



COLLEGE
of the DESERT
FOUNDATION

Foundation Board of Directors Meeting February 24, 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 February 23, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment



COLLEGE
of the DESERT
FOUNDATION

Agenda



College of the Desert Foundation

Board of Directors Meeting

Agenda for Wednesday, February 24, 2021

3PM

Zoom Video:

<https://cccconfer.zoom.us/j/93183969764?pwd=Vk9OdHp2NG95VCtteDZlQ3c0cXBaZz09>

Passcode: 644249

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Meeting ID: 931 8396 9764**

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.

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 (20)

Bill Chunowitz (Chair), Christine Anderson, Norma Castaneda, Peggy Cravens, Carol Bell Dean, Marge Dodge, 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 Resignation from Board Member Melinda Drickey

2. Agenda

- 2.1 Foundation Board of Directors Of Directors Meeting of February 24, 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 February 24, 2021 with any additions, corrections or deletions

3. Minutes

- 3.1 Approval of January 26, 2021 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 February 23, 2021 at 5PM to 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 (Kirstien Renna)

6. Reports

- 6.1 Foundation Board President – Bill Chunowitz
 - 6.1.1 Legacy Leaders Ad-Hoc Committee Update
- 6.2 College Superintendent/President– Joel Kinnamon
- 6.3 College Board of Trustees – Bonnie Stefan
- 6.4 Executive Director – Catherine Abbott
 - 6.4.1 College of the Desert Foundation Staffing Update
 - 6.4.2 Scholarship Platform Launch
 - 6.4.3 Scholarship Virtual Events
 - 6.4.4 Student Emergency Fund Update

7. Mission Moment

- 7.1 Capture Rates for Coachella Students - Presentation by Dr. Daniel Martinez

8. Consent Agenda

- 8.1 **Consent Agenda**: Blanket Motion: All Consent items will be voted on in one motion. Any Board Member may request that any item(s) be moved to the Action Agenda.
- 8.2 Approve the Financial Statements for period ended December 31, 2020
- 8.3 Approve the proposed Organizational Chart structure for the Executive Committee
- 8.4 Approve the Contract with Momentous for College of the Desert Virtual State of the College 2021 - \$40,000
 - 8.4.1 \$10,000 Sponsorship from MAAS

9. Action Agenda (Items pulled from the Consent Agenda for Separate discussion and Consideration)

10. Discussions & Action Items

- 10.1 Discuss holding Board Meetings for the summer months. Proposed Dates: Wed, May 26 at 3PM and Wed, June 30, at 3PM
- 10.2 Change of date for the Foundation Annual Meeting from April, as stated in the Bylaws, to June
- 10.3 Student Board Member

11. Other Discussions and Future Agenda Items

12. Adjournment

Next meeting: Wednesday, March 24, 2021 – 3PM



COLLEGE
of the DESERT
FOUNDATION

Minutes for Approval



Regular Meeting of the Foundation Board Minutes for Wednesday, January 26, 2021

3:00PM

Zoom Video:

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

Meeting Participants

Voting Board Members Present

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

Non-Voting Board Members Present

Catherine Abbott, Joel Kinnamon, John Ramont and Bonnie Stefan

Board Members Not Present

Melinda Drickey and Kim Dozier

Guest(s) & Staff

Jeff Baker, Liz Chambers, Matthew Durkan, Serina Garcia (Student), Pam Hunter, 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 3:02PM.

Peggy Cravens joined the meeting at 3:10PM. Joanne Mintz joined the meeting at 3:13PM. Rob Kincaid joined the meeting at 3:43PM.

1.2 New Board of Trustees Representative

1.2.1 Welcome to Dr. Bonnie Stefan

Bill Chunowitz introduced and welcomed Dr. Bonnie Stefan who was elected as the Foundation's College of the Desert Board of Trustees' Representative in December 2020.

1.2.2 Thank you to past representative Aurora Wilson.

Bill Chunowitz thanked Aurora Wilson for her service in the Foundation Board over the past years, as she left the Board in December 2020 due to her election as the Chair of the College of the Desert Board of Trustees.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors Meeting of January 26, 2021: 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 January 26, 2021 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
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3. Approval of Minutes

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

There were no changes required to the minutes.

3.1 Conclusion

Carol Bell Dean moved to approve the minutes as presented, Norma Castaneda seconded. Motion Carried.

3.1 Follow-up Items

3.1 Task of

3.1 Due by

None	None	None
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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 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 drafted four sets of letters to the current member, lifetime members, lapsed members and potential members, to either thank them for their renewals, ask them to renew their membership, and/or invite them to attend the March 11 Academic Angels virtual event.

Marge Dodge will also send thank you notes the renewed members. The Committee agreed to move the January 14 Virtual Presentation Event to March 11 due to logistical reasons. The March 11 event will include a presentation from Cathy Abbott and Dr. Joel Kinnamon on the College's update, and from Shawn Abramowitz, Vice President of Leadership Coachella Valley. Shawn is collaborating with the Foundation through the "Learning to Lead Program", designed to motivate and develop future Community leaders, which he will present. Academic Angels will work on selecting College of the Desert Students to participate in the program and raise funding to pay for their tuitions. Each renewed Academic member will receive a wine and snack gift basket prior to the virtual event, and guests will toast their wine during the event.

The next Academic Angels Committee meeting is scheduled on February 9, 2021. Marge Dodge encouraged all Board members to join as Academic Angels and thanked the members who already renewed their memberships.

The Board discussed the difference between joining Academic Angels and President's Circle. Marge Dodge clarified that the Academic Angels support similar items than President's Circle, however, they can be considered as an entry-level for donors who cannot afford to become President's Circle, or would like to wait until increasing their donations. Academic Angels are also usually considered goodwill ambassadors of the Community, and are leading programs such as the "Learning to Learn" program, a mentoring program for students.

5.1 Follow-up Items**5.1 Task of****5.1 Due by**

None	None	None
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5.2 Audit Committee

There was no report available, as the Committee did not meet since the Audit is complete and was approved in October 2020. It was presented to the Board of Trustees in November 2020. The next Audit is scheduled to start in June 2021.

5.2 Follow-up Items**5.2 Task of****5.2 Due by**

None	None	None
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5.3 Development Committee

Joanne Mintz reported that the Development Committee continues to meet monthly and makes progress on all fronts. An Ad-Hoc Committee has been formed to work on the Stepping Up for COD Celebration Concepts, which will be planning an event on campus in November if possible. They will look at other options available if the campus is not opened by then. Joanne Mintz thanked the Committee members for their participation.

- **Legacy Leaders:** Liz Chambers reported that there are currently 45 Legacy Leaders. The Foundation database has been cleaned up and Liz Chambers is working with the Crescendo software to market, and emails will be sent out to potential Legacy Leaders.
- **Annual Report Council Advisory Committee.** Joanne Mintz and Jim Greene indicated that the Annual report would be similar to what was presented last year with a couple of donors being highlighted. The report will be presented at the March 17 State of the College event. The Foundation will consider having its own annual report in the future.
- **Business Outreach Committee.** Jim Johnson indicated that the committee is continuing on working on their mission.
- **President's Circle Advisory Committee.** Carol Bell Dean reported that the Virtual Culinary Adventures Events is scheduled on February 23 at 4:30PM. The event will feature three College of the Desert graduates and will happen as follow:

- Sally Hill, owner of Sweet Basil California Eatery on El paseo, will cook a three-course meal with wine pairings.
- Two graduates who met at College of the Desert and started a coffee house in Indio will speak.
- Some questions and answers trivia will be asked by Matt Durkan.
- Cathy Abbott and John will provide highlights on what is new on the Indio Campus.
- Dr. Kinnamon will provide an update as well.

All participating President's Circle members will receive an apron with a monogrammed the Culinary Adventures Logo on it. The invitation will be sent out very shortly. Carol Bell Dean indicated that Board members who would like to invite attendees should send their names to Cathy Abbott, knowing that all guests who were invited to the December 2020 event will automatically be invited for this event. Matt Durkan will follow up with attendees who are not President's Circle members after the event to cultivate them.

- **Campus Tour/Donor Outreach Advisory Committee.** Jim Williams reported that the Committee is currently on hold.

5.3 Follow-up Items	5.3 Task Of	5.3 Due by
None	None	None

5.4 Executive Committee

The Executive Committee met on January 13, 2020 and the Committee Chairs presented reports on their main committee's actions since December 2020. The Committee formed an Ad-Hoc Committee to work on Chairs/Officers roles and responsibilities, as well as the Executive Committee Organizational Chart as per the recommendation of the Nominating Committee. This Ad-Hoc Committee is chaired by Jane Saltonstall and members are Bill Chunowitz, Christine Anderson, Barbara Fromm, Joanne Mintz and Catherine Abbott. The Ad-Hoc will determine if the proposed concept is viable and see if there are other things that can be implemented. The Board provided positive feedback on this initiative.

Catherine Abbott presented the draft organizational chart to the Board for their input. Bill Chunowitz informed the Board that the same process as last year would be followed for this year's renewal for Committee assignment/Board officers. He will contact all Board members shortly to confirm their interest for Officer roles and Committee assignments for the upcoming year.

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

5.5 Finance & Investment Committee

Tom Minder indicated that the Student Emergency Fund was discussed during the Finance & Investment Committee meeting.

Jeff Baker provided some insights on the Student Emergency Fund and the CARES Fund that the College received. He presented the newly created questionnaire that was set up for students to complete when applying for Student Emergency Fund. He thanked the Board for their generous support towards the student Emergency Fund, as it really helps students stay in school during the pandemic.

Tom Minder indicated that the Executive Committee voted to set the maximum amount a student can obtain for Student Emergency Fund as \$1000 for a one time request.

Tom Minder reported that the Finance & Investment Committee reviewed the Financial Statements though the period ending November 30, 2020, which are being presented for approval by the Board today on agenda item 8.1.

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

5.6 Nominating Committee

Jane Saltonstall indicated that the Committee has a great number of Board candidates for which they are in the process of scheduling interviews. All interviews should be completed by the end of February 2021 and potential candidates will be provided to the Board at the March meeting. This cohort of new directors is large and offers great talent and energy.

The Nominating Committee will be creating the slate of officers and Board members following the same process as last year. Board members will receive a survey to get their interest on the various officers' roles, and asking them for feedback on their participation in the Board this past year.

The Board discussed diversity within the Board and the organization, which should include racial diversity, economical diversity, regional diversity and diversity within the donor base. The Board agreed that there is a value in being diverse and decided to table this discussion to a future meeting due to timing issue.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
The Board will add the diversity topic to the agenda of a future meeting.	Catherine Abbott	

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 and set up a date for Stepping Up Celebrations on Friday, November 5, 2021. The event is expected to take place on Campus and will involve the Hilb's Library. In the event that this cannot be accommodated on campus, there will be a second option available. The Event will also be used to educate people around the campaign's pillars.

5.7.1 Budget Review

Kirstien Renna presented an update on the status of the Stepping Up for College of the Desert Budget as of January 21, 2021. The detailed budget was provided in the Board packet.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
None	None	None

6. Reports

6.1 Foundation Board President Report – Bill Chunowitz

There was no additional report from Bill Chunowitz who provided a summary of the activities of the Executive Committee.

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

6.2 College Superintendent/President – Dr. Joel Kinnamon

Dr. Kinnamon announced his retirement effective March 31, 2021 as he will take care of his family. He will continue to be involved with the College. He thanked the Board members of the Foundation for their wonderful support over the past year.

The Search Committee will form an evaluation team to hire the next Superintendent. Vice President Baker agreed to serve as the interim Superintendent, as he decided not to apply for the Superintendent role. Bill Chunowitz congratulated Jeff Baker on his interim role and thanked Dr. Kinnamon on behalf of the Foundation for his leadership, hard work and commitment towards the College. Jeff Baker shared his enthusiasm serving as the Interim President.

An invitation will be sent for Dr. Kinnamon's retirement celebration, scheduled in April.

6.2 Follow-up Items

6.2 Task of

6.2 Due by

None	None	None
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6.3 College Board of Trustees

Dr. Bonnie Stefan welcomed the opportunity to work once again with the Foundation Board. She looks forward to see all the improvement that were made within the Foundation since she was the representative for the Board of Trustees.

6.3 Follow-up Items

6.3 Task of

6.3 Due by

None	None	None
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6.4 Executive Director

6.4.1 Student Emergency Fund PPT Presentation

Cathy Abbott provided a presentation on the Student Emergency Funds, which answered the questions asked by the Board at their previous meeting. A copy of the presentation was included in the Board packets.

6.4.2 College of the Desert Foundation Staffing Update

Cathy Abbott indicated that interviews have started for the Scholarship Administrative Assistant's position and second interviews will take place early February.

6.4 Follow-up Items

6.4 Task of

6.4 Due by

None	None	None
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7. Mission Moment

7.1 Presentation/Thank you from a Student Emergency Fund Recipient

Serina Garcia, College student shared her experience receiving Student Emergency Funds. She was very impacted by the pandemic as her entire family got Covid on both sides and she unfortunately lost both her father and grandmother within weeks. She was very grateful to the Foundation for the financial support she received as it allowed her to complete her degree and get transferred to Cal State Fullerton.

8. Information and Action Items

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

Kirstien Renna presented the Financial Statements for period ended November 30, 2020 and answered questions from the Board members.

8.1 Conclusion

Christine Anderson moved to approve the Financial Statements for period ended November 30, 2020, Barbara Fromm seconded. Motion carried.

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

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

The Board discussed the Financial Transfer of \$100,000 from the 30/30 Campaign Fund towards the Student Emergency Fund.

8.2 Conclusion

Carol Bell Dean moved to approve the Financial Transfer of \$100,000 from the 30/30 Campaign Fund towards the Student Emergency Fund. Barbara Foster Monachino seconded. Motion carried.

8.2 Follow-up Items	8.2 Task of	8.2 Due by
None	None	None

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

The Board discussed the sponsor of \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes.

8.3 Conclusion

Carol Bell Dean moved to approve the sponsor of \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes. Barbara Foster Monachino seconded. Motion carried.

8.3 Follow-up Items	8.3 Task of	8.3 Due by
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None	None	None
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8.4 Review and Approve the Consultant's Contracts Approval

The Board reviewed the Consultant's Contracts for Approval.

8.4 Conclusion

Carol Bell Dean moved to approve the Consultant's Contracts as presented. Barbara Foster Monachino seconded. Motion carried.

8.4 Follow-up Items	8.4 Task of	8.4 Due by
Non	None	None

9. Other Discussions

9.1. Consideration for updating the Mission statement

The Current Foundation's mission statement reads: "College of the Desert Foundation acts as advocates for the College and to secure financial support enhancing educational opportunities for all students"

Jim Johnson proposed enhancing the mission statement to include wording about the workforce development, the community business partners or a focus on the outcome of the educational opportunities. He asked the Board for their feedback on a specific wording to be able to enhance the mission in that direction. The Board positively responded to this suggestion and was asked to send their feedback to Cathy Abbott.

9. Follow-up Items	9. Task of	9. Due by
Board members should send their proposed feedback to reword the Foundation Mission Statement to Cathy Abbott.	All Board members	

10. Adjournment

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

Next Meeting: Wednesday, February 24, 2021 – 3:00PM – Zoom



COLLEGE
of the DESERT
FOUNDATION

Letter of Resignation from the Board Melinda Drickey

To: Catherine Abbott
Subject: RE: [FWD: SURVEY - Foundation Board - Officer Roles & Committee interest]

From: melinda@richardbrooke.org <melinda@richardbrooke.org>
Sent: Thursday, February 4, 2021 1:45 PM
To: Bill; Catherine Abbott
Subject: [FWD: SURVEY - Foundation Board - Officer Roles & Committee interest]

*****Notice - From External Source*****

Hello and hope you are both doing well!

This past year has been a busy one for me. Two small kiddos, my work with the Richard Brooke Foundation, and my involvement with other boards has left me very little time to fully commit to the College of the Desert Foundation board. I think it would be best if I didn't continue to the 2021-2022 Board of Directors. I appreciate the opportunity to be on the board and the Richard Brooke Foundation will continue to be a donor.

Thank you for all that you do for the College of the Desert!

Best regards,

Melinda Drickey, MBA, CAP®
Executive Director



Richard Brooke Foundation
Sowing Seeds for Good Deeds

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Omaha, NE 68130
Direct line: 402-973-3025
melinda@richardbrooke.org
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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 February 16, 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/PEDE Funding \$125,000		PILLAR V: Fund The Future \$100,000		Pillar Totals
		Goal Qty	Goal Amt	Actual Qty	Actual Amt					Goal Qty	Goal Amt	Actual Qty	Actual Amt			Actual Amt		
Sponsorship Levels		20	100,000.00	10						120	500,000.00	68					\$ 3,000,000.00	
PILLAR I:	Student Emergency Fund \$100,000	-	-	-	-					Visionary Sponsor \$100,000 +	1	100,000.00	0	-				
PILLAR II:	Workforce & Student Development \$150,000	-	-	-	-					Student Success Sponsor \$50,000 +	1	50,000.00	1	50,000.00				
PILLAR III:	Student Success \$500,000	Diamond Sponsor \$25,000 +	1	25,000.00	-					Achievement Sponsor \$25,000 +	4	100,000.00	0	-				
PILLAR IV:	EDGE/PEDE \$1,250,000	Platinum Sponsor \$10,000 +	2	20,000.00	1	10,000.00					Triumph Sponsor \$10,000 +	5	50,000.00	3	50,000.00			
PILLAR V:	Fund the Future - New Endowments	Gold Sponsor \$5,000 +	5	25,000.00	-					Victory Sponsor \$5,000 +	10	50,000.00	7	35,000.00				
		Silver Sponsor \$2,500 +	5	12,500.00	-					Progress Sponsor \$2,500 +	20	50,000.00	5	12,500.00				
		PC Bronze Sponsor \$1,500 +	5	7,500.00	1	2,000.00					Benefit Sponsor \$1,500 +	20	30,000.00	5	5,000.00			
		PC Sponsor \$1,000 +	10	10,000.00	8	8,000.00					Roadrunner Sponsor \$1,000 +	64	64,000.00	27	27,000.00			
Total Campaign Goal \$2,000,000		Other Donations to Annual Campaign		2,560.00		467,607.81		Other Donations to Annual Campaign		65,824.17		209,187.00		186,753.21				
		Current Year Fundraising Revenue		22,050.00		467,607.81		Current Year Fundraising Revenue		243,970.19		209,187.00		100,753.21		\$ 1,009,523.41		
		Other Prior Period/Source Campaign Funding		245,345.00		467,607.81		Other Prior Period/Source Campaign Funding		245,970.19		259,952.32		1,065,138.30		\$ 1,184,096.59		
		Campaign Progress		267,405.00		467,607.81		Campaign Progress		245,970.19		259,952.32		1,065,138.30		\$ 2,153,874.60		
Campaign Progress %		Campaign Goal	100,000.00	267.4%	Campaign Goal	150,000.00	311.7%	Campaign Goal	500,000.00	50.0%	Campaign Goal	1,250,000.00	85.5%	Campaign Goal	-	0.0%		
2020/2021 Budgeted Fundraising Goal		Current Budget	100,000.00	22.1%	Current Budget	800,000.00	58.8%	Current Budget	700,000.00	35.7%	Current Budget	1,250,000.00	46.5%	Current Budget	250,000.00	49.7%		
2,500,000																45.6%		
Fundraising Campaign Expenses		Pending Expenses		Actual Exp.		Pending Expenses		Actual Exp.		Pending Expenses		Actual Exp.		Pending Expenses		Actual Exp.		
Direct Campaign Expenses		-		-		-		-		-		-		-		-		
Annual Giving Expenses		-		-		-		-		-		-		-		-		
Leadership Giving Expenses		-		-		-		-		4,051.48		-		-		-		
Business Engagement Giving Expenses		-		-		-		-		-		-		-		-		
Major Giving Expenses		-		-		-		-		-		-		-		-		
Foundation Giving Expenses		-		-		-		-		-		-		-		-		
Planned Giving Expenses		-		-		-		-		-		-		-		-		
Campaign Marketing/Messaging		-		364.38		6,202.19		7,100.00		15,112.63		-		-		-		
Campaign Postage		-		-		-		-		440.00		-		-		-		
Campaign Printing/Design/Graphics		-		-		-		-		-		-		-		-		
Total Fundraising Campaign Expenses		-		364.38		6,202.19		7,100.00		20,664.11		-		-		-		
Net Campaign Proceeds																		



COLLEGE
of the **DESERT**
FOUNDATION

Financial Statements for period Ended December 31,2020



FINANCIAL REPORT

FOR THE PERIOD ENDED DECEMBER 31, 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

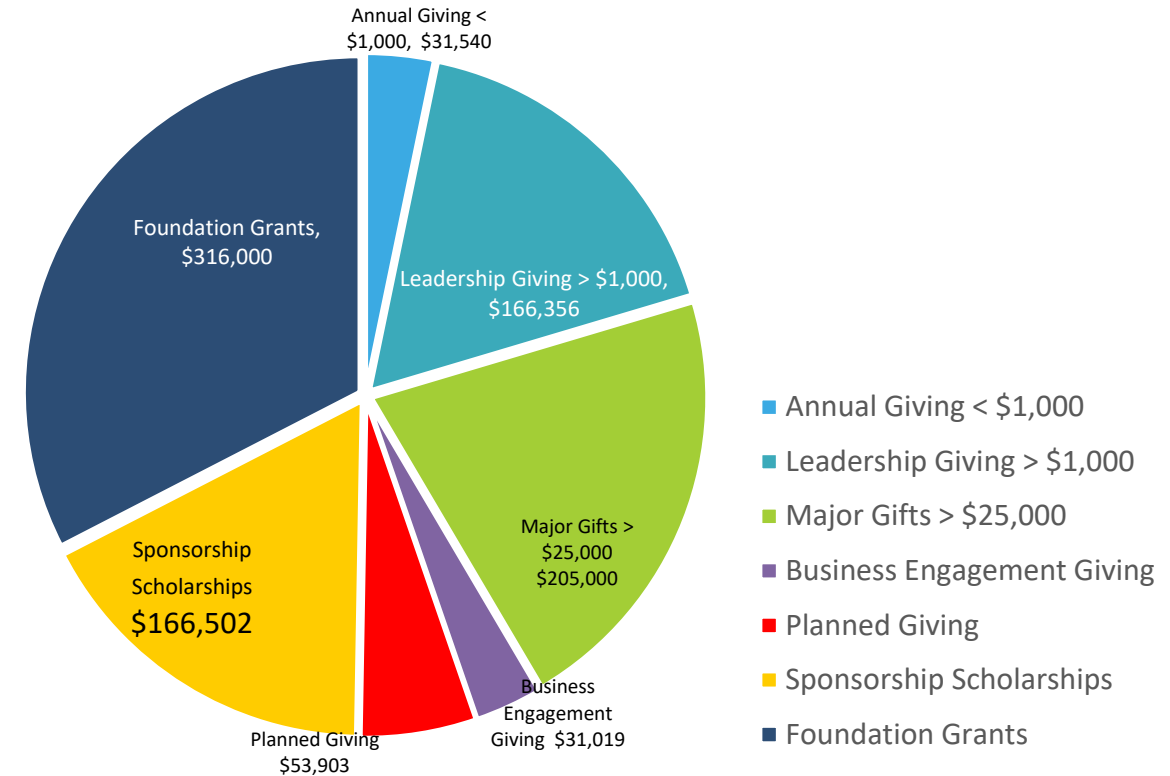
TOTAL FUNDRAISING REVENUE HIGHLIGHTS

December 31, 2020 Fundraising Revenues \$241,054 & YTD \$970,320

YTD Revenues Highlights:

- \$200,000 grant for pLEDGE Scholarship Support
- \$166,356 in Sponsorship Scholarships
- \$155,330 in Scholarship Donations (Variety of Rest. Funds)
 - Includes:
 - \$30,000 Architecture/Construction MGMT Scholarship
 - \$25,000 Nursing GAP Scholarships Grant
 - \$25,000 Edison STEM Scholarships Grant
 - \$25,000 Nursing Scholarships Gift
 - \$15,000 Nursing Scholarship Gift
 - \$10,000 Foster Youth Support
- \$119,084 in Presidents Circle Contributions
 - Includes Major Gift of \$50,000
- \$100,000 New Scholarship Endowment for Solar Studies
- \$25,000 Veteran Childcare Assistance Grants
- \$21,000 Osher Foundation Scholarships
- \$20,000 Estate Gift for the Fund for Student Success
- \$19,856 in support of the CV Pride Scholarship

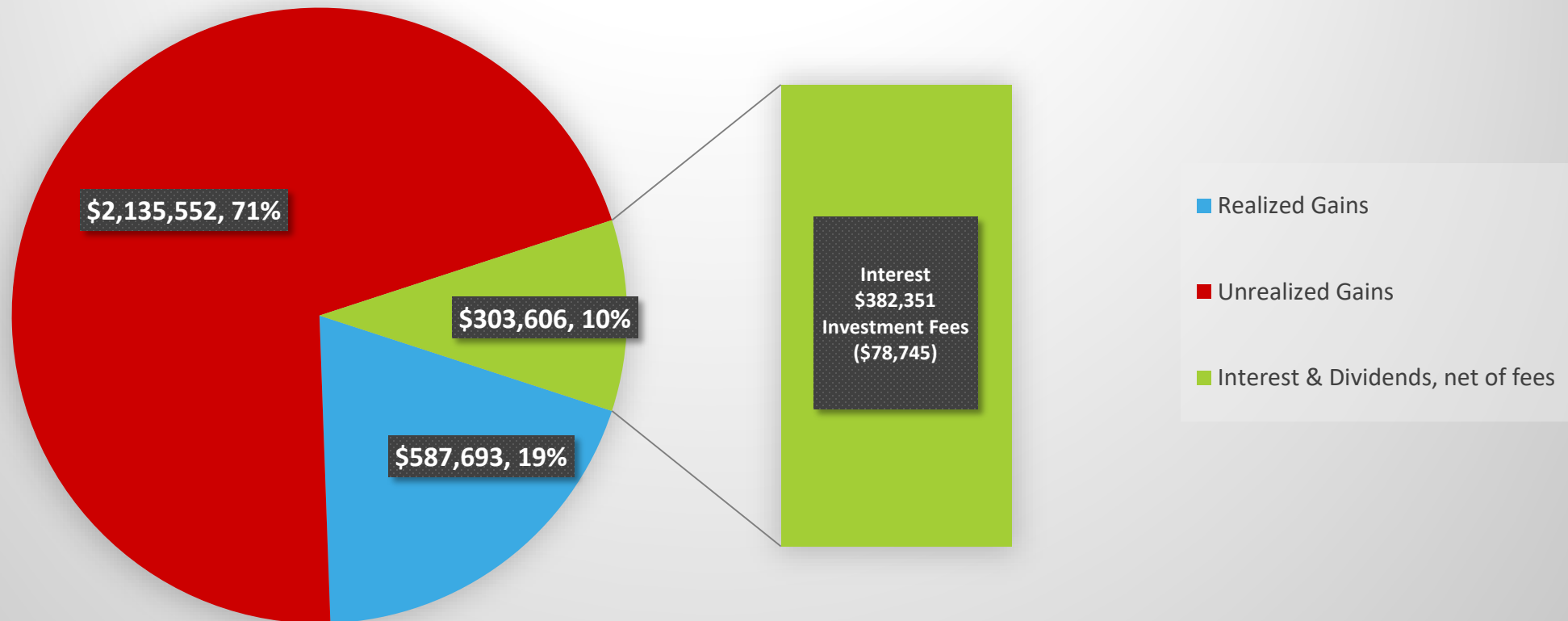
2020/2021 Revenues



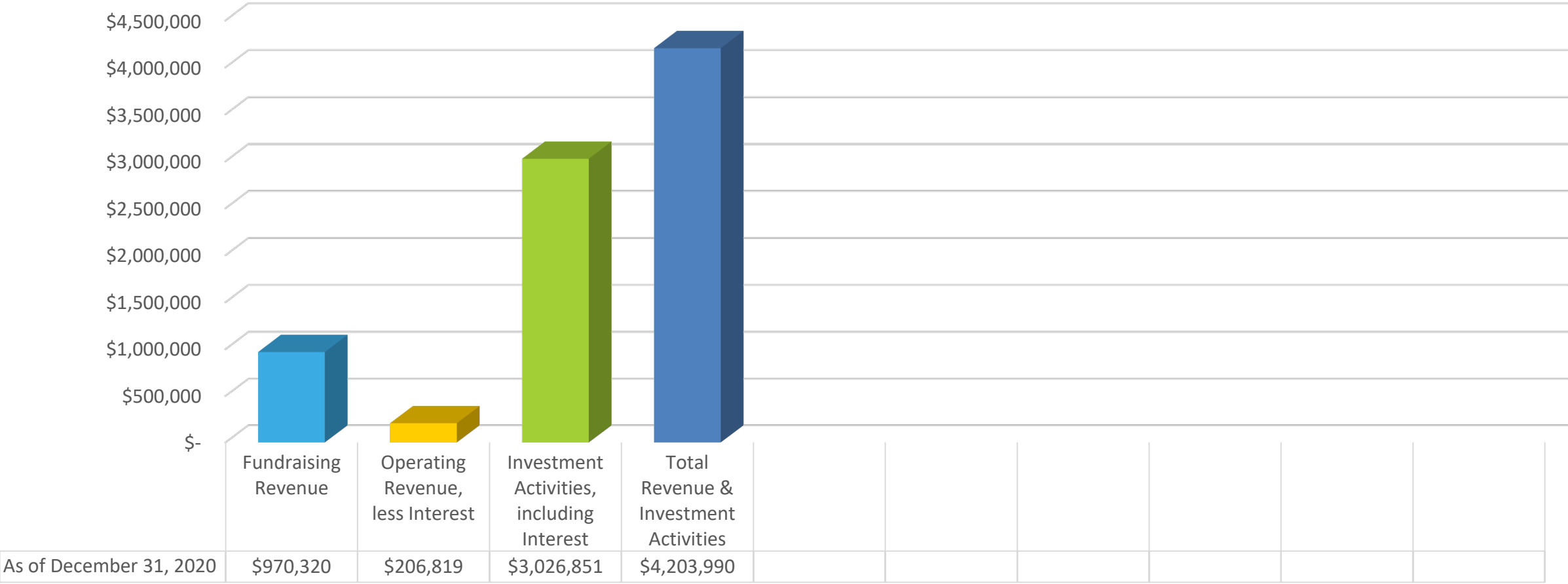
* Amounts do not include Investment activity.

INVESTMENT ACTIVITIES

Total Other Investment Activity Income for the month of December were \$661,905 including Interest and YTD \$3,026,851 including Interest of \$382,351

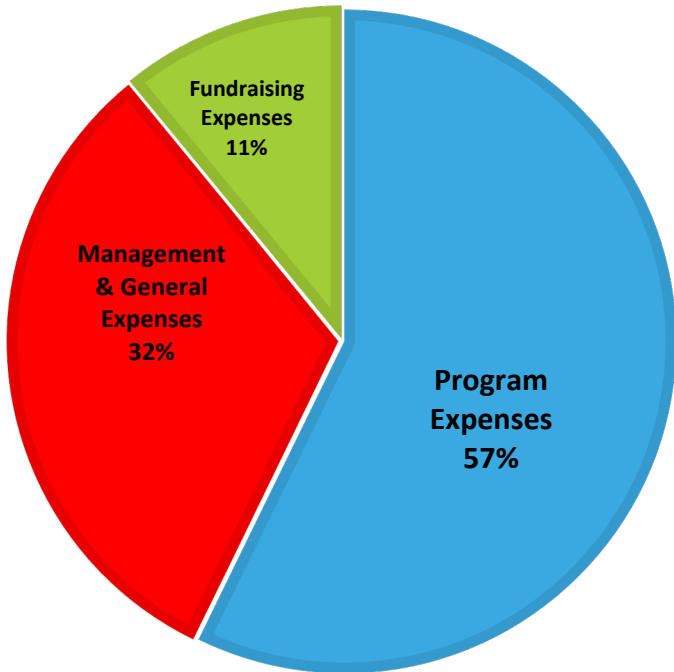


Fiscal Year 2020/2021 Combined Revenue & Investment Activities as of December 31, 2020



TOTAL EXPENDITURES

2020/2021 YTD FUNCTIONAL EXPENSES



■ Program Expenses ■ Management & General Expenses ■ Fundraising Expenses

Total expenditures for the month ended December 31, 2020 are \$359,889 and \$1,350,481 YTD

Includes:

- Scholarships & Program Support \$562,960
- Foundation Salaries & Benefits \$443,639
- Foundation Marketing & Development \$92,922
- Consulting Services \$62,734

** Amounts do not include Investment activity.*

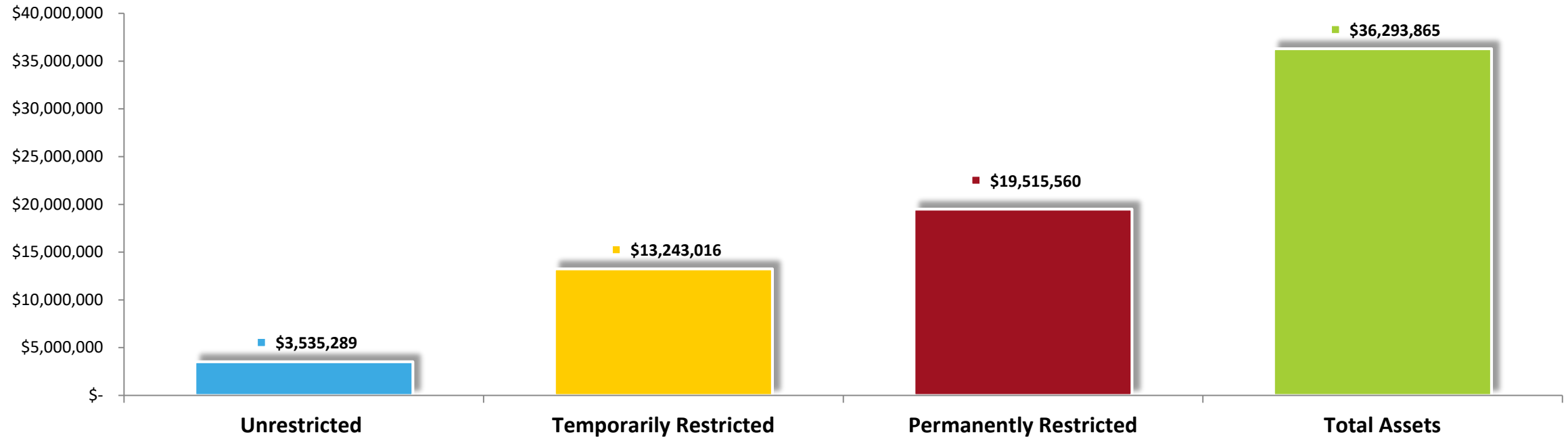
ACCOMPLISHING OUR MISSION

AS OF DECEMBER 31, 2020

\$552,679 GIVEN IN SCHOLARSHIP SUPPORT TO STUDENTS

**\$10,281 IN PROGRAM SUPPORT
WITH AN ADDITIONAL \$117,602 IN PENDING REQUEST**

Total Assets at December 31, 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

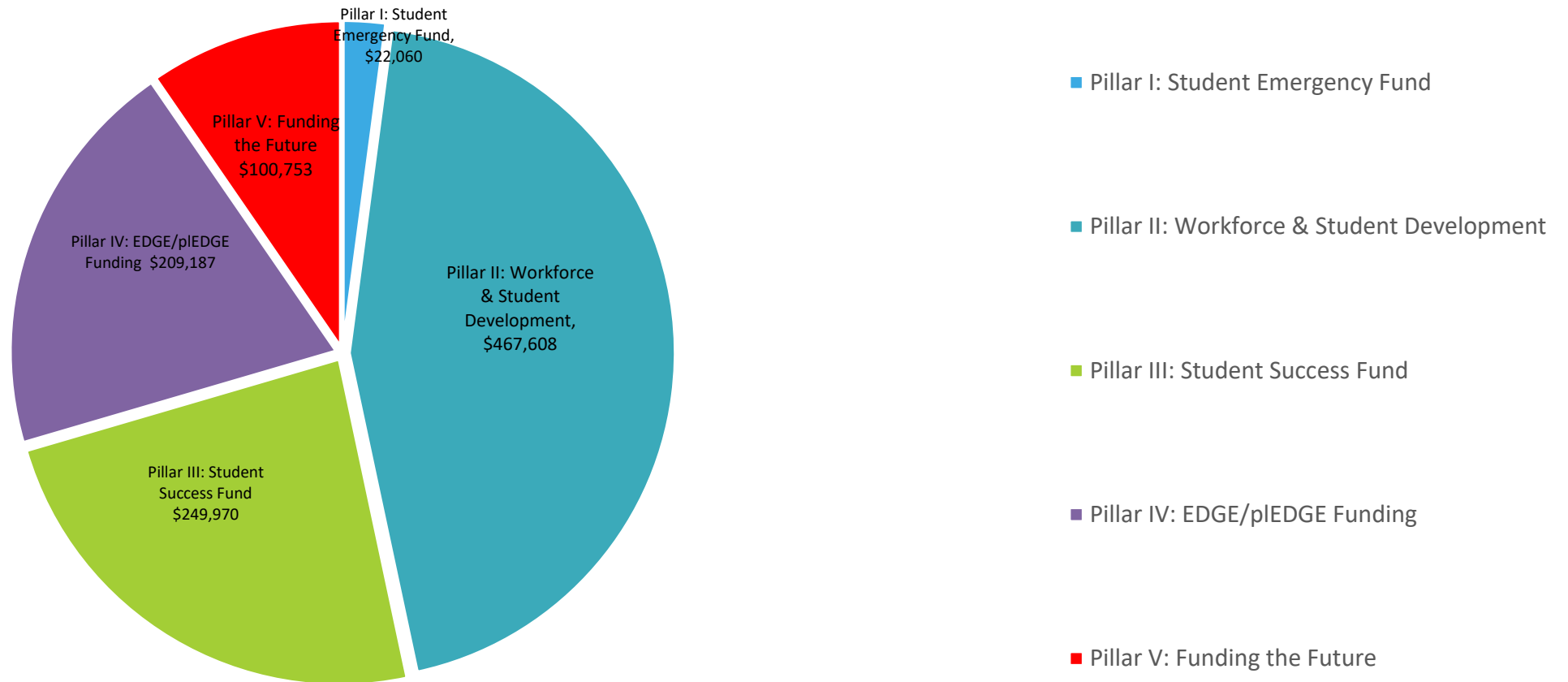
2020/21 STEPPING UP FOR COD CAMPAIGN PROGRESS

Overall Campaign Goal \$2,000,000 – YTD through February 16, 2021

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
Advanced Funding from Prior Fiscal Year \$245,345 •\$200K Transfer from 2030 Fund •\$45,345 Raised in FY 2019/20 Current Year Revenues: \$22,060 Goal Progress: \$267,395 267.4% Camp. Goal 22.1% Budgeted Goal	No Advanced Funding from Prior Fiscal Year Current Year Revenues: \$467,607.81 Goal Progress: \$467,607.81 311.7% Camp. Goal 58.5% Budgeted Goal	No Advanced Funding from Prior Fiscal Year Current Year Revenues: \$249,970.19 Goal Progress: \$249,970.19 50.0% Camp. Goal 35.7% Budgeted Goal	Advanced Funding from Prior Fiscal Year and Other Sources \$70,669 pLEDGE Program Fund 2371 \$150,000 Lurie Challenge Grant Fund 2372 \$38,382 pLEDGE 60 th Anniversary Fund 2694 \$250,000 Pending Board Approval to move from UR Funds earmarked for Technology \$350,000 Funding from Auxiliary & Alumni Current Year Revenues: \$209,187 Goal Progress: \$1,068,138 85.5% Camp. Goal 46.5% Budgeted Goal	No Advanced Funding from Prior Fiscal Year Current Year Revenues: \$100,753 Goal Progress: No Campaign Goal Set 40.3% Budgeted Goal

2020/2021 STEPPING UP FOR COD CAMPAIGN

Current Year Fundraising Activities YTD through February 16, 2021



Questions?

Thank you!



FINANCIAL SUMMARY

December 31, 2020

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , DECEMBER 31, 2020
WITH COMPARATIVE TOTALS FOR DECEMBER 31, 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	\$	713,786	\$	1,583,493	\$	1,715,323
2	Investments		2,519,995		12,532,757		18,410,060		33,462,813		31,792,436
3	Investments - Board Reserve		500,000		-		-		500,000		500,000
4	Pledges receivable		17,320		4,808		50,000		72,128		64,808
5	Allowance for Doubtful Accounts		-		-		-		-		-
6	Accounts Receivable		8,500		600		-		9,100		4,916
7	Student Emergency Funds held at College		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
10	Property and equipment, net		40		-		-		40		1,784
11	FCCC - Scholarship Endowment		-		44,875		336,549		381,424		397,330
12	Split interest agreements		-		168,021		-		168,021		186,690
			<hr/>								
13	TOTAL ASSETS	\$	3,535,289	\$	13,243,016	\$	19,515,560	\$	36,293,865	\$	34,784,827
			<hr/>								
LIABILITIES											
14	Accounts payable		78,628		5,075		-		83,703		185,422
15	Accounts Payable - By JV		-		-		-		-		-
16	Accounts Payable - Related Party		78,706		43,413		-		122,119		122,988
17	Deferred Contributions		(3,664)		-		-		(3,664)		(3,450)
18	Accrued Payroll Liability		17,442		-		-		17,442		21,358
19	PPP Loan Payable		97,624		-		-		97,624		-
			<hr/>								
20	TOTAL LIABILITIES	\$	268,736	\$	48,488	\$	-	\$	317,225	\$	326,318
NET ASSETS, beginning											
Unrestricted:											
21	Undesignated		2,350,492		-		-		2,350,492		2,354,594
22	Board designated		500,000		-		-		500,000		500,000
23	Temporarily restricted		-		10,857,833		-		10,857,833		10,982,403
24	Permanently restricted		-		-		19,414,806		19,414,806		19,414,806
			<hr/>								
25	TOTAL NET ASSETS, beginning	\$	2,850,492	\$	10,857,833	\$	19,414,806	\$	33,123,131	\$	33,251,803
26	Net Activity		416,061		2,336,695		100,754		2,853,510		1,206,706
			<hr/>								
27	NET ASSETS	\$	3,266,553	\$	13,194,528	\$	19,515,560	\$	35,976,641	\$	34,458,509
			<hr/>								
28	TOTAL LIABILITIES AND NET ASSETS	\$	3,535,289	\$	13,243,016	\$	19,515,560	\$	36,293,865	\$	34,784,827

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 12/31/20 & YTD

		CURRENT MONTH ENDING 12/31/2020			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	12/31/2019	ALL FUNDS	Budget	Variance	12/31/2019	2020-2021
		(1/12 OF Annual Budget)				(6/12 OF Annual Budget)				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	34,000	(34,000)	-	68,000
2	Interest	80,894	58,333	22,561	101,309	382,351	350,000	32,351	428,492	700,000
3	Management Fees	35,910	31,833	4,077	33,872	207,019	191,000	16,019	199,509	382,000
4	Sustainability Fees (Gift Fees)	-	-	-	2,240	(200)	-	(200)	17,232	-
5	TOTAL OPERATING REVENUE	116,804	95,833	20,971	137,421	589,170	575,000	14,170	645,233	1,150,000
MANAGEMENT & GENERAL EXPENSES										
6	General	37,030	46,109	9,078	38,635	228,682	276,651	47,969	253,581	553,303
7	Independent Contractors (Non-Fundraising)	780	417	(363)	-	5,065	2,500	(2,565)	-	5,000
8	Marketing	-	521	521	-	-	3,125	3,125	-	6,250
9	Recognition	385	938	553	-	992	5,625	4,634	1,661	11,250
10	Salaries & Related Expenses	36,328	36,343	15	27,167	195,201	218,060	22,859	136,266	436,121
11	TOTAL MANAGEMENT & GENERAL EXPENSES	74,523	84,327	9,804	65,802	429,940	505,962	76,022	391,507	1,011,924
PROGRAM EXPENSES										
12	College & Student Support	193,352	94,267	(99,085)	116,743	562,960	565,600	2,640	581,736	1,131,200
13	Development & Recognition	440	2,225	1,785	434	683	13,350	12,667	3,444	26,700
14	General	1,147	2,182	1,034	1,750	5,603	13,090	7,487	10,714	26,180
15	Independent Contractors (Non-Fundraising)	2,145	1,146	(999)	-	13,928	6,875	(7,053)	-	13,750
16	Marketing	26,580	16,122	(10,458)	34,122	34,562	96,730	62,168	(35,785)	193,460
17	Salaries & Related Expenses	28,897	28,910	12	21,610	155,274	173,457	18,184	108,393	346,914
18	TOTAL PROGRAM EXPENSES	252,562	144,850	(107,711)	174,659	773,010	869,102	96,092	668,502	1,738,204
19	TOTAL OPERATING EXPENSES	327,085	229,177	(97,908)	240,462	1,202,950	1,375,064	172,114	1,060,010	2,750,128
20	OPERATING SURPLUS (DEFICIT)	(210,281)	(133,344)	(76,937)	(103,041)	(613,780)	(800,064)	(186,284)	(414,777)	
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	9,662	8,333	1,328	8,172	31,540	50,000	(18,460)	18,818	100,000
22	Business Engagement Giving - All donations made by businesses	27,406	8,333	19,072	33,932	31,019	50,000	(18,981)	40,462	100,000
23	Foundation Grants	70,000	37,500	32,500	5,000	316,000	225,000	91,000	261,675	450,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	64,986	29,167	35,819	48,414	166,356	175,000	(8,644)	121,155	350,000
25	Major Gifts - Gifts of \$25,000 +	55,000	12,500	42,500	-	205,000	75,000	130,000	-	150,000
26	Planned Giving	7,501	20,833	(13,332)	7,500	53,903	125,000	(71,097)	80,145	250,000
27	Special Events	-	45,833	(45,833)	39,488	-	275,000	(275,000)	89,488	550,000
28	Sponsorship Scholarships (Pass Thru)	6,500	29,167	(22,667)	20,200	166,502	175,000	(8,498)	246,913	350,000
29	TOTAL FUNDRAISING REVENUE:	241,054	191,667	49,387	162,706	970,320	1,150,000	(179,680)	858,656	2,300,000
FUNDRAISING EXPENSES										
30	Development & Recognition	627	6,421	5,794	4,495	3,568	38,525	34,957	12,794	77,050
31	General	719	1,661	943	1,104	4,318	9,967	5,649	8,060	19,933
32	Independent Contractors	7,475	3,021	(4,454)	7,225	44,341	18,125	(26,216)	58,225	36,250
33	Marketing (Fundraising Portion)	6,645	8,458	1,813	8,531	8,640	50,745	42,105	(8,946)	101,490
34	Special Events Direct Expenses	-	9,333	9,333	30,000	(6,500)	56,000	62,500	30,000	112,000
35	Salaries & Benefits (Fundraising Portion)	17,338	17,346	7	12,966	93,164	104,074	10,910	65,036	208,149
36	TOTAL FUNDRAISING EXPENSES:	32,804	46,239	13,435	64,321	147,531	277,436	129,905	165,168	554,872
37	FUNDRAISING SURPLUS (DEFICIT)	208,250	145,427	(62,823)	98,385	822,788	872,564	49,776	693,487	

STATEMENT OF ACTIVITIES
FOR CURRENT MONTH ENDED 12/31/20 & YTD

		CURRENT MONTH ENDING 12/31/2020			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	12/31/2019	ALL FUNDS	Budget	Variance	12/31/2019	2020-2021
		(1/12 OF Annual Budget)				(6/12 OF Annual Budget)				
38	OPERATING REVENUE BUDGET FY 2020/21	116,804	95,833	20,971	137,421	589,170	575,000	14,170	645,233	1,150,000
39	FUNDRAISING REVENUE BUDGET FY 2020/21	241,054	191,667	49,387	162,706	970,320	1,150,000	(179,680)	858,656	2,300,000
40	TOTAL 2020/21 REVENUE BUDGET:	357,858	287,500	70,358	300,127	1,559,490	1,725,000	(165,510)	1,503,889	3,450,000
41	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2020/21	74,523	84,327	9,804	65,802	429,940	505,962	76,022	391,507	1,011,924
42	PROGRAM EXPENDITURES BUDGET FY 2020/21	252,562	144,850	(107,711)	174,659	773,010	869,102	96,092	668,502	1,738,204
43	FUNDRAISING EXPENDITURE BUDGET FY 2020/21	32,804	46,239	13,435	64,321	147,531	277,436	129,905	165,168	554,872
44	TOTAL 2020/21 EXPENDITURE BUDGET:	359,889	275,417	(84,472)	304,783	1,350,481	1,652,500	302,019	1,225,178	3,305,000
45	NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	(2,031)	12,083	(139,760)	(4,656)	209,009	72,500	(136,509)	278,711	-
46	Realized Gain / Loss	32,841	-	-	12,104	587,693	-	-	227,533	-
47	Realized Gain / Loss - Osher	-	-	-	-	-	-	-	10,200	-
48	Unrealized Gain / Loss	555,929	-	-	321,168	2,135,552	-	-	769,656	-
49	Investment Fees	(7,759)	12,083	-	(7,996)	(78,745)	72,500	-	(79,394)	145,000
50	Refunds	-	-	-	-	-	-	-	-	-
51	Interfund Transfers	-	-	-	-	-	-	-	-	-
52	Investment Activities	581,011	12,083	-	325,276	2,644,500	72,500	-	927,995	-
53	NET SURPLUS (DEFICIT)	578,980			320,620	2,853,509			1,206,706	



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 @ 12/31/2019	% of Budget vs Actual @ 12/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 12/31/2020	% of Budget vs Actual
Annual Giving	117,305	18,818	16.0%	100,000	31,540	31.5%
Leadership Giving	550,000	121,155	22.0%	350,000	166,356	47.5%
Business Engagement Giving	150,000	40,462	27.0%	100,000	31,019	31.0%
Major Gifts	400,000	-	0.0%	150,000	205,000	136.7%
Planned Giving	250,000	80,145	32.1%	250,000	53,903	21.6%
Special Events Giving / Capital Campaign	650,000	89,488	13.8%	550,000	-	0.0%
Stepping Out for COD / Stepping Up for COD	650,000	89,488	13.8%	500,000	-	0.0%
Academic Angels Events	-	-	0.0%	50,000	-	0.0%
Scholarship Pass-Thru Donations	400,000	246,913	61.7%	350,000	166,502	47.6%
Grants	500,000	261,675	52.3%	450,000	316,000	70.2%
Fundraising Revenues	3,017,305	858,656	28.5%	2,300,000	970,320	42.2%

Investment/Other Revenues :

Investment Management Services	385,000	199,509	51.8%	382,000	207,019	54.2%
Gift Fee	40,000	17,232	43.1%	-	(200)	0.0%
In Kind Revenue	68,000	-	0.0%	68,000	-	0.0%
Interest/Dividends Income	600,000	428,492	71.4%	700,000	382,351	54.6%
Investment/Other Revenues	1,093,000	645,233	59.0%	1,150,000	589,170	51.2%
Total Combined Revenue	4,110,305	1,503,889	36.6%	3,450,000	1,559,490	45.2%



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 @ 12/31/2019	% of Budget vs Actual @ 12/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 12/31/2020	% of Budget vs Actual
Annual Giving	15,000	-	0.0%	10,000	-	0.0%
Leadership Giving	15,000	4,513	30.1%	15,000	2,386	15.9%
Business Engagement	5,000	510	10.2%	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	3,500	23.3%	10,000	-	0.0%
Special Events Expenses	100,000	30,000	30.0%	100,000	(6,500)	-6.5%
Stepping Out for COD Event / Stepping Up for COD	75,000	30,000	40.0%	75,000	(6,500)	-8.7%
Academic Angels Events	25,000	-	0.0%	25,000	-	0.0%
<u>Total Fundraising Expenses:</u>	160,000	38,523	24.1%	144,000	(3,804)	-2.6%

General Operating Expenses

Alumni Database Development	11,000	-	0.0%	1,000	864	86.4%
Alumni Engagement	50,000	1,728	3.5%	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	437	9.7%	6,000	907	15.1%
Board/Staff Training	15,000	5,547	37.0%	15,000	5,879	39.2%
Community Relations	10,000	5,465	54.7%	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	1,322	8.8%
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 @ 12/31/2019	% of Budget vs Actual @ 12/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 12/31/2020	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	37,500	50.0%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	20,725	41.5%	-	30,000	0.0%
30,000	-	0.0%	20,000	24,724	123.6%
205,000	58,225	28.4%	50,000	62,734	125.5%
555	555	100.0%	555	555	100.0%
50,000	8,000	16.0%	25,000	-	0.0%
384,540	134,770	35.0%	380,000	163,151	42.9%
20,000	-	0.0%	35,000	4,638	13.3%
-	-	0.0%	25,000	-	0.0%
50,000	-	0.0%	50,000	-	0.0%
50,000	24,615	49.2%	50,000	24,705	49.4%
-	-	0.0%	-	-	0.0%
179,540	86,841	48.4%	135,000	70,229	52.0%
85,000	23,314	27.4%	85,000	63,579	74.8%
4,000	2,735	68.4%	3,500	1,600	45.7%
15,000	4,231	28.2%	15,000	1,681	11.2%
50,000	21,982	44.0%	45,000	21,356	47.5%
5,000	1,027	20.5%	5,000	2,011	40.2%
25,000	10,627	42.5%	20,000	2,218	11.1%
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	6,307	52.6%	12,000	3,733	31.1%
1,200	219	18.3%	1,200	-	0.0%
5,000	660	13.2%	1,661	50	3.0%
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 @ 12/31/2019	% of Budget vs Actual @ 12/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 12/31/2020	% of Budget vs Actual
3,000	1,543	51.4%	2,000	1,440	72.0%
2,000	1,140	57.0%	2,000	635	31.8%
5,000	1,087	21.7%	5,000	-	0.0%
986,450	309,695	31.4%	991,184	443,639	44.8%
758,533	221,712	29.2%	742,528	319,505	43.0%
227,917	87,983	38.6%	248,656	124,134	49.9%
1,200	839	69.9%	1,200	51	4.3%
1,859,105	410,160	22.1%	1,682,800	605,822	36.0%
10,000	-	0.0%	10,000	40	0.4%
385,000	199,509	51.8%	382,000	171,109	44.8%
40,000	17,232	43.1%	-	(200)	0.0%
145,000	57,412	39.6%	100,000	57,389	57.4%
580,000	274,153	47.3%	492,000	228,338	46.4%
1,511,200	581,736	38.5%	1,131,200	562,960	49.8%
720,000	178,481	24.8%	500,000	10,281	2.1%
-	-	0.0%	-	-	0.0%
40,000	12,366		30,000	-	
750,000	390,889	52.1%	600,000	552,679	92.1%
1,200	-	0.0%	1,200	-	0.0%
1,511,200	581,736	38.5%	1,131,200	562,960	49.8%
4,110,305	1,304,572	31.7%	3,450,000	1,393,316	40.4%



FY 20/21 COMBINED OPERATING BUDGET

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 12/31/2019	% of Budget vs Actual @ 12/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 12/31/2020	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	37,500	50.0%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	20,725	41.5%	-	30,000	0.0%
30,000	-	0.0%	20,000	24,724	123.6%
205,000	58,225	28.4%	50,000	62,734	125.5%
555	555	100.0%	555	555	100.0%
50,000	8,000	16.0%	25,000	-	0.0%
384,540	134,770	35.0%	380,000	163,151	42.9%
20,000	-	0.0%	35,000	4,638	13.3%
-	-	0.0%	25,000	-	0.0%
50,000	-	0.0%	50,000	-	0.0%
50,000	24,615	49.2%	50,000	24,705	49.4%
-	-	0.0%	-	-	0.0%
179,540	86,841	48.4%	135,000	70,229	52.0%
85,000	23,314	27.4%	85,000	63,579	74.8%
4,000	2,735	68.4%	3,500	1,600	45.7%
15,000	4,231	28.2%	15,000	1,681	11.2%
50,000	21,982	44.0%	45,000	21,356	47.5%
5,000	1,027	20.5%	5,000	2,011	40.2%
25,000	10,627	42.5%	20,000	2,218	11.1%
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	6,307	52.6%	12,000	3,733	31.1%
1,200	219	18.3%	1,200	-	0.0%
5,000	660	13.2%	1,661	50	3.0%
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 @ 12/31/2019	% of Budget vs Actual @ 12/31/2019	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 12/31/2020	% of Budget vs Actual
3,000	1,543	51.4%	2,000	1,440	72.0%
2,000	1,140	57.0%	2,000	635	31.8%
5,000	1,087	21.7%	5,000	-	0.0%
986,450	309,695	31.4%	991,184	443,639	44.8%
758,533	221,712	29.2%	742,528	319,505	43.0%
227,917	87,983	38.6%	248,656	124,134	49.9%
1,200	839	69.9%	1,200	51	4.3%
1,859,105	410,160	22.1%	1,682,800	605,822	36.0%
10,000	-	0.0%	10,000	40	0.4%
385,000	199,509	51.8%	382,000	171,109	44.8%
40,000	17,232	43.1%	-	(200)	0.0%
145,000	57,412	39.6%	100,000	57,389	57.4%
580,000	274,153	47.3%	492,000	228,338	46.4%
1,511,200	581,736	38.5%	1,131,200	562,960	49.8%
720,000	178,481	24.8%	500,000	10,281	2.1%
-	-	0.0%	-	-	0.0%
40,000	12,366		30,000	-	
750,000	390,889	52.1%	600,000	552,679	92.1%
1,200	-	0.0%	1,200	-	0.0%
1,511,200	581,736	38.5%	1,131,200	562,960	49.8%
4,110,305	1,304,572	31.7%	3,450,000	1,393,316	40.4%

REPORT OF SCHOLARSHIPS AWARDED

FY 2020/2021

1st Qtr. & 2nd Qtr. Ended December 31, 2020

SCHOLARSHIPS AWARDED	1st Qtr Number of Scholarships Awarded	1st Qtr Scholarships Paid	2nd Qtr Number of Scholarships Awarded	2nd Qtr Scholarships Paid	FY 2020/2021 Total Number of Scholarships Issued	Total Scholarships Awarded YTD
Applied Science & Business (ASB)			84	\$ 61,367.00	84	\$ 61,367
Communication & Humanities (CH)					-	\$ -
Counseling Services (CS)	22	\$ 21,582.00	6	\$ 6,903.00	28	\$ 28,485
Enrollment Services (ES)					-	\$ -
General Scholarships (Non-Program Specific)	86	\$ 52,128.11	66	\$ 56,900.00	152	\$ 109,028
Health Sciences & Education (HSE)			6	\$ 5,852.06	6	\$ 5,852
Math & Science (MS)	1	\$ 190.00			1	\$ 190
Social Sciences & Arts (SSA)	8	\$ 5,450.00	37	\$ 37,000.00	45	\$ 42,450
Sponsorship Scholarships (Pass Thru)	23	\$ 23,526.00	91	\$ 123,688.05	114	\$ 147,214
Student Emergency Funds	56	\$ 69,055.96	95	\$ 89,036.75	151	\$ 158,093
Total Scholarships Awarded:	196	171,932	385	380,747	581	\$ 552,679

REPORT OF PROGRAM CONTRIBUTIONS

FY 2020/2021

1st Qtr. & 2nd Qtr. Ended December 31, 2020

PROGRAM CONTRIBUTIONS	1st Qtr Program Contributions	2nd Qtr Program Contributions	Total Program Contributions YTD	
Applied Science & Business		\$ 10,281	\$	10,281
Communication & Humanities				
Counseling Services				
Enrollment Services				
General (Non-Program Specific)				
Health Sciences & Education				
Math & Science				
Social Sciences & Arts:				
Total Program Contributions:	\$ -	\$ 10,281	\$	10,281
PENDING PROGRAM REQUEST SUBMITTED				
Applied Science & Business	\$ 3,750	Automotive Department Supplies		
Communication & Humanities				
Counseling Services	\$ 10,000	Textbook Support for Foster Youth Students		
Enrollment Services				
General (Non-Program Specific)	\$ 1,025	Honorarium Gifts for Flex event speakers		
Health Sciences & Education	\$ 114,752	Nursing skills lab supplies, Nursing Director Professorship		
Math & Science				
Social Sciences & Arts:				
Sponsorship Scholarships (Pass Thru)				
Student Emergency Funds				
Total Pending Program Request	\$ 129,527			



**COLLEGE
of
the
DESERT**
FOUNDATION

Momentous Contract For Approval - 2021 College of the Desert Virtual State of the College

**MOMENTOUS**

777 E. Tahquitz Canyon Way, Suite 200
Palm Springs, CA 92262
(760) 273-5050
Frank@GoMomentous.com
<http://www.GoMomentous.com>

Estimate

ADDRESS

College of the Desert
Foundation
43-500 Monterey Ave
Palm Desert, CA 92260

ESTIMATE # 030021 V1**DATE** 02/02/2021**EXPIRATION DATE** 02/19/2021

ACTIVITY	QTY	RATE	AMOUNT
COLLEGE OF THE DESERT - 2021 STATE OF THE COLLEGE			
DAY 1: MORNING SET-UP AND LATE AFTERNOON REHEARSALS: LATE FEBRUARY TBD			
DAY 2: FILMING AND PRODUCTION DATE: LATE FEBRUARY TBD			
LIVE STREAM DATE: MARCH 17, 2021			
Load In and Filming Dates TBD			
MOMENTOUS - Event Design and Technical Production of Show, Interface with Scripted Content, Advisory for All Pre-Production, On Site Direction and Run of Show, and Execution of Livestream Production of Event.			40,000.00
Event Production Total Not To Exceed \$40,000 Guarantee By MOMENTOUS			
TOTAL			\$40,000.00

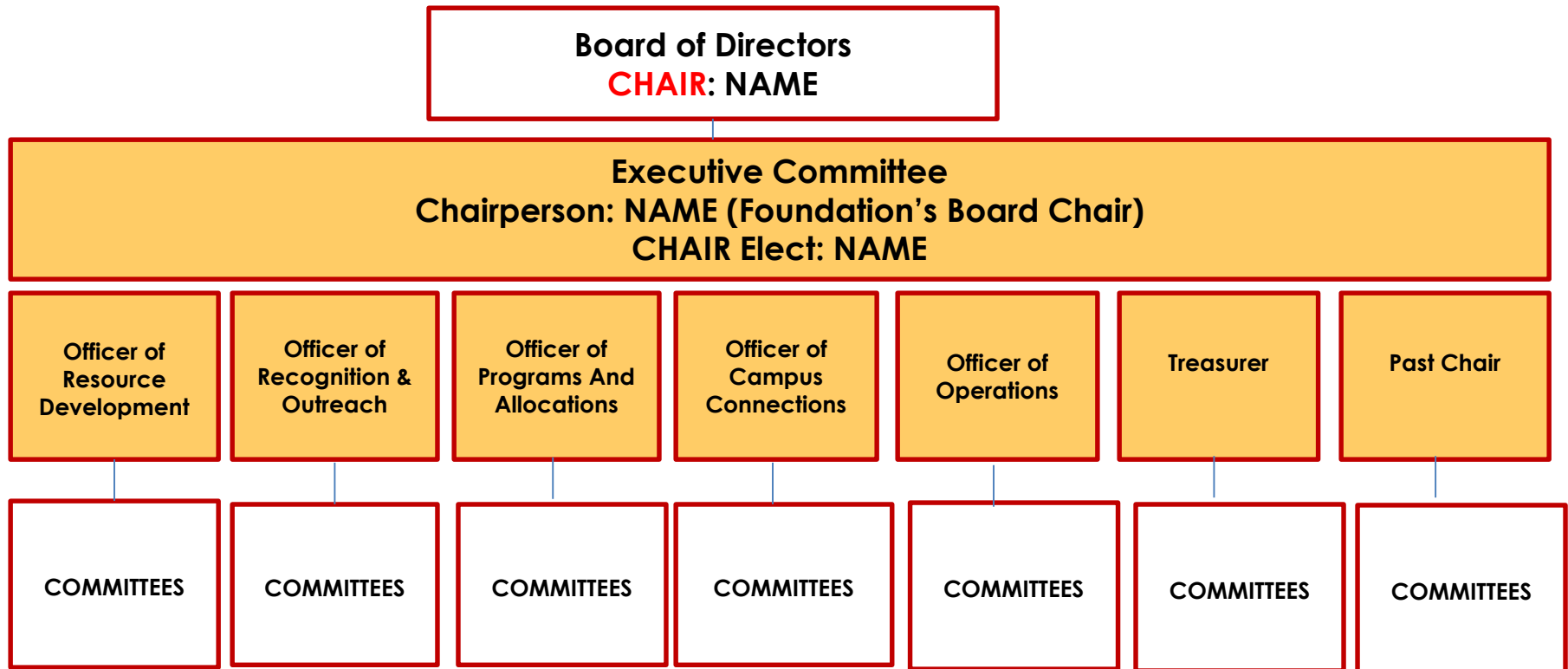
Accepted By

Accepted Date



COLLEGE
of the DESERT
FOUNDATION

Proposed Executive Committee Organizational Chart For Approval



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COLLEGE
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FOUNDATION

Proposed Officers Roles For Approval

FOUNDATION CHAIR ROLES AND RESPONSIBILITIES

Title: Chair

Authority: The Chair shall have the authority as defined in the organization's bylaws:

Section 4.03. Chair. The Chair may be referred to as the "Chairman" or "Chair," as the context so dictates. He/she shall be the Chair, in which capacity he/she shall preside at all meetings of the Board of Directors. He/she shall also be the Chief Executive Officer of the Foundation, in which capacity, but subject to oversight of the Board of Directors, he/she shall have general supervision, provide direction and make sound recommendations of the business and affairs, and the Officers of the Foundation. He/she shall have the general powers and duties of management usually vested in the office of Chair of a corporation, in addition to those powers and duties expressly prescribed by the Board of Directors and permitted by the Bylaws. He/she shall also be an ex-officio member of all Standing Committees, except the Executive Committee which he/she, or such other Director as he/she designates and the Board of Directors approves, shall chair.

Term: The Chair shall serve for two fiscal years and may be reappointed to the position for an additional one-year term.

Guidelines for Selection: The Board Chair, in tandem with the Executive Director and the Nominating Committee, seeks candidates who demonstrate:

1. Commitment to the organization, its mission and strategic plans
2. Leadership (i.e. prior service as a committee chair)
3. Understanding of College/Foundation programs and activities (i.e. service on Executive Committee)
4. Active participation in committees, meetings and events
5. Financial contributions as a donor to the organization

Major Duties: The Chair will:

- Lead Board & Executive Committee Meetings
- Assign committee chairpersons with input from the Executive Committee and Executive Director
- Serve as the primary spokesperson for the Foundation
- Make reports to the College of the Desert Board of Trustees
- Set direction for the Foundation with input / approval of the Board
- Cultivate future leadership for the Foundation
- Serve as a chief fundraiser for the organization
- Develop a Chair succession plan:
 - Identify Chair-Elect to become the successor one year prior to end of Chair / Chair term
 - Identify incoming Chair-Elect/Elect two years prior to end of Chair / Chair term



FOUNDATION EXECUTIVE COMMITTEE OFFICERS ROLES AND RESPONSIBILITIES

Officer of Resource Development

The Officer of Resource Development will be led by a board member of the Foundation and is responsible for the oversight and guidance of vital fundraising areas of the Foundation. Per the Foundation Bylaws, Chairs of each of these committees shall be Directors of the Foundation and appointed by the Foundation Chair. The Chair shall serve until the next annual election of officers at which time the Foundation Chair will appoint a chairman for each standing committee from the members of the particular standing committee.

Officer of Recognition and Outreach

The Officer of Recognition and Outreach will be led by a board member of the Foundation and is responsible for assisting the Executive Director with oversight and guidance of internal and external relations of the Foundation.

Officer of Programs and Allocations

The Officer of Programs and Allocations will be led by a board member of the Foundation and is responsible for assisting the Executive Director with programs of the Foundation which directly support student success.

Officer of Campus Connections

The Officer of Campus Connections will be led by a board member of the Foundation and is responsible for assisting the Executive Director to ensure the Foundation is aligning its efforts with the needs of the District.

Officer of Operations

The Officer of Operations will work closely with the Executive Director to provide counsel, support staff activities, fundraising and the advancement of annual initiatives, and work closely with the Director of Development and the Development Team providing recommendations for annual fund resource development.

Treasurer

The duty of the Treasurer is to supervise the maintenance of all financial records, preparation of required financial statements and proposed budgets. The Treasurer shall serve as Chairman of the Finance Committee. Any of the functions of the Treasurer may be delegated by the Board to staff personnel.

Past Chair

The immediate Past Chair of the Foundation is an officer who has completed one full year term in office, or that person who holds the office of the Foundation Chair on the occasion of the Annual Meeting and election of a new Foundation Chair. The Past Chair is also responsible for Board Development, Engagement and Emeritus Council.

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COLLEGE
of the DESERT
FOUNDATION

Appendices

Committee meeting Minutes



Foundation Regular Executive Committee Meeting

Minutes for Wednesday, January 13, 2021

1:00PM

Zoom Video:

<https://cccconfer.zoom.us/j/91435684770?pwd=VnIKaTBQajNFU3l6OFZiamZWVG1ydz09>

Meeting Participants

Committee Members Present

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

Non-Voting Committee Members Present

Catherine Abbott, Joel Kinnamon, John Ramont and Bonnie Stefan

Committee Members Not Present

Christine Anderson

Recorder

Eve-Marie Dehondt

Guests

Jeff Baker, Matt Durkan and Kirstien Renna

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 1:03PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of January 13, 2021 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 Executive Committee Meeting of January 13, 2021 with any addition, correction or deletions.

Bill Chunowitz added agenda **item 5.4** "Recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes/"

2.1 Conclusion

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

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of Regular Foundation Executive Committee Meeting Minutes – December 22, 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 January 13, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion & Action Items

5.1 Consultant's Contracts for Approval

The Committee discussed the Consultant's Contracts for approval for Gailya Brown and Elizabeth Chambers, and asked to specify the number of hours that Elizabeth Chambers will be working monthly, for it to be consistent with the Gailya Brown's contract.

5.1 Conclusion

Tom Minder moved to approve the Consultant's Contracts with the recommended update on the number of hours for Elizabeth Chambers, Jane Saltonstall seconded. Motion carried.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Elizabeth Chambers' contract to be updated to show the number of hours worked monthly.	Catherine Abbott	January 2021

5.2 Board Recruitment & Succession Planning:

5.2.1 Process for Committee Chairs/Member renewals and Officers renewals

Jane Saltonstall reported that the Nominating Committee met and discussed the process for Committee Chairs and Members renewals, and Officers Renewal. A draft organizational chart of the Executive Committee's roles, as well as draft of the Officers' roles and responsibilities have been created. The Nominating Committee is recommending that the Executive Committee form an Ad-hoc committee to work on finalizing these documents. The new structure will need to be added to the By-Laws and approved by the College of the Desert Board of Trustees once finalized and approved by the Foundation Board of Directors.

The Executive Committee agreed to form such Ad-Hoc Committee of the Executive Committee, which Jane Saltonstall agreed to chair. Catherine Abbott, Bill Chunowitz, Christine Anderson, Barbara Fromm and Joanne Mintz agreed to be part of this Executive Ad-Hoc Committee.

The Nominating Committee will follow the current structure in place to present this year's slate of Officers.

Jane Saltonstall provided an update on some of the candidates who will be moved forward to be considered as new Board Members by the Nominating Committee as below:

- Dale Landon
- Al Jones
- Leslie Usow
- Peggy Jacobs
- Rob Moon

These four candidates confirmed their interest and the Nominating Committee will be scheduling meetings with them to discuss the Foundation Board and Board members’ responsibilities, and answer their questions. Other candidates are in the pipeline and may be moved forward in the upcoming weeks.

5.2.2 Nominating Committee recommended creating a position for a Student Board Member

Jane Saltonstall reported that the Nominating Committee recommended creating a position for a Foundation Student Board Member. If created, this position would need to be included in the By-Laws and the voting status of this role would need to be specified. The Executive Committee indicated that they would like to have this role represent a different campus each year. The role could be similar to the College’s Board of Trustees Student’s Representative role. Christine Anderson and Catherine Abbott will work on exploring the process to elect this student with the College’s administration.

5.2 Conclusion

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Christine Anderson and Catherine Abbott will work on exploring the process to elect this student with the College’s administration.	Christine Anderson and Catherine Abbott	

5.3 Recommendation for the full Board to approve transfer funds to the Student Emergency Fund

5.3.1 Student Emergency Fund PPT Presentation

Catherine Abbott presented information on the Student Emergency Fund and addressed some of the questions that were raised during the last Executive Committee meeting. Jeff Baker, Vice President, Student Services, provided insight on the CARES Act criteria, and on how the funds have been distributed to the College’s students over the past months.

The Foundation has used the same the definition for the Student Emergency Fund as what has been used for the CARES Act, as no criteria were provided from the Foundation Board for the College to provide the funds. The Student Emergency Fund had a tremendous role in preventing students to drop their classes.

Tom Minder indicated that he felt the criteria in many of the students' requests for funding were insufficient, and recommended setting clear criteria for future requests.

Joel Kinnamon and Jeff Baker reassured the Committee that the College's Faculty and Staff were using discernment and following the CARES Act's guideline when granting students with emergency funds, since the Foundation did not set up any criteria in the past. They agreed to create some simple, but clear criteria for students to apply to the funds and they will bring their recommendation back for approval at the next Board Meeting.

Tom Minder and Jeff Baker will discuss the pending checks for Student Emergency checks to discuss the formulation of an application for student Emergency fund.

The Committee agreed to set a maximum of \$1K for the Student Emergency Fund for any checks coming after the ones that are already in process, and to set up a short application with clear and simple requirements.

Joanne Mintz moved the recommendation for full Board to transfer \$100,000 from the 30/30 Campaign Fund towards the Student Emergency Fund, Jane Saltonstall seconded. Motion carried.

5.3 Conclusion

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Create simple, but clear criteria for students to apply to the Student Emergency funds which will be brought back for approval at the next Board Meeting.	Jeff Baker and Catherine Abbott	January 26, 2021
Tom Minder and Jeff Baker will discuss the pending checks for Student Emergency checks to discuss the formulation of an application for student Emergency fund.	Tom Minder/Jeff Baker	January 14, 2021
Set a maximum of \$1K for the Student Emergency Fund and set up a short application with clear and simple requirements for students to apply.	Jeff Baker/Catherine Abbott	January 2021
Add the recommendation for full Board to transfer \$100,000 from the 30/30 Campaign Fund towards the Student Emergency Fund	Eve-Marie Dehondt	January 26, 2021

to the January 26, 2021 Board agenda.		
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5.4 Recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes

Barbara Fromm moved the recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes, Diane Rubin seconded. Motion Carried.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
Add the recommendation for full Board to sponsor \$75,000 for the Virtual Commencement 2021 for Caps/Tassels/Sashes, to the January 26, 2021 Board agenda.	Eve-Marie Dehondt	January 26, 2021

6. Other Discussions

Joel Kinnamon thanked the Executive Committee for their recommendation to transfer the Funds for the Student Emergency Fund.

Joanne Mintz invited Jeff Baker to present on the Student Emergency needs and funds' disbursement at the January 26 Board of Directors meeting.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
Jeff Baker to present on the Student Emergency Fund needs and funds' distribution at the January 26 Board of Directors meeting.	Jeff Baker and Catherine Abbott	January 26, 2021

7. Adjournment

The Chair adjourned the meeting at 2:45PM.

Next meeting: February 10, 2021 – 1PM – Via Zoom



Foundation Academic Angels Committee Meeting Minutes for Tuesday, January 12, 2021 2:00PM

Meeting Participants

Committee Members Present

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

Non-Voting Committee Members Present

Cynthia Cottrell

Committee Members Not Present

Norma Castaneda, Linda Weakley, 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 2:04PM.

2. Action Items

2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of January 12, 2021 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 January 12, 2021 with any addition, correction or deletions.

2.1 Conclusion

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

Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of the Academic Angels Committee Meeting Minutes of December 8, 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 January 11, 2021 at 5PM to 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 provided an update on the membership renewal letters.

As only a few members have renewed their memberships after the renewal letter was sent in November 2020, **the Committee agreed to send a secondary letter to expired members before the February Academic Angels Committee meeting.**

The Foundation's database included members designated as "Auxiliary Lifetime Members", who were past "Academic Angels Lifetime Members". **The Committee**

agreed to update the designation of the “Auxiliary Lifetime Members” and mark them as “Academic Angels Lifetime Members” to allow more accurate reporting.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
The Committee agreed to send a secondary letter to expired members before the February Academic Angels Committee meeting.	Marge Dodge/Matt Durkan/Cathy Abbott	February 9, 2021
The Committee agreed to update the designation of the “Auxiliary Lifetime Members” and mark them as “Academic Angels Lifetime Members” to allow more accurate reporting.	Amanda McCarthy	

5.2 Rescheduling the Thank You Event

The Academic Angels “Thank You Event” that was originally scheduled on January 14 is being rescheduled due to a conflicting event organized by the McCallum Theater scheduled on that day.

Marge Dodge met with Matt Durkan and Cathy Abbott to discuss the event in December. They suggested hosting a similar event as the President’s Circle Cocktails and Canapés event that took place on December 9.

Dr. Kinnamon and Cathy Abbott would present together a College’s update, and Shawn Abramowitz from Coachella Valley Leadership would present on the Youth Leadership program and how the Academic Angels will be the sponsoring group supporting this program. Participants in the “Thank You Event” will receive a gift/food basket from Jensen’s Market and a bottle of wine from a nice winery. Marge Dodge suggested that she would contact the winery and ask if the sommelier could attend the event to present the wine that participants would be receiving. Cathy Abbott will come back with pricing information on the food package from Jensen’s. Marge Dodge and Cathy Abbott will report at the February Academic Angels Committee meeting.

The proposed date for this event is Thursday, March 11 at 4PM.

Cathy Abbott will verify Dr. Kinnamon’s and Shawn Abramowitz’s availabilities.

The Committee agreed sending a letter to notify Academic Angels Members of the Event. The Letter will be distributed as follow and include the following information:

- **Current Academic Angels Members:** Will receive an email this week, thanking them for their renewal, indicating that he January 14 event will be postponed to March and inviting them to attend to the March event. The letter will indicate that participants will receive a gift/food packages from Jensen's market and a bottle of wine.
- **Lifetime Members:** Will receive a letter inviting them to the March event. The letter will indicate that participants will receive a gift/food packages from Jensen's market and a bottle of wine
- **Expired Members:** Will receive a reminder letter inviting again them to renew their membership and inviting them to the March event if they have renewed their membership by then. The letter will indicate that participants will receive a gift/food packages from Jensen's market and a bottle of wine.
- **Potential future AA Members:** Will be identified by Cathy Abbott and Matt Durkan and invited to attend the March event.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
The Committee agreed sending an email this week, indicating that he January 14 event will be postponed to March and inviting them to attend to the March event	Marge Dodge/Matt Durkan/Cathy Abbott	January 13, 2021
The Committee agreed sending a letter to notify Expired, Lifetime and potential Academic Angels Members of the Event. See details above.	Marge Dodge/Matt Durkan/Cathy Abbott	February 9, 2021
Cathy Abbott will verify Dr. Kinnamon and Shawn Abramowitz's availabilities on the proposed date.	Cathy Abbott	February 9, 2021
Marge Dodge and Cathy Abbott will come back with pricing information on the food package/bottle of wine at the February Academic Angels Committee meeting.	Cathy Abbott/Marge Dodge	February 9, 2021

5.3 Youth Leadership Program Update

Cathy Abbott and Gailya Brown met with Shawn Abramowitz from Coachella Valley Leadership and discussed the Youth Leadership Program. Shawn Abramowitz

confirmed his strong interest in the program and will be sending the curriculum in the upcoming weeks. Cathy Abbott and Gailya Brown will participate in the last four classes of their programs, and they confirmed that Coachella Valley Leadership are getting ready to send over the invitations for the students to participate in Leadership Coachella Valley. CV Strategies is putting together the sponsorship package and some marketing collaterals, for the Academic Angels to go out and start some solicitations.

Gailya Brown has been researching some grants and indicated that there might be a good fit between Bank of America and the Youth Leadership Program.

Shawn Abramowitz is also the Director of Sales at KESQ and Cathy Abbott and Matt Durkan talked to him about doing a Campaign Add on TV.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

6. Adjournment

The Committee Chair adjourned the meeting at 2:37 PM.

Next Meeting: Tuesday, February 9, 2021, 2:00 PM - Zoom



Foundation Nominating Committee Meeting

Minutes for Monday, January 11, 2021

2:00PM

Zoom Video:

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

Meeting Participants

Committee Members Present

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

Committee Members Not Present

Norma Castaneda

Recorder

Eve-Marie Dehondt

Guests:

Catherine Abbott, Bill Chunowitz, Barbara Fromm and Matthew Durkan

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:12PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Nominating Committee Meeting of January 11, 2021 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 January 11, 2021 with any addition, correction or deletions.

2.1 Conclusion

John Monahan moved to approve the agenda as updated, Diane Rubin seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
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 January 10, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

4. Minutes

4.1 Approval of Foundation Nominating Committee Meeting Minutes – December 14, 2020.

The minutes were approved as presented.

5. Closed Session

5.1 Closed session from 2:15 PM – 3:58PM 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.

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

6. Open Session

There was no reportable action taken in closed session.

7. Discussion Items

7.1 Conclusion

7.1 Follow-up Items	7.1 Task of	7.1 Due By
Marge Dodge will work with Eve-Marie Dehondt on the nomination process document that need to be updated	Marge Dodge/ Eve-Marie Dehondt	February 2021
Christine Anderson will obtain information on adding a Student to the Foundation Board and will give an update at the next Nominating Committee meeting.	Christine Anderson	February 8, 2021
Eve-Marie Dehondt will share the existing nomination process document with Cathy Abbott for her review.	Eve-Marie Dehondt/Cathy Abbott	February 8, 2021
Jane Saltonstall will contact Jim Williams as he has potential candidates for the Committee to consider	Jane Saltonstall	February 8, 2021
The Committee proposed the creation of an Ad-Hoc Committee to work on finalizing the categories and titles in the chart. They would then bring back the updated material to the Nominating Committee, and then this will be brought to the Executive Committee meeting for their review and approval.	Jane Saltonstall	February 8, 2021

8. Adjournment

The Chair adjourned the meeting at 4:01PM.

Next Meeting: February 8, 2021 – 2PM



Foundation Stepping Up for COD Committee Meeting

Minutes for Tuesday, January 5, 2021

2:00PM

Meeting Recording:

https://cccconfer.zoom.us/rec/share/Z2FZdsmnUqw-BnVXgypIbA5si26Ev6p-T_xknBy5m7B1B6wdNFWEDJOcOdqzB-5.3bsmfWq1kKzhxUq5

Meeting Participants

Voting Committee Members Present:

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

Voting Committee Members Absent:

Rob Kincaid

Guests:

Catherine Abbott, Matthew Durkan, Kirstien Renna, Gailya Brown, Barbara Fromm

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

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

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of January 5, 2021 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 January 5, 2021 with any addition, correction or deletions.

Barbara Foster Monachino moved to approve the agenda. Jane Saltonstall 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.

CORRECTION: 5.3 – Maureen O’Sullivan shall be added to ad-hoc committee

Joanne Mintz moved to approve the minutes with changes. Marlene O’Sullivan seconded.

The minutes were approved.

3.1 Follow-up Items

3.1 Task of

3.1 Due by

Correct 5.3 on minutes of December meeting.	Juli Maxwell	01/06/2021
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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 January 4, 2020 at 5PM to 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 gave a brief update, stating that the structure is not completed but she has been assured it can be completed quickly. The fabrication shop that is working on the structure is also working on racks for the morgue so this

project has been put on a lower priority. The goal is to get the structure up by end of January. Foundation is now in the launch phase of campaign and needs the structure visible. Marge asked about the lack of an advertising campaign on Facebook and the Foundation website. Cathy is working with CV Strategies to have a media plan but it has not been finalized. The original marketing plan was to not go big and public until after the first of the year.

5.1.1 Schematic for Campaign Display

No schematic as of yet.

5.1 Follow-up Items

5.1 Task of 5.1 Due by

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5.2 Canapes & Cocktails Event Recap – Joanne Mintz

Joanne reported that the event was hugely successful. The committee did a fantastic job, with close to 50 participants. There is an email follow-through with the people that attended and the people that didn't. This was the official launch of the campaign. Committee is now working on the next event – a culinary event on February 23 and will feature the restaurant "Sweet Basil", owned by COD culinary graduate. The event will also include the 2 men who started their coffee endeavor in Indio. The Indio campus will also be highlighted. Highball glasses from the December event will be hand delivered or shipped out to President's Circle members that attended Canapes & Cocktails. Matt will facilitate this and include a postcard with information for the next President's Club event. At least 2 new President's Circle members joined after the event. Cathy will get with Staff to do an analysis on the return on investment. It was a Stewardship event, but one of the goals was to grow the President's Circle.

5.2 Follow-up Items

5.2 Task of 5.2 Due by

Cathy to meet with Staff to determine ROI for this event.	Staff	02/02/2021
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5.3 Potential Honorees – Chris Anderson

5.3.1 Update from Ad-Hoc Committee

Jane Saltonstall communicated that the committee is still brainstorming potential honorees. Names that are being considered include Donna Jean Darby, Michael Childers, Debra Green, Philip K Smith, Jill Biden, Lance O'Donnell, Carson Daly and Joel Kinnamon. Committee is still taking suggestions for honorees. Committee is considering the criteria for honorees; things like "well-known", "ability to attract an audience", "potential donor". Jane shared that Cathy suggested to select people that can represent one of our various pillars, and have at least one person for each pillar. For example: Lance O'Donnell would represent the Workforce Development pillar. Joanne Mintz asked who will be invited to the celebration? Donors? Who will be the audience? Chris stated that this still needs some development but feels that we may have multiple focus groups and the Foundation would definitely want to recognize the people who donated, and it should be open to invite people to come in and see the college and learn about it, but this needs more discussion. There was discussion on possibly charging for the event, and also having a sponsor. These topics be put on agenda for next ad-hoc meeting.

5.3 Follow-up Items

5.3 Task of 5.3 Due by

Add to agenda for next meeting: who will be invited, charging for the event, possible sponsors.	Juli Maxwell	ASAP
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5.4 Stepping up for COD Budget Review – Kirstien Renna

Kirstien presented the budget to the committee.

Jane suggested that board members be told who the donors are so that they would possibly thank them personally. Marlene added that it would especially be nice to have the names of anyone that joined the President's Club after the recent event.

5.4 Follow-up Items

5.4 Task of 5.4 Due by

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5.5 Celebration Concepts – Chris Anderson

5.5.1 Update from Ad-Hoc Committee

Chris summarized the ad-hoc committee meeting. The committee landed on an "expo" type model that focuses on the 4 pillars. The first week of November

would be the timing, to focus on the areas of the campaign, and recognize people in those areas at that time, and to have it at the college if possible. The committee also discussed a progressive party, in 4 homes, with each home representing a pillar. Also, the concept of using the library and quad to include golf cart tours tied to pillars, with a cocktail bar in the library were discussed. Cathy brought the idea to Joel Kinnamon to get his feedback about November event on campus. Cathy shared with the committee that Dr. Kinnamon indicated that he believes that the campus will be open in the Fall, so she tentatively scheduled the first week of November, as the library is closed on November 6, so we can get in there and get things set up. Marge checked the community calendar and the issue is that the YMCA has their Hoedown that weekend, and we don't want to compete with this event. November 5 is another alternative, but would need to be after 5pm. The circulation desk would make a fabulous bar. Discussion was that November 5 would be the way to go, and could use the school for help setting up on that Friday. Pam said regarding the open bar, there is a way that you can get around the rules. Cathy shared that the foundation can work with the ABC to purchase a one-day permit to have liquor on campus, and would have to be in a controlled environment with security, and IDs would be required. As a non-profit, we can obtain the permit. Logistics need to be discussed with Gary Plunkett, the interim director of the library, but we may be able to close the library early that day. Pam mentioned that Friday (November 5) would be a better day since the COD Street Fair will be back in operation, and on campus on Saturday the 6th. Also, we will have to close the Hilb to students if we are providing alcohol. Cathy will report back on her findings in the February meeting. Marge Dodge to submit the event date of November 5 to the community calendar for the entire day, until the time is determined, and provide the Foundation phone number as the contact number. It was also mentioned that the gym parking lot and surrounding lots could be used for parking and Tim Nakamura should be notified to not ticket cars during this event. Ad Hoc committee will discuss the details in their next meeting.

5.5.1 Follow-up Items	5.5 Task of	5.5 Due by
Event date of November 5 to be added to community calendar	Marge Dodge	ASAP
Cathy to talk to Gary Plunket regarding library use	Cathy Abbott	02/02/2021

5.5.2 Student Services video and possible use by Foundation – Cathy Abbott

Cathy would have to defer to Pam. Move this item to next meeting.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
Put Student Services Video on February Agenda	Juli Maxwell	02/02/2021

6. Future Agenda Items

State of the college will be in March do not have a specific date. Will be a virtual event.

Dr. Kinnamon's retirement.

7. Adjournment

The Committee Chair adjourned the meeting at 2:56 PM.

Next Meeting: Tuesday, February 2, 2021, at 2:00 pm



Foundation Development Committee Meeting

Minutes for Thursday, January 21, 2021

2:00PM

Zoom Video

https://cccconfer.zoom.us/rec/play/nFbFaCT15VimRghLPGJKI7nrNCRWMkDH0XXfQ1iP_SZZCLNPw2ca_vonERk9Yo40dyDy0Lv_Y8Pls8WeO.cZubchN-T33Z9CB1?autoplay=true

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

Committee Members Absent:

Peggy Cravens
Melinda Drickey

Guest(s)

Christine Anderson Bill Chunowitz 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 2:04 pm.

2. Action Items

2.1 Approval of Agenda: Foundation Development Committee

Meeting of January 21, 2021 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).

2.2 Confirmation of Agenda: Approval of Agenda for the Development Committee Meeting of January 21, 2021 with any addition, correction or deletions.

Jim Johnson wanted to see if they wanted to review the mission of the Foundation – Cathy said to take it to the board meeting next week. Cathy will have Eve add to Board agenda.

Current Agenda changes: Cathy added "Budget Update" to agenda under 5.1, and move Update on Celebration to 5.2

2.2 Conclusion

Jim Greene moved to approve the agenda with changes. Jane Saltonstall seconded.

Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
Add "review the Mission Statement" to Board agenda	Eve	January 26, 2021

3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes – December 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 January 20, 2021 at 5PM to 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 Budget Review – Kirstien Renna

Kirstien presented the budget to the committee. Jane Saltonstall asked if there are areas that are concerning to Kirstien. Kirstien expected the Foundation to be at a higher percentage, currently at 43.4%, and expected to be closer to 60% at this time. Campaign has not kicked off yet so that number should go up once the campaign is launched publicly. Cathy shared that the Campaign goal will be increased when it goes out to the community, probably to \$2.3M. Campaign officially starts in January of 2021. Question was asked as to why monies added since July of 2020? This will be put on the Board agenda as well as put on PowerPoint slide by Cathy.

Cathy has spoken to McCallum to get the Stepping Up structure on the corner of Fred Waring and Monterey. Campaign will have billboards that will be put up showing the pillars of the campaign. Efforts by the President's Circle Committee have raised membership levels exponentially and is a huge funding source for the campaign. We should have supplemental materials next week and Foundation is also doing a complete overhaul of the website and may launch it next week as well.

5.1 Conclusion

5.1 Follow-up Items

5.1 Task of

5.1 Due by

Kirstien to make this same presentation to the Board at the next meeting	Kirstien Renna	January 26, 2021
Cathy to bring a PowerPoint slide to Board meeting regarding funding for Campaign.	Cathy Abbott	January 26, 2021

5.2 Stepping Up Celebration Concepts – Cathy ABBOTT Jane Saltonstall

November 5 is the tentative date for the celebration. Committee is looking to maybe have the library as a centerpiece, and there's a lot that is still being worked on.

Committee is brainstorming potential honorees, Dr. Kinnamon is one. Event will have various honorees and each one can represent a pillar in the campaign. Criteria for honorees, would include anyone that is a major donor, alumni, and anybody that will attract a crowd. If anyone has ideas feel free to let the committee know. There was discussion about not forgetting the lower end of the spectrum, students, faculty, everyone else, as far as various

amounts of money. The Gates Foundation came up a fair amount in the meeting and Jane shared that she is hoping we will have a new member of our board. He has spent 40 years in educational policy and was a project manager for the Gates Foundation.

Matt and Cathy met with Frank Goldstein, an event planner in the Coachella Valley, who works with non-profits. Frank pitched the idea of a televised live-stream event as a pseudo-gala. Cathy recommended he come to the ad-hoc committee and discuss this. Cathy is taking this topic back to the ad-hoc committee to be vetted by Board members then to the Development committee from there.

6. Legacy Leaders – Liz Chambers

Liz has been very active with the Legacy leaders. There are 45 of them and their expected estimated total of future gifts is \$8,750,000. Liz has been sending legacy newsletters every month. 100 prospects on the list, there is also a special newsletter for attorneys and advisors. In the last month, she has sent out 1500 newsletter, 1350 have been opened and half have read the articles. Liz would like feedback on the newsletter from those who have read it. Future projects planned: bequest mailing in March to a larger group of the donor base. Then a virtual recognition event with a national speaker in April. Crystal prisms mailed to all of the Legacy Leaders in June and July, with their name and logo and "legacy leader" on each one.

5.2 Conclusion

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Send Peggy Cravens future Development Meeting dates	Juli Maxwell	ASAP

7. Development Advisory Committee Reports

7.1 Annual Report Advisory Committee – Chair Jim Green

Jim and Cathy met yesterday, regarding putting together an annual report for this year, the year of COVID-19. They discussed the possibility for a separate Annual Report for the Foundation in the future. Cathy shared that CV strategies is creating the report for the college. Cathy sent them content for the report – foundation accomplishments, how many students were touched due to these

scholarships, how many cents on the dollar is being spent, and a multitude of other things from pLEDGE. Report will be formatted in a Piktochart and will tell the story of the Foundation. It was recommended that the committee find one board member that stepped up during COVID-19, as well as a community member who has stepped up because of COVID-19. Report will include a message from Bill Chunowitz addressing the year and the problems and why we need help from the community to help the students at COD, and also include a collage of pictures of Foundation Board members. Once we have draft of the report there will be more to report. March 17 is State of College. Report will be ready for distribution on that day.

7.1 Conclusion

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

7.2 Business Outreach Advisory Committee – Chair Jim Johnson

Meeting with Cathy and Matt next week to discuss next steps. Trying to make sure we stay in the budget next year for continuing internships. Current internships are with the Desert Sun. Looking to expand to another publication then another strategic industry.

7.2 Conclusion

7.2 Follow-up Items	7.2 Task of	7.2 Due by
None	None	None

7.3 President’s Circle Advisory Committee – Chair Carol Bell Dean

The logo for the event “Culinary Adventures” was approved, and committee is going to move forward and feature Sweet Basil (30-minute live presentation), Agenda is being finalized. Presentation will feature local businesses, Sweet Basil and Everbloom Coffee. Cathy and John White will bring everyone up to date on Indio campus during the presentation. Cathy will ask Dr. Kinnamon to send a recording, two to three-minute goodbye. Jeff Baker may be able to present at some point as the interim president. April event would be appropriate. Bill contacted Jeff Baker and he responded positively. He takes over in April. Possibly introduce Jeff Baker. Cathy will get some dates for the two of them to film. Staff will send a “Save The Date” out as soon as possible. If anyone has more names

get them to Cathy with email address, and this should be mentioned at the board meeting as well. Renewals were dismal before and now there a many more after this last event. Lynn Armstrong has just joined PC per Barbara Foster Monachino. Need to check on her name. Matt to follow up.

7.3 Conclusion

Matt to check on Lynn Armstrong's membership. Cathy to ask Dr. Kinnamon to send a farewell video. Add "board members submit names to Cathy to add to invite list for Culinary Adventures" to Board meeting agenda.

7.3 Follow-up Items	7.3 Task of	7.3 Due by
Check on Lynn Armstrong's PC membership	Matt Durkan	ASAP
Staff send out a "save the date" for Culinary Adventures event.	Juli Maxwell	ASAP
Get a farewell video from Dr. Kinnamon	Cathy Abbott	2/10/2021
Add "board members submit names to Cathy to add to invite list for Culinary Adventures" to Board meeting agenda	Eve Dehondt	ASAP

7.4 Campus Tour/Donor Outreach Advisory Committee – Chair Jim Williams

7.4.1 Update on Campus Tour Video – Video is not high on priority list with CV Strategies, due to campus shut down. Student Services video is on hold now that Dr. Kinnamon is leaving.

7.4.1 Conclusion

7.4.1 Follow-up Items	7.4.1 Task of	7.4.1 Due by
None	None	None

7.4.2 Foundation Co-Op-eration with Another Business or Organization

A meeting was held with Jim Williams, Carol Bell Dean and Cathy Abbott. On track and moving along fine. Need to be strategic about the direction. There are some strategic partnerships out there that make sense and are beneficial. Finance committee needs to stay close to this, there will be some costs and

committee needs to keep track of short- and long-term costs from a strategic point of view.

7.4.2 Conclusion

7.4.2 Follow-up Items	7.4.2 Task of	7.4.2 Due by
None	None	None

8. Development Team Update

8.1 Report on Development Staff Activities – Matthew Durkan

Matt is focusing in on fundraising and major gifts, showed spreadsheet of Top 100, working on and prioritizing with board members to go through each of these donors to see if anyone can help. Another list working on called the LYBNTY (donors that gave last year but not this year). Matt will be calling to introduce himself and see if they are going to make a gift this year. Juli Maxwell has been extremely instrumental, with letters, meetings, Top 100 list in addition to the essential administrative duties. Liz Chambers has been incredible. Analytics on newsletter and open rate is extraordinary. Gailya Brown has been productive with end-of-year “Thank You” letters and helping us put together foundation and corporation grants. February 23 is the President’s Club Culinary Adventures event, March 11 is the Academic Angels focusing on Leadership Coachella Valley, helping us develop Learning to Lead. Development is moving forward on gifts and solicitation as well as cultivation. Have been having meetings and will schedule more in the coming weeks and months. Scholarship Zoom events are being planned and we have dates set and professors scheduled. CV Strategies is working on videos, we just need to schedule donors. There are several dates for the scholarship events. March 3, 8, 10, 15, 17, 18 are the dates.

8.1 Conclusion

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

9. Future Agenda Items

10. Adjournment

The Chair adjourned the meeting at 3:37 PM.

Next Meeting: February 18, 2021, 2:00 pm



Foundation Finance & Investment Committee Meeting

Minutes for Wednesday, January 20, 2021

3:00PM

Zoom Video:

https://cccconfer.zoom.us/rec/play/Q9goJL5Ti0w5ocimO_csoYpdaNsd2est_8n1fOuIvU4HhI5_IibKmcYmXZYBVAR4wNMUu2qtcsk-ku.1MPs-jyA3k7rxHVP

Meeting Participants

Committee Members Present

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

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 3:02pm.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee Meeting of January 20, 2021 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).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Finance & Investment Committee Meeting of January 20, 2021 with any addition, correction or deletions.

Jim Williams added to agenda– Update on Exploratory Discussion regarding partnering with another Organization.

Barbara Fromm moved to approve the agenda with the addition. Barbara Foster seconded.

Motion carried.

3. Minutes

3.1 Approval of regular Finance & Investment Committee Meeting Minutes – December 2, 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 January 19, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion Items

5.1 Update on Student Emergency Fund

Kirstien prepared a presentation showing the overall progress of the fund. Tom Minder explained that Jeff Baker was at the meeting last week and asked questions about criteria of the funds and who qualified. In the Executive Committee meeting, the committee approved that the maximum that can be given to any one student is \$1,000, and the student needs to complete an application. It is a very simple application that can be completed in 5 minutes. This topic will be taken up at the board meeting. Jim Williams asked if there had been discussion of the program winding down, because Covid-19 will soon not be an issue. Tom Minder stated that this should be put on a future agenda to discuss. Bill Chunowitz stated that the Fund has always existed, but never to this extent. After the pandemic is over, the fund should still exist but will not be getting this much use. Paul Hinkes asked about the qualifications for the money and is there any vetting as to "proof of need". Tom answered that this was discussed in the Executive meeting and also discussion as to whether or not all of the students know about this fund. Federal Guidelines state that a student only has to be taking one class

to qualify. Jim asked if more students apply than funds available, and if so, where will the money come from? Jeff Baker will make a presentation to the Board on covering this topic, and he has statistics to answer most questions. The Student Emergency Fund exists whether we are in a pandemic or not. This fund supports students who have emergency needs. This fund is not marketed as public knowledge, other than working with donors. Currently funds have to be facilitated through a staff person at the college who writes up a recommendation and it goes through multiple levels before funding is approved. Part of the Stepping Up for College of the Desert campaign is the Student Emergency Fund. Soon we will be beyond the pandemic and this fund will still be an important resource for students. The Foundation wants to make sure the Student Emergency Fund is always flush for a time when there is an emergency. This fund was created out of need. Compliments to Tom from Barbara Fromm for evaluating the fund and how students are qualifying. The fund for Student Success is also another source and funds can be transferred from this fund to the Student Emergency Fund if necessary. It is the responsibility of the Board and as a Foundation to fundraise for these funds. Average fund given per student is around \$800.

5.2 Review the Financial Statements for November 30, 2020.

Kirstien Renna presented the November 2020 financial statements to the committee. Fund raising activities for this year compared to last is down 10.3 percent for the year, but we are early in the year, so it is premature to compare until Foundation really gets rolling into the campaign. Unrestricted funds coming into the Foundation go towards Student Success Fund. If someone wants their donation to go to Student Emergency Fund, it needs to be specified. Jim Williams asked to see the Balance Sheet. Kirstien reviewed the sheet for the committee. Jim Williams asked if anyone knows if there are students with debt outside the college. He asked about other funds for student assistance. Bill said Jeff Baker would possibly be able to answer that next week. We have 400 individual funds that all have different purposes and criteria. There are only 3 major funds that are used for Emergencies. Scholarship funds go through Financial Aid and they are awarded through Financial Aid and we fund the scholarship through them. Barbara Foster asked in terms of the investments, are we meeting with the investment managers to get an update and review of investment funds. Tom said he is hoping that this will happen. Kirstien stated that she can reach out to them to have them join a meeting. Tom suggested to wait a month to see where we are with the pandemic, as he would rather meet in person. Kirstien suggested we do this in April so we can also get a quarterly report.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Review of investment funds – Invite investment managers to April meeting	Kirstien	April 21, 2021

(Cathy had to leave for another meeting.)

5.3 Update: ACH Positive Pay set up and working- Kirstien Renna

All fraudulent charges were reversed and returned to First Foundation checking account. ACH Positive Pay is working smoothly, no other issues, fraudulent charges returned to account. Should never happen again. We do not have to pay fees for this.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
None	None	None

(Addition to Agenda)

5.4 Exploratory Discussion regarding Partnering with another Organization -Jim Williams-

A discussion was held at December's Development Committee meeting, regarding a "CoOp-petition between the Foundation and another organization such as The Living Desert. Carol Bell Dean, Jim Johnson, Cathy Abbott and Jim Williams had a meeting about this where two organizations or non-profits partner with each other to share in marketing and resources to benefit both organizations. Cathy is very aware of this concept and has experience with this in prior organizations. This concept needs more discussion including a decision on which committee it should go under. Jim Williams feels it should be in Finance, and managed and implemented on the Development side. Jim Williams stated that Cathy wanted to take this on and have Matt be her lead man. Jim would like to keep it in the Finance Committee and have Matt help with the organizing details. This concept may have legal implications also, such as being careful of co-mingling funds between two nonprofit organizations. Cathy mentioned prior to her leaving this meeting that if the Foundation enters into an agreement with other competing Foundations or industry organizations that the Foundation will consider whether or not there is appearance of "Mission Creep". In addition, Cathy also emphasized the importance of prioritizing projects within the Foundation that need attention first and must be accomplished before beginning new projects. A decision needs to be made as to how many meetings committee would want to have before this is presented to the Executive Committee, then to the Board. Matt to update Cathy on discussion.

5.4 Follow-up Items	5. Task of	5.4 Due by
Put this on the next Finance Committee agenda	Juli Maxwell	February 17, 2021
Update Cathy on this discussion.	Matt Durkan	ASAP

6.0 Action Items

6.1 Approve the Financial Statements for November 2020

Barbara Fromm moved to approve the Financial Statements for November 30, 2020.
Paul Hinke seconded.
Motion carried.

6.1 Follow-up Items	6.1 Task of	5.1 Due by
	None	None

7.0 Adjournment

The Committee Chair adjourned the meeting at 4:16 pm.

Next Meeting: February 17, 2021 via ZOOM