00	0.00	242,088.00
Special Event Expenses	0.00	(17,530.54)	(17,530.54)
Donations	250.00	0.00	250.00
Scholarship Donations	3,250.00	0.00	3,250.00
Auxiliary Expenses	0.00	(20.79)	(20.79)
Postage	0.00	(362.57)	(362.57)
Marketing	0.00	(2,212.50)	(2,212.50)
Independent Contractors	0.00	(153.93)	(153.93)
Printing/Design/Graphics	<u>0.00</u>	<u>(4,755.98)</u>	<u>(4,755.98)</u>
Recognition	<u>0.00</u>	<u>(435.69)</u>	<u>(435.69)</u>
Total Citizen of Distinction	245,588.00	(25,472.00)	220,116.00
Barry Manilow	90,756.00	123,519.59	(32,763.59)
Total Barry Manilow	90,756.00	(123,519.59)	(32,763.59)
Stepping Out for COD			
Special Event Income	256,250.84	0.00	256,250.84
Special Event Expenses	0.00	(66,834.69)	(66,834.69)
Refunds	0.00	0.00	0.00
Equipment Fees	0.00	(375.00)	(375.00)
Postage	0.00	(4,946.42)	(4,946.42)
Printing/Design/Graphics	0.00	(6,119.84)	(6,119.84)
Office Supplies & Equipment	0.00	(53.29)	(53.29)
Marketing	<u>0.00</u>	<u>(31,264.24)</u>	<u>(31,264.24)</u>
Total Stepping Out for COD	256,250.84	(109,593.48)	146,657.36
Total Balances:	<u>602,464.84</u>	<u>(252,331.77)</u>	<u>337,626.47</u>

Foundation Account (As of 3/31/2016)

Merrill Lynch

Merrill Lynch										Actual Returns			
Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return	2015	2014	2013	Since Inception 07/01/96			
Cash*	\$ 489,906	4.86%	1-5%	0.00%	3 Mos US Treasury	0.07%	0.02%	0.07%	0.08%				
US Equities	\$ 4,122,072	40.92%	25-60	0.22%	S&P 500 Total Return	1.35%	5.20%	6.69%	30.26%				
Int'l Equities	\$ 1,008,712	10.01%	3-15 In Above	-1.83%	MSCI EAFE Index	-2.88%	-1.20%	in above	in above				
Fixed Income	\$ 3,766,501	37.39%	40-60	1.88%	Barclays Agg Bond Index	3.03%	0.74%	3.08%	0.29%				
Real Assets	N/A	N/A	0-3 In Alternatives		N/A	N/A	N/A	N/A	0.00%				
Alternatives	\$ 686,642	6.82%	0-10	-2.27%	HFRI FOF Composite	-2.53%	-2.47% (1)	2.57%	3.51%				
Unclassified	\$ 15,347	Included in Equities Above	N/A			N/A	N/A	N/A					
Total	\$ 10,089,180	100.00%											
Average Weighted Return				-0.10%		1.23%	0.45%	3.72%	9.06%	5.12%			

* Actual cash available \$298,359 as of 3/31/2016

(1) ML - alternative investment returns include some performance values from 11/30/2015

Wells Fargo

Wells Fargo											
Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return	2015	2014	2013	Since Inception 09/01/12	
Cash	\$ 544,999	6%	1-5%	0.01%	3 Mos US Treasury	0.08%	0.03%	0.09%	0.20%	0.12%	
US Equities (2)	\$ 2,982,188	32%	25-60	-2.30%	S&P 500 Index	1.34%	0.52%	7.62%	32.15%	11.43%	
Int'l Equities (3)	\$ 1,420,648	15%	3-15 In Above	0.10%	MSCI EAFE Index	-2.88%	In Above	In Above	In Above	In Above	
Fixed Income (4)	\$ 3,935,973	42%	40-60	2.44%	Barclays Agg Bond Index	3.03%	0.38%	2.20%	1.53%	2.39%	
Real Assets (5)	\$ 378,069	4%	0-3 In Alternatives	5.56%	NAREIT	5.84%	-3.18%	14.03%	-1.65%	4.31%	
Alternatives	\$ 173,603	2%	0-10	0.00%	HFRI Index	-2.52%	1.56%	3.40%	1.78%	2.79%	
Total	\$ 9,435,480	100%									
Average Weighted Return				0.50%		1.45%	-0.72%	4.39%	10.87%	4.70%	

(2) U.S. Equities include US Large, US Mid and US Small Cap, the return is manually calculated and is unaudited

(3) International Equities include International and Emerging Markets, the return is manually calculated and is unaudited

(4) Fixed Income includes domestic, high yield, international and emerging markets

(5) Real Assets include Real Estate and Commodities

Capital Campaign Account (As of 3/31/2016)

Merrill Lynch

Merrill Lynch											
Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return	Actual Returns				Since Inception 06/01/08
							2015	2014	2013		
Cash	\$ 367,019	8.86%	5%-25%	0.01%	3 Mos US Treasury	0.07%	0.03%	0.14%	0.18%		
US Equities	\$ 1,544,084	37.53%	0%-70	-0.79%	S&P 500 Index	1.35%	-3.11%	21.61%	14.05%		
Int'l Equities	\$ 450,084	10.59%	In above	0.61%	MSCI EAFE Index	-2.88%	0.03%	in above	in above		
Fixed Income	\$ 1,511,806	36.48%	15%-95%	2.34%	Barclays Agg Bond Index	3.03%	2.06%	-3.33%	4.81%		
Real Assets	\$ -		0%-10%		NAREIT		N/A	N/A	N/A		
Alternatives	\$ 271,233	6.54%	In above	0.92%	HFRI Index	-2.53%	-4.28%	5.05%	-6.14%		
Unclassified	\$ 105,309		N/A				N/A				
Total	\$ 4,249,535	100.00%									
Average Weighted Return				0.39%		1.15%	-1.37%	5.78%	6.48%	3.15%	

* Actual cash available \$220,763 as of 3/31/2016

Wells Fargo

Wells Fargo										
Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return	2015	2014	2013	Since Inception 09/01/12
Cash	\$ 188,980	8.66%	5-25%	0.01%	3 Mos US Treasury	0.08%	0.01%	0.01%	0.01%	0.01%
US Equities (2)	\$ 849,352	38.91%	0-70	-2.20%	S&P 500 Index	1.34%	2.27%	9.76%	33.69%	12.61%
Int'l Equities (3)	\$ 318,842	14.61%	In Above	0.15%	MSCI EAFE Index	-2.88%	In Above	In Above	In Above	In Above
Fixed Income (4)	\$ 720,441	33.01%	15-95	2.10%	Barclays Agg Bond Index	3.03%	-1.46%	3.05%	0.03%	1.62%
Real Assets (5)	\$ 49,958	2.29%	0-10	4.63%	NAREIT	5.84%	-7.48%	14.01%	-3.21%	1.71%
Alternatives	\$ 55,137	2.53%	In above	0.00%	HFRI Index	-2.52%	-3.13%	n/a	n/a	-2.89%
Total	\$ 2,182,710	100.01%								
Average Weighted Return				-0.04%		1.18%	-0.57%	6.00%	15.17%	6.16%

- (2) U.S Equities include US Large, US Mid and US Small Cap, the return is manually calculated and is unaudited
 (3) International Equities include International and Emerging Markets, the return is manually calculated and is unaudited
 (4) Fixed Income includes domestic, high yield, international and emerging markets
 (5) Real Assets include Real Estate and Commodities

COD Foundation Investments as of 03/31/2016

COD Foundation

Asset Type	IPS Ranges	Merrill Lynch	Actual	Wells Fargo	Actual
Cash	1-5%	\$489,906	4.86%	\$544,999	6%
Fixed Income	40-60	3,766,501	37.39%	3,935,973	42%
Equity	25-60	5,130,784	50.93%	4,402,836	47%
Real Estate/Alternatives	0-10	686,642	6.82%	551,672	6%
Other	N/A	15,347	N/A		
Accrued Interest	N/A	N/A	N/A	N/A	N/A
TOTAL		\$10,089,180	100%	\$9,435,480	100%

Total Combined Funds

\$19,524,660

Cap. Campaign Account

Asset Type	IPS Ranges	Merrill Lynch	Actual	Wells Fargo	Actual
Cash	5-25%	\$367,019	8.86%	\$188,980	9%
Fixed Income	15-95	1,511,806	36.48%	720,441	33%
Equity	0-70	1,994,168	48.12%	1,168,194	54%
Real Estate/Alternatives	0-10	271,233	6.54%	105,095	5%
Other	N/A	105,309	N/A		
Accrued Interest	N/A	N/A	N/A	N/A	N/A
TOTAL		\$4,249,535	100%	\$2,182,710	100%

Total Combined Funds

\$6,432,245

Total Combined Accounts

\$14,338,715 \$11,618,190

Total Combined Funds

\$25,956,905

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FY 15/16 BUDGET			FY 16/17 BUDGET	
REVISED OPERATING BUDGET	Actuals Thru 03/31/16	% of Current Budget	PROPOSED OPERATING BUDGET	% of Change vs. Prior Year Actuals
\$ 151,000	\$ 121,108	80.2%	\$ 155,000	102.6%
300,000	307,425	102.5%	300,000	100.0%
100,000	96,685	96.7%	100,000	100.0%
25,000	22,000	88.0%	25,000	100.0%
120,000	143,231	119.4%	150,000	125.0%
-	-	0.0%	-	0.0%
100,000	-	0.0%	100,000	100.0%
150,000	225,109	150.1%	150,000	100.0%
		0.0%		0.0%
200,000	146,657	73.3%	254,000	127.0%
-	(32,764)	0.0%		0.0%
20,000	4	0.0%	30,000	150.0%
-	-	0.0%		0.0%
\$ 1,166,000	\$ 1,029,455	88.3%	\$ 1,264,000	108.4%
5,000	\$ -	0.0%	\$ 5,000	100.0%
10,000	-	0.0%	17,000	170.0%
8,000	2,006	25.1%	5,000	62.5%
10,000	1,350	13.5%	10,000	100.0%
30,000	9,266	30.9%	30,000	100.0%
6,000	-	0.0%	6,000	100.0%
			10,000	
5,000	1,779	35.6%	5,000	100.0%
30,000	28,998	96.7%	30,000	100.0%
25,000	114,319	457.3%	25,000	100.0%
(100,000)	-	0.0%	tbd	0.0%
605,000	456,703	75.5%	600,000	99.2%
24,000	14,146	58.9%	43,000	179.2%
10,000	160	1.6%	5,000	50.0%
21,200	21,530	101.6%	-	0.0%
60,000	34,360	57.3%	60,000	100.0%
4,000	4,000	100.0%	-	0.0%
-	-	0.0%		0.0%
20,000	17,080	85.4%	20,000	100.0%
66,000	54,000	81.8%	66,000	100.0%
48,000	24,000	50.0%	48,000	100.0%
-	-	0.0%		0.0%
5,000	2,537	50.7%	5,000	100.0%
-	-	0.0%		0.0%
8,000	7,391	92.4%	8,000	100.0%
2,500	-	0.0%	2,500	100.0%
8,000	4,343	54.3%	8,000	100.0%

04/22/16

**PROPOSED FY 16/17 OPERATING BUDGET**

		FY 15/16 BUDGET			FY 16/17 BUDGET	
		REVISED OPERATING BUDGET	Actuals Thru 03/31/16	% of Current Budget	PROPOSED OPERATING BUDGET	% of Change vs. Prior Year Actuals
42	Administrative:					
43	Bank / Credit Card Processing Fees	8,000	6,644	83.1%	8,000	100.0%
44	Board / Staff Training	5,000	2,366	47.3%	5,000	100.0%
45	Membership Dues	2,000	1,759	88.0%	2,000	100.0%
46	Subscriptions / Publications	2,000	35	1.8%	2,000	100.0%
47	Office Supplies & Equipment	15,000	9,144	61.0%	15,000	100.0%
48	Other	-	-	0.0%		0.0%
49	Postage	10,000	5,132	51.3%	10,000	100.0%
50	Telephone	1,500	999	66.6%	1,500	100.0%
51	Staff Mileage Reimbursement	2,000	55	2.8%	2,000	100.0%
52	Marketing Expenses:					
53	Marketing / Messaging	178,000	120,169	67.5%	150,000	84.3%
54	Messaging/Marketing - College	50,000	36,000	72.0%		0.0%
58	Annual Report	-	21,443	0.0%	25,000	0.0%
59	Annual Fund	5,000	-	0.0%	10,000	200.0%
60	Recognition / Sponsorship / Tribute Ads	10,000	1,527	15.3%	5,000	50.0%
61	Printing / Design / Graphics	25,000	5,365	21.5%	20,000	80.0%
62	Reimbursement for Marketing Expenses	(100,000)	(100,000)	100.0%		0.0%
TOTAL OPERATING EXPENDITURES		1,124,200	\$ 908,605	80.8%	\$ 1,264,000	112.4%



2016-2017 Committee Chairs

Standing Committees:

Bill Chunowitz.....	Audit Committee
Donna Jean Darby	Nominating Committee
Eileen Hall	Academic Angels Committee
Suz Hunt	Resource Development Committee
Vern Kozlen	Finance and Investment Committee
Robert C. Manion	Strategic Planning Committee



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.

BOARD APPROVAL 5/25/2011

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: _____



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.

Board Approved December 2, 2009



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: _____

Board Approved December 2, 2009



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 apply.

- | | | |
|--------------------------------------|--|--------------------------------------|
| <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: _____

4/22/2016

04/22/16

2016/2017 Board Member Obligations

As a Board member of 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 College of the Desert.
5. to inform the community about 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 College of the Desert
☐ 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
- ☐ Academic Angels
- ☐ Nominating
- ☐ Resource Development

Ad-Hoc Committees:

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

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