



COLLEGE  
*of the* DESERT  
FOUNDATION

# Foundation Board of Directors Meeting January 26, 2021 – 3PM

**Please join the teleconference here:**

<https://cctconfer.zoom.us/j/93183969764?pwd=Vk9OdHp2NG95VCtteDFZQ3c0cXBaZz09>

**Password: 644249**

**OR Dial: +1 669 900 6833 (US Toll) –**

**Meeting ID: 931 8396 9764**

## **Teleconference Etiquette Reminders:**

- To reduce the background noise, please **keep your microphone muted** during the meeting, unless you need to speak. Please keep your cell phone on silent mode and **find a quiet space to meet..**
- Please introduce yourself before speaking
- **Have a simple background** behind you or use a Virtual Background environment.
- **Adjust your camera** if it is too low or too high. Your camera should be at **eye level**
- Please **turn off your camera** while consuming food or beverage

## **Comments from the public:**

In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until January 25, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment



COLLEGE  
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# Agenda



## **College of the Desert Foundation**

### **Board of Directors Meeting**

**Agenda for Tuesday, January 26, 2021**

**3PM**

**Zoom Video:**

<https://cccconfer.zoom.us/j/93183969764?pwd=Vk9OdHp2NG95VCtteDFZQ3c0cXBaZz09>

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**COLLEGE OF THE DESERT FOUNDATION MISSION:** College of the Desert Foundation acts as advocates for the College and to secure financial support enhancing educational opportunities for all students.

**COLLEGE OF THE DESERT MISSION:** College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

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

#### **Committee Members (21)**

Bill Chunowitz (Chair), Christine Anderson, Norma Castaneda, Peggy Cravens, Carol Bell Dean, Marge Dodge, Melinda Drickey, Barbara Fromm, Jim Greene, Paul Hinkes, Jim Johnson, Rob Kincaid, Donna MacMillan, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall and Jim Williams

#### **Non-Voting Committee Members (5)**

Catherine Abbott, Kim Dozier, Joel Kinnamon, John Ramont and Bonnie Stefan

**Quorum: 50%**

**Subject to Brown Act: Yes**

## **1. Call to Order/Roll Call**

- 1.1 Call to Order
- 1.2 New Board of Trustees Representative
  - 1.2.1 Welcome to Dr. Bonnie Stefan
  - 1.2.2 Thank you to past representative Aurora Wilson

## **2. Agenda**

- 2.1 Foundation Board of Directors Of Directors Meeting of January 26, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).
- 2.2 **Confirmation of Agenda:** Approval of agenda of the Foundation Board Of Directors Regular Meeting of January 26, 2021 with any additions, corrections or deletions

## **3. Minutes**

- 3.1 Approval of December 2, 2020 Foundation Regular Board Meeting Minutes

## **4. Comments from the Public**

- 4.1 Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until January 25, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

## **5. Foundation Committee Reports**

- 5.1 Academic Angels Committee – Marge Dodge
- 5.2 Audit Committee – Diane Rubin
- 5.3 Development Committee – Joanne Mintz
- 5.4 Executive Committee – Bill Chunowitz
- 5.5 Finance & Investment Committee – Tom Minder
- 5.6 Nominating Committee – Jane Saltonstall

5.7 Stepping Up for COD Committee – Christine Anderson/Jane Saltonstall

5.7.1 Budget Review

## **6. Reports**

6.1 Foundation Board President – Bill Chunowitz

6.2 College Superintendent/President– Joel Kinnamon

6.3 College Board of Trustees – Bonnie Stefan

6.4 Executive Director – Catherine Abbott

6.4.1 Student Emergency Fund PPT Presentation

6.4.2 Student Emergency Fund Questionnaire

6.4.3 College of the Desert Foundation Staffing Update

## **7. Mission Moment**

7.1 Presentation/Thank you from a Student Emergency Fund Recipient

## **8. Information/Action Items**

8.1 Review and Approve the Financial Statements for period ended November 30, 2020 (Kirstien Renna)

8.2 Review and Approve Financial Transfer of \$100,000 from the 30/30 Campaign Fund towards the Student Emergency Fund

8.3 Review and Approve the sponsor of \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes

8.4 Review and Approve the Consultant's Contracts

## **9. Other Discussions**

9.1 Consideration of Updating the College of the Desert Foundation Mission Statement (Jim Johnson)

## **10. Adjournment**

**Next meeting:** Wednesday, February 24, 2021 – 3PM



COLLEGE  
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FOUNDATION

# Minutes for Approval



## **Foundation Board Meeting Minutes for Wednesday, December 2, 2020**

**3:00PM**

**Zoom Video:**

<https://cccconfer.zoom.us/j/91920497946?pwd=akZ1dTJmdjdLM2dFb2NWY1hUT3>

[JGUT09](#)

### **Meeting Participants**

#### **Voting Board Members Present (16)**

Bill Chunowitz (Chair), Christine Anderson, Carol Bell Dean, Marge Dodge, Melinda Drickey, Barbara Fromm, Jim Greene, Paul Hinkes, Jim Johnson, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, John Monahan, Diane Rubin, Jane Saltonstall and Jim Williams

#### **Non-Voting Board Members Present (4)**

Catherine Abbott, Kim Dozier, Ruben Perez and John Ramont

#### **Non-Voting Board Members Not Present (1)**

Joel Kinnamon

#### **Voting Members Not Present (6)**

Norma Castaneda, Peggy Cravens, Donna MacMillan, Rob Kincaid, Marlene O'Sullivan and Aurora Wilson

#### **Guest(s) & Staff**

Liz Chambers, Matthew Durkan, Pam Hunter, Amanda McCarthy, Kirstien Renna and Mike Rodriguez

#### **Recorder**

Eve-Marie Dehondt

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

##### **1.1 Call to Order**

The meeting was called to order at 3:04PM. Melinda Drickey left the meeting at 3:30PM. Ruben Perez left the meeting at 4:24PM.

## 2. Approval of Agenda

**2.1 Approval of Agenda: Foundation Board of Directors Meeting of December 2, 2020:** Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

**2.2 Confirmation of Agenda:** Approval of Agenda for the Board of Directors Meeting of December 2, 2020 with any addition, correction or deletions.

### 2.2 Conclusion

The agenda was approved as presented. Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

## 3. Approval of Minutes

### 3.1 Approval of October 28, 2020 Foundation Board Planning Session Minutes

There were no changes required to the minutes.

### 3.1 Conclusion

Carol Bell Dean moved to approve the minutes, Diane Rubin seconded. Motion Carried.

3.1 Follow-up Items	3.1 Task of	3.1
None	None	None

## 4. Comments from the Public

**4.1 Comments from the Public:** In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 1, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public.



## 5. Foundation Committee Reports

### 5.1 Academic Angels

Marge Dodge reported that the Academic Angels Committee met on October 6, 2020 and the minutes of that meeting were distributed in the Board packet. During their November 10 meeting, the Committee discussed the Youth Leadership Program, called "Learning To Lead", which will start during the Fall of 2021. The Committee also finalized a letter, which was then sent to current and expired Academic Angels, inviting them to renew their membership, which included thank you quotes from student who received Academic Angels' Scholarships. People who will renew their membership by the end of the year will be invited to an event on January 14, 2021, which will be hosted either in person, outdoors at Cuistot, or virtually, depending on the county's restrictions on COVID-19 at that time. The committee will discuss the membership renewals and that event at their upcoming meeting on December 8, 2020.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
None	None	None

### 5.2 Audit Committee

Diane Rubin indicated that there was no report available, as the Committee did not meet. The next meeting will take place the Spring, for the Committee to consider an RFP to contract a new auditing firm.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

### 5.3 Development Committee

Joanne Mintz reported that the Development Committee continues to meet monthly and makes progress on all fronts. She thanked the Committee members for their participation.

- **Annual Report Council Advisory Committee.** Jim Greene reported that Catherine Abbott will be meeting with him shortly to discuss the Annual Report and a report will be available before the next Development Committee meeting.
- **Business Outreach Committee.** This Committee is in a passive mode and Jim Johnson is working with Catherine Abbott on the program groundwork.

They will start engaging with industries in the automotive area in the spring of 2021. The next milestone will be to make sure there are funds available for this program.

- **Campus Tour/Donor Outreach Advisory Committee.** Jim Williams collaborating with Catherine Abbott and CV Strategies on the virtual tours. Collateral material is being put together and this will be ready by January 2021.
- **President's Circle Advisory Committee.** Carol Bell Dean and the Committee Members have worked on creating the December 9<sup>th</sup> Cocktail and Canapés Event, where 64 members are scheduled to attend. All current President's Circle members attending will receive highball glasses with the Foundation's logo embossed. The next President's Circle virtual event will be a Culinary Adventure in February 2021.

5.3 Follow-up Items	5.3	5.3 Due by
Catherine Abbott will meet with Jim Greene to discuss the Annual Report	Catherine Abbott	December 17, 2020

#### 5.4 Executive Committee

The Executive Committee met on November 12 and the Committee Chairs presented reports on their main committee's actions since September 2020. All these are being presented today during the Board meeting.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

#### 5.5 Finance & Investment Committee

The Finance & Investment Committee met on December 2 at 1PM and they approved the September and October 2020 Financial Statements, which are currently presented for approval by the full Board.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
None	None	None

#### 5.6 Nominating Committee

The next Nominating Committee is scheduled on Monday, December 14 at 2PM. Jane Saltonstall indicated that the Committee will then be discussing how they can add diversity within the Board, as per the Trustees' request. She asked the Board to think about candidates they may consider.

The Committee has a solid pipeline of candidates to review at their upcoming meetings and they will discuss the Foundation's Board Officers and their responsibilities. For instance, she indicated that in the future, the Vice President's position might serve as a training to become the next President. Jane Saltonstall asked the Board members to start considering the different officer positions available. The Committee will finally discuss its own mandate and the possible need to recreate a Governance Committee.

<b>5.6 Follow-up Items</b>	<b>5.6 Task of</b>	<b>5.6 Due by</b>
None	None	None

## **5.7 Stepping Up for College of the Desert 2021 Committee**

Christine Anderson reported that the Stepping Up for College of the Desert Committee met twice since the last Board meeting and that Catherine Abbot has lead the pre-campaign. The Committee has formed an Ad-Hoc Committee which will work on creating a celebration event in the Fall of 2021.

### **5.7.1 Budget – Kirstien Renna**

Kirstien Renna presented the Stepping Up for College of the Desert 2021 campaign budget. Tom Minder reported that the Finance and Investment Committee recommended transferring \$250,000 from the \$500,000 of the technology budget, which was dedicated to upgrade the IT System, and to move them to the PLEDGE/EDGE Program's pillar of the Stepping UP for COD campaign. The purchase of a new software is no longer necessary since the current system has been deemed appropriate for the Foundation's needs by the new Database Manager. \$250,000 will remain available for any necessary technology updates.

### **5.7 Conclusion**

Christine Anderson moved to transfer \$250,000 from the \$500,000 unrestricted funds set aside for a software upgrade, towards the PLEDGE/EDGE Pillar of the Campaign, given that a software update is no longer required and that \$250,000 will remain available for any necessary IT update. Barbara Fromm seconded. Motion approved.

Ruben Perez thanked the Board for supporting the PLEDGE/EDGE program, on behalf of the College Board of Trustees.

<b>5.7 Follow-up Items</b>	<b>5.7 Task of</b>	<b>5.7 Due by</b>
Transfer \$250,000 from the \$500,000 unrestricted funds set aside for a software upgrade, towards the PLEDGE/EDGE Pillar of the Campaign.	Kirstien Renna	December 2020

## 6. Reports

### 6.1 Foundation Board President Report

#### 6.1.1 Quorum at Committee meetings

Bill Chunowitz commented on the committee meetings' attendance as recently, some committee meetings were cancelled due to a lack of a quorum.

Bill Chunowitz reminded the Board members one of their obligations was to attend Committee meetings, and recommended that they should always confirm their attendance ahead of time to avoid unnecessary cancellations. Committee meetings dates were distributed back in April 2020 and are all listed on the Foundation Board Manual, and on the Foundation website. Finally, Bill Chunowitz reminded board members that they should come prepared to the meetings and read the material provided prior each meeting.

#### 6.1.2 Board Manual 2020-2021 Updates

Bill Chunowitz indicated that the Board Manual was sent by email recently and includes a lot of useful information including meeting dates, committee roster and events dates, which the Board Members should refer to. He encouraged them to consult it as often as needed.

#### 6.1.3 Giving Tuesday Challenge Grant

Bill Chunowitz briefed the Board on the Giving Tuesday Challenge Grant, as him and Jim Johnson are willing to match up to \$10,000 for anyone who would like to give towards the Fund for Student Success.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
None	None	None

### 6.2 College Superintendent/President

Pamela Hunter reported on behalf of Dr. Joel Kinnamon who was not able to attend the meeting. College of the Desert is currently working with an industry partner who is considering a significant gift to support programming at the new Palm Springs campus. This gift could have a lasting impact on the students, the college and the community and students. It could also help inspire additional gifts and partnerships moving forward and fulfilling the vision to serve the students and the community into the future.

The Board required information regarding the newly updated McCallum lease with College of the Desert and regarding the "PIEDGE to Complete" new program that was announced. Pam Hunter indicated that the full lease, which is a 5 million dollars contract over a period of 66 years, was available for the Board to consult if required. Nothing was taken away and the usage will remain the same.

Pam Hunter provided information on the "PIEDGE to Complete" program, which is a new program approved by the Board of Trustees, which extends to students in the Coachella Valley who have attended College of the Desert and completed 40 units, but who did not complete their degree. The College is currently targeting marketing towards these students informing them they can come back to College of the Desert to complete their degree free from tuition.

Pam Hunter added that recently, the California College Foundation received \$100M dollars endowment that was designated for a similar program called "Finish Line Scholars". The College is working with its branch office, the Foundation, the Student Services and Financial Aid, as it is one of the eligible colleges in the State for the grant. The first 6 months of the "Finish Line Scholar" grant, is \$150,000 and focuses on Student Emergency Funds. The College has already received the application for next fiscal academic year and is eligible for another \$150,000, and then they will receive the next year of funding, which is an \$150,000 dedicated to bring students back to help them complete their degree at no cost.

<b>6.2 Follow-up Items</b>	<b>6.2 Task of</b>	<b>6.2 Due by</b>
None	None	None

### **6.3 College Board of Trustees**

Ruben Perez reported that Aurora Wilson will become the new Chair of the Board of Trustees and he will become the new Vice Chair in January 2021. A newly elected Trustee will be joining the Board, who will be announced soon. The next Board of Trustees Representative within the Foundation Board of Directors will be announced in December.

<b>6.3 Follow-up Items</b>	<b>6.3 Task of</b>	<b>6.3 Due by</b>
None	None	None

### **6.4 Executive Director**

#### **6.4.1 Student Emergency Fund Update**

Cathy Abbott indicated that the Student Emergency Funds paid \$210,592.92 since inception and has benefited at least 290 students. There is a balance of \$40,034.83 available for the student Emergency Funds.

#### **6.4.2 College of the Desert Foundation Staffing Update**

Cathy Abbott provided an update on Foundation Staffing. The Foundation is opening an admin/scholarship role and the job description has been approved and should be up and running by the end of January 2021 with an expected hiring in February 2021. This role will be a necessary direct liaison between the Foundation and the Financial Aid department.

#### **6.4 Conclusion**

Catherine Abbott encouraged the Board to join and “like” the Foundation’s Facebook page, and to share it with their contacts, as this is a great tool to get the word out on the campaign.

<b>6.4 Follow-up Items</b>	<b>6.4 Task of</b>	<b>6.4 Due by</b>
None	None	None

### **7. Information and Action Items**

#### **7.1 Review and Approve the Financial Statements for September and October 2020 (Kirstien Renna)**

Kirstien Renna presented the Financial Statements for September and October 2020.

#### **7.1 Conclusion**

Diane Rubin moved to approve the Financial Statements for September and October 2020, Christine Anderson seconded. Motion carried.

<b>7.1 Follow-up Items</b>	<b>7.1 Task of</b>	<b>7.1 Due by</b>
None	None	None

#### **7.2 Approve an Additional Foundation Board of Directors Meeting on February 24, 2021 at 3PM**

Bill Chunowitz proposed to add an additional Foundation Board of Directors Meeting on February 24, 2021 at 3PM.

#### **7.2 Conclusion**

Jane Saltonstall moved to approve adding a Foundation Board of Directors Meeting on February 24, 2021 at 3PM. Jim Williams seconded. Motion Carried.

<b>7.2 Follow-up Items</b>	<b>7.2 Task of</b>	<b>7.2 Due by</b>
None	None	None

### **7.3 Fundraising Expenses and Management General Expenses**

Kirstien Renna presented the Fundraising Expense and Management General Expense report. Tom Minder invited Diane Rubin to speak on this topic. She informed the Board that the Fundraising Expenses and Management and the General expenses of the College of the Desert Foundation were in line with what a healthy nonprofit organization would have. Diane Rubin indicated that the 990s provide a holistic view of the Foundation's yearly results and she encouraged board members to review them prior to submission, as they have been showing extremely good results over the past years.

The Board discussed further about the option to compare the Foundation's 990 to the Community's standards for nonprofits organizations and the fact the Foundation's expenses will increase this fiscal due to the number of permanent employees that have been hired. Catherine Abbott indicated that she is working with the District through Dr. Kinnamon to evaluate whether the College would consider covering the Foundation employees' salaries. If this change is approved by the District and the Board of Trustees, then the Master agreement will need to define how the Foundation and the District will operate together.

<b>7.3 Follow-up Items</b>	<b>7.3 Task of</b>	<b>7.3 Due by</b>
None	None	None

### **7.4 Long term strategy by the College as it relates to international aspects and future technology**

The Board discussed the long-term strategy by the College as it relates to international aspects and future technology. Dr. Kinnamon was not present at this time, however, he had provided some information on this topic documented on the Thursday November 12 Special Executive Committee meeting minutes and distributed in the Board Packet.

<b>7.4 Follow-up Items</b>	<b>7.4 Task of</b>	<b>7.4 Due by</b>
Non	None	None

## **7.5 What was the pivotal moment that made you decide College of the Desert was the organization you wanted to support?**

### **7.5.1 Breakout Rooms – Discussion and Report Out by Point Person**

The Board went into breakout sessions to discuss the pivotal moment that made them decide College of the Desert was the organization they wanted to support.

A majority of the Board members reported that they decided to support College of the Desert after joining the campus tours that were organized by the Foundation. Many of them recognized that thanks to the College, students are trained in various areas such as Nursing, Safety and Hospitality, which helps keep the Coachella Valley active and attractive.

Some Board members were introduced to the Foundation by their friends and decided to join after being invited to events or to participate as committee members. A few Board members shared that they decided to become donors because they attended college and understand how instrumental community are. They see their service as an opportunity to pay forward for what they received during their studies. All Board members shared their passion for education and recommended hosting breakout sessions as agenda items for as long as the Board meetings will be hold online.

<b>7.5 Follow-up Items</b>	<b>7.5 Task of</b>	<b>7.5 Due by</b>
Organize a breakout session at the next Board Meeting	Catherine Abbott	January 26, 2021

## **8. Other Discussions**

Jim Williams shared that he recently took a tour with the Living Desert, who is currently running a fundraising campaign. He noted that some donors are also the Foundation's donors and he recommended keeping that in mind while doing an ask to these donors for our campaign.

Bill Chunowitz reminded the Board members to please return their signed copies of the Foundation's policies (Conflict of Interest, Confidentiality Policy, Donor's Privacy and Board Members Expectations) as soon as possible to Eve-Marie Dehondt.

Bill Chunowitz thanked the entire staff and particularly new Executive Director Catherine Abbott, for her wonderful work and leadership. He also thanked the Board



members for their participation in the Board over the year, particularly given the restrictions in place with COVID-19.

Barbara Foster Monachino reminded the Board that the President's Circle Event Cocktail and Canapés Virtual Event is scheduled on December 9<sup>th</sup> virtually and encourage them to participate.

8. Follow-up Items	8. Task of	8. Due by
Board Members shall return their signed copies of the Foundation's policies (Conflict of Interest, Confidentiality Policy, Donor's Privacy and Board Members Expectations) to Eve-Marie Dehondt.	All Board Members	January 26, 2021

## 9. Adjournment

The Foundation President adjourned the meeting at 5:02PM. **Next**

**Meeting: Tuesday, January 26, 2021 – 3:00PM – Zoom**



COLLEGE  
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FOUNDATION

# Stepping Up For COD Budget Review

COLLEGE OF THE DESERT FOUNDATION  
2020/2021 STEPPING UP FOR COD CAMPAIGN  
As of January 21, 2021

COLLEGE OF THE DESERT FOUNDATION 2020/2021 STEPPING UP FOR COD CAMPAIGN As of January 21, 2021																	
FY 2020/2021 Campaign Summary		PILLAR I: Student Emergency Fund \$100,000				PILLAR II: Workforce & Student Development \$150,000		PILLAR III: Student Success Fund \$500,000				PILLAR IV: EDGE/piEDGE Funding \$1,250,000		PILLAR V: Fund The Future		Pillar Totals	
PILLAR I: Student Emergency Fund \$100,000 PILLAR II: Workforce & Student Development \$150,000 PILLAR III: Student Success \$500,000 PILLAR IV: EDGE/piEDGE \$1,250,000 PILLAR V: Fund the Future - New Endowments  Total Campaign Goal \$2,000,000		Sponsorship Levels	Goal Qty	Goal Amt	Actual Qty	Actual Amt			Goal Qty	Goal Amt	Actual Qty	Actual Amt		Actual Amt		Actual Amt	
			28	100,000.00	10				125	500,000.00	42					\$	2,000,000.00
		Diamond Sponsor \$25,000 +	1	25,000.00				Visionary Sponsor \$100,000 +	1	100,000.00	0						
		Platinum Sponsor \$10,000 +	2	20,000.00	1	10,000.00		Student Success Sponsor \$50,000 +	1	50,000.00	1	50,000.00					
		Gold Sponsor \$5,000 +	5	25,000.00				Achievement Sponsor \$25,000 +	4	100,000.00	0						
		Silver Sponsor \$2,500 +	5	12,500.00				Triumph Sponsor \$10,000 +	5	50,000.00	3	50,000.00					
		PC Bronze Sponsor \$1,500 +	5	7,500.00	1	2,000.00		Victory Sponsor \$5,000 +	10	50,000.00	7	36,146.02					
		PC Sponsor \$1,000 +	10	10,000.00	8	8,000.00		Progress Sponsor \$2,500 +	20	50,000.00	5	12,500.00					
		Other Donations to Annual Campaign				2,060.00		Benefit Sponsor \$1,500 +	20	36,000.00	3	5,500.00					
							430,451.79	Roadrunner Sponsor \$1,000 +	64	64,000.00	23	23,000.00					
								Other Donations to Annual Campaign				56,124.17		209,187.00		100,753.21	
		Current Year Fundraising Revenue				22,060.00	430,451.79	Current Year Fundraising Revenue				233,270.19		209,187.00		100,753.21	\$ 995,722.19
		Other Prior Period/Source Campaign Funding				245,345.00	-	Other Prior Period/Source Campaign Funding				-		858,951.39		-	\$ 1,104,296.39
		Campaign Progress				267,405.00	430,451.79	Campaign Progress				233,270.19		1,068,138.39		100,753.21	\$ 2,100,018.58
Campaign Progress %		Campaign Goal	100,000.00		267.4%			Campaign Goal	500,000.00		46.7%		Campaign Goal	1,250,000.00		85.5%	105.0%
2020/2021 Budgeted Fundraising Goal		Current Budget	100,000.00		22.1%			Current Budget	800,000.00		53.8%		Current Budget	450,000.00		46.5%	43.3%
2,300,000								Current Budget	700,000.00		33.3%		Current Budget	250,000.00		40.3%	
Fundraising Campaign Expenses		Pending Expenses			Actual Exp.			Pending Expenses			Actual Exp.		Pending Expenses			Actual Exp.	
Direct Campaign Expenses		-			-			-			-		-			-	
Annual Giving Expenses		-			-			-			-		-			-	
Leadership Giving Expenses		-			-			-		1,000.00	2,171.00		-			-	
Business Engagement Giving Expenses		-			-			-		-	-		-			-	
Major Giving Expenses		-			-			-		-	-		-			-	
Foundation Giving Expenses		-			-			-		-	-		-			-	
Planned Giving Expenses		-			-			-		-	-		-			-	
Campaign Marketing/Messaging		-			364.38		6,202.19	-		7,100.00	12,406.38		-			-	
Campaign Postage		-			-		-	-		-	440.00		-			-	
Campaign Printing/Design/Graphics		-			-		-	-		-	-		-			-	
Total Fundraising Campaign Expenses		-			364.38		6,202.19	-		7,100.00	15,017.38		-			-	\$ 21,583.95
Net Campaign Proceeds					21,695.62		424,249.60				218,252.81		209,187.00		100,753.21	\$	974,138.24
Combined Campaign Fundraising Expense Budget		Budget	Pending Expense		Actuals	Remaining Budget	Variance	Expenditure Description									
Direct Campaign Expenses		75,000.00	\$ -		-	75,000.00	0.0%	Expenses for Highball Glassware. Pending expenses for Audio/Visual									
Annual Giving Expenses		10,000.00	-		-	10,000.00	0.0%										
Leadership Giving Expenses		15,000.00	1,000.00		2,171.00	11,829.00	21.1%										
Business Engagement Giving Expenses		5,000.00	-		-	5,000.00	0.0%										
Major Giving Expenses		3,000.00	-		-	3,000.00	0.0%										
Foundation Giving Expenses		1,000.00	-		-	1,000.00	0.0%	Expenses for CV Strategies Ads in Desert Living/Desert Sun and Display Sculpture									
Planned Giving Expenses		10,000.00	-		-	10,000.00	0.0%										
Campaign Marketing/Messaging		50,000.00	7,100.00		18,972.95	23,927.05	52.1%										
Campaign Postage		3,000.00	-		440.00	2,560.00	14.7%										
Campaign Printing/Design/Graphics		10,000.00	-		-	10,000.00	0.0%										
Total Combined Fundraising Expenses		182,000.00	\$ 8,100.00		21,583.95	152,316.05	16.3%										



COLLEGE  
*of the* DESERT  
FOUNDATION

# Student Emergency Fund PPT Presentation

## College of the Desert Foundation Mission:

### **Mission:**

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



### **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



# Student Emergency Fund:

This **fund** is intended to be a supplemental financial resource when **students** are unable to meet immediate and essential expenses because of a temporary hardship surrounding situations such as accidents, illness, death of a family member, fire damage or need for temporary housing..

- Or, a **Pandemic**
- Remember, this **fund** exists for the benefit of our students with or without a pandemic

# CARES ACT: What has been the District's investment?



College of the Desert has received **\$3,530,673.00** in Emergency Financial Aid Grants for our students.

**Spring 2020** term, the institution distributed \$1,480,134.78 to eligible students who submitted a CARES Act application

6,481 Invited
1,713 Awarded
\$864.06



**Summer 2020** term, the institution distributed \$499,998.87 to eligible students who submitted a CARES Act application

4,842 Invited
1,197 Awarded
\$417.71

**Fall 2020** term, the institution distributed \$1,530,519.71 to eligible students who submitted a CARES Act application

10,686 Invited
2,267 Awarded
\$675.13



# Criteria for CARES ACT

## Eligibility for Spring 2020 term

In order to be eligible for an emergency fund grants, students must demonstrate eligibility to receive Title IV aid and meet all nine of the following requirements:

1. Be registered at College of the Desert for Spring 2020 courses
2. Be in good academic standing
3. Be enrolled in a certificate or associate degree program at COD
4. Have an active Free Application for Federal Student Aid (FAFSA) 2019-2020 application
5. Be a U.S. Citizen or Permanent Resident
6. Have a valid social security number
7. Must have registered for Selective Service (if male)
8. Have a high school diploma or General Education Diploma (GED)
9. In a program leading to obtaining a degree or certificate.

## Eligibility for the Summer 2020 term

In order to be eligible for an emergency fund grants, students must demonstrate eligibility:

1. Be actively registered at College of the Desert for a Summer 2020 course
2. International students are not eligible for the CARES Act.

## Eligibility for the Fall 2020 term

1. Be actively enrolled in at least one credit/noncredit course at College of the Desert during Fall 2020
2. Application open to U.S. Citizen, Permanent Resident, Undocumented/other International students are not eligible for the CARES Act.



# Criteria for the Student Emergency Fund

---

## Purpose:

- To create aid due to COVID – Support students in a crisis
- Allowed the College to respond quickly
  - **CARES ACT SLOWED THINGS DOWN**
    - Create a process
    - Open up for people to apply
    - Finally distribute
- SEF eliminated the wait time and bureaucracy
- Based on original criteria of CARES Act
  - Evolved into helping with essential needs
  - Rent, utilities, gas, food, etc.



## 30/30 Fund

---

- 30 Years, 30 Days, \$3 Million
- **Funding Priorities:**
  - Student Scholarships/Textbooks/Student Services (\$500,000)
  - *Nothing is more important to the Mission of the College of the Desert than to provide a meaningful access to higher education. Gifts are sought to fund scholarships, provide textbooks, and academic support services.*



College of the Desert Foundation  
Schedule of Net Assets  
As of 1/8/2021

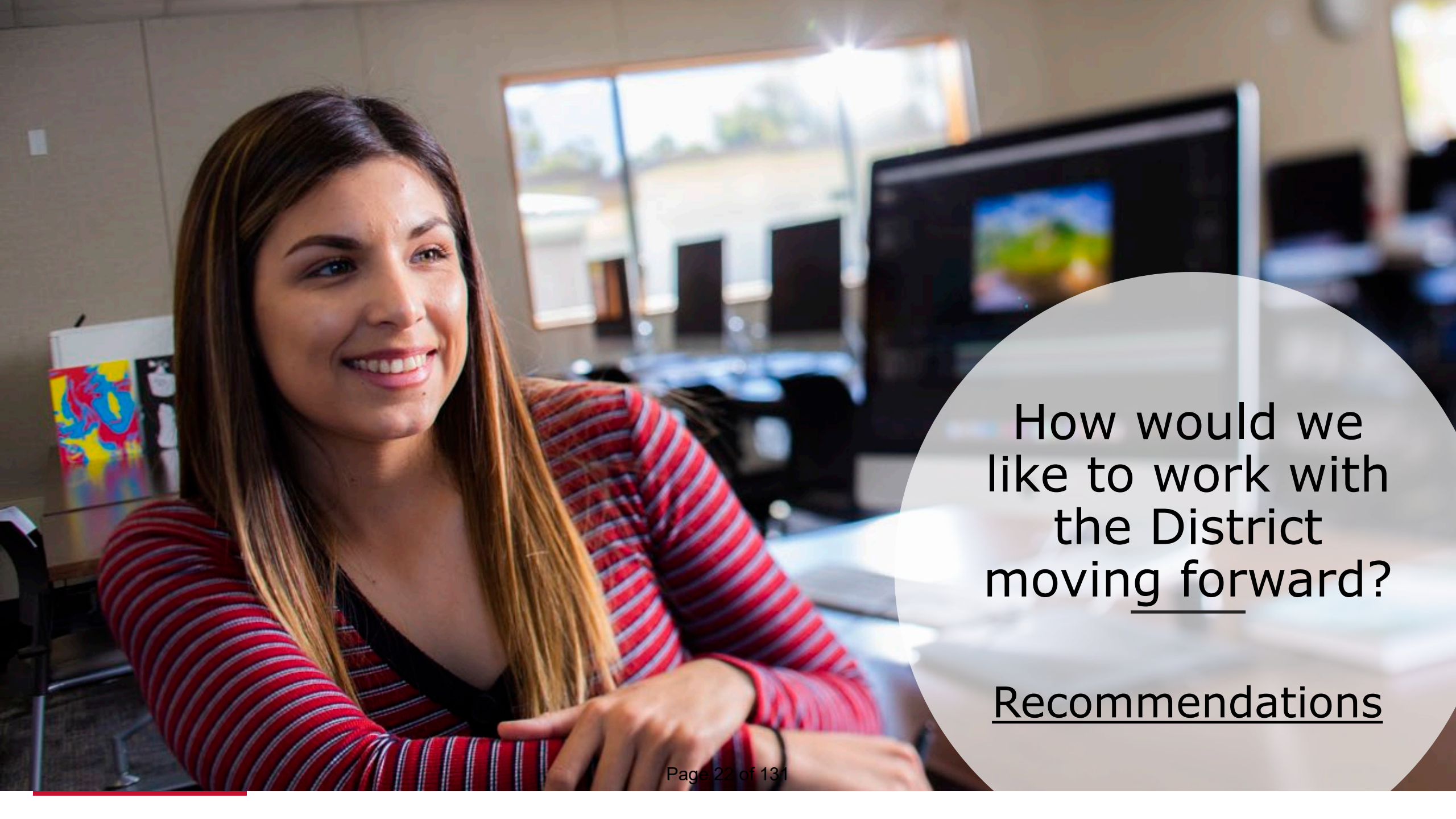
		<u>Revenues</u>	<u>Expenditures</u>	<u>Total</u>
Balances:				
COD Student Emergency Fund - Foundation	2313			
Annual Giving	45010	10,395.00	0.00	10,395.00
Leadership Giving	45020	46,000.00	0.00	46,000.00
Interest & Dividends	50000	0.00	0.00	0.00
Realized Gains (Losses)	63000	0.00	0.00	0.00
Unrealized Gains/(Losses)	63003	0.00	0.00	0.00
Scholarships	70200	0.00	(235,892.92)	(235,892.92)
Gift Fee	81503	0.00	(2,267.25)	(2,267.25)
Other Investment Expenses	83200	0.00	0.00	0.00
Interfund Transfer	90000	0.00	200,000.00	200,000.00
Total COD Student Emergency Fund - Foundation		<u>56,395.00</u>	<u>(38,160.17)</u>	<u>18,234.83</u>
Total Balances:		<u>56,395.00</u>	<u>(38,160.17)</u>	<u>18,234.83</u>

In addition, to funds transferred from the 30/30 Campaign Fund, there have been additional donations in the amount of **\$72,395**

**Current available fund balance is \$34,234.83 (\$16,000 pending posting.)**

Since the inception of fund 2313 COD Student Emergency Fund - Foundation, the Foundation has paid out **\$235,892.92** in Student Emergency fund requests to 297 students. (318 individual request)





How would we  
like to work with  
the District  
moving forward?

Recommendations



COLLEGE  
*of the* DESERT  
FOUNDATION

# Student Emergency Fund Questionnaire

## Student Emergency Fund Request

This form allows students to request emergency funds from the College of the Desert Foundation

\* Required

Student Full Name \*

Your answer

Student ID Number \*

Your answer

Student's Contact Number (Cellular Preferred) \*

Your answer

Student E-Mail Address \*

Your answer

Student Mailing Address \*

Your answer

Number of Units Enrolled

Your answer

Living Situation

- ☐ With Parents
- ☐ Independent
- ☐ Living with and Supporting Dependents

Amount of Funds Requested \*

Your answer

In general terms, what circumstance has led to the need for emergency funds?  
How did the COVID-19 pandemic impact this circumstance? \*

Your answer

How will the emergency funds be spent? \*

Your answer

Name of College of the Desert Employee who Recommended This Student to  
Receive an Emergency Grant \*

Your answer

Name of Dean (for approval) \*

Your answer

Submit



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

# **Student Emergency Fund Thank you Letter from Student**



## Letter of Appreciation for Foundation

To whom it may concern,

I am deeply appreciative of the funding provided by your foundation as I was able to use this support towards necessary bills and rent. I appreciate the outreach and all of the assistance that you all were able to provide, especially during these uncertain times. Once again I am exceptionally grateful for your generous support and I look forward to the future of my educational career.

Thank you,

Brandon Jaquez



**Brandon Jaquez**

You can reply to this message in Canvas by replying directly to this email. If you need to include an attachment, please log in to Canvas and reply through the Inbox.







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

# **Financial Statements for period Ended November 30,2020**



# FINANCIAL REPORT

FOR THE PERIOD ENDED NOVEMBER 30, 2020 & YTD

# Foundation Mission Statement

## Our Mission

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

## Our Vision

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

## Core Values

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

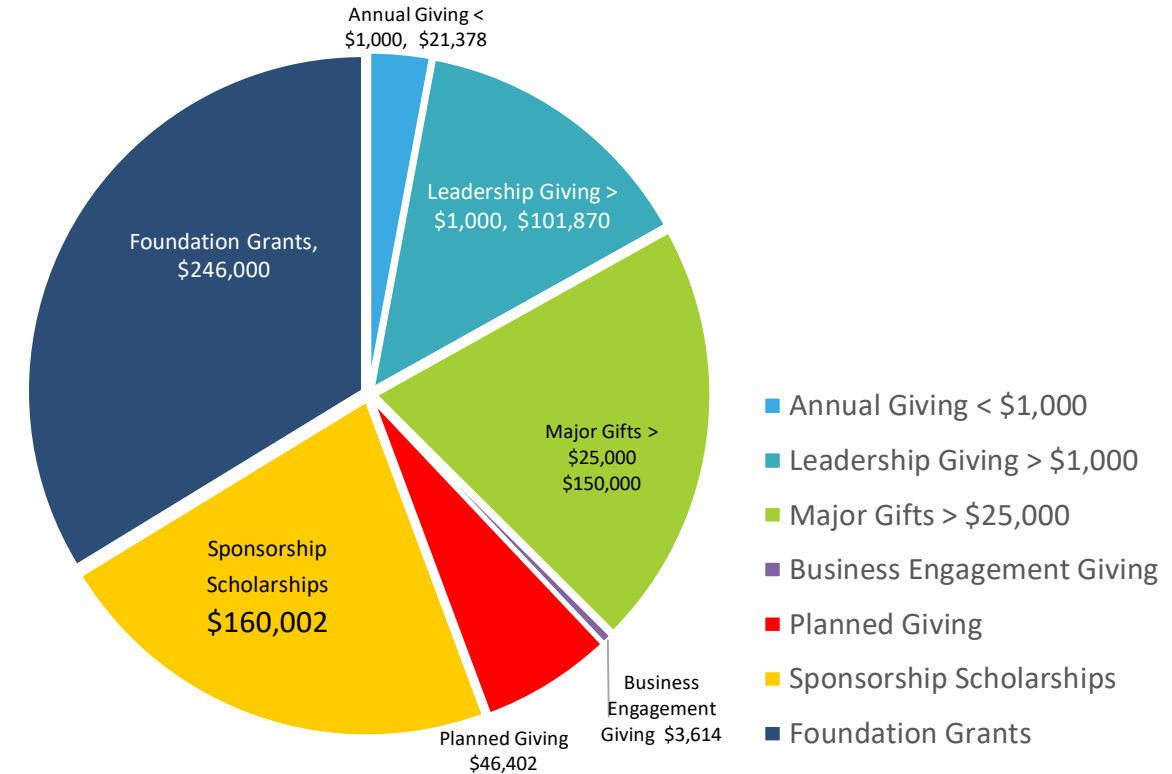
# TOTAL FUNDRAISING REVENUE HIGHLIGHTS

November 30, 2020 Fundraising Revenues \$68,554 & YTD \$729,266

YTD Revenues include the following:

- \$200,000 grant for pLEDGE Scholarship Support
- \$160,002 in Sponsorship Scholarships
- \$100,000 New Scholarship Endowment for Solar Studies
- \$94,785 in Presidents Circle Contributions
- \$79,252 in Scholarship Donations (Variety of Rest. Funds)
- \$21,000 Osher Foundation Scholarships
- \$20,000 Estate Gift for the Fund for Student Success
- \$17,731 in support of the CV Pride Scholarship

## 2020/2021 Revenues

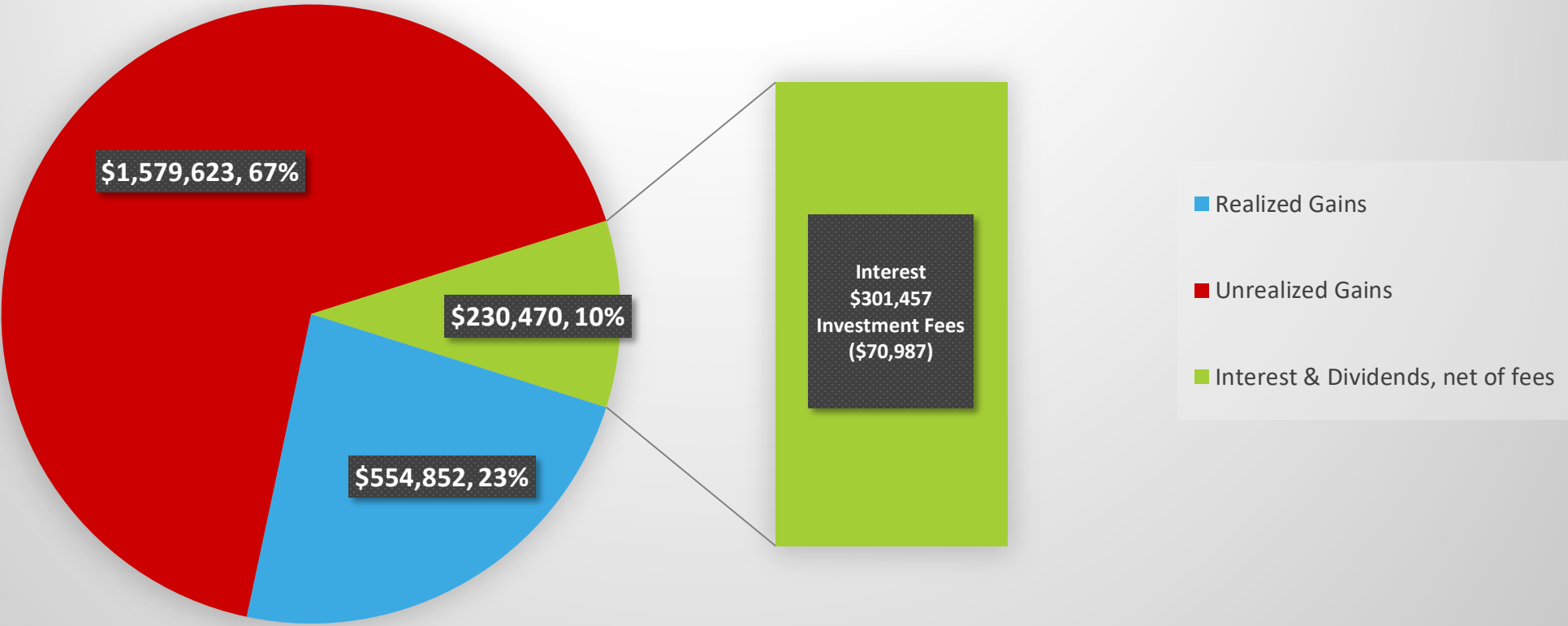


\* Amounts do not include Investment activity.

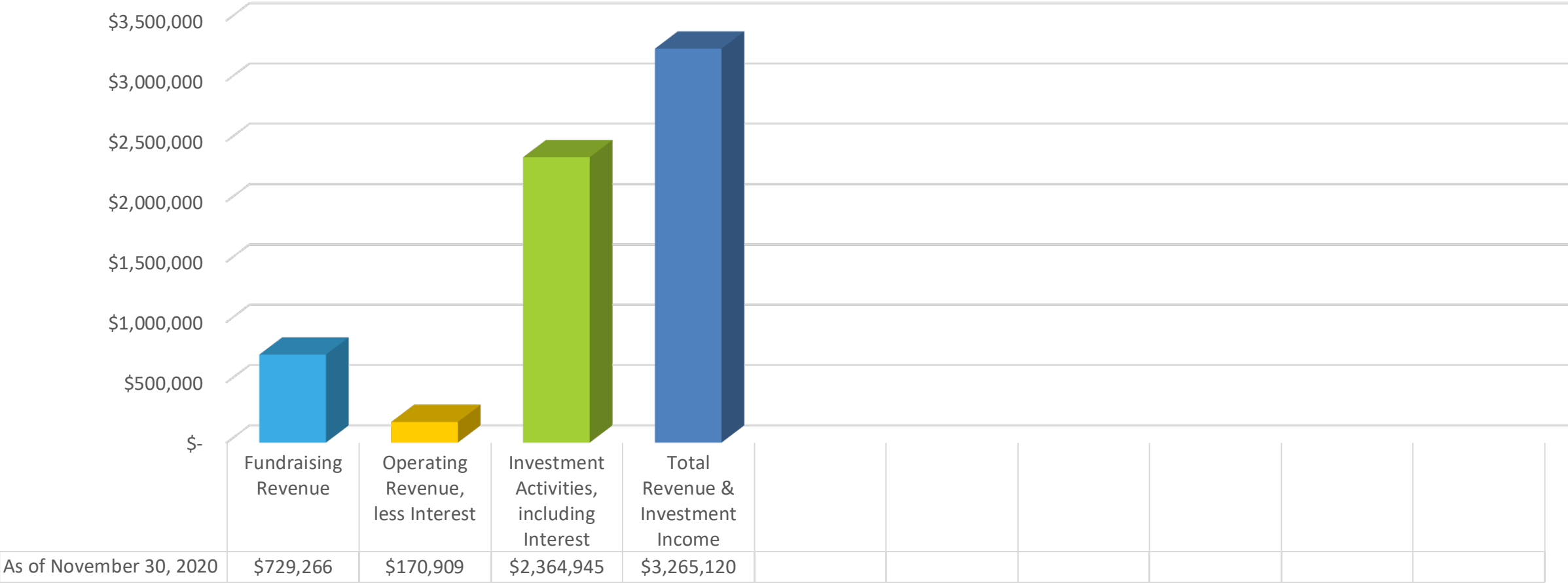
# OTHER INCOME

## Investment Activities

Total Other Investment Activity Income for the month of November were \$1,606,534 including Interest and YTD \$2,364,945 including Interest of \$301,457

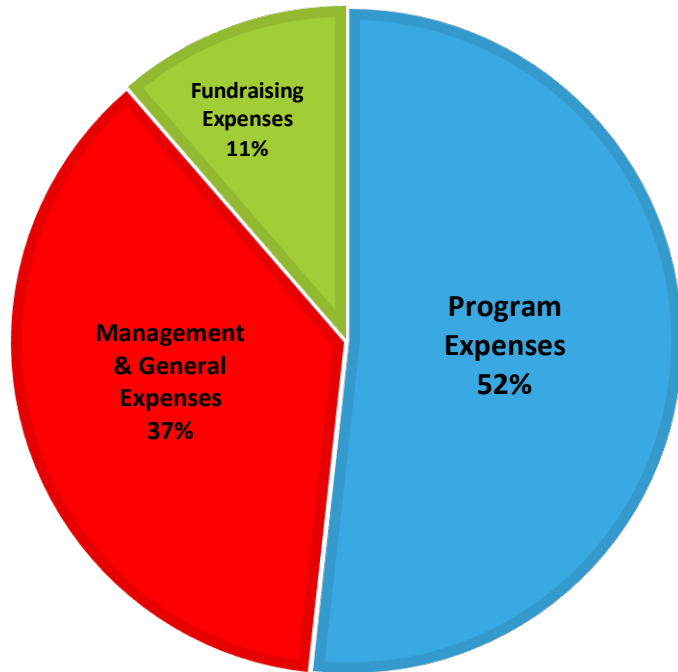


Fiscal Year 2020/2021 Combined Revenue & Investment Income



# TOTAL EXPENDITURES

## 2020/2021 YTD FUNCTIONAL EXPENSES



■ Program Expenses   ■ Management & General Expenses   ■ Fundraising Expenses

Total expenditures for the month ended November 30, 2020 are \$206,155 and \$961,347 YTD

Includes:

- Scholarships & Program Support \$368,568
- Foundation Salaries & Benefits \$361,075
- Foundation Marketing & Development \$57,058
- Consulting Services \$52,334

*\* Amounts do not include Investment activity.*

# **ACCOMPLISHING OUR MISSION**

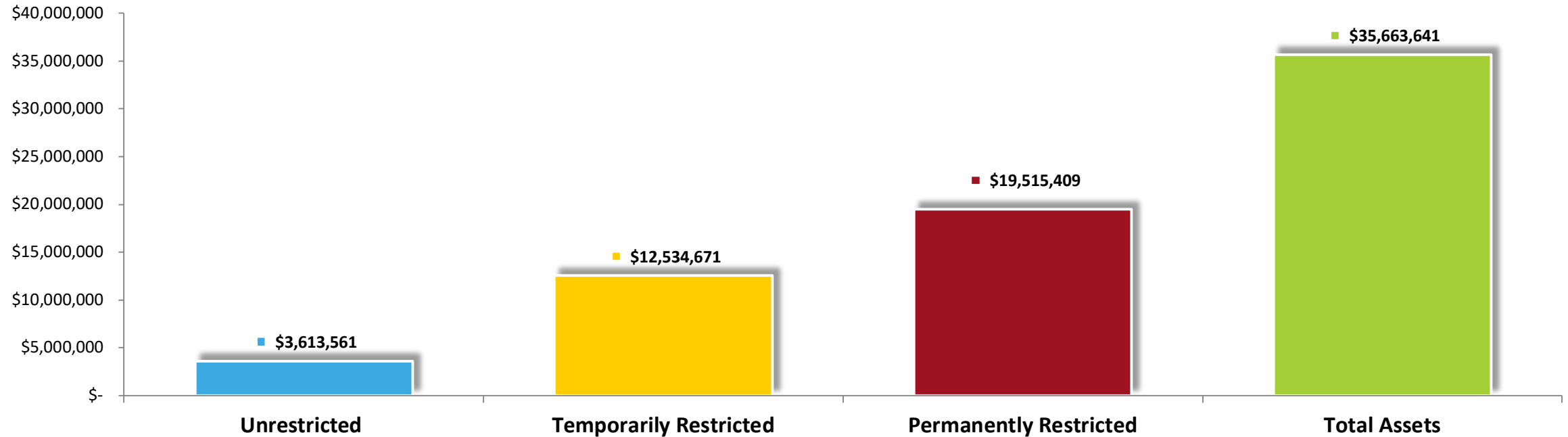
**AS OF NOVEMBER 30, 2020**

**\$358,287 GIVEN IN SCHOLARSHIP SUPPORT TO STUDENTS**

**\$10,281 IN PROGRAM SUPPORT  
WITH AN ADDITIONAL \$119,469 IN PENDING REQUEST**



# Total Assets at November 30, 2020



- Unrestricted Funds: Includes \$500,000 Board Reserve.
- Temporarily Restricted Funds: Restricted per Donor / Board Criteria.
- Permanently Restricted Funds: Endowments held by the Foundation in Perpetuity.

# Stepping Up for COD

2020/2021

# 2020/21 STEPPING UP FOR COD CAMPAIGN PROGRESS

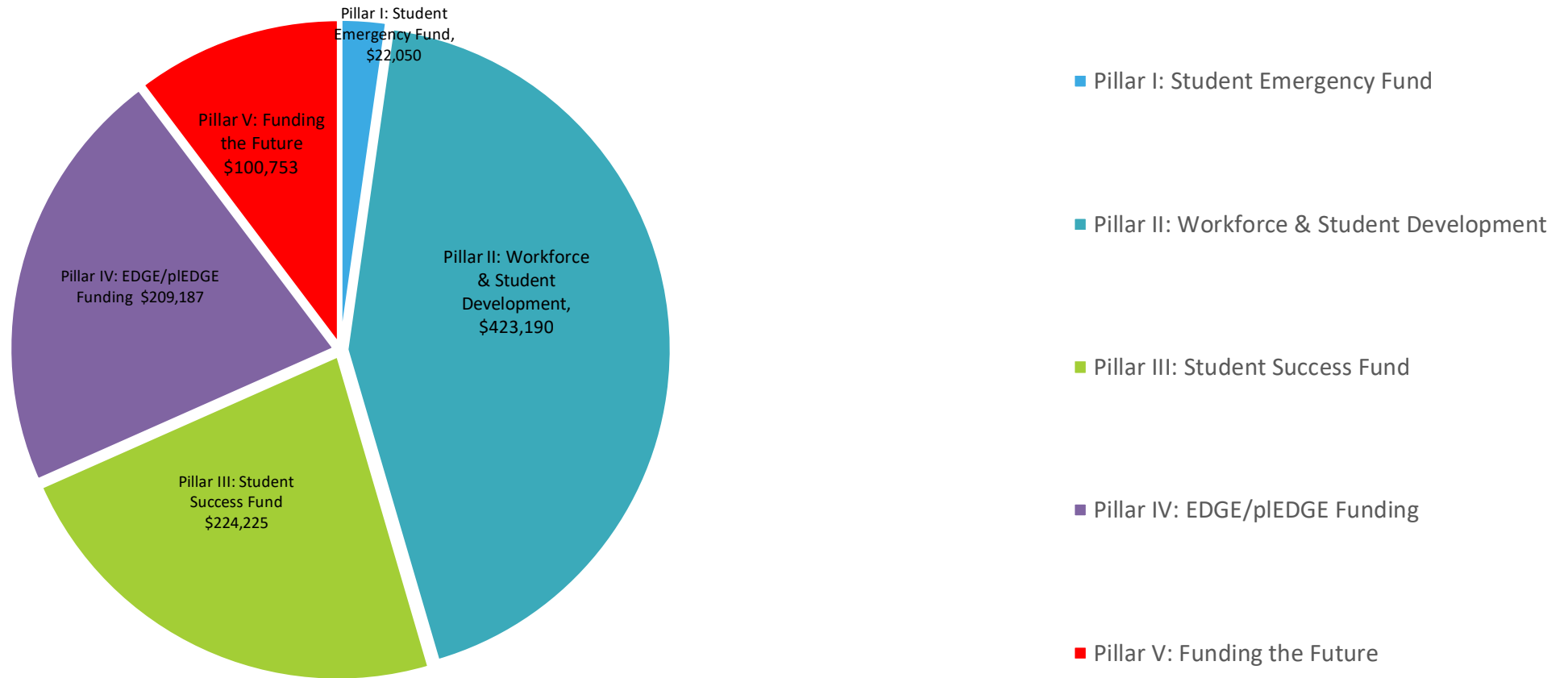
Overall Campaign Goal \$2,000,000 – Status Quiet Phase **YTD through January 11, 2020**

Pillar I: Student Emergency Fund Goal: \$100,000	Pillar II: Workforce & Student Development Goal: \$150,000	Pillar III: Student Success Fund Goal: \$500,000	Pillar IV: EDGE/pLEDGE Funding Goal: \$1,250,000	Pillar V: Funding the Future
<b>Advanced Funding from Prior Fiscal Year</b> \$245,345 •\$200K Transfer from 2030 Fund •\$45,345 Raised in FY 2019/20 <b>Current Year Revenues:</b> \$22,050 <b>Goal Progress:</b> \$267,395 267%	<b>No Advanced Funding from Prior Fiscal Year</b>  <b>Current Year Revenues:</b> \$423,190  <b>Goal Progress:</b> \$423,190 282%	<b>No Advanced Funding from Prior Fiscal Year</b>  <b>Current Year Revenues:</b> \$224,225  <b>Goal Progress:</b> \$224,225 45%	<b>Advanced Funding from Prior Fiscal Year and Other Sources</b> \$70,669 pLEDGE Program Fund 2371 \$150,000 Lurie Challenge Grant Fund 2372 \$38,382 pLEDGE 60 <sup>th</sup> Anniversary Fund 2694 \$250,000 Pending Board Approval to move from UR Funds earmarked for Technology \$350,000 Funding from Auxiliary & Alumni <b>Current Year Revenues:</b> \$209,187 <b>Goal Progress:</b> \$1,068,238 85%	<b>No Advanced Funding from Prior Fiscal Year</b>  <b>Current Year Revenues:</b> \$100,753  <b>Goal Progress:</b> No Goal Set

\* Amounts do not include Investment activity.

# 2020/2021 STEPPING UP FOR COD CAMPAIGN

Current Year Fundraising Activities YTD through January 11, 2021 – Status Quiet Phase



\* Amounts do not include Investment activity.

Questions?

Thank you!



## **FINANCIAL SUMMARY**

**November 30, 2020**

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION , NOVEMBER 30, 2020**  
**WITH COMPARATIVE TOTALS FOR NOVEMBER 30, 2019**

		Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only) 2020-21      2019-2020	
		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		
ASSETS						
1	Cash and cash equivalents	\$ 407,837	\$ 461,870	\$ 719,435	\$ 1,589,142	\$ 1,291,976
2	Investments	2,601,517	11,824,962	18,404,261	32,830,740	31,440,843
3	Investments - Board Reserve	500,000	-	-	500,000	500,000
4	Pledges receivable	22,320	4,808	50,000	77,128	214,808
5	Allowance for Doubtful Accounts	-	-	-	-	-
6	Accounts Receivable	250	50	-	300	179,540
7	Student Emergency Funds held at Colleg	5,000	-	-	5,000	5,000
8	Accrued interest receivable	74,098	30,086	5,164	109,348	114,040
9	Accrued assets	2,500	-	-	2,500	2,500
#	Property and equipment, net	40	-	-	40	1,784
#	FCCC - Scholarship Endowment	-	44,875	336,549	381,424	397,330
#	Split interest agreements	-	168,021	-	168,021	186,690
# TOTAL ASSETS		\$ 3,613,561	\$ 12,534,671	\$ 19,515,409	\$ 35,663,641	\$ 34,334,511
LIABILITIES						
#	Accounts payable	28,571	11,129	-	39,699	86,668
#	Accounts Payable - By JV	-	-	-	-	-
#	Accounts Payable - Related Party	85,354	-	-	85,354	92,046
#	Deferred Contributions	(3,382)	-	-	(3,382)	(3,450)
#	Accrued Payroll Liability	17,442	-	-	17,442	21,358
#	PPP Loan Payable	97,624	-	-	97,624	-
# TOTAL LIABILITIES		\$ 225,609	\$ 11,129	\$ -	\$ 236,737	\$ 196,621
NET ASSETS, beginning						
Unrestricted:						
#	Undesignated	2,350,492	-	-	2,350,492	2,354,594
#	Board designated	500,000	-	-	500,000	500,000
#	Temporarily restricted	-	10,857,833	-	10,857,833	10,982,403
#	Permanently restricted	-	-	19,414,806	19,414,806	19,414,806
# TOTAL NET ASSETS, beginning		\$ 2,850,492	\$ 10,857,833	\$ 19,414,806	\$ 33,123,131	\$ 33,251,803
#	Net Activity	537,461	1,665,709	100,603	2,303,773	886,087
# NET ASSETS		\$ 3,387,953	\$ 12,523,542	\$ 19,515,409	\$ 35,426,904	\$ 34,137,890
# TOTAL LIABILITIES AND NET ASSETS		\$ 3,613,561	\$ 12,534,671	\$ 19,515,409	\$ 35,663,641	\$ 34,334,511

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 11/30/20 & YTD

CURRENT MONTH ENDING 11/30/2020				Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET	
ALL FUNDS	Budget	Variance		11/30/2019	ALL FUNDS	Budget	Variance	11/30/2019	2020-2021	
(1/12 OF Annual Budget )					(5/12 OF Annual Budget )					
OPERATIONAL & PROGRAMSUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	28,333	(28,333)	-	68,000
2	Interest	72,926	58,333	14,593	74,121	301,457	291,667	9,790	327,183	700,000
3	Management Fees	35,291	31,833	3,458	33,495	171,109	159,167	11,942	165,637	382,000
4	Sustainability Fees (Gift Fees)	-	-	-	1,250	(200)	-	(200)	14,993	-
5	TOTAL OPERATING REVENUE	108,217	95,833	12,384	108,866	472,366	479,167	(6,801)	507,813	1,150,000
MANAGEMENT & GENERAL EXPENSES										
6	Audit Services	-	750	750	679	5,460	3,750	(1,710)	4,579	9,000
7	Bad Debt	-	-	-	-	-	-	-	-	-
8	Bank & Credit Card Fees	556	500	(56)	269	981	2,500	1,519	391	6,000
9	Board/Staff Training	124	625	501	-	2,915	3,125	211	2,774	7,500
10	Depreciation	-	-	-	-	-	-	-	-	-
11	Equipment Lease / Maintenance	-	667	667	1,895	1,935	3,333	1,398	3,868	8,000
12	Furniture / Equipment	-	125	125	-	-	625	625	-	1,500
13	Insurance	555	46	(509)	-	555	231	(324)	555	555
14	Legal Services	-	1,250	1,250	4,800	-	6,250	6,250	4,800	15,000
15	Management Fees	35,291	31,833	(3,458)	33,495	171,109	159,167	(11,942)	165,637	382,000
16	Membership Dues	-	280	280	317	1,536	1,400	(136)	2,626	3,360
17	Office Supplies	730	1,225	495	875	1,308	6,125	4,817	3,078	14,700
18	Postage	113	100	(13)	6	376	500	124	102	1,200
19	Printing/Design/Graphics	-	400	400	338	61	2,000	1,939	1,801	4,800
20	Realized Gain/Loss - For Split Interest Agreements	-	833	833	-	-	4,167	4,167	-	10,000
21	Rent/Utilities - In Kind	-	5,667	5,667	-	-	28,333	28,333	-	68,000
22	Repairs/Maintenance	-	83	83	-	-	417	417	-	1,000
23	Service Contracts	130	1,000	870	130	3,668	5,000	1,332	6,242	12,000
24	Staff Mileage Reimbursement	-	50	50	72	-	250	250	110	600
25	Staff Support	-	136	136	-	-	678	678	647	1,628
26	Subscriptions/Publications	91	163	72	131	974	817	(157)	1,385	1,960
27	Sustainability Fees (Gift Fees)	-	-	-	1,250	(200)	-	200	14,993	-
28	Telephone	-	167	167	163	635	833	198	818	2,000
29	Travel	-	208	208	36	-	1,042	1,042	544	2,500
30	General	37,590	46,109	8,518	44,456	191,313	230,543	39,230	214,948	553,303
31	Donor Database Manager	-	-	-	-	-	-	-	529	-
32	Prospect Research/Screening Services	120	83	(37)	-	120	417	297	-	1,000
33	Scholarship/Stewardship Coordinator	867	333	(533)	-	4,165	1,667	(2,498)	-	4,000
34	Independent Contractors (Non-Fundraising)	987	417	(570)	-	4,285	2,083	(2,201)	529	5,000
35	Annual Report	-	521	521	-	-	2,604	2,604	-	6,250
36	Marketing	-	521	521	-	-	2,604	2,604	-	6,250
37	Donor Recognition	167	938	771	-	606	4,688	4,082	1,661	11,250
38	Recognition	167	938	771	-	606	4,688	4,082	1,661	11,250
39	Foundation Staff	37,556	36,343	(1,212)	25,509	158,873	181,717	22,844	107,935	436,121
40	Salaries & Related Expenses	37,556	36,343	(1,212)	25,509	158,873	181,717	22,844	107,935	436,121
41	TOTAL MANAGEMENT & GENERAL EXPENSES	76,299	84,327	8,028	69,965	355,077	421,635	66,558	325,072	1,011,924
PROGRAM EXPENSES										
42	College Program Support	9,353	41,667	32,314	23,090	10,281	208,333	198,052	81,759	500,000
43	Presidents Innovation Fund	-	-	-	-	-	-	-	-	-
44	Presidents Discretionary Fund	-	-	-	5,000	-	-	-	12,272	30,000
45	Student Awards	-	100	100	-	-	500	500	-	1,200
46	Student Scholarships	55,815	50,000	(5,815)	38,866	358,287	250,000	(108,287)	370,961	600,000
47	College & Student Support	65,168	94,267	29,099	66,956	368,568	471,333	102,765	464,992	1,131,200
48	Alumni Database Development	-	38	38	-	-	188	188	-	450
49	Alumni Engagement	-	1,313	1,313	389	(389)	6,563	6,951	389	15,750
50	Community Relations	-	188	188	-	551	938	386	2,414	2,250
51	Donor Cultivation	-	563	563	-	-	2,813	2,813	(14)	6,750
52	Donor Recognition	22	125	103	-	81	625	544	221	1,500
53	Development & Recognition	22	2,225	2,203	389	243	11,125	10,882	3,010	26,700
54	Audit Services	-	250	250	226	1,820	1,250	(570)	1,526	3,000
55	Board/Staff Training	74	375	301	-	1,749	1,875	126	1,664	4,500
56	Legal Services	-	417	417	1,600	-	2,083	2,083	1,600	5,000
57	Membership Dues	-	6	6	7	32	29	(3)	55	70
58	Postage	221	196	(26)	11	736	979	244	201	2,350
59	Printing/Design/Graphics	-	783	783	663	120	3,917	3,797	3,527	9,400
60	Staff Mileage Reimbursement	-	30	30	43	-	150	150	66	360
61	Travel	-	125	125	22	-	625	625	326	1,500
62	General	296	2,182	1,886	2,571	4,456	10,908	6,452	8,965	26,180
63	Donor Database Manager	-	-	-	-	-	-	-	1,454	-
64	Prospect Research/Screening Services	330	229	(101)	-	330	1,146	816	-	2,750



**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 11/30/20 & YTD

CURRENT MONTH ENDING 11/30/2020					Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
ALL FUNDS	Budget	Variance			11/30/2019	ALL FUNDS	Budget	Variance	11/30/2019	2020-2021
(1/12 OF Annual Budget )						(5/12 OF Annual Budget )				
65 Scholarship/Stewardship Coordinator	2,383	917	(1,466)	-	-	11,453	4,583	(6,870)	-	11,000
66 <b>Independent Contractors (Non-Fundraising)</b>	2,713	1,146	(1,567)	-	-	11,783	5,729	(6,054)	1,454	13,750
67 Annual Report	-	1,042	1,042	-	-	-	5,208	5,208	-	12,500
68 Marketing - College	-	9,000	9,000	21,931	-	36,288	45,000	8,712	51,131	108,000
69 Marketing - Foundation	-	5,667	5,667	11,490	-	30,423	28,333	(2,090)	11,490	68,000
70 Marketing - General	4,541	3,333	(1,207)	9,448	-	15,223	16,667	1,443	11,073	40,000
71 Marketing - State of the College	-	3,667	3,667	-	-	-	18,333	18,333	-	44,000
72 Marketing - Video	-	-	-	-	-	-	-	-	-	-
73 Marketing - Website/Social Media	-	2,333	2,333	-	-	-	11,667	11,667	-	28,000
74 Refunds/Reimbursement of Marketing Expenses	-	(9,000)	(9,000)	(143,632)	-	(96,000)	(45,000)	51,000	(144,272)	(108,000)
75 Website Fees	-	80	80	240	-	41	400	359	671	960
76 <b>Marketing</b>	4,541	16,122	11,581	(100,522)	-	(14,025)	80,608	94,633	(69,906)	193,460
77 Foundation Staff	29,874	28,910	(964)	20,292	-	126,376	144,548	18,171	85,857	346,914
78 <b>Salaries &amp; Related Expenses</b>	29,874	28,910	(964)	20,292	-	126,376	144,548	18,171	85,857	346,914
79 <b>TOTAL PROGRAM EXPENSES</b>	102,614	144,850	42,237	(10,315)	-	497,402	724,252	226,850	494,372	1,738,204
80 <b>TOTAL OPERATING EXPENSES</b>	<b>178,913</b>	<b>229,177</b>	<b>50,264</b>	<b>59,650</b>	-	<b>852,479</b>	<b>1,145,887</b>	<b>293,408</b>	<b>819,445</b>	<b>2,750,128</b>
81 <b>OPERATING SURPLUS (DEFICIT)</b>	<b>(70,696)</b>	<b>(133,344)</b>	<b>62,648</b>	<b>49,216</b>	-	<b>(380,113)</b>	<b>(666,720)</b>	<b>(286,608)</b>	<b>(311,632)</b>	-
<b>FUNDRAISING</b>										
<b>FUNDRAISING REVENUE</b>										
82 Academic Angels <\$1,000	1,500	-	1,500	-	-	2,950	-	2,950	750	-
83 Community Friends Donations	973	-	973	157	-	1,932	-	1,932	1,347	-
84 Faculty/Staff/Retiree Donation	1,479	-	1,479	1,597	-	6,660	-	6,660	6,918	-
85 Scholarship Donations	1,570	-	1,570	-	-	9,836	-	9,836	1,630	-
86 <b>Annual Giving - Gifts \$1,000 and under</b>	5,522	8,333	(2,811)	1,754	-	21,378	41,667	(20,289)	10,645	100,000
87 State of the College Donations	-	-	-	-	-	-	-	-	-	-
88 Community Friends Donations	-	-	-	-	-	564	-	564	2,706	-
89 Presidents Circle Giving	-	-	-	-	-	1,000	-	-	-	-
90 Scholarship Donations	50	-	50	-	-	2,050	-	2,050	3,823	-
91 <b>Business Engagement Giving - All donations made by businesses</b>	50	8,333	(8,283)	-	-	3,614	41,667	(38,053)	6,530	100,000

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 11/30/20 & YTD

CURRENT MONTH ENDING 11/30/2020				Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
ALL FUNDS	Budget	Variance		11/30/2019	ALL FUNDS	Budget	Variance	11/30/2019	2020-2021
(1/12 OF Annual Budget )					(5/12 OF Annual Budget )				
92 Community Friends	-	-	-	22,500	-	-	-	46,475	-
93 Scholarship Donations	25,000	-	25,000	-	246,000	-	246,000	210,200	-
94 <b>Foundation Grants</b>	25,000	37,500	(12,500)	22,500	246,000	187,500	58,500	256,675	450,000
95 Community Friends Donations	4,000	-	4,000	-	9,000	-	9,000	7,488	-
96 Faculty/Staff/Retiree Donation	-	-	-	-	885	-	-	6,339	-
97 Presidents Circle Giving	4,903	-	4,903	8,914	43,785	-	-	22,914	-
98 Scholarship Donations	11,000	-	11,000	1,000	48,200	-	48,200	36,000	-
99 <b>Leadership Giving - Gifts \$1,000 - \$24,999</b>	19,903	29,167	(9,264)	9,914	101,870	145,833	(43,963)	72,742	350,000
100 Community Friend Donations/Endowments/Presidents Circle	-	-	-	-	50,000	-	50,000	-	-
101 Scholarship Donations/Scholarship Endowments	-	-	-	-	100,000	-	100,000	-	-
102 Space Naming	-	-	-	-	-	-	-	-	-
103 <b>Major Gifts - Gifts of \$25,000 +</b>	-	12,500	(12,500)	-	150,000	62,500	87,500	-	150,000
104 Charitable Gift Annuity	-	-	-	-	-	-	-	39,639	-
105 Estate Gifts	7,500	-	7,500	6,004	46,402	-	46,402	33,006	-
106 <b>Planned Giving</b>	7,500	20,833	(13,333)	6,004	46,402	104,167	(57,764)	72,645	250,000
107 Academic Angels Special Events	-	4,167	(4,167)	-	-	20,833	(20,833)	-	50,000
108 Stepping Out for COD	-	41,667	(41,667)	-	-	208,333	(208,333)	50,000	500,000
109 <b>Special Events</b>	-	45,833	(45,833)	-	-	229,167	(229,167)	50,000	550,000
110 <b>Sponsorship Scholarships (Pass Thru)</b>	10,580	29,167	(18,587)	20,808	160,002	145,833	14,169	226,713	350,000
111 <b>TOTAL FUNDRAISING REVENUE:</b>	<b>68,554</b>	<b>191,667</b>	<b>(123,112)</b>	<b>60,980</b>	<b>729,266</b>	<b>958,333</b>	<b>(229,067)</b>	<b>695,950</b>	<b>2,300,000</b>
<b>FUNDRAISING EXPENSES</b>									
112 Alumni Database Development	-	46	46	-	-	229	229	-	550
113 Annual Giving Expenses	-	833	833	-	-	4,167	4,167	-	10,000
114 Alumni Engagement	-	1,604	1,604	475	(475)	8,021	8,496	475	19,250
115 Business Engagement Expenses	-	417	417	310	310	2,083	1,773	310	5,000
116 Community Relations	-	229	229	-	674	1,146	472	2,951	2,750
117 Donor Cultivation	-	688	688	-	-	3,438	3,438	(18)	8,250
118 Foundation Giving Expenses	-	-	-	-	-	-	-	-	1,000
119 Leadership Giving Expenses	213	1,250	1,037	3,799	1,961	6,250	4,289	4,248	15,000
120 Major Gifts Expenses	-	250	250	-	-	1,250	1,250	-	3,000
121 Planned Giving Expenses	-	833	833	-	-	4,167	4,167	-	10,000
122 Donor Recognition	33	188	154	-	121	938	816	332	2,250
123 <b>Development &amp; Recognition</b>	246	6,421	6,175	4,584	2,591	32,104	29,513	8,298	77,050
124 Audit Services	-	250	250	226	1,820	1,250	(570)	1,526	3,000
125 Board/Staff Training	50	250	200	-	1,166	1,250	84	1,109	3,000
126 Legal Services	-	417	417	1,600	-	2,083	2,083	1,600	5,000
127 Membership Dues	-	6	6	7	32	29	(3)	55	70
128 Office Supplies	15	25	10	18	27	125	98	63	300
129 Postage	137	121	(16)	7	454	604	150	124	1,450
130 Printing / Design / Graphics	-	483	483	409	74	2,417	2,343	2,176	5,800
131 Staff Support	-	3	3	-	-	14	14	13	33
132 Subscriptions	2	3	1	3	20	17	(3)	28	40
133 Staff Mileage Reimbursement	-	20	20	29	-	100	100	44	240
134 Travel	-	83	83	14	-	417	417	217	1,000
135 <b>General</b>	203	1,661	1,458	2,312	3,592	8,306	4,713	6,956	19,933
136 Business Engagement Coordinator	-	-	-	-	-	-	-	-	-
137 Director of Annual Giving	-	-	-	-	-	-	-	-	-
138 Donor Database Manager	-	-	-	-	-	-	-	661	-
139 Leadership Giving Coordinators	-	2,500	2,500	6,250	-	12,500	12,500	31,250	30,000
140 Major Gifts Coordinator	-	-	-	-	8,010	-	(8,010)	-	-
141 Planned Giving (Philanthropic Advisory Services)	6,500	-	(6,500)	6,500	23,500	-	(23,500)	19,750	-
142 Prospect Research/Screening Services	150	104	(46)	-	150	521	371	-	1,250
143 Donor Stewardship/Scholarship Coordinator	1,083	417	(667)	-	5,206	2,083	(3,123)	-	5,000
144 <b>Independent Contractors</b>	7,733	3,021	(4,712)	12,750	36,866	15,104	(21,762)	51,661	36,250

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 11/30/20 & YTD

CURRENT MONTH ENDING 11/30/2020				Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
ALL FUNDS		Budget	Variance	11/30/2019	ALL FUNDS	Budget	Variance	11/30/2019	2020-2021
(1/12 OF Annual Budget )					(5/12 OF Annual Budget )				
145	Annual Report	-	521	521	-	2,604	2,604	-	6,250
146	Marketing - College	-	2,250	2,250	5,483	9,072	11,250	2,178	12,783
147	Marketing - Foundation	-	1,417	1,417	2,873	7,606	7,083	(522)	2,873
148	Marketing - General	1,135	833	(302)	2,362	3,806	4,167	361	2,768
149	Marketing/Messaging Services - Special Events	-	4,167	4,167	-	-	20,833	20,833	-
150	Marketing - State of the College	-	917	917	-	-	4,583	4,583	-
151	Marketing - Video	-	-	-	-	-	-	-	-
152	Marketing - Website / Social Media	-	583	583	-	-	2,917	2,917	-
153	Refunds/Reimbursement of Marketing Expenses	-	(2,250)	(2,250)	(35,908)	(24,000)	(11,250)	12,750	(36,068)
154	Website Fees	-	20	20	60	10	100	90	168
155	Marketing (Fundraising Portion)	1,135	8,458	7,322	(25,131)	(3,506)	42,288	45,794	(17,477)
156	Academic Angels Special Event Expenses	-	2,083	2,083	-	-	10,417	10,417	-
157	Donor / Scholarship Reception	-	1,000	1,000	-	-	5,000	5,000	-
158	Stepping Out for COD Special Events Expenses	-	6,250	6,250	-	(6,500)	31,250	37,750	-
159	Special Events Direct Expenses	-	9,333	9,333	-	(6,500)	46,667	53,167	-
160	Wages & Benefits-Staff	17,924	17,346	(579)	12,175	75,826	86,729	10,903	51,514
161	Salaries & Benefits (Fundraising Portion)	17,924	17,346	(579)	12,175	75,826	86,729	10,903	51,514
162	TOTAL FUNDRAISING EXPENSES:	27,242	46,239	18,997	6,691	108,868	231,197	122,328	100,953
163	FUNDRAISING SURPLUS (DEFICIT)	41,312	145,427	104,115	54,289	620,398	727,137	106,739	594,996
164	OPERATING REVENUE BUDGET FY 2019/20	108,217	95,833	12,384	108,866	472,366	479,167	(6,801)	507,813
165	FUNDRAISING REVENUE BUDGET FY 2019/20	68,554	191,667	(123,112)	60,980	729,266	958,333	(229,067)	695,950
166	TOTAL 2019/20 REVENUE BUDGET:	176,771	287,500	(110,729)	169,846	1,201,632	1,437,500	(235,868)	1,203,763
167	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2019/20	76,299	84,327	8,028	69,965	355,077	421,635	66,558	325,072
168	PROGRAM EXPENDITURES BUDGET FY 2019/20	102,614	144,850	42,237	(10,315)	497,402	724,252	226,850	494,372
169	FUNDRAISING EXPENDITURE BUDGET FY 2019/20	27,242	46,239	18,997	6,691	108,868	231,197	122,328	100,953
170	TOTAL 2019/20 EXPENDITURE BUDGET:	206,155	275,417	69,262	66,341	961,347	1,377,083	415,736	920,398
171	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	(29,384)	12,083	166,763	103,505	240,285	60,417	(179,868)	283,365
172	Realized Gain / Loss	113,547	-	-	105,798	554,852	-	-	215,429
176	Realized Gain / Loss - Osher	-	-	-	-	-	-	-	10,200
174	Unrealized Gain / Loss	1,426,149	-	-	225,129	1,579,623	-	-	448,488
175	Investment Fees	(6,088)	12,083	-	(4,586)	(70,987)	60,417	-	(71,397)
176	Refunds	-	-	-	-	-	-	-	-
177	Interfund Transfers	-	-	-	-	-	-	-	-
178	Investment Activities	1,533,608	12,083	-	326,341	2,063,488	60,417	-	602,720
179	NET SURPLUS (DEFICIT)	1,504,224			429,846	2,303,773		886,085	



**FY 20/21 COMBINED OPERATING BUDGET**

**REVENUES**

**Fundraising Revenues :**

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 11/30/2019	% of Budget vs Actual @ 11/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 11/30/2020	% of Budget vs Actual
Annual Giving	117,305	10,646	9.1%	100,000	21,878	21.9%
Leadership Giving	550,000	72,742	13.2%	350,000	101,370	29.0%
Business Engagement Giving	150,000	6,530	4.4%	100,000	3,614	3.6%
Major Gifts	400,000	-	0.0%	150,000	150,000	100.0%
Planned Giving	250,000	72,645	29.1%	250,000	46,402	18.6%
Special Events Giving / Capital Campaign	650,000	50,000	7.7%	550,000	-	0.0%
Stepping Out for COD / Stepping Up for COD	650,000	50,000	7.7%	500,000	-	0.0%
Academic Angels Events	-	-	0.0%	50,000	-	0.0%
Scholarship Pass-Thru Donations	400,000	226,713	56.7%	350,000	160,002	45.7%
Grants	500,000	256,675	51.3%	450,000	246,000	54.7%
<b>Fundraising Revenues</b>	<b>3,017,305</b>	<b>695,951</b>	<b>23.1%</b>	<b>2,300,000</b>	<b>729,266</b>	<b>31.7%</b>

**Investment/Other Revenues :**

Investment Management Services	385,000	165,637	43.0%	382,000	171,109	44.8%
Gift Fee	40,000	14,993	37.5%	-	(200)	0.0%
In Kind Revenue	68,000	-	0.0%	68,000	-	0.0%
Interest/Dividends Income	600,000	327,183	54.5%	700,000	301,457	43.1%
<b>Investment/Other Revenues</b>	<b>1,093,000</b>	<b>507,813</b>	<b>46.5%</b>	<b>1,150,000</b>	<b>472,366</b>	<b>41.1%</b>
<b>Total Combined Revenue</b>	<b>4,110,305</b>	<b>1,203,764</b>	<b>29.3%</b>	<b>3,450,000</b>	<b>1,201,632</b>	<b>34.8%</b>



**FY 20/21 COMBINED OPERATING BUDGET**

**EXPENDITURES**

**Fundraising Expenses**

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 11/30/2019	% of Budget vs Actual @ 11/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 11/30/2020	% of Budget vs Actual
Annual Giving	15,000	-	0.0%	10,000	-	0.0%
Leadership Giving	15,000	4,248	28.3%	15,000	1,961	13.1%
Business Engagement	5,000	310	6.2%	5,000	310	6.2%
Major Gifts	5,000	-	0.0%	3,000	-	0.0%
Foundation Giving	5,000	-	0.0%	1,000	-	0.0%
Planned Giving	15,000	-	0.0%	10,000	-	0.0%
Special Events Expenses	100,000	-	0.0%	100,000	(6,500)	-6.5%
Stepping Out for COD Event / Stepping Up for COD	75,000	-	0.0%	75,000	(6,500)	-8.7%
Academic Angels Events	25,000	-	0.0%	25,000	-	0.0%
<b>Total Fundraising Expenses:</b>	160,000	4,558	2.8%	144,000	(4,229)	-2.9%

**General Operating Expenses**

Alumni Database Development	11,000	-	0.0%	1,000	-	0.0%
Alumni Engagement	50,000	864	1.7%	35,000	(864)	-2.5%
Auditor	15,000	7,631	50.9%	15,000	9,100	60.7%
Bad Debt	-	-	0.0%	-	-	0.0%
Bank Charges	4,500	391	8.7%	6,000	981	16.4%
Board/Staff Training	15,000	5,547	37.0%	15,000	5,829	38.9%
Community Relations	10,000	5,365	53.7%	5,000	1,225	24.5%
Depreciation Expense	200	-	0.0%	-	-	0.0%
Donor Cultivation	10,000	(32)	-0.3%	15,000	-	0.0%
Donor Recognition	10,000	2,214	22.1%	15,000	808	5.4%
Donor/Scholarship Reception Expenses	12,000	-	0.0%	12,000	-	0.0%
Equipment Lease	8,000	3,868	48.4%	8,000	1,935	24.2%
Furniture & Equipment	4,000	-	0.0%	1,500	-	0.0%
In Kind Expense	68,000	-	0.0%	68,000	-	0.0%
Independent Contractor - Annual Giving	-	-	0.0%	-	-	0.0%



**FY 20/21 COMBINED OPERATING BUDGET**

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 11/30/2019	% of Budget vs Actual @ 11/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 11/30/2020	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	31,250	41.7%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	19,750	39.5%	-	23,500	0.0%
30,000	-	0.0%	20,000	20,824	104.1%
205,000	51,000	24.9%	50,000	52,334	104.7%
555	555	100.0%	555	555	100.0%
50,000	8,000	16.0%	25,000	-	0.0%
384,540	92,118	24.0%	380,000	102,418	27.0%
20,000	-	0.0%	35,000	-	0.0%
-	-	0.0%	25,000	-	0.0%
50,000	-	0.0%	50,000	-	0.0%
50,000	13,841	27.7%	50,000	19,029	38.1%
-	-	0.0%	-	-	0.0%
179,540	63,914	35.6%	135,000	45,360	33.6%
85,000	14,363	16.9%	85,000	38,029	44.7%
4,000	2,735	68.4%	3,500	1,600	45.7%
15,000	3,141	20.9%	15,000	1,335	8.9%
50,000	19,645	39.3%	45,000	19,268	42.8%
5,000	427	8.5%	5,000	1,565	31.3%
25,000	7,505	30.0%	20,000	255	1.3%
10,000	-	0.0%	5,000	600	12.0%
(179,540)	(180,340)	100.4%	(135,000)	(120,000)	88.9%
1,000	-	0.0%	1,000	-	0.0%
12,000	6,242	52.0%	12,000	3,668	30.6%
1,200	219	18.3%	1,200	-	0.0%
5,000	660	13.2%	1,661	-	0.0%
55,000	-	0.0%	55,000	-	



**FY 20/21 COMBINED OPERATING BUDGET**

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 11/30/2019	% of Budget vs Actual @ 11/30/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 11/30/2020	% of Budget vs Actual
Subscriptions/Publications	3,000	1,413	47.1%	<b>2,000</b>	994	49.7%
Telephone	2,000	818	40.9%	<b>2,000</b>	635	31.8%
Travel	5,000	1,087	21.7%	<b>5,000</b>	-	0.0%
Wages & Benefits	986,450	247,951	25.1%	<b>991,184</b>	361,075	36.4%
Wages & Benefits Foundation Staff	758,533	179,403	23.7%	742,528	257,741	34.7%
Wages & Benefits-Accounting Staff	227,917	68,548	30.1%	248,656	103,334	41.6%
Website Fees	1,200	839	69.9%	<b>1,200</b>	51	4.3%
<b>Total Operating Expenses:</b>	<b>1,859,105</b>	<b>289,863</b>	<b>15.6%</b>	<b>1,682,800</b>	<b>445,367</b>	<b>26.5%</b>
<b><u>Investment Expenses</u></b>						
Realized Gain/Loss - For Split Interest Agreements	10,000	-	0.0%	<b>10,000</b>	-	0.0%
Investment Management Services	385,000	165,637	43.0%	<b>382,000</b>	171,109	44.8%
Gift Fees	40,000	14,993	37.5%	-	(200)	0.0%
Other Investment Expenses - Restricted	145,000	51,752	35.7%	<b>100,000</b>	51,719	51.7%
<b><u>Investment Expenses:</u></b>	<b>580,000</b>	<b>232,382</b>	<b>40.1%</b>	<b>492,000</b>	<b>222,628</b>	<b>45.2%</b>
<b><u>College Support Expenses</u></b>						
Contributions to the College	1,511,200	464,992	30.8%	<b>1,131,200</b>	<b>368,568</b>	32.6%
College Program Support	720,000	81,759	11.4%	500,000	10,281	2.1%
Presidents Innovation Fund	-	-	0.0%	-	-	0.0%
Presidents Discretionary Fund	40,000	12,272		30,000	-	
Scholarships	750,000	370,961	49.5%	600,000	358,287	59.7%
Student Awards	1,200	-	0.0%	1,200	-	0.0%
<b>Total College Support Expenses:</b>	<b>1,511,200</b>	<b>464,992</b>	<b>30.8%</b>	<b>1,131,200</b>	<b>368,568</b>	<b>32.6%</b>
<b>Total Combined Expenditures</b>	<b>4,110,305</b>	<b>991,795</b>	<b>24.1%</b>	<b>3,450,000</b>	<b>1,032,334</b>	<b>29.9%</b>



COLLEGE  
*of the* DESERT  
FOUNDATION

# Consultant Contracts for Approval





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

**43-500 Monterey Ave Palm Desert, CA 92260**

### **AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES**

This agreement made and entered into this 1st day of February, by and between the **COLLEGE OF THE DESERT FOUNDATION**, Riverside County, California, hereinafter referred to as the “FOUNDATION” and **Gailya Brown**, hereinafter referred to as the “CONTRACTOR”.

#### **SCOPE OF WORK**

##### ***Objective***

Development and Stewardship of new and existing donors for the College of the Desert Foundation.

##### ***Areas of Focus***

Contractor will provide project services as a philanthropic advisor to the College of the Desert Foundation. The primary outcomes established by the contractor in this role shall be the following:

- Identify community business leaders and community friends with the capability of giving of \$1,000 or more.
- Support development team to increase President’s Circle memberships by 10% by June 30, 2021.
- Develop strategies to recruit and involve volunteers and board members in cultivating, soliciting and stewarding possible virtual “Stepping Up for COD” 2021 sponsorship gifts of \$1,000 to \$100,000.
- Review and make suggestions for Development Team to implement stewardship plan to thank donors who have made leadership level sponsorship gifts.
- Provide reports on the specific individuals who have been solicited for leadership level annual gifts and financial commitments secured.
- Facilitate in identifying new business organizations that may be able to financially support the Foundation.
- Assist membership groups supporting Learning to Lead Youth Leadership Program
- Recommend campaign fundraising strategies for Foundation annual fund.

#### **TIMELINE**

Project services shall begin on the 1st day of February, 2021 and shall end upon the 30th day of June, 2021, how the Contractor determines her schedule will be at the discretion of the Contractor. The Contractor will not be considered a full-time employee and may simultaneously provide services for several unrelated companies.

#### **LOCATION**

Depending upon the nature of the project services provided by the contractor, activities for this engagement can be performed on-site at College of the Desert Foundation, off-site meetings and at the contractor's home office.

#### **CONFIDENTIAL INFORMATION**

CONTRACTOR agrees to keep all information secured in connection with or as a result of performing the contracted services in strict confidence; not to divulge such information, or any part thereof, to any party other than FOUNDATION without prior written consent of the FOUNDATION.

#### **CONTRACTED FEES AND PAYMENT SCHEDULE**

The total fees paid to the CONTRACTOR for the services rendered will be paid upon invoice to the Foundation in monthly installments: February 1, 2021 – June 30, 2021 up to \$3520.00 per month. (\$110 per hour at 32 hours per month)

Payments will be made by the FOUNDATION to the CONTRACTOR as follows: All invoices for services shall be presented to the FOUNDATION office for approval. Payment shall be made within 22 working days of presentation of invoice.

#### **PRIMARY CONTACT FOR PROJECT:**

Catherine Abbott, Executive Director

#### **INSURANCE:**

CONTRACTOR shall provide FOUNDATION with a Certificate of Insurance showing a minimum of \$1 million combined single limit liability

CONTRACTOR shall maintain automobile coverage as required by the State of California.

#### **OTHER TERMS & CONDITIONS:**

1. CONTRACTOR understands and agrees that she and/or all of her employees are not employees of the FOUNDATION and are not entitled to benefits of any kind or nature normally provided employees of the FOUNDATION and/or to which FOUNDATION

employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation or Health Insurance Benefits. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to CONTRACTOR'S employees.

2. CONTRACTOR shall furnish, at her own expense, all labor, materials, equipment, and other items necessary to carry out the terms of this agreement.
3. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor per IRS Publication 15-A page 4, with the authority to control and direct the performance of the details of their work
4. CONTRACTOR agrees to defend, indemnify and hold harmless the FOUNDATION, its Board of Trustees, employees, and agents from any and all liability or loss arising in any way of CONTRACTOR'S negligence in the performance of this Agreement, including, but no limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents. FOUNDATION agrees to defend, indemnify and hold harmless the CONTRACTOR, its employees and agents from any and all liability or loss arising in any way out of the negligence of the FOUNDATION, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by FOUNDATION, and/or FOUNDATION'S employees or agents.
5. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
6. The work completed herein must meet the approval of the FOUNDATION and shall be subject to the FOUNDATION'S general right of inspection and review to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal, College and FOUNDATION laws, rules and regulations that are now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
7. This agreement may be terminated by either party notifying the other, in writing no less than thirty (30) days prior to the date of termination.

## **COLLEGE OF THE DESERT FOUNDATION**

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**Catherine Abbott, Executive Director**

**INDEPENDENT CONTRACTOR**

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**Gailya Brown**

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**Address**

**Independent Contractor Taxpayer ID:** \_\_\_\_\_



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

## **AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES**

This **ADDENDUM** to the existing contract made and entered into this 1st day of February 2021, by and between the ***COLLEGE OF THE DESERT FOUNDATION***, Riverside County, California, hereinafter referred to as the “FOUNDATION” and **Elizabeth “Liz” L. Chambers**, hereinafter referred to as the “CONTRACTOR”.

### **SCOPE OF WORK**

#### **Objective**

Development and cultivation of Planned Giving prospects for College of the Desert Foundation.

#### **Areas of Focus**

Contractor will provide project services as a philanthropic advisor to the College of the Desert Foundation. The primary outcomes established by the contractor in this role shall be the following:

Project services will include, but not be limited to:

- Introducing Foundation Executive Director to philanthropists in the Coachella Valley with special emphasis on the West Valley.
- Work with Executive Director to develop content updates on Foundation website project for planned gift donation opportunities.
- Make recommendations for refining the Foundation “Legacy Leaders” donor recognition program and events.
- Promote planned & outright gift opportunities that will include rollover IRA’s, Charitable Gift Annuities, gifts of life insurance, bequest intentions, charitable trusts, gifts of appreciated securities, and gifts of real property.
- Serve as liaison to Director of Development to understand Foundation Donor Relations.
- Work with prospect research/screening services contractors to develop donor profiles for donor prospects that should be solicited for planned giving.

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

1. Project services shall begin on the 1st day of February, 2021, and shall end upon the 30th day of June, 2021. When and how the Contractor determines her schedule will be at the discretion of the Contractor. The Contractor will not be

considered a full-time employee and may simultaneously provide services for several unrelated companies.

2. CONTRACTOR understands and agrees that she and/or all of her employees are not employees of the FOUNDATION and are not entitled to benefits of any kind or nature normally provided employees of the FOUNDATION and/or to which FOUNDATION employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to CONTRACTOR'S employees.
3. CONTRACTOR shall furnish, at her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement.
4. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor per IRS Publication 15-A page 4, with the authority to control and direct the performance of the details of the work, FOUNDATION being interested only in the results obtained.
5. CONTRACTOR agrees to defend, indemnify and hold harmless the FOUNDATION, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S negligence in the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by CONTRACTOR, and/or the CONTRACTOR'S employees or agents. FOUNDATION agrees to defend, indemnify and hold harmless the CONTRACTOR, its employees and agents from any and all liability or loss arising in any way out of the negligence of the FOUNDATION, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by FOUNDATION, and/or FOUNDATION'S employees or agents.
6. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
7. CONTRACTOR shall provide FOUNDATION with a Certificate of Insurance showing a minimum of \$1 million combined single limit liability.
8. CONTRACTOR shall maintain automobile coverage as required by the State of California.
9. The work completed herein must meet the approval of the FOUNDATION and shall be subject to the FOUNDATION'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and FOUNDATION laws, rules and regulations that are now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

10. All invoices for services shall be presented to the FOUNDATION office for approval. Payments will be made by the FOUNDATION within 22 working days of presentation of invoice.

- a. The total fees paid to the CONTRACTOR for the services rendered will be no more than \$4,500 per month. (10 hours per week \$112.50 per hour)

11. This agreement may be terminated by party notifying the other, in writing, no less than thirty (30) days prior to the date of termination.

COLLEGE OF THE DESERT FOUNDATION

\_\_\_\_\_  
Catherine Abbott, Executive Director

\_\_\_\_\_  
Date

INDEPENDENT CONTRACTOR

\_\_\_\_\_  
Elizabeth "Liz" Chambers

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

Independent Contractor Taxpayer ID: \_\_\_\_\_



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

# **Virtual 2021 Commencement Sponsor Request**



43-500 Monterey Ave  
Palm Desert, CA 92260  
Phone: 760-773-2564  
Fax: 760-346-8714  
Website: www.collegeofthedesertshop.com

# QUOTE

DATE	11/16/2020
INVOICE #	
PO #	
DUE DATE	12/16/2020

## BILL TO

ATTN: Dr. Oscar Espinoza-Parra  
43-500 Monterey Ave  
Palm Desert, CA 92260  
(760)674-7792

DATE	DESCRIPTION	QTY	PRICE	TRANS AMOUNT
10/22/2020	Cap and Tassel	1500	\$13.00	\$19,500.00
10/22/2020	Commencement Sash	1500	\$33.00	\$49,500.00

Subtotal	\$69,000.00
Tax	\$5,347.50
Shipping	
<b>TOTAL</b>	<b>\$74,347.50</b>

## OTHER COMMENTS

Transaction Period:

1. Payment is due within 30 days
2. Please include Invoice# on your check

If you have any questions about this invoice, please contact  
Jonathan Bennett, (760)773-2564, 0975mgr@follett.com

***Thank You For Your Business!***



COLLEGE  
*of the* DESERT  
FOUNDATION

# Appendices



## **Foundation Finance & Investment Committee Meeting**

### **Minutes for Wednesday, October 21, 2020**

**3:00PM**

Zoom Video:

<https://cccconfer.zoom.us/j/91477074610?pwd=RTZUaTRieEFzZjNwNmtPWmtVUzMxdz09>

### **Meeting Participants**

#### **Committee Members Present**

Tom Minder (Chair), Barbara Foster Monachino, Barbara Fromm, Paul Hinkes and Jim Williams

#### **Non-Voting Committee Members Present**

John Ramont

#### **Guest(s)**

Bill Chunowitz, Matthew Durkan, Juli Maxwell, Kirstien Renna and Mike Rodriguez

#### **Recorder**

Eve-Marie Dehondt

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 3:00 PM.

Paul Hinkes joined the meeting at 3:02 PM.

Cathy Abbott introduced Matthew Durkan, the new Director of Development and Juli Maxwell, the Foundation temporary Administrative Specialist of to the Committee members.

#### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee Meeting of October 21, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-

thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

### **2.1 Confirmation of Agenda: Approval of Agenda for the Regular Finance & Investment Committee Meeting of October 21, 2020 with any addition, correction or deletions.**

Barbara Fromm asked how the Foundation could fund the new programs for College of the Desert's students to work with businesses from the Coachella Valley. This discussion has been postponed to after the October 28, 2020 Board Planning session, as more information on this topic will be discussed then.

### **2.1 Conclusion**

Barbara Foster Monachino moved to approve the agenda as presented, Barbara Fromm seconded. Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Minutes**

### **3.1 Approval of regular Finance & Investment Committee Meeting Minutes – July 8, 2020.**

The Committee discussed one of the follow-up items from the July 8th Finance & Investment Committee meeting minutes, which was to develop a debt policy to be reviewed by the Board and documented in the Foundation's By-Laws.

### **3.1 Conclusion**

The Committee formed a small Ad-Hoc Committee to create a debt policy to determine a dollar limitation that requires board approval for indebtedness for the Foundation. The Ad-Hoc Committee will also work on the minimum amount of a contract which requires Board approval that binds the Foundation.

Barbara Foster Monachino will share some wordings that could be useful while drafting the debt policy with the Committee.

Barbara Fromm, Paul Hinkes and Tom Minder volunteered to join the subcommittee.

The Committee agreed that any future action items should be clearly detailed to ensure implementation.

Cathy Abbott will schedule a meeting with the Ad-Hoc Committee and the Foundation staff prior to the next Committee meeting. The Committee would like

to add this topic for the following Board meeting agenda, for the full Board to discuss the recommendations from the Ad-Hoc Committee.

The minutes were approved as presented.

<b>3.1 Follow-up Items</b>	<b>3.1 Task of</b>	<b>3.1 Due by</b>
Cathy Abbott will schedule a meeting with the Ad-Hoc Committee to create a debt policy and to work on the minimum amount of a contract, which requires Board approval that binds the Foundation.	Cathy Abbott	November 2020
Barbara Foster Monachino will share with the Committee some wordings that could be useful while drafting the debt policy.	Barbara Foster Monachino	November 2020

#### **4. Comments from the Public**

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until October 20, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

#### **5. Discussion Items**

##### **5.1 Review the Financial Statements for June, July and August 2020**

Kirstien Renna presented the Financial Statements for June, July and August 2020.

The Committee were pleased with the amount of details provided in the financial report presentation and agreed to keep the level of details as presented.

The Committee questioned whether the total percentage of 23% represented by Fundraising Expenses, and Management & General Expenses was usual for Charities or non-profit organizations, and recommended comparing the current numbers with the numbers from the past five years to see the trend.

## 5.1 Conclusion

The Committee recommended bringing this topic to the agenda of the Board Planning Session scheduled on October 28, 2020 for a brief discussion and asked Kirstien Renna to provide numbers for these costs for the past five years.

### 5.1 Follow-up Items

### 5.1 Task of

### 5.1 Due by

The Committee recommended bringing the 23% represented by Fundraising Expenses and Management & General Expenses as a brief discussion item of the October 28 Board Planning Session Agenda.	Cathy Abbott	October 28, 2020
The Committee asked Kirstien Renna to provide numbers for these costs for the past five years	Kirstien Renna	October 28, 2020

## 5.2 Minimum amount of a contract which requires Board approval that binds the Foundation

The Committee discussed the minimum amount of a contract which requires Board approval that binds the Foundation and the option of having competitive beating for some contracts exceeding \$25K.

Kirstien Renna circulated the Board Meeting Minutes from January 31, 2018, which showed a motion where the Board approved increasing the threshold on Contracts Requiring Foundation Board Approval from \$10,000 to \$25,000. Other guidance was provided for contracts over \$25K in the Board packet distributed at the time.

The Committee discussed going for RFPs for contracts over \$25,000 and tasked the Ad-Hoc Committee that was just formed to come up with a recommendation that will go for Board approval.

### 5.2 Follow-up Items

### 5.2 Task of

### 5.2 Due by

The Committee discussed going for RFPs for contracts over \$25,000 and tasked the Ad-Hoc Committee that was just formed to work on a recommendation for Board approval.	Ad-Hoc Committee	November 2020
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## 6. Action Items

### 6.1 Approve the Financial Statements for June, July and August 2020

Barbara Foster Monachino moved to approve the Financial Statements for June, July and August 2020, Barbara Fromm seconded.

Motion carried.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
None	None	None

### 6.2 Approve Minimum amount of a contract which requires Board approval that binds the Foundation

The Committee postponed voting on this item to after the newly formed Ad-Hoc Committee meets and comes back with a recommendation.

6.2 Follow-up Items	6.2 Task of	6.2 Due by
The Committee postponed voting on this item to after the newly formed Ad-Hoc Committee meets and comes back with a recommendation	Ad-Hoc Committee	November 2020

## 7. Adjournment

The Committee Chair adjourned the meeting at 4:02.

### Next Meeting:

Wednesday, November 18, 3PM - Zoom



## **Foundation Stepping Up for COD Committee Meeting**

**Minutes for Tuesday, November 3, 2020**

**2:00PM**

Zoom Video:

<https://cccconfer.zoom.us/j/94985717825>

### **Meeting Participants**

#### **Voting Committee Members Present:**

Christine Anderson (Co-Chair), Barbara Foster Monachino, Joanne Mintz, Marlene O'Sullivan, Marge Dodge

#### **Voting Committee Members Absent:**

Rob Kincaid and Jane Saltonstall (Co-Chair)

#### **Guests:**

Bill Chunowitz, Carol Bell Dean, Catherine Abbott, Matthew Durkan, Kirstien Renna

#### **Recorder**

Juli Maxwell

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 2:03PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of November 3, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to



the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

**2.1 Confirmation of Agenda: Approval of Agenda for the Regular Stepping Up for COD Committee Meeting of November 3, 2020 with any addition, correction or deletions.**

Matthew Durkan noticed the agenda stated "Stepping Out" instead of "Stepping Up".

Barbara Foster Monachino moved to approve the agenda with corrections. Joanne Mintz seconded.

Motion carried.

**2.1 Follow-up Items**

**2.1 Task of**

**2.1 Due by**

Change "Stepping Out" to "Stepping Up"	Juli Maxwell	ASAP
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**3. Minutes**

**3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – September 29, 2020.**

Barbara Foster Monachino moved to approve the minutes. Joanne Mintz seconded.

The minutes were approved.

**3.1 Follow-up Items**

**3.1 Task of**

**3.1 Due by**

None		
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**4. Comments from the Public**

**4.1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 2, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

**5. Discussion Items**

**5.1 Celebration Concepts – Cathy Abbott**

Chris Anderson stated that campus will be closed through the spring semester and recommended creating an Ad-Hoc Committee to come up with recommendations for celebration concepts which they can present at the December 1, Committee meeting. Marlene O’Sullivan suggested moving the event to the Fall. Campaign would still end in May, and this would just be an event not a fundraiser. Catherine Abbott suggested a cocktail party at the end of the campaign, and indicated that Liz Chambers reached out to the Marketing group at the Gardens at El Paseo, in hopes of placing the campaign structure there. Matthew Durkan is working on this, and hopes to get an answer by the end of November. Other placement options were discussed including the sculpture garden and Smoketree. An outdoor event, social distanced, could take place to put a “period” at the end of this campaign. Joanne Mintz expressed concern on putting a lot of time and effort into a spring event, during the uncertain COVID-19 times. Catherine Abbott stated that there should be multiple plans, to prepare for what is unknown, planning for Spring or possibly Fall. Committee agreed to have the ad hoc committee go over the ideas and report back at the December 1, 2020 meeting.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
Ad hoc committee to be formed to discuss all options for celebration concepts.	Chris Anderson	ASAP

## **5.2 Review the updated Campaign Plan - Cathy Abbott**

Catherine Abbott presented with a few minor changes. There are four pillars plus that fifth foundational pillar, which will be called “Fund the Future”, which will be legacy gifts that Liz Chambers will be seeking during the campaign. Soft launch started this week, December 9 will be the kickoff event Canapes & Cocktails, to let people know that the campaign is coming. The public face of the campaign starts January 1, so we are hoping to have marketing in place to get things mailed, circulated and distributed.

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>
None		

## **5.3 Review updated Stepping Up for COD Budget – Kirstien Renna**

Kirstien Renna reviewed all four pillars of the budget with the committee. We are ahead of where we were in 2019 at this time. Christine Anderson expressed appreciation for the job Kirstien is doing with this budget.

**5.3 Follow-up Items****5.3 Task of 5.3 Due by**

None		
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**5.4 Marketing Display Update**

This was discussed earlier under Item 5.1, Celebration Concepts

**5.4 Follow-up Items****5.4 Task of 5.4 Due by**

None		
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**5.5 Potential Honorees**

Marlene O'Sullivan had contacted Lance O'Donnell. They exchanged emails and Lance stated that he could only commit to doing a voiceover of a montage of photos until we can do the actual tour of the campus. He does not want to do the tour without students on campus and would like the project to be as simple as possible. Other names mentioned as possible honorees included Sydney Williams and Doc Norman. and Greg Hough as knowing other students from the early 60's. Christine Anderson said we should clarify what we want ahead of time to get the parameters laid out so we are clear on it and can proceed. This piece would be geared towards the higher level donors. There was discussion about acquiring the photos from CV Strategies.

Barbara Foster Monachino suggested spotlighting one honoree every month, beginning in January when the campaign kicks off. Marlene O'Sullivan stated that Greg Hough would be a good person to spotlight, as he had his insurance company here and was born and raised here as well. Committee agreed this would be a good idea. Joanne Mintz stated that we would need to work with CV Strategies on how to promote this. Honorees would be alumni, who are successful and still in the area. Christine Anderson suggested we start a list of names then take action and approve and then reach out to them. Barbara Foster Monachino asked of Marge Dodge, to resend the name of the woman who is retiring in the music department. Committee to send their honoree suggestions to Juli Maxwell, Cathy Abbott or Christine Anderson and we will formulate our list.

**5.5 Follow-up Items****5.5 Task of****5.5 Due by**

Committee to submit names of potential people to "spotlight" and submit to Juli Maxwell, Chris Anderson or Cathy Abbott.	Committee	November 30
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Resend name of woman retiring from Music Department	Marge Dodge	ASAP
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### 5.6 Campus Tour Virtual Videos

Catherine Abbot stated this is something that we also would like to launch as the public face of the campaign and we will keep this as a standing agenda item, and will most likely bring back a progress report for December meeting.

### 5.6 Follow-up Items

### 5.6 Task of 5.6 Due by

None		
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## 6. Adjournment

The Committee Chair adjourned the meeting at 3:17 PM.

### Next Meeting:

**Tuesday, December 1, 2020, at 2:00 pm**

**Foundation Academic Angels Committee Meeting**  
**Minutes for Tuesday, November 10, 2020**  
**2:00PM**

## **Meeting Participants**

### **Committee Members Present**

Marge Dodge (Chair), Norma Castaneda and Jane Saltonstall

### **Non-Voting Committee Members Present**

Roberta Duke-Jennings and Linda Weakley

### **Committee Members Not Present**

Christine Anderson, Cynthia Cottrell and Nancy Harris

### **Guest(s)**

Catherine Abbott, Gailya Brown, Bill Chunowitz, Matthew Durkan and Amanda McCarthy

### **Recorder**

Eve-Marie Dehondt

## **Meeting Minutes**

### **1. Call to Order/Roll Call**

The meeting was called to order at 2:03PM. Marge Dodge introduced Roberta Duke-Jennings who just joined the Committee to the Committee members.

### **2. Action Items**

**2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of November 10, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the

members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

## **2.1 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of November 10, 2020 with any addition, correction or deletions.**

### **2.1 Conclusion**

Linda Weakley moved to approve the agenda as presented, Roberta Duke-Jennings seconded.

Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Minutes**

3.1 Approval of the Academic Angels Committee Meeting Minutes of October 6, 2020

The minutes were approved as presented.

## **4. Comments from the Public**

**3. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 9, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion Items**

### **5.1 Youth Leadership Program**

#### **5.1.1 Sponsorship Package**

Marge Dodge and Catherine Abbott provided background on the Youth Leadership Program to Roberta Duke-Jennings who recently joined the Committee.

Catherine Abbott presented the sponsorship package created for the program, which was sent to Leadership Coachella Valley for their review.

### **5.1.2 Outline of Program**

Catherine Abbott presented the outline of the program to the Committee members, which clarified what the process will be for this program, and who would be managing the various steps to be taken.

Catherine Abbott explained that the first year of this program would begin in the fall of 2021 and be a pilot project with 3 to 6 students. The following year, Leadership Coachella Valley expects to increase it to potentially 10 students.

### **5.1 Conclusion**

The Committee discussed how the Academic Angels could be involved through the application process by hosting some of the training, to be given by Linda Weakley on Conflict Resolution, or on Interview and Resume Skills and Techniques by Norma Castaneda, or any other topics not regularly covered by the program. Norma Castaneda indicated that her organization has a dedicated training area available for students if needed.

The Academic Angels could be part of the selecting committee by reviewing and scoring the essays written by the students in their applications. Finally, they could be mentoring the students by supporting them on the completion of their Capstone Projects (paper writing and presentations), which give students the opportunity to talk about what they learned in the program and the value of Leadership Coachella Valley.

The Committee agreed to start fundraising at the beginning of 2021. Catherine Abbott and Gailya Brown will be working with the College to promote the program to students before the end of the spring semester and to figure out how students will be able to obtain credits for this program. They will also be working with Leadership Coachella on how they are expecting the program to unfold.

The Committee discussed the allocation of funds to be raised for this program, and any additional funds raised above the original target would be applied to the general annual campaign, under the Student Success' pillar.

Norma Castaneda suggested organizing a freshman seminar for students that are lacking basic resume skills. Catherine Abbott will investigate whether this already exists, and discuss further this program with the Faculty at the College.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
Catherine Abbott will work with Linda Weakley and Norma Castaneda on the program curriculum to include training options on Conflict Resolution, or on Interview Skills and Techniques.	Catherine Abbott/Linda Weakley/Norma Castaneda	January 2021
Catherine Abbott and Gailya Brown will be working with the College to promote the program to students before the end of the spring semester and to figure out how students will be able to obtain credits for this program.	Catherine Abbott	January 2021

## **5.2 Academic Angels Supporting the President's Circle Committee Update**

Marge Dodge and Catherine Abbott provided background on the President's Circle Canapés and Cocktails virtual event scheduled on December 9, 2020 at 4:45PM via Zoom. They invited the Committee members who are not President's Circle Members to attend, as this would give them a feel of what the President's Circle is doing, as the Academic Angels are planning to partner with them.

<b>5.2 Follow-up Items</b>	<b>5.2 Task of</b>	<b>5.2 Due by</b>

## **5.3 Membership Renewal Letter**

The Committee reviewed the draft Membership Renewal letters to current and lapsed Academic Angels and agreed to add a note indicating that the January 14 event at Cuistot could become a virtual event, pending the County restrictions regarding COVID 19 in January 2021.

## **5.3 Conclusion**

Amanda McCarthy will pull the list of Academic Angels from the database and send it to Marge Dodge, for her to cross-reference with the members listed in the Academic Angels book for the final list of members to be created.

Amanda McCarthy will provide a mock of the email blast, including the Academic Angels Donation form from 2020-2021, to the Committee for their review. This will be sent to all the members via Constant Contact once approved by the Committee members and by the College's Office of Instructional advancement for branding



purposes. Academic Angels Members who have opted out of Constant Contact will be invited to renew their membership by mail.

<b>5.3 Follow-up Items</b>	<b>5.3 Task of</b>	<b>5.3 Due by</b>
Eve-Marie Dehondt will update the draft letter to indicate that the event could become virtual, pending the County restrictions regarding COVID-19 in January.	Eve-Marie Dehondt	November 11, 2020
Amanda McCarthy will pull the list of Academic Angels from the database and send it to Marge Dodge, for her to cross-reference with the members listed in the Academic Angels book.	Amanda McCarthy/Marge Dodge	November 17, 2020
Amanda McCarthy will provide a mock of the email blast, including the Academic Angels Donation form from 2020-2021, to the Committee for their review.	Amanda McCarthy	November 17, 2020

### **5.3 Thank You Event at Cuistot on January 14, 2021**

The Committee discussed the Thank You Event at Cuistot scheduled for January 14, 2021. Pending the County's Restrictions with COVID-19, the Committee discussed the possibility to host this event virtually.

The Committee reviewed the proposed menu provided by Cuistot and agreed to ask the restaurant to decrease the list of food options available, for the cost to be at a maximum of \$50 per person, all-inclusive (taxes and gratuity). Marge Dodge will reach out to Cuistot in that regards.

Should the event take place in person, this will be hosted outdoor and participants will be required to wear masks and to follow proper social distancing. The Committee will discuss the preparation of this event further at their next meeting.

<b>5.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Marge Dodge will reach out to Cuistot to decrease the list of options available, for the	Marge Dodge	December 2020

cost to be at a maximum of 50\$ per person, all-inclusive (taxes and gratuity).		
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## **6. Adjournment**

The Committee Chair adjourned the meeting at 3:04 PM.

### **Next Meeting:**

**Tuesday, December 8, 2020, 2:00 PM** - Zoom

## **Foundation Special Executive Committee Meeting**

### **Minutes for Wednesday, November 18, 2020**

**3:00PM**

Zoom Video:

<https://cccconfer.zoom.us/j/95765014123?pwd=R3ZtZ0ZFQVc0NHRLYWxXVmpKckQwQT09>

### **Meeting Participants**

#### **Committee Members Present**

Bill Chunowitz (Chair), Christine Anderson, Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz, Diane Rubin and Jane Saltonstall

#### **Non-Voting Committee Members Present**

Catherine Abbott and John Ramont

#### **Committee Members Not Present**

Joel Kinnamon and Ruben Perez

#### **Recorder**

Eve-Marie Dehondt

#### **Guests:**

Matthew Durkan and Kirstien Renna

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 3:02PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Special Foundation Executive Committee Meeting of November 18, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the

members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

**2.1 Confirmation of Agenda:** Approval of Agenda for the Special Executive Committee Meeting of November 18, 2020 with any addition, correction or deletions.

### **2.1 Conclusion**

Barbara Fromm moved to approve the agenda as presented, Jane Saltonstall seconded. Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Minutes**

### **3.1 Approval of regular Foundation Executive Committee Meeting Minutes – November 12, 2020.**

Tom Minder asked to make the following amendment to the November 12 Executive Committee Meeting minutes:

Under section "5.1.1 Creation of a Debt Policy": Tom Minder is listed as both making and seconding the motion. This should be corrected to show Diane Rubin was the seconder.

The minutes were approved as updated.

## **4. Comments from the Public**

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 17, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## 5. Discussion Items

### 5.1 Follow-Ups Items from Finance & Investment Committee Meeting:

#### 5.1.1 Discuss the 23% represented by Fundraising Expenses and Management & General Expenses

Tom Minder reported that the Finance & Investment Ad-Hoc Committee met to discuss the 23% represented by Fundraising Expenses and Management & General Expenses. As per their request, Kirstien Renna reported on the last five years of the Fundraising Expenses and Management & General expenses, excluding the endowment income and the signature event results.

The Committee discussed further on the numbers shown on the report and Diane Rubin informed the Committee that the Fundraising Expenses and Management and the General expenses of the COD Foundation were very positive and that the Board had no reason to be concerned in that regards. She also indicated that while creating reports, numbers should only be compared to what they are comparable to, and that endowment or fundraising pieces should never be removed from any analysis, as it only provides incorrect information.

Diane Rubin indicated that the 990s provide a holistic view of the Foundation's yearly results and she encouraged board members to review them prior to submission, as they have been showing extremely good results over the past years.

#### 5.1.1 Conclusion

Diane Rubin will share with Tom Minder some metrics used by nonprofit organizations to gage the health of the fundraising effort.

The Committee agreed to bring this topic to the Board meeting on December 2, 2020 to report to the full Board.

5.1.1 Follow-up Items	5.1.1 Task of	5.1.1 Due by
Diane Rubin will share with Tom Minder some metrics used by nonprofit organizations to gage the health of the fundraising effort.	Diane Rubin/Tom Minder	
This agenda item should be added to the December 2 Board of Directors Meeting agenda.	Catherine Abbott	December 2, 2020

## 5.2 Quorum at Committees.

Bill Chunowitz commented on the committee meetings' attendance as recently, some committee meetings were cancelled due to a lack of a quorum. The current By-Laws show that committee meetings quorum is 51%, which can cause difficulties reaching it, due to the low number of committee members in some committees. As well, the By-Laws recommend the Nominating Committee to be composed of 7 members, which currently only counts 6 members. Tom Minder agreed to join the Nominating Committee.

Bill Chunowitz reminded the Executive Committee that the Board Members' obligation was to attend Committee meetings, and recommended that they should always confirm their attendance ahead of time to avoid unnecessary cancellations. Committee meetings dates were distributed back in April 2020 and are all listed on the Foundation Board Manual, and on the Foundation website. Finally, Bill Chunowitz insisted that Committee members should come prepared to the meetings and read the material provided prior each meeting.

The Committee agreed that this topic should be brought to the December 2, 2020 Board of Directors meeting.

## 5.2 Conclusion

This item will be added to the December 2, 2020 Board of Directors Meeting.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
This agenda item will be added to the December 2 Board of Directors Meeting agenda.	Catherine Abbott	December 2, 2020
Tom Minder will be added as a member of the Nominating Committee.	Eve-Marie Dehondt	December 2, 2020

## 6. Adjournment

The Chair adjourned the meeting at 3:50PM.

**Next Meeting:** Wednesday, January 13, 1PM - Zoom



## **Foundation Development Committee Meeting**

**Minutes for Thursday, November 19, 2020**

**2:00PM**

Zoom Video <https://cccconfer.zoom.us/j/92120361252>

### **Meeting Participants**

#### **Committee Members Present**

Joanne Mintz (Chair), Carol Bell Dean, Barbara Foster Monachino, Jim Greene, Jim Johnson, Marlene O'Sullivan and Jim Williams

#### **Guest(s)**

Catherine Abbott, Kristien Renna, Gailya Brown, Matthew Durkan

#### **Recorder**

Juli Maxwell

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 2:02PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Foundation Development Committee Meeting of November 19, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

## **2.1 Confirmation of Agenda: Approval of Agenda for the Development Committee Meeting of November 19, 2020 with any addition, correction or deletions.**

### **2.1 Conclusion**

Carol Bell Dean moved to approve the agenda as presented, Barbara Foster Monachino seconded.

Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Minutes**

### **3.1 Approval of regular Foundation Development Committee Meeting Minutes – September 17, 2020.**

The minutes were approved as presented.

## **4. Comments from the Public**

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 18, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Stepping Up for College of the Desert 2021**

### **5.1 Campaign and Budget Presentation – Kristien Renna**

Kristien Renna shared the budget with the committee, explaining the 5 pillars, 1<sup>st</sup> pillar is Student Emergency Fund, 2<sup>nd</sup> pillar is Workforce and Student Development Fund, 3<sup>rd</sup> pillar is Student Success Fund, 4<sup>th</sup> pillar is Edge and pLEDGE Fund, 5<sup>th</sup> pillar is Fund the Future. Kristen explained the funds in each of these pillars to the committee and stated that we are 80% of our goal to date. Committee asked to see who the major donors are, and Kirstien will break it down and report back. Concern was expressed regarding being so far along in the campaign, donors may not think the Foundation is in need, and choose to put their funds into other local causes. Cathy explained that this is where we need to be at this stage of the campaign, as the remaining funds to be raised are targeted at the rest of the



community that doesn't have the ability to write the big checks to invest in the campaign. There was discussion about doing a two-year campaign or longer, and increasing the funding goal. Cathy expressed that she would like to build up the endowment with a different capital campaign so that EDGE/pLEDGE can be funded in perpetuity and then make it a 3-5-year campaign. Cathy told the committee that the visuals for the campaign that will be built and displayed well be a "thermometer" type structure, showing the progress. It may possible to have lights on the top of the last pillar, representing the final number as surpassing the goal.

## 5.1 Conclusion

Kirstien to break down the major donors to the campaign and report back to the committee.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Kirstien to break down the major donors to the campaign and report back to the committee.	Kirstien Renna	December 15, 2020

## 6. Development Advisory Committee Reports

### 6.1 Annual Report Advisory Committee – Chair Jim Green

No Report today, will report back next month

## 6.1 Conclusion

6.1 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

### 6.2 Business Outreach Advisory Committee – Chair Jim Johnson

Jim Johnson reported that they have a proposal, Joanne would need to prioritize the ask to the Executive Committee. In terms of the next phase, it is in a pause mode, and the ad hoc committee is waiting to see if it's possible to put this project in the budget. Excited about the partnership with the automotive group, and compliment that with scholarships and internships which makes it even more exciting.

## 6.2 Conclusion

**Jim Johnson will work with Cathy and Matt on consolidating video.**

<b>6.2 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Work on consolidating Patrick video with other current COD videos.	Jim Johnson, Cathy Abbott, Matt Durkan	January 2021

### **6.3 President's Circle Advisory Committee – Chair Carol Bell Dean**

#### **6.3.1 Zoom meeting with Dr. Kinnamon for President's Circle Diamond and Platinum levels**

Carol Bell Dean informed the Committee of the upcoming Zoom event on December 9, featuring a mixologist and chef. Cathy Abbott, Joel Kinnamon and Carol Bell Dean will be doing the presentation. Gift of custom high ball glasses will go out to every President's Circle member. In February, the committee will have another culinary event, featuring maybe a restaurant with a chef that is an alumnus. For the December 9 event, there are about 60 people registered as of today.

Joanne Mintz asked Cathy Abbott to explain the changes to the President's Circle perks that were done as a result of the COVID-19 situation. Cathy Abbott stated to the committee that she updated the spreadsheet and will put some of the perks on hold, not do away with them completely. The committee asked to be emailed a copy of the spreadsheet with the changes. The committee suggested that the current perks not be removed completely, so that the donors can see what will be coming back once we can get back to normal, and suggested calling this abbreviated list "Pandemic Lite". Cathy Abbott shared with the committee some of the things that will be temporary eliminated and also exciting things that can be added, like the COD branded phone cases. The committee would like to discuss this further in the next meeting.

#### **6.3.1 Conclusion**

Committee to discuss ways to highlight the perks of President's Circle and also show the donors what they can look forward to post Covid.

<b>6.3.1 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
"President's Circle Perks communicated to donors" to be put on next month's agenda.	Juli Maxwell	December 15, 2020

### **6.4 Campus Tour/Donor Outreach Advisory Committee – Chair Jim Williams**

Cathy Abbott has met with Matt Durkan and have scheduled a meeting with CV Strategies to get the video done for the campus tour. The video will start with a new video that Patrick has used in the past, and will consolidate with other COD videos that are currently in use. Committee will be able to approve the video before it is released. The video will be launched with the campaign in early 2021. Cost will be minimal

#### **6.4 Conclusion**

**Jim will work with Cathy and Matt on the video.**

<b>6.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Work on Campus Tour Video.	Cathy Abbott, Matt Durkan, Jim Williams	January 2021

### **7. Ongoing Discussion with Lance O'Donnell**

#### **7.1 Update on Discussions with Lance O'Donnell (Marlene O'Sullivan)**

Marlene O'Sullivan reported that she does not have any update. Cathy Abbott had an idea to give Lance O'Donnell things to look at and narrate which would include five of his most favorite memories being at COD with his father, or possible 5 favorite things about the architecture at COD, that he talks about when he gives his tours. CV Strategies can then possibly come up with the video, and present to Lance for his feedback.

#### **7.1 Conclusion**

Marlene O'Sullivan to talk to Lance about Cathy's video idea.

<b>7.1 Follow-up Items</b>	<b>6.1 Task of</b>	<b>6.1 Due by</b>
Talk to Lance about new idea to have him narrate over pictures of his favorite memories and architecture.	Marlene O'Sullivan	December 17, 2020

### **8. Development Team Update**

#### **8.1 Report on Development Staff Activities – Matthew Durkan**

Matthew Durkan will now be responsible for reporting on this topic. Matt updated the committee on the on goings of Development staff. Committee hosted a very successful Zoom "toast", celebrating National Philanthropist

Day' honorees and nominees. Dr. Kinnamon participated and the event went very well.

<b>8.1 Follow-up Items</b>	<b>7.1 Task of</b>	<b>7.1 Due by</b>
None	None	None

## **9. Future Agenda Items**

**9.1 Stepping Up for COD budget, keep on agenda for next month.**

## **10. Adjournment**

The Chair adjourned the meeting at 3:12 PM.

### **Next Meeting:**

Tuesday, December 17, 2020, 2PM - Zoom



## **Foundation Stepping Up for COD Committee Meeting**

### **Minutes for Tuesday, December 1, 2020**

**2:00PM**

Zoom Video:

[https://cccconfer.zoom.us/rec/share/w3gkoXKa5C5oe7sggCFIHP5JYSArYbp8pgugCVBuEiP6\\_3tfieGX2Z368Q49EXpv.mtA0EzrVZ8do6HC\\_](https://cccconfer.zoom.us/rec/share/w3gkoXKa5C5oe7sggCFIHP5JYSArYbp8pgugCVBuEiP6_3tfieGX2Z368Q49EXpv.mtA0EzrVZ8do6HC_)

### **Meeting Participants**

#### **Voting Committee Members Present:**

Christine Anderson (Co-Chair), Jane Saltonstall (Co-Chair), Barbara Foster Monachino, Joanne Mintz, Marge Dodge

#### **Voting Committee Members Absent:**

Rob Kincaid and Maureen O'Sullivan

#### **Guests:**

Bill Chunowitz, Catherine Abbott, Matthew Durkan, Kirstien Renna, Gailya Brown, Pam Hunter

#### **Recorder**

Juli Maxwell

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 2:04 PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of December 1, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present,

that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

### **2.1 Confirmation of Agenda: Approval of Agenda for the Regular Stepping Up for COD Committee Meeting of December 1, 2020 with any addition, correction or deletions.**

Chris Anderson moved to approve the agenda. Barbara Foster Monachino seconded.

Motion carried.

#### **2.1 Follow-up Items**

#### **2.1 Task of**

#### **2.1 Due by**

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## **3. Minutes**

### **3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – November 3, 2020.**

Marge Dodge noted the incorrect name of “Cindy”, should be “Sydney”.

Chris Anderson moved to approve the minutes with correction of “Cindy Williams” changed to “Sydney Williams”. Joanne Mintz seconded.

The minutes were approved.

#### **3.1 Follow-up Items**

#### **3.1 Task of**

#### **3.1 Due by**

Correct name on Minutes – Cindy to Sydney	Juli Maxwell	December 4, 2020
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## **4. Comments from the Public**

**4.1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 30, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion Items**

### **5.1 Marketing Display Update – Cathy Abbott**

Cathy shared that the display is coming along, and a new logo and will be included in the structure. Committee is on track to complete the display by the end of the year for the launch of the campaign. As far as placement, Matt Durkan is the staff member that is working with the public relations company that manages the Gardens on El Paseo. A schematic of the structure must be submitted for their approval. Stepping Up Committee would like to see a schematic as well, and Cathy will bring to the committee once it is complete.

#### **5.1 Follow-up Items**

#### **5.1 Task of    5.1 Due by**

Cathy to bring schematic to committee for their review.	Cathy Abbott	January 5, 2021
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### **5.2 Canapes & Cocktails Event Update – Joanne Mintz**

Joanne shared that the committee working on this is incredible and tireless. Committee is going to have its 5<sup>th</sup> rehearsal this week. Attendance for the event is at 60 people as of today. High ball glasses with logo will be delivered to the President's Circle Members that are paid up, and committee is hoping to get them delivered prior to event. The event features a "signature drink" named "The Kinnamon" made in a high ball glass. Marge Dodge asked how President's Circle members know if they are paid up? Kirstien shared that if a member has not received a request for renewal, that means they are already paid up. Registration is rolling, depending on when you joined. Prior to Cathy's arrival there was a lapse in membership protocol so Foundation is in the process of getting everything back on track. Mass mailing went out in October to everyone that was not paid up. In the future letters will go out one to two months prior to your membership expiration date. There was discussion regarding switching to an annual membership registration that is consistent, so that everyone renews at the same time. Foundation team will need to discuss further before this can be implemented. Foundation is currently focusing on bringing members back and attracting new members, then foundation will determine if annual renewal is feasible. Cathy will announce at board meeting how to check on the status of your President's Circle membership.

### 5.2 Follow-up Items

### 5.2 Task of 5.2 Due by

Cathy to announce at board meeting how to check on the status of your President's Circle membership.	Cathy Abbott	December 3, 2020
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### 5.3 Potential Honorees

Jane shared that Phillip K Smith would be a good honoree. Jim Isserman also, he is a very well-known artist and as taught at COD for a number of years, may want to add his name. Talked about nominating Greg Hough, the Delgados (Las Casuelas) and Vince Battaglia with Renova Solar. Committee is currently brainstorming potential nominees, and Cathy shared that Chris Anderson is forming an ad-hoc committee for Celebration Concepts, but we may need another group to work on this with Jane in this group, to determine what are we trying to accomplish with potential honorees. Why, how, etc., details need to be flushed out. Barbara Foster Monachino spoke of a spotlighting various people during the length of the campaign, and that the culinary events can spotlight people as well. The ad-hoc committee that is currently working on the Celebration Concepts, will now also take on the Potential Honorees item, and discuss both. Chris shared that the ad-hoc committee that was formed to work on the Celebration Concepts have not yet met. Jane Saltonstall, Marge Dodge, Marlene O'Sullivan and Chris Anderson are currently on the ad-hoc committee. Cathy and Matt will now join this committee. A meeting will be set up next week.

### 5.3 Follow-up Items

### 5.3 Task of 5.3 Due by

Celebration Concepts ad-hoc committee to now also take on Potential Honorees	Chris Anderson	Week of December 7, 2020
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### 5.4 Stepping up for COD Budget Review – Kirstien Renna

Kirstien shared that this budget is current as of November 24, 2020, and Foundation has received an additional \$3k after that date.

The 1<sup>st</sup> Pillar has raised in current year, \$7,850. Total campaign progress to date, goal was \$100k, and is currently at 253.2% of goal, and for the current year fundraising budget, we are at 7.9% against the \$100k goal. Kirstien will be going through the \$143,434 and determining how much of that came in at the various levels then filter it into categories of silver, bronze, gold, etc...

As we move to the 2<sup>nd</sup> pillar, Workforce and Student Development, the campaign goal is \$150k. This pillar encompasses all of the unrestricted gifts that the Foundation receives. As of November 24, 2020, Foundation has raised \$267,276.02



in current fiscal year. Nothing from prior year is included. Campaign is currently at 178.2% of campaign goal and at 33.4% of current year budget goal, which is \$800k for this Pillar.

In the 3<sup>rd</sup> Pillar, the Student Success Fund, the campaign has raised \$143,434. These are monies that have been raised for the fund for student success which are unrestricted dollars and so toward the campaign goal of 500,000 we are at 28.7% of that goal. And for our fundraising goal for the budget campaign is at 20.5%.

4<sup>th</sup> Pillar, Edge/plEdge funding – So far this year campaign has received the one Grant for \$200k from the Richard Brook Foundation and also have the prior year period funding. In addition, there's \$250,000 in this amount that we are going to be discussing with the Finance Committee and Board, to see if we can move this from a line item in the budget that was originally earmarked for software, and reallocate it to put money towards edge pLEDGE program. That is where the other \$250 comes from. 200k grant is for one year, not several years.

Campaign is at 84.7% of campaign goal, and for the current year fundraising goal campaign is at 44.4%.

Fund the Future pillar there is not a stated goal. These are endowments that we have received in this fiscal year. Budgeted fund-raising goal was \$250k so we are at 40.2% of our budgeted goal.

We are currently at 91.2% of this \$2M campaign goal. Foundation's 2021 budget that the board approved is \$2.3M, so campaign has reached 31.3% of the \$2.3M budget to raise in the current fiscal year.

Marge Dodge asked if the "Pledge Complete would bump up the figure on this pillar. Pam Hunter explained that there is money designated by the State Community College Foundation to specific colleges, called the "Finish Line Scholars" and COD was notified today that it was awarded \$150k, and is applying for another \$150k next year. All the school needs to do is apply and the money will be awarded. Dollars will go to the financial aid office. This will not affect our current year numbers.

Looking at expenditures – currently the only expenditures are for the Leadership Giving for President's Circle event highball glasses, and some audio/visual expenses are pending.

Only other are for marketing for CV Strategies ads, in the Desert Sun and Desert Living magazine. And for the sculpture deposit. Should be another amount pending of \$7500.

**5.4 Follow-up Items****5.4 Task of 5.4 Due by**

Break down the \$143,434 from Pillar One, into categories of silver, bronze, gold, etc.	Kirstien Renna	January 5, 2021
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**5.5 Celebration Concepts – Chris Anderson**

Chris communicated to the committee that the ad-hoc committee to discuss this topic, has not met as of yet. The committee discussed the timing of the event, and everyone agreed a Fall 2021 event would be best considering the vaccine will be out next year. The ad-hoc committee will discuss this and report back to the Stepping Up committee at the next meeting. Ad-hoc committee will meet next week. Committee also recommended that the topic of "Potential Honorees", be discussed in the ad-hoc committee also. Pam Hunter relayed to the committee that Student Services is currently working on a virtual tour of the campus for students, that would have a virtual map, with interactive buttons to get the history of each building. Committee suggested that maybe Foundation could use this or a part of the campus tour video. Pam and Cathy to inquire about the possibility of using the video. Pam also shared about two recent graduates of COD Culinary program, who are now working as Chefs at Agua Caliente, and Workshop Kitchen. These two alumni could possibly be honorees to spotlight.

**5.5 Follow-up Items****5.5 Task of****5.5 Due by**

Ad-hoc committee to meet to discuss Potential Honorees and Celebration Concepts	Chris Anderson and Cathy Abbott	Week of December 7, 2020
Enquire with Student Services about the possibility of using their campus tour video	Pam Hunter and Cathy Abbott	ASAP

**6. Adjournment**

The Committee Chair adjourned the meeting at 2:55 PM.

**Next Meeting:**

**Tuesday, January 5, 2021, at 2:00 pm**



## **Foundation Finance & Investment Committee Meeting Minutes for Wednesday, December 2, 2020**

**1:00PM**

Zoom Video:

<https://cccconfer.zoom.us/j/99491296846?pwd=UXI3cVlxanZOTzBLeXNranpZOG0vZz09>

### **Meeting Participants**

#### **Committee Members Present**

Tom Minder (Chair), Barbara Foster Monachino, Barbara Fromm, Jim Williams, Paul Hinkus

#### **Non-Voting Committee Members Present**

John Ramont

#### **Guest(s)**

Bill Chunowitz, Matthew Durkan, Juli Maxwell, Kirstien Renna and Mike Rodriguez

#### **Recorder**

Juli Maxwell

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 1:01 PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee Meeting of December 2, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to

the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

**2.1 Confirmation of Agenda: Approval of Agenda for the Regular Finance & Investment Committee Meeting of December 2, 2020 with any addition, correction or deletions.**

Barbara Fromm moved to approve the agenda as presented.

Jim Williams seconded.

Motion carried.

**3. Minutes**

**3.1 Approval of regular Finance & Investment Committee Meeting Minutes – October 21, 2020.**

The minutes were approved as presented.

**4. Comments from the Public**

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 1, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

**5. Discussion Items**

**5.1 Review the Financial Statements for September 30 and October 31, 2020**

Kirstien Renna presented the Financial Statements for September, October, 2020

5.1 Follow-up Items	5.1 Task of	5.1 Due by

**5.2 Discussion regarding moving a portion of the unrestricted supplemental software technology budget to the Stepping Up for COD Campaign for Edge/pLEDGE funding.**

Kirstien Renna shared that two years ago, the board approved a maximum of \$500,000 to pay for the Foundations software program. Cathy was hired and

Amanda, the database manager, was able to determine that the current, FR50 software program the Foundation is using, is more robust than previously thought. Accounting software issues were resolved and the software is sufficient. Ask of the board is the take \$250k to support the Edge/plEdgeprogram. Will committee approve Foundation going to board with this ask? There would be \$250k left in the budget if this is done. These are unrestricted funds. The committee discussed whether or not this was enough money for future IT needs of the Foundation. Cathy explained that this money was specifically for software only, and there is still plenty of money in the budget. Committee agreed to recommend to the board of directors, that the \$250k be transferred to the Edge/plEDGE program.

## 5.2 CONCLUSION

Committee agreed to recommend to the board of directors, that the \$250k be transferred to the Edge/plEDGE program.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Recommend to board that the \$250,000 should be transferred to the Edge/plEDGE program.	Cathy Abbott	ASAP

## 5.3 Discussion of fraudulent activity found on the October and November 2020 First Foundation Bank Statements. Discussion of new ACH Positive Pay program to prevent future possible fraudulent account activity.

Kirstien Renna shared with the committee that in reconciling main account, there were erroneous charges. Bank was contacted, someone used the routing number and account and did ACH credit card charges against our account. \$1600 was taken. The bank has done an investigation and credited our account for that amount. In order to prevent this in the future is to move to a system called ACH Positive Pay. When a charge comes through, Kirstien will clear anything that is coming into the account before it can hit the account. Kirstien will now be approving every debit coming through until we get ACH Positive Pay. Two more charges came through after, and the charges were denied by Kirstien. First Foundation Bank does look for this sort of unusual activity, but it was not caught at this time.

## 5.3 CONCLUSION

Acquire ACH Positive Pay on the bank account.

<b>5.3 Follow-up Items</b>	<b>5.3 Task of</b>	<b>5.3 Due by</b>
Acquire ACH Positive Pay on the account	Kirstien	ASAP

#### **5.4 Follow up discussion on Foundation's fundraising to expense ratio**

After much committee discussion, committee recommended at each board meeting, it would be advisable to have 10 minutes of training for the board members, on how to address and answer questions from current or potential donors, so that everyone can have a consistent and solid answers. Cathy informed the committee that this topic is currently on the agenda for the next board meeting, taking place at 3pm this afternoon.

#### **5.4 CONCLUSION**

<b>5.4 Follow-up Items</b>	<b>5. Task of</b>	<b>5.4 Due by</b>

### **6. Action Items**

#### **6.1 Approve the Financial Statements for September 30 and October 31, 2020**

Barbara Fromm moved to approve the Financial Statements for September 30 and October 31, 2020, Jim Williams seconded.

Motion carried.

<b>6.1 Follow-up Items</b>	<b>6.1 Task of</b>	<b>5.1 Due by</b>
None	None	None

#### **6.2 Approve Funds Transfer from the unrestricted fund that was earmarked for the software technology update to Stepping Up for COD Campaign Edge/pLEDGE program use**

Barbara Fromm moved to recommend that the board of directors approve funds transfer from unrestricted fund that was earmarked for the software technology update to Stepping Up for COD Campaign Edge/pLEDGE program use as presented, Paul Hinkus seconded.

Motion carried.

<b>6.2 Follow-up Items</b>	<b>6.2 Task of</b>	<b>6.2 Due by</b>
Put on next board meeting Agenda.	Eve Dehondt	January 26, 2021

## **7. Adjournment**

The Committee Chair adjourned the meeting at 2:17 pm.

### **Next Meeting:**

Wednesday, January 20, 2021, 3PM - Zoom



**Foundation Academic Angels Committee Meeting  
Minutes for Tuesday, December 8, 2020  
2:00PM**

**Meeting Participants**

**Committee Members Present**

Marge Dodge (Chair), Christine Anderson, Norma Castaneda and Jane Saltonstall

**Non-Voting Committee Members Present**

Cynthia Cottrell and Linda Weakley

**Committee Members Not Present**

Roberta Duke-Jennings and Nancy Harris

**Guest(s)**

Catherine Abbott, Gailya Brown, Bill Chunowitz and Matthew Durkan

**Recorder**

Eve-Marie Dehondt

**Meeting Minutes**

**1. Call to Order/Roll Call**

The meeting was called to order at 2:01PM.

**2. Action Items**

**2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of December 8, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of



the local agency subsequent to the agenda being posted as specified in subdivision (a).

## **2.1 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of December 8, 2020 with any addition, correction or deletions.**

### **2.1 Conclusion**

Christine Anderson moved to approve the agenda as presented, Jane Saltonstall seconded.

Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Minutes**

3.1 Approval of the Academic Angels Committee Meeting Minutes of November 10, 2020.

Linda Weakley asked to make a correction to a typo under 5.1.2 "Fall of 20201".

The minutes were approved as corrected.

## **4. Comments from the Public**

**3. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 7, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion Items**

### **5.1 Membership Renewal Letter Update**

Marge Dodge thanked the Foundation Staff for sending the renewal letters. Thus far, 13 donors have renewed their memberships. According to the database, there are:

- 166 expired Academic Angel members
- 104 Lifetime Academic Angels members
- 26 current Academic Angels of which 13 have renewed after the eblast that was sent in November

The Committee discussed the reasons why some of the Lifetime Members left in the past and how these members could be approached now that the Foundation has a new management team. The Committee agreed that stewardship and cultivation of these donors will be necessary to gain their trust again, and that they should be notified on what is happening with the Foundation on a regular basis.

The Development Team and the Board should work on contacting these donors personally and build a trusting relationship with them. Bill Chunowitz offered to reach out to Diane Denkler, one of the Academic Angels members who did not leave in good terms, to gauge whether she would be interested in joining again, now that a new team is in place. The Committee agreed that some excuses should be provided to these members on how things were handled in the past.

Marge Dodge will update the membership renewal letter for it to be sent around December 18 to Academic Angels who have not renewed their membership yet. Christine Anderson pointed out that the new Leadership Program is very attractive to donors and should be highlighted in that letter.

#### **5.1.1 Membership Renewal Cycle**

The Committee discussed the membership renewal cycle, which is currently a rolling membership renewal. Cathy Abbott mentioned that the Foundation is considering moving the President's Circle memberships to a static renewal based on the calendar year from December to December. This will go for approval at the next Development Committee meeting on December 17.

The Committee agreed to adopt the same static renewal for the Academic Angels' memberships to align with the President's Circle Memberships renewals and simplify the process.

#### **5.1 Conclusion**

Christine Anderson moved to adopt an annual static membership renewal that will go from December to December, Jane Saltonstall seconded. Motion carried.

The committee confirmed that people who will renew their membership before the end of the year 2020 will have their membership valid until December 2021.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
Marge Dodge will update the membership renewal letter for it to be sent around December 18 to Academic Angels who have not renewed their membership yet and include the new Leadership Program.	Marge Doge	December 17, 2020

Bill Chunowitz will reach out to Diane Denkler and invite her back to the Academic Angels.	Bill Chunowitz	January 2021
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## 5.2 Thank You Event on January 14, 2021

The Committee discussed the Thank You Event scheduled on January 14, 2021, which will be hosted virtually.

Marge Dodge shared her experience as she recently attended a wine and pie auction virtual event. The Committee considered implementing some of the ideas from that event for their January event, such as sending little bottles of wine and snacks to participants ahead of time, have presentations from Cathy Abbott and Matt Durkan and have the participants wine taste and mingle at the end. The Leadership Program should be an important part of the presentation and Shawn Abramowitz from Leadership Coachella Valley could be invited to present his experience working with youth to the Academic Angels.

Dr. Kinnamon and Patti Newman were also mentioned as potential speakers for the event. The Committee discussed whether this event should be postponed due to the amount of work required to make it successful.

## 5.2 Conclusion

Marge Dodge indicated that Frank Goldstin recently renewed his Academic Angel's membership and she suggested that her and Norma Castaneda should contact him to see if he could help set up the event, on a low budget.

Norma Castaneda recommended helping small businesses and organizations that are connected to the College to do any of the virtual events to help the Community during COVID.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Marge Dodge and Norma Castaneda will contact Frank Goldstin to see if he could help set up the January 14 event on a low budget.	Marge Dodge	December 2020

## 5.3 Youth Leadership Program Update

There was no report on Youth Leadership Program at this time.

<b>5.3 Follow-up Items</b>	<b>5.3 Task of</b>	<b>5.3 Due by</b>
None	None	None

#### **5.4 Academic Angels Supporting the President's Circle Committee Update**

Cathy Abbott started discussions with the President's Circle Committee on how they could expand their group and work with the Academic Angels. As per the recommendation of the President's Circle Committee members, she will be reaching out to Cabrillo College's Executive Director, as they have a successful President's Circle and could share best practices on how to have an engaging Circle in compliance with the Brown Act.

<b>5.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Cathy Abbott will reach out to Cabrillo College's Executive Director as they have a successful President's Circle and could share best practices on how to have an engaging Circle in compliance with the Brown Act	Cathy Abbott	January 11, 2020

## **6. Adjournment**

The Committee Chair adjourned the meeting at 2:47 PM.

### **Next Meeting:**

**Tuesday, January 12, 2021, 2:00 PM** - Zoom



## **Foundation Nominating Committee Meeting**

**Minutes for Monday, December 14, 2020**

**2:00PM**

Zoom Video:

<https://cccconfer.zoom.us/j/91990887424?pwd=aXIUdFZsajc1Y1VMT0Rtamx0VDYdz09>

### **Meeting Participants**

#### **Committee Members Present**

Jane Saltonstall (Chair), Christine Anderson, Norma Castaneda, Marge Dodge, Tom Minder, John Monahan and Diane Rubin

#### **Committee Members Not Present**

#### **Recorder**

Eve-Marie Dehondt

#### **Guests:**

Bill Chunowitz, Barbara Fromm and Matthew Durkan

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 2:03PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Nominating Committee Meeting of December 14, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

**2.1 Confirmation of Agenda:** Approval of Agenda for the Regular Nominating Committee Meeting of December 14, 2020 with any addition, correction or deletions.

## **2.1 Conclusion**

Christine Anderson moved to approve the agenda as updated, Diane Rubin seconded.

Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Comments from the Public**

**3. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 14, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **4. Closed Session**

**4.1 Closed session from 2:10 PM – 3:28PM** Closed session shall not extend past the designated time, but should the business considered in closed session require additional time, the Committee shall reserve time to continue discussion.

**4.2 Public Employee Appointment** (*Pursuant to Government Code Section 54957*)

## **5. Open Session**

The Nominating Committee recommended that the Executive Committee should discuss and propose a full succession planning for the Board Officers that would be proposed to the Board for approval at the next Board of Directors meeting.

<b>5 Follow-up Items</b>	<b>5 Task of</b>	<b>5 Due By</b>
The Executive Committee should discuss a full Succession Planning for the Board officers and make a proposal for Board approval.	None	None

**5 Follow-up Items****5 Task of****5 Due By**

The Committee recommended adding a student to the Board to hear their needs. Christine Anderson will work with Catherine Abbott on how to proceed with the College and will verify the By-Laws on this topic.	Christine Anderson/Catherine Abbott	January 2021
The Committee should document the Board's renewals and Committee assignment process that has been followed over the past two years, and have it approved by the Board.	Eve-Marie Dehondt to add to Executive Committee agenda	January 2021

**6. Discussion Items****6.1 Conclusion****6.1 Follow-up Items****6.1 Task of****6.1 Due By**

None	None	None
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**7. Adjournment**

The Chair adjourned the meeting at 3:36PM.

**Next Meeting: January 11, 2021 – 2PM**



## **Foundation Development Committee Meeting**

**Minutes for Thursday, December 17, 2020**

**2:00PM**

Zoom Video <https://cccconfer.zoom.us/j/92120361252>

### **Meeting Participants**

#### **Committee Members Present**

Joanne Mintz (Chair), Carol Bell Dean, Barbara Foster Monachino, Jim Greene, Jim Johnson, Marlene O'Sullivan, Jim Williams, Jane Saltonstall, Melinda Drickey

#### **Guest(s)**

Catherine Abbott, Gailya Brown, Matthew Durkan, Liz Chambers

#### **Recorder**

Juli Maxwell

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 2:07 pm.

#### **2. Action Items**

**2.1 Approval of Agenda: Foundation Development Committee Meeting of December 17, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).



## **2.1 Confirmation of Agenda: Approval of Agenda for the Development Committee Meeting of December 17, 2020 with any addition, correction or deletions.**

### **2.1 Conclusion**

Joanne Mintz made changes to the order in which the agenda items will be presented, to accommodate those members who had to leave early.

Barbara Foster Monachino moved to approve the agenda with changes. Carol Bell Dean seconded.

Motion carried.

### **2.1 Follow-up Items**

### **2.1 Task of**

### **2.1 Due by**

None	None	None
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## **3. Minutes**

### **3.1 Approval of regular Foundation Development Committee Meeting Minutes – November 19, 2020.**

Jim Williams stated that he may have seen an error in the minutes, but could not find the error at this time. Jim will let Juli Maxwell know if he finds the error to be corrected after the meeting.

The minutes were approved as presented, with possible correction later.

## **4. Comments from the Public**

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 16, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Stepping Up for College of the Desert 2021**

### **5.1 Breakdown of major donors report – Catherine Abbott**

Kirstien presented the budget with the added breakdown. Cathy wanted to point out regarding the "Student Emergency Fund," that those people who have renewed their PC, membership, may not see their funds allocated to the Emergency Fund.

Unless a donor specifically tells the Foundation that the monies are allocated there, the money will go to "Fund for Student Success." Going forward, Foundation will ask donors specifically where they want their money to go. In future Campaign presentations, this will be incorporated into the opening remark, as well as differentiating the two pillars and how they are different. Question was asked as to whether a large donation to the Foundation, would automatically qualify the donor to be a President's Club member. Cathy answered yes, it is done on a case by case basis. Barbara Foster Monachino reminded the committee that it was agreed that anyone who donates \$1000 and up to any of the pillars, will be put into the President's Club. Carol Bell Dean asked to get names and address of anyone who joins the President's Circle so that she can send them a thank you note. Matt and Juli to get these names to Carol.

## 5.1 Conclusion

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Matt and Juli to send Carol names of new President's Circle members	Matt and Juli	Ongoing

## 5.2 Celebration Concepts – Jane Saltonstall

The ad-hoc committee met and decided that the event will now be in November, on campus. Looking at two different weekends, but need to get it on the community calendar as soon as possible, ahead of everyone. Trying to pin down a date for the Celebration. The ad-hoc committee discussed ideas for concepts, and now need to narrow it down, and also help Cathy with the fundraising and campaign. Carol, Gates Foundation, what they are doing for the world, we are doing for the Coachella Valley. Carol Bell Dean shared that a friend of hers is the attorney for the Gates Foundation and it would be fantastic to get someone like her to speak at an event. Jane stated there are one or two major names that the committee is looking into also. Joanne asked about the campaign structure, and when it will be ready. Cathy said they are hoping to have it for the January kickoff but the location is still in limbo, but it is moving forward and it's close to completion.

## 5.2 Conclusion

5.2 Follow-up Items	5.2 Task of	5.2 Due by
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## **6. Development Advisory Committee Reports**

### **6.1 Annual Report Advisory Committee – Chair Jim Green**

Will have full report on Jan. 21. Due to Covid we are going to follow last year's annual report, with the mission statement, officers, messages from Dr. Kinnamon, from Bill and a couple donor stories, and some pictures. Cathy and Jim will get together after the first of the year and will have a report next month. Matt to join this meeting also.

#### **6.1 Conclusion**

Jim, Cathy and Matt to meet and discuss the Annual Report.

<b>6.1 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Jim, Cathy and Matt to meet and discuss the Annual Report.	Jim Greene, Cathy Abbott, Matt Durkan	January 21, 2021

### **6.2 Business Outreach Advisory Committee – Chair Jim Johnson**

No progress in the last 30 days. Cathy would like to meet with Jim and Barbara Fromm.

#### **6.2 Conclusion**

Cathy and Jim to meet with Barbara Fromm

<b>6.2 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Jim and Cathy meet with Barbara Fromm to discuss.	Jim Johnson and Cathy Abbott	January 21, 2021

### **6.3 President's Circle Advisory Committee – Chair Carol Bell Dean**

Committee will now be focusing on the next 2 events in February and April. For February, the President's Circle event will feature Sweet Basil restaurant in Palm Desert, Ever Bloom Coffee Shop in Indio, and Flower Power. Sweet Basil restaurant is owned by Sally Hill, who is a graduate of COD. Sally really wants to give back and is honored to be a part of this. Ever Bloom coffee shop in Indio, owned by 2 graduates of COD, and they are on board to do this. This event could also spotlight the Indio campus. Other ideas are having The Little Flower Shop do an arrangement demo during an event, and Maureen Johnson sharing her pineapple vodka recipe. Committee needs to nail down the date of the first event in February and will be meeting with Sally after the 1<sup>st</sup> of the year. Marlene asked if committee would be going through CV Strategies for the marketing and advertising. Cathy answered that yes, we will work with them and Cathy will

invite CV Strategies to a Presidents Circle meeting to get all of committee ideas communicated so that the vision is translated into the end product.

Discussion was had about the huge success of the Cocktails and Canapes event, and the committee had very nice things to say about the event being “excellent, and “surpassing expectations.” Jim Johnson suggested adding a link in the thank you letter, to the recipes that were mentioned during the event. Committee to add this to the next event notes.

Carol Bell Dean added that there are many other departments at the college to focus on, but the first three are events are restaurants/food. Other departments will be spotlighted in the future. Marlene’s husband who is a car collector/enthusiast, has offered to help with a car show fundraiser for the new Roadrunner Motors, and has a list of the local car enthusiasts. Barbara Foster Monachino also reiterated her willingness to rent the theater for a fundraiser as well. Matt Durkan will check the calendar for the next two events, in February and April, to get President’s Circle events on the calendar ASAP.

### **6.3.1 Conclusion**

Matt to check calendar for February and April events and report back to committee.

<b>6.3.1 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Matt to check community calendar for February and April and report back to committee	Matt Durkan	ASAP

## **6.4 Campus Tour/Donor Outreach Advisory Committee – Chair Jim Williams**

### **6.4.1 Update on Campus Tour Video**

Cathy and Matt met with CV Strategies about getting this campus video moving along. Cathy shared that in conversations with CV Strategies, she asked to move the campus tour video up the priority list, to now get rolling. CV Strategies will begin filming for State of the College, and will take some of this content and create a showcase of the college and students, that will serve as the campus video until campus opens and they can do another video. Committee would like to weigh in on the video, so Jim suggested committee do an outline as to what will be incorporated in the video. Carol Bell Dean would like to see the golf cart

incorporated in the video, as has been done in the past. Cathy shared that this should be completed by mid-February.

## **6.4 Conclusion**

<b>6.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
None	None	None

## **7. Ongoing Discussion with Lance O'Donnell**

### **7.1 Update on Discussions with Lance O'Donnell (Marlene O'Sullivan)**

Marlene had via email and he is really busy right now building a new home, said he is very happy to do the video walk through recording with donors but doesn't have time to do anything else now, until campus opens up again. Jane Saltonstall mentioned that with the whole architectural focus, the partnership with Cal Poly Pomona might also be happening, so may want to highlight that also.

## **7.1 Conclusion**

<b>7.1 Follow-up Items</b>	<b>6.1 Task of</b>	<b>6.1 Due by</b>
None	None	None

## **8. Development Team Update**

### **8.1 Report on Development Staff Activities – Matthew Durkan**

Matt reported that in terms of what the staff is up to now, Juli and Matt spent a lot of time putting together the holiday card lists, now have lists for top 100 donors, and prospects. Juli and Matt are working on comprehensive major donor list, one list for top 100 to cultivate and one for new board members, to then do research on those candidates to see who may be philanthropic.

Gailya has been busy sending out thank you letters for gifts, and writing letters to attendees of events we have had recently.

Amanda is updating the database, still doing repair work on the malware incident and providing training for staff on FR-50 database so that everything is accurate and everyone is entering data correctly. Jim Greene asked where we are on

report on annual giving for 2019-2020, as far as the list of who they are, what they gave, and is it accurate and is it available. Matt will ask Amanda to run this report for the committee with comprehensive giving information. Cumulative giving is challenging for reporting because historically not all gifts that were received from the district, have gone through the foundation. This comprehensive report should be available for the 20—21 annual report.

Legacy Leaders, Liz has been hard at email contacts with our Legacy Leaders, and has sent out newsletters to donors and to financial advisors in the community. Informative content for people doing estate planning. Liz will focus on this solely going forward, and will be extending her contract for 6 months. Looking forward to having a very robust fundraising model not just with major gifts but also with legacy gifts.

Peggy Cravens received the list of committees, and she wants to be active with Legacy Leaders group, which may become a subcommittee of the Development Committee. She also joined this Development Committee. Cathy, Matt, Liz and Peggy and one more board member will be meeting regarding Legacy Leaders and would like to invite one more board member to participate on Legacy committee so that we can bring a report back to this committee.

Matt and Cathy are up and running in terms of major donor cultivation and solicitation. Will be doing more of that in the future.

## 8.1 Conclusion

8.1 Follow-up Items	7.1 Task of	7.1 Due by
None	None	None

## 9. Future Agenda Items

Committee asked what can we do for Dr. Kinnamon to honor him. Cathy stated she has ideas and will be taking them to the Stepping Up for COD meeting.

Jim Williams – shared a business idea of how 2 organizations share and join together in a collective way to achieve a goal. Jim gave an example of a partnership with COD and an organization such as Palm Springs Art Museum or Living Desert. Jim drafted Jim Johnson and Carol Bell Dean to meet and brainstorm the idea, and report at the next meeting. Cathy Abbott will be joining the meeting as well. This will be put on the agenda for January 21, and there may or may not be an update.

Jim Johnson stated that Jim Williams, did not get the email regarding Dr. Kinnamon's retirement, and that the Foundation should relay any important information to the board and committees.

<b>9. Follow-up Items</b>	<b>7.1 Task of</b>	<b>7.1 Due by</b>
Jim Williams to meet with Carol Bell Dean, Jim Johnson and Cathy Abbott to discuss partnering with another group/business or organization.	Jim Williams Carol Bell Dean Jim Johnson Cathy Abbott	January 21, 2021
Put on agenda "Foundation partnering with another group/business or organization".	Juli Maxwell	January 21, 2021

## **10. Adjournment**

The Chair adjourned the meeting at 3:27 PM.

**Next Meeting: January 21, 2021, 2:00 pm**



## **Foundation Special Executive Committee Meeting**

**Minutes for Tuesday, December 22, 2020**

**1:00PM**

**Zoom Video:**

<https://cccconfer.zoom.us/j/96047913646?pwd=ODRvaitjZmxPV01lQkpBSWZlV2lYUT09>

### **Meeting Participants**

#### **Committee Members Present**

Bill Chunowitz (Chair), Christine Anderson, Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz, Diane Rubin and Jane Saltonstall

#### **Non-Voting Committee Members Present**

Catherine Abbott and Ruben Perez

#### **Committee Members Not Present**

Joel Kinnamon, John Ramont and Bonnie Stefan

#### **Recorder**

Eve-Marie Dehondt

#### **Guests:**

Kirstien Renna

### **Meeting Minutes**

#### **1. Call to Order/Roll Call**

The meeting was called to order at 1:01PM.

#### **2. Action Items**

**2.1 Approval of Agenda: Special Foundation Executive Committee Meeting of December 22, 2020 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a



need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

**2.1 Confirmation of Agenda:** Approval of Agenda for the Special Executive Committee Meeting of December 22, 2020 with any addition, correction or deletions.

### **2.1 Conclusion**

Barbara Fromm asked to add a discussion on the CV Strategies contract. This will be added as item 5.2 of the agenda.

Joanne Mintz moved to approve the agenda as amended, Barbara Fromm seconded. Motion carried.

<b>2.1 Follow-up Items</b>	<b>2.1 Task of</b>	<b>2.1 Due by</b>
None	None	None

## **3. Minutes**

### **3.1 Approval of Special Foundation Executive Committee Meeting Minutes – November 18, 2020.**

The minutes were approved as presented.

## **4. Comments from the Public**

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until December 21, 2020 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion Items**

### **5.1 Discuss Financial Transfer from the 30/30 Campaign Fund towards the Student Emergency Fund**

The Committee discussed a potential transfer from the 30/30 campaign fund towards the Student Emergency Fund.

Catherine Abbott indicated that the funds raised from that 30/30 Campaign opened an opportunity to raise money for the important cause that is the Student Emergency Fund. Catherine Abbott discussed with Vice President of Student Services, Jeff Baker, to see what was the conversation between District and the Foundation when the Student Emergency Fund was activated, and he confirmed that there were no specific criteria for it, and that the fund was dedicated to help support students who are in a crisis. As the Situation has evolved over the past 9 months due to COVID, the focus has been made on provided funding for rent, utilities, food and gas.

Kirstien Renna informed the Committee know that the current balance available for the Student Emergency Fund will be around \$15K after the disbursements from this week will be sent. She confirmed that the District sends out to the Foundation the requests for Funding that have been previously signed and reviewed by the Vice President, along with some back-up documentation on what the funds are being used. Then the Foundation reviews these documents and processes with payment. Students can submit a secondary request for funding, however, the District is working on equitability and funding are very rarely distributed twice to the same student.

Tom Minder have been signing the checks over the past week and was not fully satisfied with some of the backup documents provided by the District, which did not apparently meet any particular criteria.

Christine Anderson noted that the District must have been following the Cares Act's criteria for eligibility. The Committee discussed the fact that the Foundation did not add any particular criteria or limitations for students to receive the funding previously, and if decided to be changed, this would require a conversation with the District to clarify what is needed for future requests.

Diane Rubin was concerned that she could not find evidence that the 30/30 program fund would be eligible to be moved under Student Emergency Fund. Kirstien Renna indicated that when the Foundation originally looked at the 30/30 campaign's criteria and the brochure showed that the funds for this campaign would be dedicated to pay for student's scholarships textbook and for student's services. The 'Student services' corresponds to the Student Emergency Fund in the fact that it helped student stay in school. Diane Rubin indicated that these were academic needs and believed it was a stretch to use them for Student Emergency Fund.

## 5.1 Conclusion

Tom Minder required seeing all the future checks issued for the Student Emergency Fund to ensure that they include satisfactory documentation on eligibility criteria from the students.

The Committee recommended completing the round with the current student Emergency Fund requests received which have already been promised to the students.

Catherine Abbott will discuss with Jeff Baker to gather more information on the eligibility criteria required to receive the Student Emergency Fund. She will also ask him to inform the students of their approved funding only after the Foundation has received satisfactory documentation for each request.

The Board of Directors will be consulted on whether they would like to transfer the 30/30 campaign funds to the Student Emergency Fund.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Tom Minder required seeing all the future checks issued for the Student Emergency Fund to ensure that they include satisfactory eligibility criteria from the students.	Catherine Abbott	January 2021
Catherine Abbott will discuss with Jeff Baker to gather more information on the eligibility criteria required to receive the Student Emergency Fund. She will also ask him to inform the students of their approved funding only after the Foundation has received satisfactory documentation for each request.	Catherine Abbott	January 2021

## 5.2 Discuss the CV Strategies Contract

The Committee discussed the CV Strategies Contract and Catherine Abbott confirmed that they are currently involved in many projects and working on several marketing material for the Foundation required for the Stepping Up for COD Campaign and the President's Circle Brochure.

The Committee recommended performing an evaluation of CV Strategies' services before their contract ends in June 2021, in case an RFP needs to be written for a new marketing provider to be hired for the new fiscal year.

Catherine Abbott is working on this evaluation and reminded the Committee that this is a co-joint contract with the District and that we will need to work with them if an FRP deems being necessary. She also confirmed that all the issues that were previously identified in the past have now been resolved.

## 5.2 Conclusion

5.2 Follow-up Items	5.2 Task of	5.2 Due by
The Committee recommended starting conversation with the College on doing an RFP with other marketing firms when the contract concludes.	Catherine Abbott	

## 6. Other Discussions

Bill Chunowitz shared that the Nominating Committee asked the Executive Committee to come up with a recommendation for a full Succession Planning for the Board Officers, to be proposed for Board's approval.

The Nominating Committee suggested extending the Officers' term and making the Vice President's role to serve as a training for them to become the next President. This item will be added to the next Executive Committee meeting agenda.

## 7. Adjournment

The Chair adjourned the meeting at 2:38PM.

**Next Meeting:** Wednesday, January 13, 1PM - Zoom