



COLLEGE  
*of the* DESERT  
FOUNDATION

# Foundation Board of Directors Meeting March 24, 2021 – 3PM

**Please join the teleconference here:**

<https://ccconfer.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 March 23, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto: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, March 24, 2021**

**3PM**

**Zoom Video:**

<https://cccconfer.zoom.us/j/93183969764?pwd=Vk9OdHp2NG95VCtteDZQ3c0cXBaZz09>

**Passcode:** 644249

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

## **2. Agenda**

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

## **3. Minutes**

3.1 Approval of February 24, 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 March 23, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

## **5. Reports**

5.1 Foundation Board President – Bill Chunowitz

5.1.1 Acknowledgment for Dr. Kinnamon's Retirement

5.2 College Superintendent/President– Joel Kinnamon

5.3 College Board of Trustees – Bonnie Stefan

5.4 Executive Director – Catherine Abbott

5.4.1 Scholarship Virtual Events Cancelled Update

5.4.2 Student Emergency Fund Update

5.4.3 Recommendation to Board to identify donors they have brought into the Foundation

## **6. Consent Agenda**

6.1 **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.

6.2 Approve the Financial Statements for period ended January 31, 2021

6.3 Approve the following 7 Board candidates as recommended by the Nominating Committee and presented in the Board packets: Carol Fragen, Peggy Jacobs, Al Jones, Dale Landon, Rob Moon, Leslie Usow and Jake Wuest

## **7. Action Agenda (Items pulled from the Consent Agenda for Separate discussion and Consideration)**

## **8. Discussions & Action Items**

8.1 Discuss and Approve the By-Laws amendment for the date of the Foundation Annual Meeting to take place either in April or in May

8.2 Discuss a date for the Board Meeting in May 2021

8.3 Review the proposed Slate of Officers for 2021-2022 as presented in the Board Packets

8.4 Discuss the Stepping Up For College of the Desert Campaign Re-Alignment

8.5 Discuss a "Board Buddy" system for the new Board members

## **9. Other Discussions and Future Agenda Items**

## **10. Adjournment**

**Next meeting:** Wednesday, April 28, 2021 – 3PM



COLLEGE  
*of the* DESERT  
FOUNDATION

# Minutes for Approval

**Regular Meeting of the Foundation Board**  
**Minutes for Wednesday, February 24, 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, Carol Bell Dean, Marge Dodge, Barbara Fromm, Jim Greene, Paul Hinkes, Jim Johnson, 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, Kim Dozier, John Ramont and Bonnie Stefan

**Board Members Not Present**

Peggy Cravens, Joel Kinnamon, Donna MacMillan and Rob Kincaid

**Guest(s) & Staff**

Liz Chambers, Matthew Durkan, Pam Hunter, Daniel Martinez, Annebelle Nery, 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.

Diane Rubin joined the meeting at 3:10PM.

Barbara Foster Monachino left the meeting at 3:27PM.

## 1.2 Resignation from Board Member Melinda Drickey

Bill Chunowitz informed the Board that Melinda Drickey resigned due to time commitment and indicated she may return when she will have more availability.

## 2. Approval of Agenda

**2.1 Approval of Agenda: Foundation Board of Directors Meeting of February 24, 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 February 24, 2021 with any addition, correction or deletions.

### 2.2 Conclusion

Catherine Abbott asked to move agenda item #7 "Mission Moment" as the first item being presented at the meeting due to timing conflicts from the presenter. Barbara Fromm asked to pull item #8.3 from the Consent Agenda, which will therefore be moved into agenda item #9 "Action Agenda" for discussion.

The agenda was approved as updated. Motion carried.

### 2.2 Follow-up Items

### 2.2 Task of

### 2.2 Due by

None	None	None
------	------	------

## 3. Approval of Minutes

### 3.1 Approval of January 26, 2021 Foundation Regular Board of Directors Meeting Minutes

There were no changes required to the minutes.

### 3.1 Conclusion

Barbara Fromm 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
------	------	------

## **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](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public.

## **5. Foundation Committee Reports**

### **5.1 Academic Angels**

Marge Dodge reported that the Academic Angels Committee are preparing the March 11 event scheduled at 4:45PM which will include a presentation from Cathy Abbott and Dr. Joel Kinnamon on the College's update, and from Shawn Abramowitz, President Elect at Leadership Coachella Valley on the "Learning to Lead Program". Invitations to the events were resent, as the registrations were low.

Marge Dodge indicated that there are currently 25 Academic Angels, which shows an opportunity for growth. The Committee members agreed to set a telephone tree and divided up the names of the past members and lifetime members to invite them to the event, and to encourage them to renew their membership. This positive initiative brought additional renewals and registrations to the event and represented a great opportunity to clean up the database with new updated information. The deadline to register to the event is March 1 and the Committee will then decide on whether the event should take place, depending on the number of registrations. Academic Angels in good standing who registered for the event will receive a country wine basket to thank them for their renewals.

The next Academic Angels Committee meeting is scheduled on March 9, 2021. Marge Dodge invited all Board members to attend the March 11 event and to join the Academic Angels.

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

## 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

## 5.3 Development Committee

Joanne Mintz reported that the Development Committee met on February 18. The President's Circle Culinary Adventures Event was postponed from February 23 until March 4 due to a presenter change. An email blast was sent last week to the President's Circle members indicating this change. As some members opted out of Constant Contact, the President's Circle Committee members decided to start a telephone tree and contact these members to invite them to the virtual event. This was a great opportunity to clean up the database with updated information. Joanne Mintz thanked the Committee members for their hard work and encouraged the Board members to register for the Culinary Events on March 4. The Committee will debrief after the event to decide if another virtual Culinary Event should be organized.

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

## 5.4 Executive Committee

There was no update provided as the Executive Committee met on February 10, 2020 and the Committee Chairs presented reports on their main committee's actions since the last Board meeting.

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

## 5.5 Finance & Investment Committee

Tom Minder reported that there was no update from the Finance and Investment Committee. The Financial Statements for period ended December 31, 2021 were included in the distributed Board Packet and are in the Consent Agenda for approval today.

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

None	None	None
------	------	------

**5.6 Nominating Committee**

Jane Saltonstall thanked the Board Members who completed the survey to find out their interest on the Officers' positions. The Slate of Officers will be presented at the next board meeting and will be composed again this year of a President, Vice President, Treasurer, Secretary and Past Chair. The Executive Committee formed an Ad-Hoc Committee who will work on refining the new proposed structure for Officers as per the Nominating Committee's recommendation. The new proposed structure will require further discussions before being approved, as well as an amendment of the by-laws once approved by the Board.

The Nominating Committee members are scheduled to complete their interviews with seven new qualified prospective Board Directors next week. These candidates will be presented for approval at the March Board meeting.

**5.6 Follow-up Items****5.6 Task of****5.6 Due by**

None	None	None
------	------	------

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

Christine Anderson reported that the Stepping Up for College of the Desert Committee is planning a Stepping Up Celebration on November 5, 2021 on the College Campus. They are also looking at what could be a replacement of this celebration event, in case the campus is not open in November. The Committee met with Franklin Goldstin from Momentous and Tara Bravo from CV Strategies to discuss a televised event that they could produce for the Foundation in the Fall, in case the campus is not available in the Fall.

The campaign sponsorship packets are being sent out. The Committee is also looking into raising funds around Dr. Joel Kinnamon's retirement event.

**5.7.1 Budget Review**

Cathy Abbott reported that she is working with John Ramont and the Campus' maintenance team to set up the campaign structure on the corner of Monterey and Fred Waring Avenue of the Palm Desert College Campus. Next week, the Committee will meet again and they will work on additional details for the

campaign material to be mailed and emailed to the Foundation's donors. Cathy Abbott will be bringing back a full timeline at the next Board presenting how the rest of the campaign will go and how funds will continue to be raised.

Kirstien Renna presented an update on the status of the Stepping Up for College of the Desert Budget as of February 16, 2021. The updated detailed budget was provided in the Board packet.

<b>5.7 Follow-up Items</b>	<b>5.7 Task of</b>	<b>5.7 Due by</b>
Cathy Abbott will be bringing back a full timeline at the next Board presenting how the rest of the Stepping Up campaign will go and how funds will continue to be raised.	Cathy Abbott	March 24, 2021

## **6. Reports**

### **6.1 Foundation Board President Report – Bill Chunowitz**

#### **6.1.1 Legacy Leaders Ad-Hoc Committee Update**

Bill Chunowitz asked the Committee Chairs to prepare a short written report for the next Board meeting, including highlights of the Committee actions that will be included in the Board meeting packets for future Board meetings. This will replace the regular updates during the Board meetings to allow other discussions. Updates should be sent to Eve-Marie Dehondt a week in advance.

Bill Chunowitz read a letter from a student who thanked the Board for the scholarship funding they received.

Bill Chunowitz reminded the Board to complete the Survey for Committee Assignments and Officers Roles.

Bill Chunowitz invited the Board to attend the President's Circle Culinary Events on March 4 at 4:30PM and to attend the Academic Angels Virtual Event on March 11 at 4:45PM.

<b>6.1 Follow-up Items</b>	<b>6.1 Task of</b>	<b>6.1 Due by</b>
Committee Chairs to provide a written report on their Committees' activities, one week prior to each Board meeting to include in the Board Packet.	Committee Chairs	Ongoing monthly

## **6.2 College Superintendent/President – Dr. Joel Kinnamon**

There was no report available as Dr. Kinnamon was not present.

### **6.2 Follow-up Items**

### **6.2 Task of**

### **6.2 Due by**

None	None	None
------	------	------

## **6.3 College Board of Trustees**

Dr. Bonnie Stefan reported that the Board of Trustees is starting the Presidential search. A special invitation will be sent to the Foundation Board in that regards. A survey will be posted on the Desert Sun this weekend and is currently on the College website. This will go out to obtain information from the Community on what skills people would like to see in the new College President. The Board should encourage their friends and neighbors to participate in the survey to ensure receiving feedback from the community. The Search Committee expects that the top candidate will be selected in June.

The College started their Spring 2021 enrollment Marketing Campaign and are encouraging high school students to start applying now for the Fall Semester and for the Summer.

### **6.3 Follow-up Items**

### **6.3 Task of**

### **6.3 Due by**

None	None	None
------	------	------

## **6.4 Executive Director**

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

Cathy Abbott announced that Juli Maxwell was hired as the Scholarship Administrative Assistant position and she welcomed her to the Foundation Team.

### **6.4.2 Scholarship Platform Launch**

Cathy Abbott informed the Board that the Scholarship Platform, AwardSpring, recently launched.

### **6.4.3 Scholarship Virtual Events**

Several scholarship Virtual Events will take place in March 2021, replacing the former "Scholarship Day". The events will be virtual and will represent an opportunity for donors to connect with the students and Deans. A link will be sent to the Board Members to attend the events if they are interested.

### **6.4.4 Student Emergency Fund PPT Presentation**

Cathy Abbott thanked the Board for transferring additional funds towards the Student Emergency Funds and indicated that at this time, 310 students have benefited from it. Tom Minder reported that the application that was recently

implemented helped understand better what the students are going through and show that their needs are real.

Cathy Abbott provided background on the Momentous Contract being presented for approval under agenda item 8.4 for the Virtual State of the College 2021. The contract is for an amount of \$40,000 and MAAS will sponsor \$10,000 out of it. The Foundation is working on obtaining additional sponsorships.

6.4 Follow-up Items	6.4 Task of	6.4 Due by
None	None	None

## 7. Mission Moment

### 7.1 Capture Rates for Coachella Valley Students – Presentation by Dr. Daniel Martinez

Catherine Abbott introduced Dr. Daniel Martinez, Director, Institutional Research, Office of Instruction at College of the Desert. Dr. Martinez presented on the capture rates for the Coachella Valley Students and answered questions along with Dr. Annebelle Nery, the Vice President of Instruction.

## 8. Consent Agenda Items

**8.1 Consent Agenda:** Blanket Motion: All Consent items were voted on in one motion. Any Board Member may request that any item(s) be moved to the Action Agenda.

### 8.2 Review and Approve the Financial Statements for Period Ended December 31, 2020

*(Item 8.3 - Was removed from the Consent Agenda)*

### 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

### 8.1 Conclusion

Jim Greene moved to approve the consent agenda items 8.2 and 8.4, Diane Rubin seconded. Motion carried.

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

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

Agenda Item **8.3 “Approve the proposed Organizational Chart Structure for the Executive Committee”** was pulled from the Consent Agenda for discussion.

Jane Saltonstall provided background on the proposed structure as the Nominating Committee initially created it. They wanted to ensure that Officers had defined responsibilities, as currently, no description of their roles exists. This structure will ensure that a clear succession planning is in place to allow the Executive Committee to work strategically. The Nominating Committee recommended that an Ad-Hoc Executive Committee be created to work further on this structure and to come back with a proposed plan for the Board to review and discuss. The initial draft was distributed in the packet.

Cathy Abbott presented the organizational chart to the Board members and noted the Board will be led by the Chair. The job description for the Board Chair will state that they will choose a Chair Elect within their second year of service as sitting Chair. The structure as proposed then provides a larger pool of candidates to choose from when time comes to elect the next Chair of the Foundation. This also provides the opportunity for the Chair Elect to train for a year and to have a seamless transition into the Chair’s role. Each Officer will overlook some of the Board Committees. A description of all the Officers roles has been distributed in the Board packet.

The Board shared their insights and comments on the organizational chart as below:

- The titles of “**Officers**” could be changed to “**Vice-Chairs**”.
- The terms “**President**” or “**Vice-President**” should not be used to avoid any confusion with the roles of the College’s management.
- The “**Officer of Operations**” title might be changed, given that everything else could be considered as “Operations”. Cathy Abbott noted that the role of this Officer of Operations would for instance include working with the Executive Director on political issues, and working with the College’s President on the Executive Director’s performance review.
- Having such a structure will be very **healthy** for the organization.
- With this proposed structure, the **Nominating Committee Chair** is now part of the Executive committee, which has been deemed essential.
- The **selection of the future Chair** being done by unilaterally by the current Chair, is not good governance and not recommended. Instead, the selection

of the future Chair should be performed by the Nominating Committee, with input from the current Chair.

- A **Secretary role** is mandatory in California. This could be a combined role with the Treasurer, but could also represent an opportunity for a Board member to have a leadership role and serve on the Executive Committee, if included in the chart.
- The By-Laws will be updated according to the main structure once the final chart will be approved.

The Ad-Hoc Executive Committee will continue to refine the chart, update the titles and roles' descriptions, before they bring it back to the Board.

Joanne Mintz made the motion for the Executive Ad-Hoc Committee to continue working on refining the organizational chart and to report to the Board once complete, Christine Anderson seconded. Motion carried.

9. Follow-up Items	9. Task of	9. Due By
None	None	None

## 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

Bill Chunowitz proposed scheduling a Board meeting on May 26 and June 30, 2021 to conclude the fiscal year, as in the past, no meeting took place during these months as most Board members were moving away for the summer. As virtual meeting are currently in place, the 25% quorum might be easily met in May and June.

The Board discussed this topic further under agenda item 10.2.

10.1 Follow-up Items	10.1 Task of	10.1 Due by
None	None	None

### 10.2 Change of date for the Foundation Annual Meeting from April, as stated in the Bylaws, to June

The Board discussed changing the date of the Annual Meeting from April, as per the current By-Laws, to June, to have it match the fiscal year. This would allow the newly elected Officers to all start at the beginning of the new fiscal year; provide more time to set the Board orientation and to identify additional Board Members.

One of the concern raised was that virtual meetings were currently allowed thanks to an Executive Order in place by the California State. However, they might no longer be permitted after the in-person meetings resume. Therefore, quorum could be harder to get for the Annual meeting to take place in June.

Another concern raised with moving the Annual meeting to June was that only a 25% quorum is required from June to October; and therefore, this would not represent a great attendance for the Annual Meeting. Even though the quorum for June could be updated in the By-Laws, the attendance might still be low if virtual meetings are no longer allowed in the future.

The Board asked to table the discussion to move the Foundation Annual Meeting date from April to May, to the March 24, 2021 Board of Directors meeting agenda. Since 2/3 of the voting members should be present to vote on an amendment of the By-Laws, this could not be done without proper notice during this meeting.

#### 10.2 Follow-up Items

#### 10.2 Task of

#### 10.2 Due by

Add, to the March 24, 2021 Board of Directors meeting agenda, the discussion and necessary approval to amend the By-Laws in order to move the Foundation Annual Meeting date from April to May.	Cathy Abbott	March 24, 2021
---	--------------	----------------

#### 10.3 Student Board Member

Christine Anderson reported that she and Catherine Abbott met with Carlos Maldonado, Director of Student Life at College of the Desert. They were able to download some of the Board of Trustees policies and administrative regulations.

Three things were to be considered for the Board to create a Board Student role:

- 1- **The amount of involvement required for this role.** If they only need to be involved once a month, the Board could consider having the Association Student of College of the Desert (ASCOD) President as their representative in the Board. The ASCOD is a governmental body composed of 19 students, within which 10 are Senators students and 9 are Officers. They are responsible for interacting with other groups within the Campus. ASCOD will be selecting the Student through the Senate for the Foundation.
- **If the role is an advisory vote**, knowing that the Student Board Trustee member has advisory vote. **The Board agreed that they would have an advisory position.**
- **Will they serve one or two-year term?** The standard is one-year, however serving a two-year term could be beneficial. **The Board agreed to keep it as a one-year term.**

Christine Anderson was hopeful that the position may start in the Fall of 2021 if approved by the Board by then.

10.3 Follow-up Items	10.3 Task of	10.3 Due by
None	None	None

## 11. Other Discussions & Future Agenda Items

There was no other discussions.

11. Follow-up Items	11. Task of	11. Due by
None	None	None

## 12. Adjournment

The Foundation President adjourned the meeting at 5:03PM.

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



COLLEGE  
*of the* DESERT  
FOUNDATION

# Committee Chairs Report



## **Committee Chairs Reports March 24, 2021**

### **Audit Committee Report – No report as the Committee did not meet**

### **Academic Angels Committee Report - Submitted by Marge Dodge**

The March 11, 2021 Academic Angels virtual event objective was to thank members for their support and provide information so they can be informed ambassadors to the community.

Content of the 45-minute program:

- Update campus improvements and expansion
- Future College priorities
- Stepping Up for COD campaign
- Student testimonial video (to make everyone cry)
- Leadership Coachella Valley partnership for Learning to Lead program
- Trivia contest, toast to the future success and a great Q & A session

A big thanks to Catherine Abbott, Dr. Kinnamon, Matt Durkan, and Shawn Abramowitz as presenters, and special thanks to Eve-Marie Dehondt and Juli Maxwell for coordinating the technicalities of the virtual event.

#### Some stats:

- 33 Attendees
- 34 current Academic Angels
- 3 new Academic Angel memberships from the event
- Current members were sent a wine basket, including the newest members after the event.

A \$25,000 grant has been submitted to Bank of America to fund the Learning to Lead program. This program will provide mentoring opportunities, which are attractive to members.

The committee will send an electronic newsletter to Academic Angels (current, lapsed and prospective) with updates on activity to continue to inform, connect and encourage membership.

## **Development Committee Report - Submitted by Joanne Mintz**

Our very well attended second Zoom Culinary Adventure presentation on March 4 had 54 households attending, 8 of those not PC Members. Four couples joined PC that can be directly attributed to the Event bringing in \$5500. Led by Chair Carol Bell Dean and Committee Members Maureen O'Sullivan and Barbara Foster the presentation was flawless despite a last minute pivot of presenters and venues. Thank you letters are being sent to all attendees and phone calls to all those who are not yet PC Members.

Culinary Adventure Aprons have been sent to all PC Members in attendance. The Committee is hoping to have a live Event in April on the patio of Cork Tree Restaurant and is awaiting approval from the College. No future virtual events are being planned.

The Development Committee unanimously agreed that Barbara Foster Monachino pursue the idea of having a PC Event at CVRep the first week of January, 2022. As this would involve students of several departments, the necessary steps to get The College on board must begin now.

Legacy Leaders, under the very capable leadership of Liz Chambers, is working with the attorneys of one estate that had left 20% to COD. A long and tedious process at the brink of being concluded. Of note is that legacy gifts are not counted as contributions until the estate is settled, and the assets received.

The Annual Report Committee led by Jim Greene has completed its work. The Foundation's Annual Report is to be included in the College's Annual Report. Although this Report is being created electronically this year, Cathy Abbott has requested 250 hard copies for our Board and Donors.

We are in a holding pattern re: Creating New Internships Committee led by Jim Johnson. The idea of a Campus Tour Video has been tabled as we are optimistic live tours can commence in the near future. Chair Jim Williams thought the recent State of the College video presentation can be used to entice and excite potential donors. The Committee agreed.

## **Finance & Investment Committee Report - Submitted by Tom Minder**

At their meeting of March 17, 2021, the Finance committee reviewed and approved the COD Foundation financial reports for January 2021. The Expenses for the State of the College Event of March 17th 2021 were also discussed, and the committee asked for more documentation regarding those expenses.

## **Nominating Committee Report - Submitted by Jane Saltonstall**

The Committee reviewed the survey results and noted Foundation Directors requests. Some Comments were noted including:

- Confusion on the mission. Is our focus on generating revenue or on membership. Mixing the two can created difficult. What is the mission?
- There is a lot of interest from Director to be a part of the Diversity initiative.
- Great Board
- We need business cards
- Directors need to be aware of the financial Commitment
- We need shorter meetings
- We need more input from Directors during the meetings and might break into small groups so more people can talk
- Some questions on the survey were ambiguous
- Looking forward to making a difference

The committee reviewed the slate of officers and recommended that this slate be in front of the full Board at the March 24th meeting. At this meeting, the slate will be presented. It will go for Board approval at the Annual Meeting and the new officers will start right after the Annual Meeting as per the By-Laws, committee chairs and Members will be assigned by the new Chair, Bill Chunowitz and Cathy Abbott once they new slate goes into effect.

The proposed slate follows:

- President – Christine Anderson (1st Year)
- Vice President – Diane Rubin (1st Year)
- Treasurer – Tom Minder (2nd Year)
- Secretary – Marge dodge (2nd year)
- Past President – Bill Chunowitz (N/A)

The Committee reviewed and discussed the members that had been interviewed in the past month. The Committee agreed that these 7 prospective members be presented to the full Board on the March 24 meeting. There CVs are included in the Board Packets. The Committee is asking the Board to approve these seven new members so we can invite them to the April meeting and being to plan the orientation.

Prospective Board Members to be presented include

- Carol Fragen
- Peggy Jacobs
- Al Jones
- Dale Landon
- Rob Moon
- Leslie Usow
- Jake Wuest

The Committee reviewed the pipeline and added a number of names suggested by various friends and Board Members. This list included a number of candidates that need to be cultivated and given priority as we look to improve the diversity of the Board.

**Stepping Up for College of the Desert Committee Report - Submitted by Christine Anderson and Jane Saltonstall**

The Stepping Up Campaign Targets and Foundation budget were discussed at length in the March 2nd committee meeting. The discussion was about aligning the Stepping Up Campaign financial targets with the Foundation annual budget. This would mean that the campaign targets would increase by \$300,000.00.

After much discussion and study, the committee approved the alignment. As a result, the campaign fundraising goal was increased to \$2.3M from \$2M. This successfully aligns the Campaign fundraising goal to the actual budget the Board approved at the beginning of the year. This also allows for a clearer more transparent reporting of the funds raised in this fiscal year.

The Stepping Up for COD campaign fundraising packet has been mailed out to our sponsor list.

The campaign marketing display fabrication is complete and the College is working on installation on the corner of Monterey and Fred Waring.



COLLEGE  
*of the* DESERT  
FOUNDATION

# Proposed By-Laws Amendment for the Annual Meeting date

*(SEE CHANGE IN RED FONT ON ARTICLE II- #7 - page 3 of  
the document below)*

**BYLAWS**  
**Approved October 29, 2014**

**ARTICLE I**

**Purposes**

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

A. The Foundation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of the Foundation is to engage in the solicitation, receipt, and administration of property and, from time to time, to disburse such property and the income there from, to, or for the benefit of, College of the Desert for cultural, educational, and community service purposes.

**ARTICLE II**

**Board of Directors**

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

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

There shall be two classes of Directors:

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

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

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

2. Powers and Authority:

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

3. Election of Officers and Directors:

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

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

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

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

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

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

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

4. Resignations:

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

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

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

6. Place of Regular Meeting:

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

7. Annual Meeting:

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

8. Notice: *Manner of Giving*

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

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

10. Quorum:

During the months of November through May, fifty percent (50%) of the Voting Directors then authorized by these Bylaws and holding office shall constitute a quorum for the transaction of business. During the months of June through October, twenty-five percent (25%) of the Voting Directors then authorized by these Bylaws and holding office shall constitute a quorum for the transaction of business. Any meeting at which a quorum is initially present may continue to do business until adjournment, notwithstanding the withdrawal of Directors leaving less than a

quorum in attendance. In the absence of a quorum at any meeting of the Board of Directors, a majority of the Directors present may adjourn the meeting. Every item acted upon or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors. Proxies are not permitted for Board votes.

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

11. Adjournment:

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

12. Chairman:

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

ARTICLE III

Officers

1. Officers:

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

2. Election of Officers:

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

3. Subordinate Officers:

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

4. Removal of Officers:

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

5. Resignation of Officers:

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

6. Vacancies:

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

7. Responsibilities of Officers:

- Foundation President: The Foundation President shall preside at all meetings of the Board of Directors and Executive Committee, and shall have such other duties and powers as prescribed by the Board, these Bylaws, and those ordinarily pertaining to a president of a nonprofit public benefit corporation. The Immediate Past Foundation President is that officer who has completed one full year term in office, or that person who holds the office of Foundation President on the occasion of the Annual Meeting and election of a new Foundation President.
- Vice President(s): In the absence or disability of the Foundation President, the Vice President or Vice Presidents (in order of their rank as fixed by the Board of Directors) shall perform all the duties of the Foundation President, and when so acting shall have all the powers of, and be subject to, all the restrictions upon the Foundation President. The Vice President(s) shall have such other powers and perform such other duties as from time to time may be prescribed for them specifically by the Board of Directors.
- Secretary: It shall be the duty of the Secretary to maintain a current list of Directors of the Board, give notices of meetings, take the Minutes of all Board and Executive Committee meetings, and maintain the official Minute Book of the Foundation. Any or all functions of the Secretary may be delegated by the Board of Directors to staff personnel.

- Chief Financial Officer (Treasurer): It shall be the duty of the Treasurer to supervise the maintenance of all financial records, preparation of required financial statements and proposed budgets. The Treasurer shall serve as Chairman of the Finance Committee. Any of the functions of the Treasurer may be delegated by the Board to staff personnel.

#### 8. Executive Director:

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

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

### ARTICLE IV

#### Committees

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

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

#### 1. Standing Committees:

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

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

2. Chairman of Committee:

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

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

3. Vacancies:

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

4. Quorum:

A 51% majority of a whole standing committee shall constitute a quorum of such committee, and the act of a majority of members present at a meeting when a quorum is present, shall be the act of the committee.

5. Rules:

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

**Standing Committees:**

1. Executive Committee:

The Executive Committee shall consist of the Foundation President, Vice President, Immediate Past Foundation President, Treasurer, Secretary, College Superintendent/President, College Vice President of Administrative Services, Board of Trustees representative, the Executive Director of the Foundation, the Chair of the Resource Development Committee, the Chair of the Finance & Investment Committee, the president of the Academic Angels and up to four other Directors of the Board selected by the Foundation President and approved by a majority vote of the Board. Executive Committee members shall be limited to two consecutive one-year terms, except when such limit would preclude a Board Officer, the College President or the College Vice President of Administrative Services, or a named Committee Chair from serving on the Executive Committee. The Executive Committee shall meet regularly throughout the year.

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

## 2. Finance & Investment Committee:

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

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

## 3. Nominating Committee:

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

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

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

4. Audit Committee:

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

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

5. Resource Development Committee:

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

6. Academic Angels: (formerly the Auxiliary)

The Academic Angels are organized as a Standing Committee of the Foundation. The chair of the Academic Angels shall be approved by the Foundation President. The Academic Angels are organized to assist the Board of Directors in achieving the mission of the COD Foundation. The standing committee shall consist of not less than 15 members and shall meet monthly to conduct business.

Ad Hoc Committees

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

## ARTICLE V

### Amendments

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

### *CERTIFICATE OF SECRETARY*

I, the undersigned, certify that I am the presently elected and acting Secretary of College of the Desert Foundation, a California Nonprofit Corporation, and that the above Bylaws are the Bylaws of this corporation adopted at a meeting of the Board of Directors held on October 29, 2014.

  
\_\_\_\_\_  
Diane Marcus Gershowitz, Secretary, Board of Directors

10/29/14  
\_\_\_\_\_  
Date

Received by DISTRICT (Desert Community College District) this October 29, 2014, executed in Palm Desert, California.

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

Dr. Joel L. Kinnamon, COD Superintendent/President



COLLEGE  
*of the* DESERT  
FOUNDATION

# Stepping Up For COD Budget Review

COLLEGE OF THE DESERT FOUNDATION  
2020/2021 STEPPING UP FOR COD CAMPAIGN - REVISED Campaign Goal  
As of March 16, 2021

FY 2020/2021 Campaign Summary		PILLAR I: Student Emergency Fund \$100,000				PILLAR II: Workforce & Student Development \$800,000		PILLAR III: Student Success Fund \$700,000				PILLAR IV: EDGE/pEDGE Funding \$450,000		PILLAR V: Fund The Future \$250,000		Pillar Totals					
Sponsorship Levels		Goal Qty	Goal Amt	Actual Qty	Actual Amt		Actual Amt		Goal Qty	Goal Amt	Actual Qty	Actual Amt		Actual Amt		Actual Amt					
		28	100,000.00	10					125	500,000.00	54										
PILLAR I:	Student Emergency Fund \$100,000	-	-		-				Visionary Sponsor \$100,000 +	1	100,000.00	0	-								
PILLAR II:	Workforce & Student Development \$800,000	-	-		-				Student Success Sponsor \$50,000 +	1	50,000.00	1	50,000.00								
PILLAR III:	Student Success \$700,000								Achievement Sponsor \$25,000 +	4	100,000.00	0	-								
PILLAR IV:	EDGE/pEDGE \$450,000								Triumph Sponsor \$10,000 +	5	50,000.00	3	50,000.00								
PILLAR V:	Fund the Future - New Endowments \$250,000								Victory Sponsor \$5,000 +	10	50,000.00	7	36,146.02								
									Progress Sponsor \$2,500 +	20	50,000.00	6	15,000.00								
									Benefit Sponsor \$1,500 +	20	36,000.00	5	8,500.00								
									Roadrunner Sponsor \$1,000 +	64	64,000.00	32	32,000.00								
Total Revised Campaign Goal \$2,300,000									Other Donations to Annual Campaign				82,176.09		209,187.00	100,753.21					
		Current Year Fundraising Revenue				22,605.00		Current Year Fundraising Revenue	548,880.69	Current Year Fundraising Revenue				273,822.11		Current Year Fundraising Revenue	209,187.00	100,753.21	\$ 1,155,248.01		
Campaign Fundraising Progress %			Campaign Goal	100,000.00	22.6%		Campaign Goal	800,000.00	68.6%		Campaign Goal	700,000.00	39.1%		Campaign Goal	450,000.00	46.5%	250,000.00	40.3%	50.2%	
2,300,000																					
Fundraising Campaign Expenses		Pending Expenses			Actual Exp.	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	15,040.71			-				-		
	Campaign Postage		-				-				-	440.00			-				-		
	Campaign Printing/Design/Graphics		-				-				-				-				-		
Total Fundraising Campaign Expenses			-		364.38		-		6,202.19		7,100.00	19,532.19			-				-		
Net Campaign Proceeds					22,240.62				542,678.50			254,289.92			209,187.00				100,753.21	\$ 1,129,149.25	

Combined Campaign Fundraising Expense Budget		Budget	Pending Expense		Actuals	Remaining Budget	Variance	Expenditure Description
	Direct Campaign Expenses	75,000.00	\$ -		-	75,000.00	0.0%	Expenses for Highball Glassware/Aprons/Sue Rappaport Video for PC Event/Gift Cards for PC Cocktail Event
	Annual Giving Expenses	10,000.00	-		-	10,000.00	0.0%	
	Leadership Giving Expenses	15,000.00	-		4,051.48	10,948.52	27.0%	
	Business Engagement Giving Expenses	5,000.00	-		-	5,000.00	0.0%	
	Major Giving Expenses	3,000.00	-		-	3,000.00	0.0%	
	Foundation Giving Expenses	1,000.00	-		-	1,000.00	0.0%	
	Planned Giving Expenses	10,000.00	-		-	10,000.00	0.0%	Expenses for CV Strategies Ads in Desert Living/Desert Sun and Display Sculpture
	Campaign Marketing/Messaging	50,000.00	7,100.00		21,607.28	21,292.72	57.4%	
	Campaign Postage	3,000.00	-		440.00	2,560.00	14.7%	
	Campaign Printing/Design/Graphics	10,000.00	-		-	10,000.00	0.0%	
Total Combined Fundraising Expenses		182,000.00	\$ 7,100.00		26,098.76	148,801.24	18.2%	



# **Slate of Officers and Board Directors for 2021-2022 for Full Board Approval**



## FOUNDATION BOARD DIRECTORS & OFFICERS 2021-2022 FOR APPROVAL

**Foundation Board President:**

Christine Anderson, Ed.D.

**Foundation Board Secretary:**

Marge Dodge

**Foundation Past President:**

Bill Chunowitz

**Foundation Board Treasurer:**

Tom Minder

**Foundation Board Vice President:**

Diane Rubin

**Board Directors:**

Christine Anderson, Ed.D.

Catherine Abbott – *Ex-Officio*

Jeff Baker – *Ex-Officio*

Norma Castaneda

Bill S. Chunowitz

Peggy Cravens

Carol Bell Dean

Marge Dodge

Kim Dozier, Ph.D. – *Ex-Officio*

Carol Fragen

Barbara Fromm

James Greene

Paul Hinkes, M.D.

Peggy Jacobs

James Johnson

Al Jones

C. Robert Kincaid

Dale Landon

Donna MacMillan

Thomas Minder

Joanne Mintz

Barbara Foster Monachino

John P. Monahan

Rob Moon

Marlene O'Sullivan

John Ramont – *Ex-Officio*

Diane Rubin

Jane Saltonstall, Ed.D.

Bonnie Stefan, Ed.D. – *Ex-Officio*

Leslie Usow

James E. Williams

Jake Wuest



COLLEGE  
*of the* DESERT  
FOUNDATION

# Biographies of Board Candidates



### **Nominating Committee Recommendation for the Election of New Foundation Board Members for 2021-2022**

The Nominating Committee has recommended the election of seven individuals as new Members of the Foundation Board of Directors beginning on March 25, 2021 and continuing through the next annual Board meeting in May 2021. The individuals recommended for election are:

1. Carol Fragen
2. Peggy Jacobs
3. Al Jones
4. Dale Landon
5. Rob Moon
6. Leslie Usow
7. Jake Wuest

Below are biographical brief profiles on these candidates.

#### **Carol Fragen**

Carol Fragen and her spouse Ron moved to Palm Springs in June 1971 with their five children. Mrs. Fragen was active in the Cahuilla School Parent-Teacher Association and in the upper schools. As the kids grew older, Mrs. Fragen became involved in the Jewish Federation of the Desert where she served as Campaign Chair of the Women's Division and was the first to raise a million dollars. She was also President. She went on to serve as President of Jewish Family Service and the MAC Board of the Palm Springs Desert Museum. She currently serves on the Mizell Center Board. Mrs. Fragen loves doing work for others and hopefully raising money for their causes. She has lived in Palm Springs for almost 50 years and can't wait to see a College of the Desert campus come to fruition.

#### **Allison "Al" G. Jones**

Allison G. Jones holds a Master of Arts Degree from the University of Redlands. He served as the Project Director from 2018 to 2020 for The Bill & Melinda Gates Foundation grant awarded to the Association of Independent California Colleges and Universities (AICCU) to study the feasibility of establishing a statewide longitudinal student database in California. From 2010 to 2014, Mr. Jones served as the Vice President for Postsecondary Collaboration at Achieve, (now the Partnership for the Assessment of Readiness for College and Careers - PARCC) and then as Senior Higher Education Consultant from 2014 through 2015. Mr. Jones was responsible for advancing Achieve/PARCC's college- and career-ready mission through work with the postsecondary community.

Prior to joining Achieve, Mr. Jones served as the Assistant Vice Chancellor of Academic Affairs, Student Academic Support, for the Office of the Chancellor of the California State University (CSU) and worked for the California State University from 1985 and the Office of the Chancellor from 1988 to 2010. In 1991, he served as acting director of the CSU Office of Federal Relations in Washington, D.C. while the search for a permanent director was conducted. He began his career in education administration in 1970 at the University of Redlands.

While working with the California State University system, Mr. Jones served on several systemwide, statewide, and national advisory committees that addressed outreach, admission, enrollment management, transfer, financial aid, and remediation issues.

In 2007, he was appointed to the federal Advisory Committee on Student Financial Assistance (ACSFA), which provided advice and counsel to the Secretary of Education and Congress on student financial aid policy issues. Mr. Jones was elected Vice Chair of the Advisory Committee in 2008 and became the chair in 2009. In 2002, he was appointed by to the Governors Interagency Coordinating Council on the Prevention of Alcohol and Other Drug Problems. In 2005, Mr. Jones was elected as a Trustee of The College Board and served as chair of the College Board Membership Committee. In 2006, he was appointed to the P-16 Council. In 2007, he joined the California ACT Advisory Council. He served as the chair of the governing boards of ASSIST and CAN, as chair of the Intersegmental Coordinating Committee (ICC), which is composed of staff, faculty, and student representatives from all sectors of California education and was appointed in 2006 by the Chancellor of the CSU to the task force charged with implementing the provisions of the Governor's California Veterans Education Opportunities Partnership.

### **Dale Landon**

Dale Landon holds an MBA from Stanford with emphasis on finance and economics. Mr. Landon was in the US. Army during 1968 – 1971 (Vietnam, '70 - '71). He worked at Crocker Bank in San Francisco. He did not know what he wanted to do after Stanford, so decided to go into banking to get exposure to many opportunities. He was hired by a client of the bank who had recently started a private real estate syndication firm. He was involved in all aspects of the business and met his wife, Carole. Together they started their own company in 1982 focusing on acquiring apartment complexes in the Bay area. They managed the properties through the '90's and sold them all when the dot com boom was exploding and retired later on. .

Mr. Landon and his spouse enjoy golf, music but are also very involved in education related charitable efforts. Education gave him opportunity and his goal is to pass that on. They were actively involved in raising funds for a grade school music program in San Pablo, CA called Sound Minds. It is a voluntary, after school class that teaches children about music and musical instruments, based on the El Sistema program. The reward for Mr. Landon and his spouse is the incredible academic advancement that the children realized relative to their peers. They were early and consistent supporters of the veteran's education program at COD. They want to help insure that those veterans who have the determination and desire to get a college education will have the wherewithal to do so. On a related level, they established a scholarship fund for Stanford MBA students who otherwise could not afford to attend. Additionally, they have been actively involved in fundraising for Golf Fore Africa, a charity founded by LPGA Hall of Fame member, Betsy King. GFA drills water wells in remote villages in Africa, thus enabling the young village girls to attend school rather than spending all day hauling tepid water from miles away back to the village. Finally, Mr. Landon is President of the two HOA's where they live.

### **Rob Moon**

Mr. Moon holds a Bachelor of Science from The United States Naval Academy. He is a graduate MBA Studies at George Washington University, Washington DC, with a concentration in Management of Science and Technology. He served 26 years on active duty as an officer in the United States Navy as a Surface Warfare Officer. After graduating Annapolis, Mr. Moon was in active duty service included 15

years at sea, with ten extended overseas deployments; combat operations in the Persian Gulf; three years overseas homeporting in Athens, Greece and four years in Yokosuka, Japan. His shore duty included one year at The White House in Washington DC during the Reagan administration. He was Budget Manager for the Deputy Chief of Naval Operations for Surface Warfare; and Deputy Director of Operations and Chief Information Officer for the Office of Naval Research. Retired with the rank of Commander, USN, in 1994.

Mr. Moon was Employed for 17 years as a Section 16 "C" level executive in the field of Information Technology as a Chief Information Officer (CIO) for medium sized (\$600M - \$1.5B), publicly traded corporations. Areas of specialty included technology (Micros and ViewSonic Corporations), early childhood development (LeapFrog Corporation), and online distance learning (K12 Inc). Numerous professional keynote speaker engagements in New York, San Francisco, Moscow, and other conference locations on the field of Global Information Technology Systems design, implementation, and management.

Mr. Moon served on the Palm Springs Measure J Commission from 2012-2015, the first two years as Chairman. He served as the directly elected Mayor of the City of Palm Springs from 2015-2019.

His current Board services are:

- Editorial Board of *The Desert Sun*;
- Board of Directors of Coachella Valley Repertory Theatre (plus various CVRep committees);
- Foundation of the Rancho Mirage Library and Observatory (appointed by RM City Council January 21);
- Board President of The Desert Roundtable since 2014;
- Board of the Palm Spring Sunup Rotary Club.
- Previous Board service includes:
- Board of the Vista Las Palmas Neighborhood Organization 2005-2014 (five Treasurer, four President);
- Board of Trustees of the PS Art Museum 2015-2019 (while serving as the mayor of Palm Springs);
- Board of the Palm Springs Art Museum Contemporary Arts Council 2014-2020;
- Board of the Palm Springs Opera Guild 2012-2015.
- Volunteer docent at PS Art Museum 2012-2021

Mr. Moon currently works as a residential Realtor associated with Keller Williams Palm Springs. Him and his husband, Robert Hammack, are currently restoring their recently purchased 1980 Steve Chase home in the Tamarisk Country Club. They enjoy cooking, entertaining, hosting charity events, collecting art, and travelling.

### **Peggy Jacobs**

Ms. Jacobs has owned a seasonal home in Palm Desert for the past 30 years. She loves the Coachella Valley community and feels the importance of giving back. Ms. Jacobs and her partner, Bob Howard, have supported many charities and non-profits in the valley: Eisenhower Health, Barbara Sinatra Center, The McCallum, Jewish Family Services, BigHorn Cares, Palm Springs Art Museum, Coachella Valley Rescue Mission, College of the Desert and CVRep.

Ms. Jacobs is presently serving on the Board of CVRep and served on the MCA Board of Palm Springs Museum for many years until it was dissolved. Her avocations are golf and bridge. The joy of her life is her 3 year old grandson, Miles, currently living in Boston.

Ms. Jacobs' background is law. She served as an Assistant Attorney General in Chicago before transferring to the criminal courts as a State prosecutor in the middle 70's to early 80's. She started her education at the Community College in Springfield, Illinois and will forever be grateful for that experience. The COD graduating students and her share a mantra... "because of you, I am".

### **Leslie Usow**

Leslie Usow has held various professional and volunteer positions throughout her career. She helped create the Major Gifts Program and served as the Director of Development for 10 years at a Milwaukee, a non-profit organization. She has served on committees at the Milwaukee Art Museum, the Jewish Museum of Milwaukee and the Ozaukee County United Way. Mrs. Usow is currently on the Rancho Mirage Library Foundation board, and several committees at the Palm Springs Art Museum. She is a graduate of The University of Wisconsin-Madison and earned post graduate credits in writing at Mount Mary College.

### **Jake Wuest**

Jake Wuest holds a Bachelor's Degree in Business Administration with dual concentration in Finance and Entrepreneurial Leadership from Gonzaga University in Spokane, WA. He also holds a certificate of Comprehensive Leadership from Gonzaga University and attended the graduate school of banking from the *University of Wisconsin – Madison, WI in 2015*. Mr. Wuest has extensive finance and fundraising background and is a highly motivated and goal oriented individual with strong networking skills.

Mr. Wuest served as a Board Member and Secretary of the Board of Haven of Hope from 2013 to 2020, which provides food, shelter, clothing, counseling, rehabilitation and hygienic services to the homeless and indigent.

From 2018 to 2020, he served as Executive Board Member for the Boy Scouts of America – Denver Area Council which serves 24 counties in Colorado with over 33,000 youth members. He also held other positions within the organization from 2011-2013 including Finance Committee and Investment in Character Campaign Chair for individual districts, helping oversee budget and fundraising campaigns.

From 2011 to 2013, he served on the Finance Committee of the Jefferson Center for Mental Health for two years helping oversee finances for business. The organization operated with a \$30M+ annual budget. Prior to that, he volunteered and has Committee experience with Lutheran Family Services Rocky Mountains and Junior Achievement from 2008-2015.

Since 2007, Mr. Wuest has been working as Market President for FirstBank's operations in California, managing 45 employees and \$500M+ in assets throughout the Coachella Valley.



COLLEGE  
*of the* DESERT  
FOUNDATION

# **Financial Statements for period Ended January 31, 2021**



# FINANCIAL REPORT

FOR THE PERIOD ENDED JANUARY 31, 2021 & 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

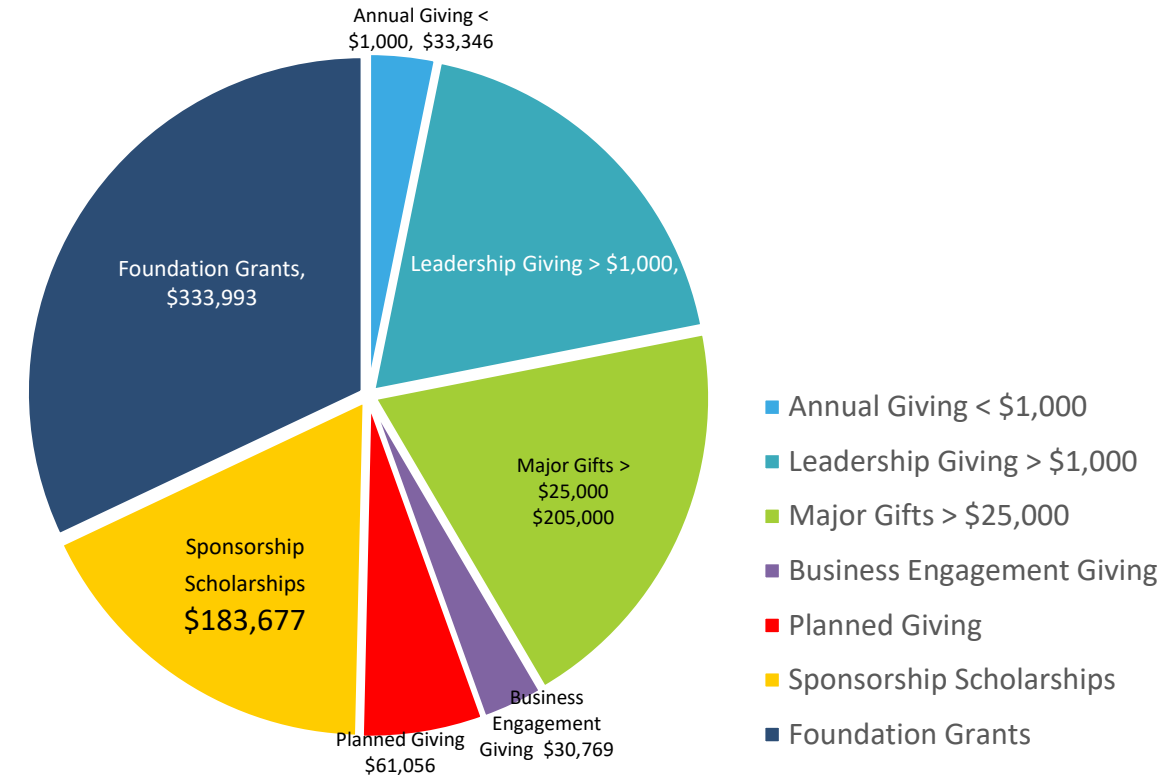
# TOTAL FUNDRAISING REVENUE HIGHLIGHTS

January 31, 2021 Fundraising Revenues \$72,573 & YTD \$1,042,893

## YTD Revenues Highlights:

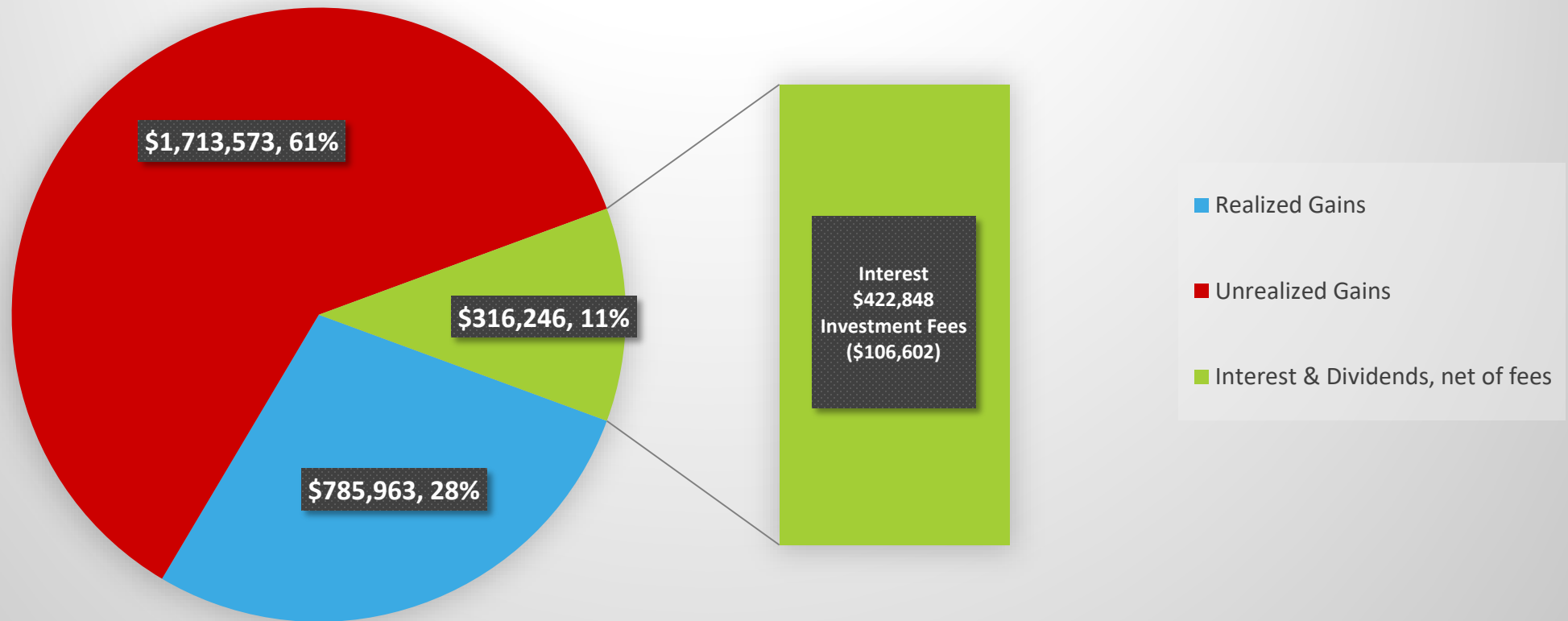
- \$200,000 grant for pLEDGE Scholarship Support
- \$183,677 in Sponsorship Scholarships
- \$196,803 in Scholarship Donations (Variety of Rest. Funds)
  - Includes:
    - \$30,000 Architecture/Construction MGMT Scholarship
    - \$25,000 Nursing GAP Scholarships Grant
    - \$25,000 Edison STEM Scholarships 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
- \$42,000 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

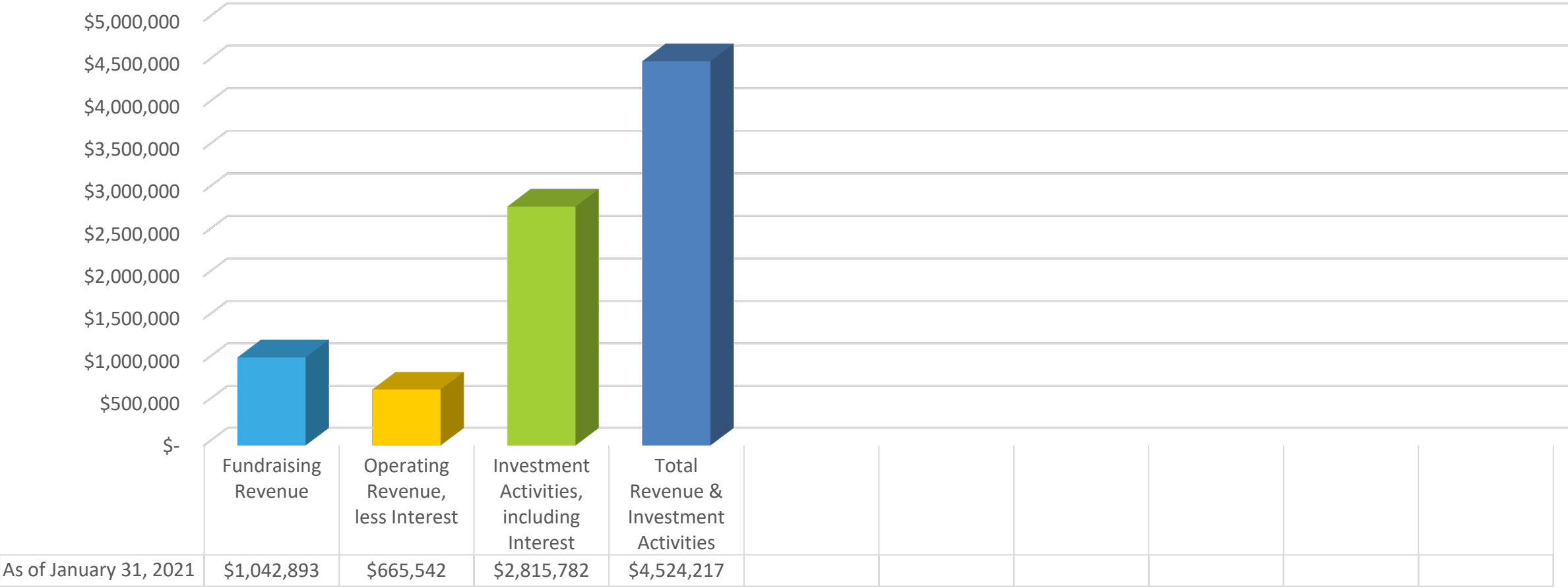


# INVESTMENT ACTIVITIES

Total Other Investment Activity Income for the month of January were \$292,063 including Interest and YTD \$2,815,782 including Interest of \$422,848

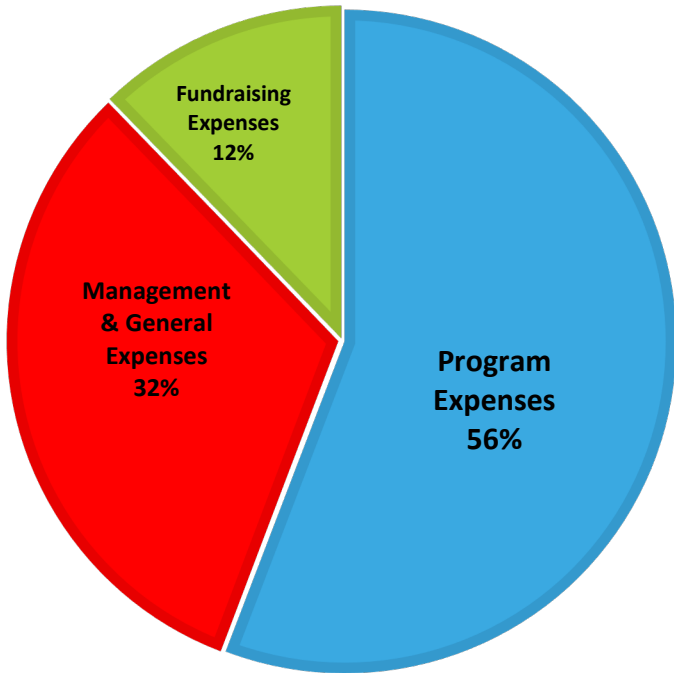


Fiscal Year 2020/2021 Combined Revenue & Investment Activities as of January 31, 2021



# TOTAL EXPENDITURES

## 2020/2021 YTD FUNCTIONAL EXPENSES



■ Program Expenses    ■ Management & General Expenses    ■ Fundraising Expenses

Total expenditures for the month ended January 31, 2021 are \$228,306 and \$1,579,021 YTD

Includes:

- Scholarships & Program Support \$639,351
- Foundation Salaries & Benefits \$524,465
- Foundation Marketing & Development \$106,341
- Consulting Services \$70,754

*\* Amounts do not include Investment activity.*

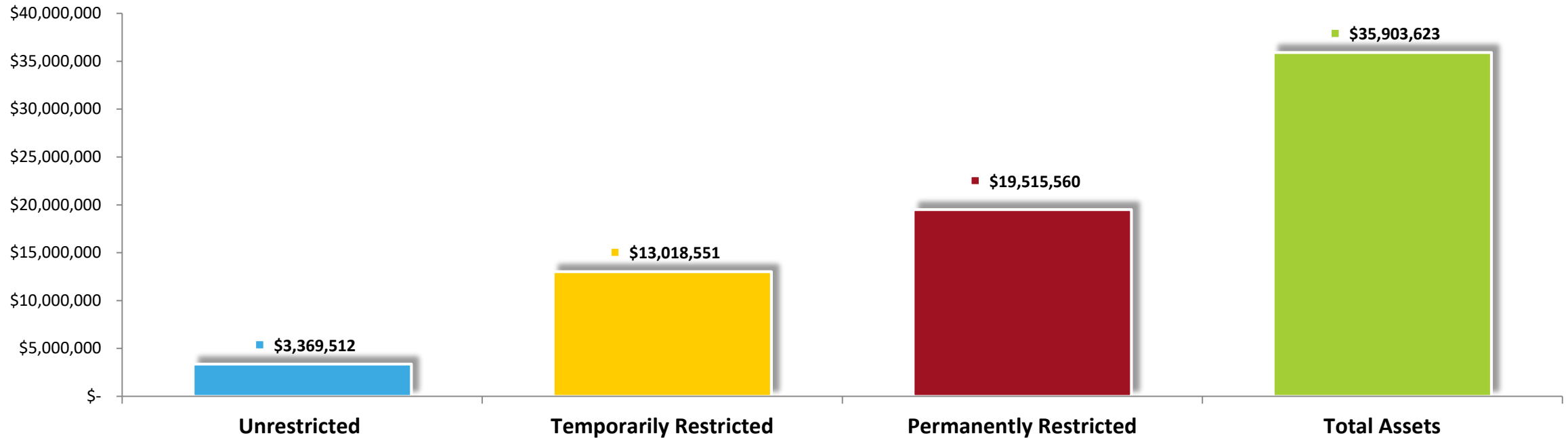
# **ACCOMPLISHING OUR MISSION**

**AS OF JANUARY 31, 2021**

**\$621,707 GIVEN IN SCHOLARSHIP SUPPORT TO STUDENTS**

**\$17,644 IN PROGRAM SUPPORT  
WITH AN ADDITIONAL \$129,431 IN PENDING REQUEST**

# Total Assets at January 31, 2021



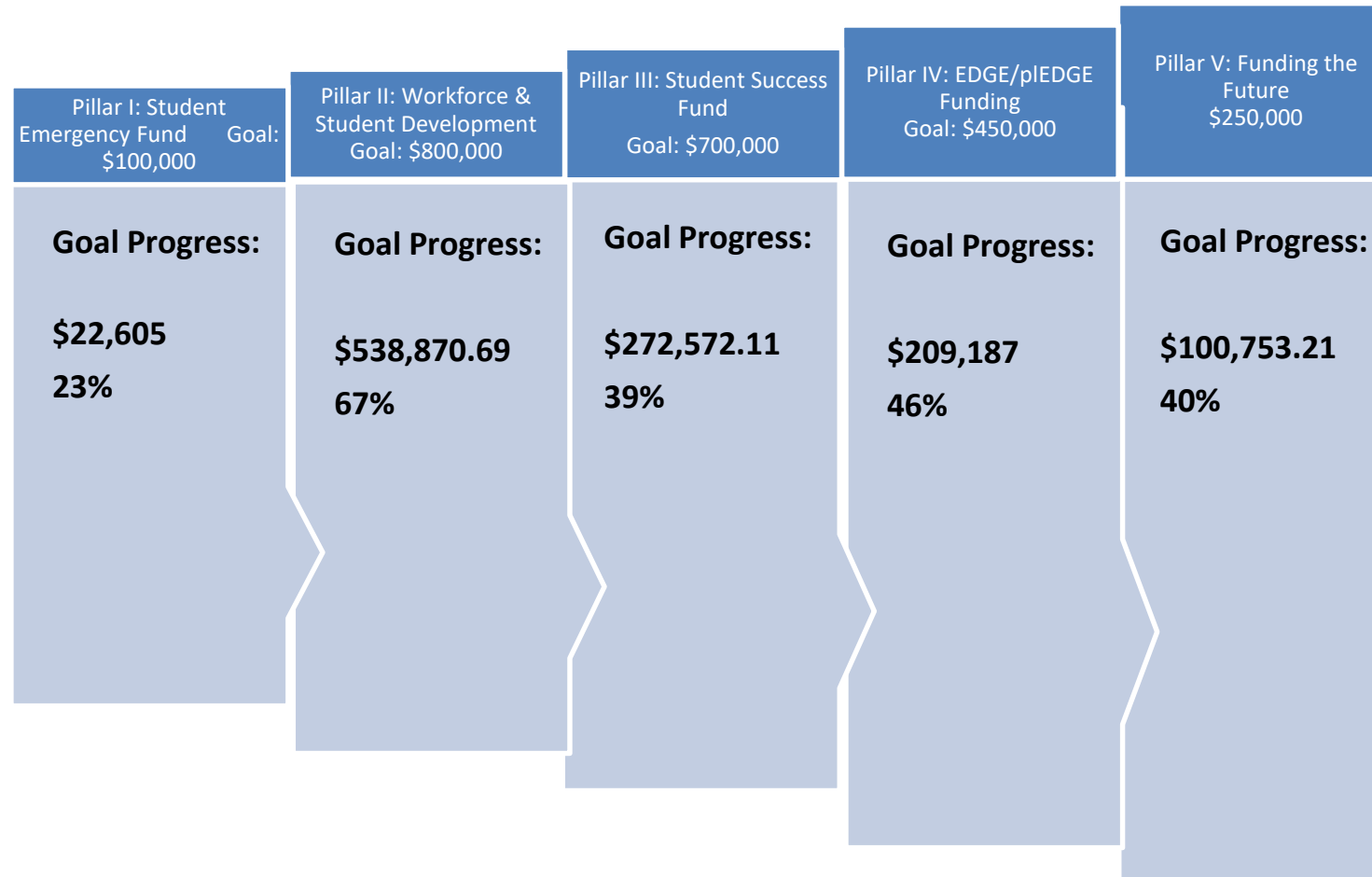
- Unrestricted Funds: Includes \$500,000 Board Reserve.
- Temporarily Restricted Funds: Restricted per Donor / Board Criteria.
- Permanently Restricted Funds: Endowments held by the Foundation in Perpetuity.

# Stepping Up for COD

2020/2021

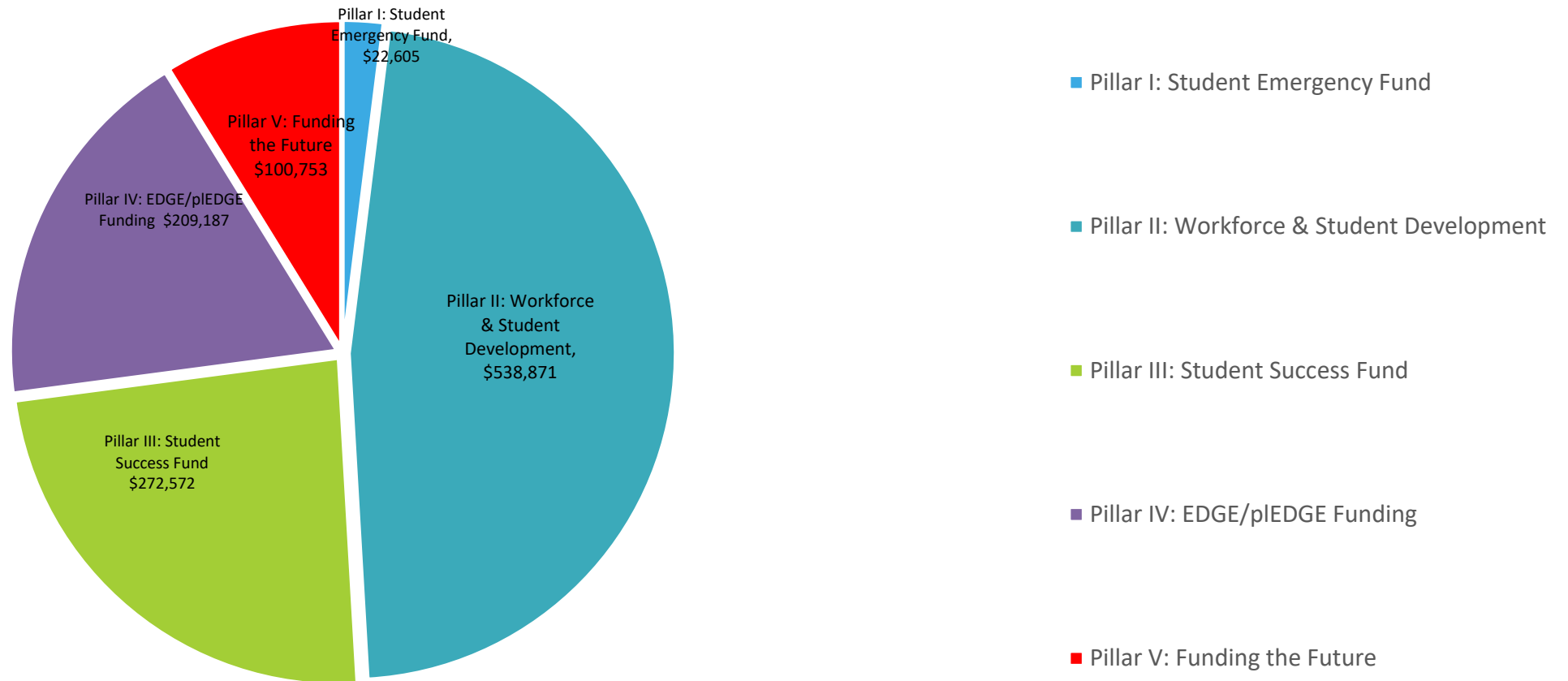
# 2020/21 STEPPING UP FOR COD CAMPAIGN PROGRESS

Overall Campaign Goal \$2,300,000 – YTD through March 15, 2021



# 2020/2021 STEPPING UP FOR COD CAMPAIGN

Current Year Fundraising Activities YTD through March 15, 2021





## **FINANCIAL SUMMARY**

**January 31, 2021**

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION , JANUARY 31, 2021**  
**WITH COMPARATIVE TOTALS FOR JANUARY 31, 2020**

	Operating & Restricted Asset Funds		Endowed Asset Funds		Totals	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		(Memorandum Only) 2020-21	2019-2020
<b>ASSETS</b>						
1 Cash and cash equivalents	\$ 406,011	\$ 288,646	\$ 782,284	\$ 1,476,942	\$ 1,392,316	
2 Investments	2,364,543	12,482,116	18,341,562	33,188,222	32,115,443	
3 Investments - Board Reserve	500,000	-	-	500,000	500,000	
4 Pledges receivable	12,320	4,808	50,000	67,128	64,808	
5 Allowance for Doubtful Accounts	-	-	-	-	-	
6 Accounts Receivable	5,000	-	-	5,000	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	
13 TOTAL ASSETS	\$ 3,369,512	\$ 13,018,551	\$ 19,515,560	\$ 35,903,623	\$ 34,784,827	
<b>LIABILITIES</b>						
14 Accounts payable	41,058	6,903	-	47,962	185,422	
15 Accounts Payable - By JV	-	-	-	-	-	
16 Accounts Payable - Related Party	80,825	18,000	-	98,825	122,988	
17 Deferred Contributions	(3,709)	-	-	(3,709)	(3,450)	
18 Accrued Payroll Liability	17,442	-	-	17,442	21,358	
19 PPP Loan Payable	97,624	-	-	97,624	-	
20 TOTAL LIABILITIES	\$ 233,241	\$ 24,903	\$ -	\$ 258,144	\$ 326,318	
<b>NET ASSETS, beginning</b>						
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	
25 TOTAL NET ASSETS, beginning	\$ 2,850,492	\$ 10,857,833	\$ 19,414,806	\$ 33,123,131	\$ 33,251,803	
26 Net Activity	285,779	2,135,815	100,754	2,522,348	1,206,706	
27 NET ASSETS	\$ 3,136,271	\$ 12,993,648	\$ 19,515,560	\$ 35,645,479	\$ 34,458,509	
28 TOTAL LIABILITIES AND NET ASSETS	\$ 3,369,512	\$ 13,018,551	\$ 19,515,560	\$ 35,903,623	\$ 34,784,827	

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 01/31/2021 & YTD

		CURRENT MONTH ENDING 01/31/2021			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	1/31/2020	ALL FUNDS	Budget	Variance	1/31/2020	2020-2021
		(1/12 OF Annual Budget )				(7/12 OF Annual Budget )				
OPERATIONAL & PROGRAM SUPPORT										
OPERATING REVENUE										
1	In-Kind Revenue	-	5,667	(5,667)	-	-	39,667	(39,667)	-	68,000
2	Interest	40,497	58,333	(17,836)	50,388	422,848	408,333	14,515	478,880	700,000
3	Management Fees	35,641	31,833	3,808	33,766	242,894	222,833	20,061	233,275	382,000
4	Sustainability Fees (Gift Fees)	-	-	-	4,634	(200)	-	(200)	21,866	-
5	TOTAL OPERATING REVENUE	76,138	95,833	(19,695)	88,788	665,542	670,833	(5,291)	734,021	1,150,000
MANAGEMENT & GENERAL EXPENSES										
6	General	38,480	46,109	7,629	47,340	267,396	322,760	55,364	300,921	553,303
7	Independent Contractors (Non-Fundraising)	704	417	(287)	-	5,769	2,917	(2,852)	-	5,000
8	Marketing	-	521	521	-	-	3,646	3,646	-	6,250
9	Recognition	-	938	938	-	992	6,563	5,571	1,661	11,250
10	Salaries & Related Expenses	35,563	36,343	780	21,964	230,765	254,404	23,639	158,231	436,121
11	TOTAL MANAGEMENT & GENERAL EXPENSES	74,747	84,327	9,580	69,305	504,921	590,289	85,368	460,813	1,011,924
PROGRAM EXPENSES										
12	College & Student Support	76,391	94,267	17,876	123,285	639,351	659,867	20,516	705,020	1,131,200
13	Development & Recognition	-	2,225	2,225	135	683	15,575	14,892	3,579	26,700
14	General	295	2,182	1,887	4,093	5,898	15,272	9,374	14,808	26,180
15	Independent Contractors (Non-Fundraising)	1,936	1,146	(790)	-	15,864	8,021	(7,843)	-	13,750
16	Marketing	13,036	16,122	3,086	68,257	35,818	112,852	77,034	9,665	193,460
17	Salaries & Related Expenses	28,289	28,910	621	17,472	183,563	202,367	18,804	125,865	346,914
18	TOTAL PROGRAM EXPENSES	119,946	144,850	24,904	213,242	881,177	1,013,953	132,775	858,937	1,738,204
19	TOTAL OPERATING EXPENSES	194,693	229,177	34,484	282,547	1,386,098	1,604,241	218,144	1,319,749	2,750,128
20	OPERATING SURPLUS (DEFICIT)	(118,555)	(133,344)	14,789	(193,759)	(720,556)	(933,408)	(212,852)	(585,728)	
FUNDRAISING										
FUNDRAISING REVENUE										
21	Annual Giving - Gifts \$1,000 and under	2,057	8,333	(6,277)	4,107	33,346	58,333	(24,987)	22,924	100,000
22	Business Engagement Giving - All donations made by businesses	-	8,333	(8,333)	79,520	30,769	58,333	(27,564)	119,982	100,000
23	Foundation Grants	17,993	37,500	(19,507)	20,200	333,993	262,500	71,493	281,875	450,000
24	Leadership Giving - Gifts \$1,000 - \$24,999	28,196	29,167	(971)	27,914	195,051	204,167	(9,115)	149,069	350,000
25	Major Gifts - Gifts of \$25,000 +	-	12,500	(12,500)	-	205,000	87,500	117,500	-	150,000
26	Planned Giving	7,153	20,833	(13,680)	7,500	61,056	145,833	(84,777)	87,645	250,000
27	Special Events	-	45,833	(45,833)	47,406	-	320,833	(320,833)	136,894	550,000
28	Sponsorship Scholarships (Pass Thru)	17,175	29,167	(11,992)	17,430	183,677	204,167	(20,490)	264,342	350,000
29	TOTAL FUNDRAISING REVENUE:	72,573	191,667	(119,094)	204,076	1,042,893	1,341,667	(298,774)	1,062,731	2,300,000
FUNDRAISING EXPENSES										
30	Development & Recognition	1,665	6,421	4,756	313	5,233	44,946	39,713	13,107	77,050
31	General	210	1,661	1,451	3,443	4,528	11,628	7,100	11,504	19,933
32	Independent Contractors	5,380	3,021	(2,359)	9,750	49,721	21,146	(28,575)	67,975	36,250
33	Marketing (Fundraising Portion)	9,384	8,458	(927)	24,875	29,804	59,203	29,399	38,738	101,490
34	Special Events Direct Expenses	-	9,333	9,333	5,000	(6,500)	65,333	71,833	35,000	112,000
35	Salaries & Benefits (Fundraising Portion)	16,973	17,346	372	10,483	110,138	121,420	11,282	75,519	208,149
36	TOTAL FUNDRAISING EXPENSES:	33,613	46,239	12,627	53,864	192,924	323,675	130,752	241,842	554,872
37	FUNDRAISING SURPLUS (DEFICIT)	38,960	145,427	106,467	150,212	849,969	1,017,991	168,022	820,889	

**STATEMENT OF ACTIVITIES**  
FOR CURRENT MONTH ENDED 01/31/2021 & YTD

		CURRENT MONTH ENDING 01/31/2021			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	1/31/2020	ALL FUNDS	Budget	Variance	1/31/2020	2020-2021
		(1/12 OF Annual Budget )				(7/12 OF Annual Budget )				
38	OPERATING REVENUE BUDGET FY 2020/21	76,138	95,833	(19,695)	88,788	665,542	670,833	(5,291)	734,021	1,150,000
39	FUNDRAISING REVENUE BUDGET FY 2020/21	72,573	191,667	(119,094)	204,076	1,042,893	1,341,667	(298,774)	1,062,731	2,300,000
40	<b>TOTAL 2020/21 REVENUE BUDGET:</b>	<b>148,711</b>	<b>287,500</b>	<b>(138,789)</b>	<b>292,864</b>	<b>1,708,435</b>	<b>2,012,500</b>	<b>(304,065)</b>	<b>1,796,752</b>	<b>3,450,000</b>
41	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2020/21	74,747	84,327	9,580	69,305	504,921	590,289	85,368	460,813	1,011,924
42	PROGRAM EXPENDITURES BUDGET FY 2020/21	119,946	144,850	24,904	213,242	881,177	1,013,953	132,775	858,937	1,738,204
43	FUNDRAISING EXPENDITURE BUDGET FY 2020/21	33,613	46,239	12,627	53,864	192,924	323,675	130,752	241,842	554,872
44	<b>TOTAL 2020/21 EXPENDITURE BUDGET:</b>	<b>228,306</b>	<b>275,417</b>	<b>47,111</b>	<b>336,411</b>	<b>1,579,021</b>	<b>1,927,917</b>	<b>348,895</b>	<b>1,561,591</b>	<b>3,305,000</b>
45	<b>NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY</b>	<b>(79,595)</b>	<b>12,083</b>	<b>121,256</b>	<b>(43,547)</b>	<b>129,413</b>	<b>84,583</b>	<b>(44,830)</b>	<b>235,161</b>	<b>-</b>
46	Realized Gain / Loss	177,270	-	-	65,188	764,963	-	-	292,721	-
47	Realized Gain / Loss - Osher	21,000	-	-	10,200	21,000	-	-	20,400	-
48	Unrealized Gain / Loss	(421,979)	-	-	(93,258)	1,713,573	-	-	676,398	-
49	Investment Fees	(27,857)	12,083	-	(26,881)	(106,602)	84,583	-	(106,274)	145,000
50	Refunds	-	-	-	-	-	-	-	-	-
51	Interfund Transfers	-	-	-	-	-	-	-	-	-
52	Investment Activities	(251,566)	12,083	-	(44,751)	2,392,934	84,583	-	883,245	-
53	<b>NET SURPLUS (DEFICIT)</b>	<b>(331,161)</b>			<b>(88,298)</b>	<b>2,522,347</b>			<b>1,118,406</b>	



**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 @ 01/31/2020	% of Budget vs Actual @ 01/31/2020	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 01/31/2021	% of Budget vs Actual
Annual Giving	117,305	22,924	19.5%	100,000	33,596	33.6%
Leadership Giving	550,000	149,069	27.1%	350,000	194,551	55.6%
Business Engagement Giving	150,000	119,982	80.0%	100,000	31,019	31.0%
Major Gifts	400,000	-	0.0%	150,000	205,000	136.7%
Planned Giving	250,000	87,645	35.1%	250,000	61,056	24.4%
Special Events Giving / Capital Campaign	650,000	136,894	21.1%	550,000	-	0.0%
Stepping Out for COD / Stepping Up for COD	650,000	136,894	21.1%	500,000	-	0.0%
Academic Angels Events	-	-	0.0%	50,000	-	0.0%
Scholarship Pass-Thru Donations	400,000	264,342	66.1%	350,000	183,677	52.5%
Grants	500,000	281,875	56.4%	450,000	333,993	74.2%
<b>Fundraising Revenues</b>	<b>3,017,305</b>	<b>1,062,731</b>	<b>35.2%</b>	<b>2,300,000</b>	<b>1,042,892</b>	<b>45.3%</b>

**Investment/Other Revenues :**

Investment Management Services	385,000	233,275	60.6%	382,000	242,894	63.6%
Gift Fee	40,000	21,866	54.7%	-	(200)	0.0%
In Kind Revenue	68,000	-	0.0%	68,000	-	0.0%
Interest/Dividends Income	600,000	478,880	79.8%	700,000	422,848	60.4%
<b>Investment/Other Revenues</b>	<b>1,093,000</b>	<b>734,021</b>	<b>67.2%</b>	<b>1,150,000</b>	<b>665,542</b>	<b>57.9%</b>
<b>Total Combined Revenue</b>	<b>4,110,305</b>	<b>1,796,752</b>	<b>43.7%</b>	<b>3,450,000</b>	<b>1,708,434</b>	<b>49.5%</b>



**FY 20/21 COMBINED OPERATING BUDGET**

**EXPENDITURES**

**Fundraising Expenses**

	FY 2019/20 Budget			FY 2020/21 Budget		
	FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 01/31/2020	% of Budget vs Actual @ 01/31/2020	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 01/31/2021	% of Budget vs Actual
Annual Giving	15,000	-	0.0%	10,000	-	0.0%
Leadership Giving	15,000	4,661	31.1%	15,000	4,051	27.0%
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	35,000	35.0%	100,000	(6,500)	-6.5%
Stepping Out for COD Event / Stepping Up for COD	75,000	35,000	46.7%	75,000	(6,500)	-8.7%
Academic Angels Events	25,000	-	0.0%	25,000	-	0.0%
<b><u>Total Fundraising Expenses:</u></b>	160,000	43,671	27.3%	144,000	(2,139)	-1.5%

**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	709	15.8%	6,000	2,109	35.2%
Board/Staff Training	15,000	5,566	37.1%	15,000	6,817	45.4%
Community Relations	10,000	5,765	57.7%	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 @ 01/31/2020	% of Budget vs Actual @ 01/31/2020	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 01/31/2021	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	43,750	58.3%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	24,225	48.5%	-	34,500	0.0%
30,000	-	0.0%	20,000	28,244	141.2%
205,000	67,975	33.2%	50,000	70,754	141.5%
555	555	100.0%	555	555	100.0%
50,000	19,828	39.7%	25,000	-	0.0%
384,540	227,903	59.3%	380,000	185,570	48.8%
20,000	-	0.0%	35,000	4,638	13.3%
-	-	0.0%	25,000	-	0.0%
50,000	36,726	73.5%	50,000	20,493	41.0%
50,000	8,760	17.5%	50,000	17,688	35.4%
-	-	0.0%	-	-	0.0%
179,540	164,811	91.8%	135,000	79,229	58.7%
85,000	17,606	20.7%	85,000	63,522	74.7%
4,000	2,735	68.4%	3,500	2,270	64.9%
15,000	4,625	30.8%	15,000	2,015	13.4%
50,000	29,484	59.0%	45,000	28,630	63.6%
5,000	1,692	33.8%	5,000	2,011	40.2%
25,000	13,627	54.5%	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	6,372	53.1%	12,000	3,798	31.7%
1,200	219	18.3%	1,200	-	0.0%
5,000	660	13.2%	1,661	50	3.0%
55,000	109,573	199.2%	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 @ 01/31/2020	% of Budget vs Actual @ 01/31/2020	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 01/31/2021	% of Budget vs Actual
3,000	1,722	57.4%	2,000	1,575	78.8%
2,000	1,140	57.0%	2,000	635	31.8%
5,000	1,087	21.7%	5,000	-	0.0%
986,450	359,615	36.5%	991,184	524,465	52.9%
758,533	251,886	33.2%	742,528	379,935	51.2%
227,917	107,729	47.3%	248,656	144,530	58.1%
1,200	839	69.9%	1,200	51	4.3%
1,859,105	696,760	37.5%	1,682,800	727,705	43.2%
10,000	56	0.6%	10,000	40	0.4%
385,000	233,275	60.6%	382,000	242,894	63.6%
40,000	21,866	54.7%	-	(200)	0.0%
145,000	76,790	53.0%	100,000	77,972	78.0%
580,000	331,987	57.2%	492,000	320,706	65.2%
1,511,200	595,447	39.4%	1,131,200	639,351	56.5%
720,000	159,647	22.2%	500,000	17,169	3.4%
-	-	0.0%	-	-	0.0%
40,000	12,366		30,000	-	
750,000	423,434	56.5%	600,000	621,707	103.6%
1,200	-	0.0%	1,200	475	39.6%
1,511,200	595,447	39.4%	1,131,200	639,351	56.5%
4,110,305	1,667,865	40.6%	3,450,000	1,685,623	48.9%



**FY 20/21 COMBINED OPERATING BUDGET**

FY 2019/20 Budget			FY 2020/21 Budget		
FY 19/20 OPERATING BUDGET	FY 19/20 Actuals @ 01/31/2020	% of Budget vs Actual @ 01/31/2020	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 01/31/2021	% of Budget vs Actual
-	-	0.0%	-	-	0.0%
75,000	43,750	58.3%	30,000	-	0.0%
50,000	-	0.0%	-	8,010	0.0%
50,000	24,225	48.5%	-	34,500	0.0%
30,000	-	0.0%	20,000	28,244	141.2%
205,000	67,975	33.2%	50,000	70,754	141.5%
555	555	100.0%	555	555	100.0%
50,000	19,828	39.7%	25,000	-	0.0%
384,540	227,903	59.3%	380,000	185,570	48.8%
20,000	-	0.0%	35,000	4,638	13.3%
-	-	0.0%	25,000	-	0.0%
50,000	36,726	73.5%	50,000	20,493	41.0%
50,000	8,760	17.5%	50,000	17,688	35.4%
-	-	0.0%	-	-	0.0%
179,540	164,811	91.8%	135,000	79,229	58.7%
85,000	17,606	20.7%	85,000	63,522	74.7%
4,000	2,735	68.4%	3,500	2,270	64.9%
15,000	4,625	30.8%	15,000	2,015	13.4%
50,000	29,484	59.0%	45,000	28,630	63.6%
5,000	1,692	33.8%	5,000	2,011	40.2%
25,000	13,627	54.5%	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	6,372	53.1%	12,000	3,798	31.7%
1,200	219	18.3%	1,200	-	0.0%
5,000	660	13.2%	1,661	50	3.0%
55,000	109,573	199.2%	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 @ 01/31/2020	% of Budget vs Actual @ 01/31/2020	Board Approved FY 20/21 Operating Budget	FY 2020/21 Actuals at 01/31/2021	% of Budget vs Actual
3,000	1,722	57.4%	2,000	1,575	78.8%
2,000	1,140	57.0%	2,000	635	31.8%
5,000	1,087	21.7%	5,000	-	0.0%
986,450	359,615	36.5%	991,184	524,465	52.9%
758,533	251,886	33.2%	742,528	379,935	51.2%
227,917	107,729	47.3%	248,656	144,530	58.1%
1,200	839	69.9%	1,200	51	4.3%
1,859,105	696,760	37.5%	1,682,800	727,705	43.2%
10,000	56	0.6%	10,000	40	0.4%
385,000	233,275	60.6%	382,000	242,894	63.6%
40,000	21,866	54.7%	-	(200)	0.0%
145,000	76,790	53.0%	100,000	77,972	78.0%
580,000	331,987	57.2%	492,000	320,706	65.2%
1,511,200	595,447	39.4%	1,131,200	639,351	56.5%
720,000	159,647	22.2%	500,000	17,169	3.4%
-	-	0.0%	-	-	0.0%
40,000	12,366		30,000	-	
750,000	423,434	56.5%	600,000	621,707	103.6%
1,200	-	0.0%	1,200	475	39.6%
1,511,200	595,447	39.4%	1,131,200	639,351	56.5%
4,110,305	1,667,865	40.6%	3,450,000	1,685,623	48.9%



COLLEGE  
*of the* DESERT  
FOUNDATION

# Appendices

## Committee meeting Minutes



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

**Minutes for Tuesday, February 2, 2021**

**2:00PM**

Meeting Recording:

[https://cccconfer.zoom.us/rec/share/-8TuDUVsYHJkWXgQAI0\\_4PHye7wPXY81rOECsd9KLxr7fMx-Ejqwj6kbo7xVIE0.pieAPfeMaXoCJbAC](https://cccconfer.zoom.us/rec/share/-8TuDUVsYHJkWXgQAI0_4PHye7wPXY81rOECsd9KLxr7fMx-Ejqwj6kbo7xVIE0.pieAPfeMaXoCJbAC)

### **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, Barbara Fromm, Pam Hunter

#### **Recorder**

Juli Maxwell

### **Meeting Minutes**

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

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

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

**2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of February 2, 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 Stepping Up for COD Committee Meeting of February 2, 2021 with any addition, correction or deletions.**

Barbara Foster Monachino moved to approve the agenda. Marlene O'Sullivan seconded.

Motion carried.

### **2.2 Follow-up Items**

### **2.2 Task of**

### **2.2 Due by**

None	None	None
------	------	------

## **3. Minutes**

### **3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – January 5, 2020.**

Marlene O'Sullivan moved to approve and Barbara Foster Monachino seconded. The minutes were approved.

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

### **3.1 Task of**

### **3.1 Due by**

None	None	None
------	------	------

## **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 February 1, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion Items**

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

Foundation was granted permission by McCallum Theater, to place the structure on the corner of Fred Waring and Monterey Street. The structure will be up within the next three weeks. Fabricator has given a completion date of about two weeks. Foundation will need to coordinate with the college to get the structure in place. Unveiling/launch will need to be discussed with Pam Hunter. This will have to be done with COVID-19 in mind.

## 5.2 Culinary Adventures PC Event – Joanne Mintz

The event is well underway and taking place on February 23, featuring COD Alumnus, Sally Hill and two men from Everbloom coffee. Carol Bell Dean had a meeting with Sally Hill, the owner of Sweet Basil. Video-taping has started and is going extremely well. Aprons for the event are ordered and will be here this week. The logo will be added, then the Aprons will be sent to all President's Circle members who attend the event. Estimated delivery of the aprons is between 10 days and 2 weeks. Will mail out the aprons as opposed to hand delivery.

## 5.3 Stepping Up for COD Budget Review – Kristien Renna

Kirstien presented the Stepping Up for COD Budget. Campaign goal will be increased when we launch the campaign by changing the metrics of each pillar. In the March meeting, Cathy will inform the committee what the new goal will be.

### 5.3 Follow-up Items

### 5.3 Task of

### 5.3 Due by

Cathy to inform committee of new campaign goal at the March 2, 2021 meeting.	Cathy Abbott	March 2, 2021
--	--------------	---------------

## 5.4 Celebration Concepts & Potential Honorees– Christine Anderson

### 5.4.1 Update from ad-hoc committee – Television Event

Chris shared with the committee, the ad-hoc committee's idea to have a television event in May, rather than the proposed campus event in November. The situation with COVID-19 may prevent an on-campus event in November, so the Foundation will need a Plan B. The ad-hoc committee met with Frank Goldstin to discuss this hour-long event that will broadcast locally on KESQ, and also streamed on an undecided platform. Estimated cost for the event would be around \$60,000, with most of the expenses being covered by sponsors of the event. Committee discussed the event at length, including the cost and logistics. The outcome was to have Cathy and Marlene meet next week with Frank Goldstin, CV Strategies and college staff to refine the details and discuss the possibility of using college talent. Once this smaller committee has a refined event to propose, the ad-hoc committee will meet, then bring to the Board at the next meeting, or possibly hold a Special Meeting to vote on the proposal.

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

Cathy and Marlene meet with Frank Goldstin, CV Strategies and college staff to refine details of televised event.	Cathy Abbott Marlene O'Sullivan	Feb 12, 2021
---	------------------------------------	--------------

**6. Action Items**

- 6.1 Approve recommending to the Board that committee move forward with television event for Campaign Celebration pending Marlene and Cathy working on proposal with Frank Goldstin.

Barbara Foster Monachino moved to approve and Jane Saltonstall seconded the motion.  
Motion Carried

**7. Future Agenda Items****8. Adjournment**

The Committee Chair adjourned the meeting at 3:01 PM.

**Next Meeting: Tuesday, March 2, 2021, at 2:00 pm**



## **Foundation Nominating Committee Meeting**

### **Minutes for Monday, February 8, 2021**

**2:00PM**

Zoom Video:

<https://cccconfer.zoom.us/j/91990887424?pwd=aXlUdFZsajc1Y1VMT0Rtamx0VDYdz09>

### **Meeting Participants**

#### **Committee Members Present**

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

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

#### **Recorder**

Eve-Marie Dehondt

#### **Guests:**

Catherine Abbott, Bill Chunowitz, Barbara Fromm

### **Meeting Minutes**

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

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

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

**2.1 Approval of Agenda: Regular Foundation Nominating Committee Meeting of February 8, 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 February 8, 2021 with any addition, correction or deletions.

### **2.1 Conclusion**

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

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

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

**3. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, February 7, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **4. Minutes**

### **4.1 Approval of Foundation Nominating Committee Meeting Minutes – January 11, 2021**

The minutes were approved as presented.

## **5. Closed Session**

**5.1 Closed session from 2:11 PM – 3:27PM** 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**

<b>7.1 Follow-up Items</b>	<b>7.1 Task of</b>	<b>7.1 Due By</b>
The Nominating Committee gave direction to the Executive Committee to take on the responsibility of adding a Student Board Member to the Board and define their responsibilities and voting rights.	Christine Anderson/Cathy Abbott	February 2021

## **8. Adjournment**

The Chair adjourned the meeting at 4:01PM.

**Next Meeting: March 8, 2021 – 2PM**

**Foundation Academic Angels Committee Meeting  
Minutes for Tuesday, February 9, 2021  
2:00PM**

## **Meeting Participants**

### **Committee Members Present**

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

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

Cynthia Cottrell, Linda Weakley and Nancy Harris

### **Guest(s)**

Catherine Abbott, Bill Chunowitz and Matt Durkan

### **Recorder**

Eve-Marie Dehondt

## **Meeting Minutes**

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

#### **1.1 Roll Call**

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

#### **1.2. Resignation of Non-Voting Committee Member Roberta Duke**

Marge Dodge announced to the Committee that Roberta Duke resigned from the Committee due to time commitment. She will continue to be an ambassador for College of the Desert and the Academic Angels.

### **2. Action Items**

**2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of February 9, 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 February 9, 2021 with any addition, correction or deletions.**

### **2.1 Conclusion**

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

Motion carried.

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

## **3. Minutes**

3.1 Approval of the Academic Angels Committee Meeting Minutes of January 12, 2021.

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 February 8, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion Items**

### **5.1 March 11 Virtual Event Planning**

#### **5.1.1 Invitations Letters Sent Update**

As of this day, 6 people registered for the March 11<sup>th</sup> event. The Committee agreed to host the event only if a minimum of 20 people is registered by March 1<sup>st</sup>. Invitations will be resent to the Academic Angels members who did not sent their RSVP yet. Cynthia Cottrell, Nancy Harris and Linda Weakley indicated they did not see the email invitation, and asked that it is resent to them.

An electronic reminder has already been scheduled to resend the email notification to people who did not open the email from Constant Contact.

Marge Dodge suggested posting the event on the Foundation Facebook page.

Chris Anderson, Norma Castaneda, Matt Durkan, Linda Weakley, Jane Saltonstall, Cathy Abbott, Cynthia Cottrell and Marge Dodge all agreed to start making phone calls to past and current members to encourage them to attend. Marge Dodge will divide the list of people from the binder that includes the list of past members and their phone numbers and provide a list of 10 people for each person to contact.

When contacted by phone, Committee members should remind people they invite the following key points:

- They will receive a bottle of wine if they renew by March 1
- They will learn about the new "Learning to Lead" program with Leadership Coachella Valley
- This will be the last opportunity for people to be addressed by Dr. Joel Kinnamon in his capacity of Superintendent of the College.

The Committee agreed to update the letter invitation to make it suitable to invite President's Circle members, as it will be a great opportunity for them to see the Academic Angels' activities and get familiar with the Learning to Lead program. The Committee agreed that only participating Academic Angels in good standing will receive a bottle of wine.

Cathy Abbott noted that if President's Circle members were invited, they should play the second video available on student challenges and triumph, as the original video has already been seen by the Presidents Circle members.

Board Members should be invited as well to the event. Bill Chunowitz indicated that he will encourage the Board members to invite people to this event.

#### **5.1.2 Update on Presentations from Dr. Kinnamon/Catherine Abbott**

The Committee agreed to start the presentation rehearsals by March 1, if the event has reached the minimum of 20 participants.

Dr. Kinnamon and Cathy Abbott's presentation will be around 10 minute long.

#### **5.1.3 Update on Presentation from Shawn Abramowitz from Coachella Valley Leadership**

Matt Durkan informed the Committee that Shawn Abramowitz is working on his presentation, which should be approximately 10 minutes long. Matt Durkan's presentation will be 5 minutes and both will include visuals.

#### **5.1.4 Review & Selection of Wine Country Baskets & Ordering Process**

The Committee reviewed the list of selected Wine Country Baskets and agreed to go with the Edenbrook Vineyards Cabernet baskets at \$49.95 plus taxes, which includes crackers, cheese spread, truffle, cookies, Ghirardelli milk and dark chocolates. The shipping is included and the Committee agreed that the vendor should ship each basket individually.

Eve-Marie Dehondt will coordinate the purchase and mailing of the bottles to the appropriate participants by February 28. Marge Dodge will contact the vendor to ensure the timeline will be sufficient.

#### **5.1.5 Additional Event details**

There were no other additional details to discuss.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
Marge Dodge to follow up with the Wine Basket vendor on availability of products and timeline to ship. Eve-Marie Dehondt will purchase and ship them once event confirmed	Marge Dodge/Eve-Marie Dehondt	Feb 11, 2021
The event should be advertised on the Foundation Facebook Page	Matt Durkan	Feb 11, 2021
The Committee members who did not receive the invitation will be emailed again	Eve-Marie Dehondt	Feb 11, 2021
Matt Durkan will follow-up with Shawn Abramowitz on his presentation and visuals.	Matt Durkan	Feb 11, 2021
Marge Dodge will update the event invitation letter to invite the President Circle Members and Board Members. Eve-Marie Dehondt will send the updated invitations once received.	Marge Dodge	Feb 11, 2021
Marge Dodge will divide the list of past members to invite them to the event. The Committee members will reach out to the list of people that will be assigned to them to invite them to the event.	Marge Dodge/All Committee Members	Feb 11, 2021

Presentation rehearsal will start on March 1 if event is confirmed	Cathy Abbott/Marge Dodge/Matt Durkan	March 1, 2021
--	--------------------------------------	---------------

## 5.2 Youth Leadership Program Update

Marge Dodge shared her positive experience attending the Leadership Coachella Valley Education Day. (A full recap of this event has been provided in the material sent to the Committee members.)

Cathy Abbott met with Carlos Maldonado, Director of Student Life at the College, who is responsible for the Superintendent's student Ambassadors. He has been very enthusiastic to learn about the Learning to Lead program, as this represents an additional opportunity for students to start creating a network of community leaders that will be serve them in the future. The program will allow student to go on future fields trips and explore what opportunities the Coachella Valley has to offer.

Carlos Maldonado will help selecting the students and invite them to apply to the program. Cathy Abbott will discuss the number of daily hours that students will need to spend on this program with Shawn Abramowitz and Sean Webb and see if any modification needs to be made to ensure this fits the College's requirements. The Committee agreed that they should involve Board members to continue promoting this program.

5.2 Follow-up Items	5.2 Task of	5.2 Due by

## 6. Adjournment

The Committee Chair adjourned the meeting at 2:52 PM.

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



## **Foundation Regular Executive Committee Meeting**

**Minutes for Wednesday, February 10, 2021**

**1:00PM**

**Zoom Video:**

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

### **Meeting Participants**

#### **Committee Members Present**

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

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

Catherine Abbott Joel Kinnamon, John Ramont and Bonnie Stefan

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

#### **Recorder**

Eve-Marie Dehondt

#### **Guests**

Matt Durkan and Kirstien Renna

### **Meeting Minutes**

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

The meeting was called to order at 1:00PM.

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

##### **2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of February 10, 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 February 10, 2021 with any addition, correction or deletions.

## **2.1 Conclusion**

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

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

## **3. Minutes**

### **2.1 3.1 Approval of Regular Foundation Executive Committee Meeting Minutes – January 13, 2021**

Tom Minder asked for the minutes to be corrected as follow: The sentence “Tom Minder and Jeff Baker will discuss the pending checks to make sure the criteria are satisfying.” should be changed to “Tom Minder and Jeff Baker **will discuss the formulation of an application for student Emergency fund**”. This will be corrected in the two locations where the sentence appears in the minutes.

Jane Saltonstall asked to remove the name of ‘Jake Wuest’ as potential Board candidate as he was only being cultivated at that time. The names of two other potential Board candidates: Dale Landon and Al Jones should be added.

The minutes were approved as updated.

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

**4. 1 Comments From The Public:** Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until February 9, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## 5. Action Items

### 5.1 Recommendation for the full Board to approve the Momentous Contract for College of the Desert State of the College 2021 - \$40,000

The Committee discussed the recommendation for the full Board to approve the Momentous Contract for College of the Desert State of the College 2021 - \$40,000.

Tom Minder pointed out that the amount of this contract is less than what has been budgeted for State of the College 2021, and the amount paid by the Foundation will be \$30,000 as a pledge of \$10,000 has been made by MAAS.

The Committee was informed that there were currently no other sponsors, however, Cathy Abbott and Matt Durkan will do some- additional fundraising for State of the College 2021.

### 5.1 Conclusion

Diane Rubin moved to approve the recommendation for the full Board to approve the Momentous Contract for College of the Desert State of the College 2021 for \$40,000. Barbara Fromm seconded. Motion carried.

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

## 6. Discussion Items

### 6.1 Ad-Hoc Executive Committee Report on Recruitment & Succession Planning

#### 6.1.1 Recommendation to form a Diversity Ad-Hoc Committee

Jane Saltonstall indicated that the Ad-Hoc Executive Committee met on February 3 to discuss the proposed structure for the Executive Committee, which they mostly found beneficial, as it would provide additional leadership to many directors.

Jane Saltonstall will provide a full report on the Ad-Hoc Committee and on the Nominating Committee meetings, including information on the board candidates that are being considered, at the full Board meeting on February 24. As new board members are being considered for election, the Committee should look at the structure to see how they would fit and think about succession planning.

Cathy Abbott presented the current structure to the Committee for their input. The structure included some boxes of responsibilities. However, it was noted that these boxes were not final and could move around after the main structure is approved by the Board.

The Committee required adding a legend to the chart to explain the color coding of the boxes: White boxes represent Standing Committee and blue boxes represent Ad-Hoc Committees. Some officer titles include some parentheses underneath their names with the potential Chair title. This may eventually be removed to avoid confusion from the Board.

The Committee discussed using the current process for this upcoming Annual Meeting election. Tom Minder indicated that a change in the by-law could be done within 24 hours and that the new structure could be used for the upcoming slate, if approved by the Board and the Trustees. The Committee agreed to ensure that the structure was robust and thoroughly thought through, before being presented to the Foundation Board and the Board of Trustees for approval and changed in the by-laws.

Only the main Officer positions should be included in the by-laws. The Secretary will be kept as a position in the by-laws and should be performed by the Executive Director.

The Committee agreed to present the main structure to the Board, highlighting the fact that it will provide a more organized Foundation, with better leadership opportunities to many Directors and be a great succession planning. Board members should be asked to provide their feedback and comments on the seven created positions versus the current structure, and will be presented the possible areas that could fall under each category, (however, the boxes will be removed to avoid confusion).

The Committee discussed forming a Diversity Ad-Hoc Committee. Jane Saltonstall recommended that this becomes an Executive Committee's responsibility as this will require approval from the full Board and pertains to all initiatives from the Foundation, not only the Board recruitment. Cathy Abbott mentioned that the College has a Diversity Committee in place that she will work with and consult to create the Foundation's Diversity Ad-Hoc Committee.

Christine Anderson reported the she and Catherine Abbott met with Carlos Maldonado, Director of Student Life at College of the Desert. They were able to download some of the Board of Trustees policies and administrative regulations.

Three things were to be considered for the Board to create a Board Student role:

- 1- **The amount of involvement required for this role.** If they only need to be involved once a month, the Board could consider having the Association Student of College of the Desert (ASCOD) President as their representative in the Board. The ASCOD is a governmental body composed of 19 students, within which 10 are Senators students and 9 are Officers. They are responsible for interacting with other groups within the Campus. ASCOD will be selecting the Student through the Senate for the Foundation.
- **If the role is a voting position or an advisory position,** knowing that the Student Board Trustee member has advisory vote.
- **Will they serve one or two-year term?** The standard is one-year, however serving a two-year term could be beneficial. The Committee discussed the option to allow student Board members to be renewed for a year, if they decide to serve for a year.

Christine Anderson was hopeful that the position may start in the Fall of 2021 if approved by the Board by then.

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

## 6.2 AwardSpring Scholarship Platform has launched

Catherine Abbott reported that the AwardSpring Scholarship Platform has launched. The scholarship application season is open and students are now able to fill out one application to apply to multiple scholarships. The Foundation worked with multiple College departments on the selection of the Scholarship Platform, which helped strengthen its relationship with the Fiscal Services and Financial Aid departments. Catherine Abbott indicated she might provide a brief demo of the Platform to the Board to show the main features and its accessibility.

Catherine Abbott was pleased to announce that Juli Maxwell has been hired as the successful candidate for the Scholarship Administrative Assistant's role with the Foundation.

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

### **6.3 Scholarship Virtual Events will be taking place in March 2021**

Catherine Abbott reported that Scholarship Virtual Events will take place in March 2021. Several dates and letters will be sent to donors inviting them to attend the virtual events, which will replace the regular "Scholarship Day". Board Members are encouraged to attend and will also receive an invitation to for these events.

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

## **7. Other Discussions**

Bill Chunowitz and Marge Dodge encouraged all Committee members to join the Academic Angels and attend the Virtual Academic Angels event scheduled on March 11 at 4:45PM. Dr. Kinnamon and Catherine Abbott will provide an update on the College and the "Learning to Lead Program" will be presented by Shawn Abramowitz, from Leadership Coachella Valley. Invitations will be sent to the Board Members within the next couple days. Participating Academic Angels will receive a gift basket and wine.

Barbara Fromm suggested providing some bullet points on the Academic Angels' mission to the Board members. Marge Dodge indicated that the Foundation website was updated recently with additional information on the mission and the "Learning to Lead" program. She will use this information to share with the Board.

Bill Chunowitz announced that Melinda Drickey resigned from the Foundation Board due to a time commitment issue. She considers returning to the Board when she will have more flexibility.

Bill Chunowitz reminded the Committee to complete and send back the survey that was sent regarding the officers positions. Joanne Mintz indicated she did not receive the survey and asked that it is resent to her.

Tom Minder reported a conversation he had with Mary Ingebrand-Pohlad, owner of the Ingebrand-Pohlad Foundation, who is also Vice Chair of the Palm Springs Art Museum. She showed interest in supporting the College of the Desert program allowing students to attend the college free of tuition. Tom Minder and Catherine Abbott will meet with her when she comes back to the Valley.

7.1 Follow-up Items	7.1 Task of	7.1 Due by
Tom Minder and Catherine Abbott will schedule a meeting with Mary Ingebrand-Pohlad when she comes back to the Valley.	Catherine Abbott	

## 8. Adjournment

The Chair adjourned the meeting at 2:00PM.

**Next meeting: March 10, 2021 – 1PM – Via Zoom**



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

**Minutes for Wednesday, February 17, 2021**

**3:00PM**

Zoom Video:

[https://cccconfer.zoom.us/rec/share/OHzy5PtulXJX6eWM-owb54qpbsjvpJR1\\_WnE3lmjR-HH3e4pblqOe4OYleRUrKwu.FT6ilU1o4U8SPo3A](https://cccconfer.zoom.us/rec/share/OHzy5PtulXJX6eWM-owb54qpbsjvpJR1_WnE3lmjR-HH3e4pblqOe4OYleRUrKwu.FT6ilU1o4U8SPo3A)

### **Meeting Participants**

#### **Committee Members Present**

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

#### **Committee Members Absent**

Barbara Fromm

#### **Non-Voting Committee Members Absent**

John Romant

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

Bill Chunowitz, Catherine Abbott, Matthew Durkan, Kirstien Renna and Mike Rodriguez

#### **Recorder**

Juli Maxwell

### **Meeting Minutes**

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

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

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

**2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee Meeting of February 17, 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 February 17, 2021 with any addition, correction or deletions.**

**Catherine Abbott requested an addition of "Contract from Jeff Bagel" to the agenda.**

Paul moved to approve the agenda with additions, Barbara seconded.

Motion carried.

## **3.Minutes**

### **3.1 Approval of regular Finance & Investment Committee Meeting Minutes – January 20, 2021.**

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 February 16, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion Items**

### **5.1 Review the Financial Statements for the period ended December 31, 2020.**

Kirstien presented the Financial Statements for the period ending December 31, 2020.

On Financials, Kirstien was asked to change title from "Investment Income" to "Investment Activities". Kirstien to make the change.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
Change "Investment Income" to "Investment Activities"	Kirsten	3/17/2021

## **5.2 Exploratory discussion regarding partnering with another organization – Jim Williams.**

Jim has had a discussion with Jim Johnson, Carol Bell Dean and Catherine Abbott. Catherine has shared her experience with this type of partnerships. Now waiting for an opportunity and the bandwidth to be able to dedicate more time to this. Will bring to Finance Committee once a partnership is available. Foundation is currently in collaboration with Leadership Coachella Valley. Need to protect Foundation's 501(c)(3) status and protect from "Mission Creep."

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

## **5.3 Review of Quarterly Scholarship and Program Reports**

Discussed under 5.1

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

## **5.4 Contract from Jeff Bagel.**

Jeff is the consultant that evaluated the relationship between the Foundation and district. The Finance Committee recommended changes to reflect specific deliverables and then take the contract to Executive Committee for approval.

<b>5.4 Follow-up Items</b>	<b>5.4 Task of</b>	<b>5.4 Due by</b>
Take to Executive Committee then to Board	Catherine Abbott	March 10, 2021

## **6.0 Action Items**

### **6.1 Approve the Financial Statements for December 31, 2020.**

Barbara Foster Monachino moved to approve the Financial Statements for December 31, 2020. Paul Hinkes seconded.

Motion carried.

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

## **7.0 Other Discussions**

Kirstien asked in what order would the committee want to see investment managers? Committee would like to do them one at a time; First Republic in April, Covington Capital in May, then Merrill Lynch in June. Each of them will be given 20 minutes. Committee would like for them to show how portfolio met investment goals and talk about what has to change, give a quarterly review, then update as to where they are for the current month. March 31 is the quarter that committee would like reports on. Maybe move June meeting up a bit to accommodate Tom Minder being gone the last 3 weeks in June.

## **8.0 Adjournment**

The Committee Chair adjourned the meeting at 4:10 pm.

**Next Meeting: March 17, 2021 via ZOOM**

## **Foundation Development Committee Meeting**

**Minutes for Thursday, February 18, 2021**

**2:00PM**

Zoom Video

<https://cccconfer.zoom.us/rec/share/3mqrpnETxwd9Q6RGVX13HZAJbLciywZmeFsCeJ37fIoJ7qJM-Uc1FGNDhCsBzc.FML51kzD24WIK3VS>

### **Meeting Participants**

#### **Committee Members Present**

Joanne Mintz (Chair), Carol Bell Dean, Barbara Foster Monachino, Jim Johnson, Marlene O'Sullivan, Jane Saltonstall, Peggy Cravens

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

Jim Greene, Jim William (joined at 3:15 pm)

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

Christine Anderson, Kirstien Renna, Bill Chunowitz (joined late), Catherine Abbott, 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 February 18, 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 February 18, 2021 with any addition, correction or deletions.**

2.2.1 Joanne Mintz asked to modified the order of the agenda.

## **2.2 Conclusion**

Barbara Foster Monachino moved to approve the agenda with modifications. Marlene O’Sullivan seconded.

Motion carried unanimously.

## **3. Minutes**

### **3.1 Approval of regular Foundation Development Committee Meeting Minutes – January 21, 2021.**

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 February 17, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

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

### **5.1 Campaign Update – Catherine Abbott**

5.1.1 Campaign is going well. The campaign structure is expected to be done on Monday. Campaign launch is working with the college to get the structure set up on the corner of Fred Waring and Monterey, and will be sending out press kits for the launch of the campaign. Goal of the campaign will be raised by the Stepping Up Committee; next meeting is March 2. Concern was raised that the structure should reflect the new campaign goal. The new goal could be approved by board next Wednesday, February 24.

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

#### **5.1 Task of**

#### **5.1 Due by**

Increase campaign goal	Catherine Abbott	March 2, 2021
------------------------	------------------	---------------

### **5.2 Budget Review – Kirstien Renna**

5.2.1 Kirstien presented the budget to the committee. Cathy shared that Foundation needs to increase the overall Foundation fundraising goal for the year. Possible pull out some of the prior source funding and not show the revenue that we have already received, so that the metrics won’t show that

Foundation has exceeded the goal on some of the pillars.

#### **5.2 Follow-up Items**

#### **5.2 Task of**

#### **5.2 Due by**

--	--	--

### **5.3 Update on Televised Live-Stream Event – Catherine Abbott**

- 5.3.1 Had meeting yesterday with Ad-Hoc committee that is working on celebration concepts, to discuss the television live-stream event. The committee may move the event to the Fall, because of Dr. Kinnamon's departure. There will be a retirement party for him in April that we can use as a fundraiser for the Foundation. This will move the live television event into next budget cycle.

#### **5.3 Follow-up Items**

#### **5.3 Task of**

#### **5.3 Due by**

--	--	--

### **5.4 Campaign Launch – Catherine Abbott**

- 5.4.1 See 5.1.1

### **6. Legacy Leaders – Liz Chambers**

- 6.1 Liz gave an update on recent donors. Recognition event that is planned for April will consist of a panel (estate planning attorney whose husband works at the college) on how to save taxes on your tax return and how to stay out of probate. The event will also recognize legacy leaders.
- Peggy Cravens arrived at 2:37. Peggy stated, regarding the Legacy Leaders recognition event, if the Foundation can commit to the Coachella Valley, that all of the Foundation board members are also legacy donors, that will make a huge statement. Board members should seek out someone that has an interest in COD, and dedicated to education, to invite to the April event.

#### **6.1 Follow-up Items**

#### **6.1 Task of**

#### **6.1 Due by**

None	None	None
------	------	------

### **7. Development Advisory Committee Reports**

#### **7.1 Annual Report Advisory Committee – Chair Jim Greene**

- 7.1.1 Nothing to report

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

- 7.2.1 Still in holding pattern.

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

- 7.3.1 Carol reported that the video did not work out the first run and Sally Hill did not want to do it over. Marlene contacted another COD alumni and committee is now working with Las Casuelas Café and Everbloom. New event date is March 4. Raffle prizes will be gift certificates to Nothing Bundt Cakes and Everbloom Coffee. Videotaping for the culinary aspect is currently in progress. Recording of event will be available afterwards.

**7.3 Follow-up Items**

**7.3 Task of**

**7.3 Due by**

None	None	None
------	------	------

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

- 7.4.1 Cathy gave an update: She had a conversation yesterday with Jim Williams about the Co-Op-Etition, and reported that the youth leadership program is moving forward. Spoke with Carlos Maldonado who is the Director of Student Outreach at the college, and he will be helping select students to participate in the Learning To Lead program. So, this is a co-op-petition, collaborative project, that the Foundation is working on with another non-profit organization.

**7.4 Follow-up Items**

**7.4 Task of**

**7.4 Due by**

None	None	None
------	------	------

**8. Development Team Update**

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

- 8.1.1 . Virtual Scholarship events will take place in March and everything has been scheduled. Working on Top 100 list, meeting with board members to get comments and background on individuals on the list. Working on LYBUNT list, (Last Year but not This Year). Matt is contacting them to see if they are interested in donating this year. Going through program funds, and confirming the criteria is there for each and that the funds are being spent properly. Foundation is applying for grant from Bank of America to sponsor the first year of the Learning to Lead program. Foundation was invited to submit a proposal for \$30 - \$50k for the Foster Youth Program, and that will be submitted next week. Have been given permission from the college to move forward on the grants. Received a gift from Peggy Jacobs for \$25k. Peggy suggested we contact Gates Foundation and other businesses that have attended COD to try and get money. Suggested developing a database of past graduates who are still in the valley that have local businesses. Matt to look into this and follow up with Peggy. Possible email to the Board to have them send names of people they know that fit this criterion. It was suggested that this be brought up at Board meeting next week.

<b>8.1 Follow-up Items</b>	<b>8.1 Task of</b>	<b>8.1 Due by</b>
Check to see if Foundation has a database of former COD students that have local businesses	Matt Durkan	ASAP

## **9. New Business**

### **9.1 Resignation of Melinda Drickey – Matthew Durkan**

- 9.1.1 She is fully supporting the college and will remain a faithful donor, but time constraints are preventing her from remaining as a board member.

### **9.2 New Scholarship Administrative Specialist – Matthew Durkan**

- 9.2.1 Matt let the committee know that Juli was selected as the permanent Scholarship Administrative Specialist.

## **10. Future Agenda Items**

### **10.1 Approach Palm Desert City Council regarding donating to the college**

### **10.2 Fundraising event in collaboration with another college.**

## **11. Adjournment**

The Chair adjourned the meeting at 3:22 PM.

**Next Meeting: March 18, 2021, 2:00 pm**



## **Foundation Regular Executive Committee Meeting**

**Minutes for Wednesday, March 10, 2021**

**1:00PM**

**Zoom Video:**

<https://cccconfer.zoom.us/j/91435684770?pwd=VnlKaTBQajNFU3l6OFZiamZWVG1ydz09>

### **Meeting Participants**

#### **Committee Members Present**

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

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

Catherine Abbott, John Ramont and Bonnie Stefan

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

Joel Kinnamon

#### **Recorder**

Eve-Marie Dehondt

#### **Guests**

None

### **Meeting Minutes**

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

The meeting was called to order at 1:02PM.

Diane Rubin joined the meeting at 1:15PM.

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

##### **2.1 Approval of Agenda: Regular Foundation Executive Committee Meeting of March 10, 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 March 10, 2021 with any addition, correction or deletions.

## **2.1 Conclusion**

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

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

## **3. Minutes**

### **3.1 Approval of Regular Foundation Executive Committee Meeting Minutes – February 10, 2021**

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 March 9, 2021 at 5PM to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment.

There were no comments from the public received.

## **5. Discussion & Action Items**

### **5.1 Recommendation for the full Board to approve the new Board Candidates at the March Board Meeting (Jane Saltonstall)**

Jane Saltonstall provided background information on the proposed Board of Directors's candidates as recommended by the Nominating Committee.

The Nominating Committee recommended the 7 following Board Members: Carol Fragen, Peggy Jacobs, Al Jones, Dale Landon, Rob Moon, Leslie Usow and Jake

Wuest, for Board approval at the March 24 Board of Directors meeting. This would allow the candidates to attend a few meetings prior to the summer. The biographies of these candidates were attached to the meeting packets.

The Executive Committee provided positive insights on the proposed members. The Nominating Committee recommended setting up a “buddy system” for new Board members.

Tom Minder agreed to mentor Rob Moon. Barbara Fromm agreed to mentor Peggy Jacobs and Carol Fragen. Bill Chunowitz agreed to mentor Leslie Usow. Jane Saltonstall agreed to mentor Dale Landon and Al Jones. Joanne Mintz agreed to be a mentor for Jake Wuest as he has strong knowledge on Development.

All Board members will be invited to participate in training new Board members at the March Board meeting. People who are mentoring new Board members will be invited to attend their orientation.

## **5.1 Conclusion**

Barbara Fromm moved the recommendation for the full Board to approve the seven proposed candidates at the March 24 Board meeting. Joanne Mintz seconded. Motion carried.

<b>5.1 Follow-up Items</b>	<b>5.1 Task of</b>	<b>5.1 Due by</b>
The approval of the seven proposed Board candidates will be added to the March 24 Board of Directors meeting agenda	Cathy Abbott	March 24, 2021

## **5.2 Recommendation for the full Board to approve the 2021-2022 Slate of Officers at the Annual Meeting (Jane Saltonstall)**

Jane Saltonstall provided background information on the proposed 2021-2022 Slate of Officers, which will be approved at the Annual Meeting as per the Nominating Committee’s recommendation. This Slate of Officers will be provided for information in March and will only be put forward for approval at the Annual Meeting. The Committee Chairs will be chosen by the new President after the Annual Meeting’s election.

The Committee agreed that at the March Board meeting, it should clearly be explained to the Board that the slate is for information only and that the election

will take place during the Annual Meeting, to allow them to provide feedback if needed.

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

### **5.3 Recommendation for the full Board to move the Annual Meeting to May (Bill Chunowitz)**

The Committee discussed the recommendation for the full Board to move the Annual Meeting to May. The By-Laws currently indicate that the Annual meeting is to be scheduled in April. They wanted to move one more month to May due to time restrictions on providing the Slate of Officers.

The Committee agreed to make a recommendation for the Board to amend the By-Laws, to move the Annual Meeting to May 19, for 2021 only.

### **5.3 Conclusion**

Diane Rubin moved the recommendation for the full Board to approve amending the By-Laws to move the Annual Meeting to May 19, for the year of 2021. Barbara Fromm seconded. Motion carried.

This recommendation will be added to the March 24, 2021 Board meeting agenda. As, 2/3 of the legislative body (**currently 14 voting Board Members**) are required to be present at the Board meeting in order to proceed with the By-Laws amendment, a note will be placed in the March Board meeting notice to ensure 14 voting members will attend the meeting.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
The recommendation for the full Board to approve the amend the By-Laws to move the Annual Meeting to May 19, for the year of 2021 will be added to the March Board meeting agenda.	Catherine Abbott	March 24, 2021
A note will be placed in the notice of the meeting to ensure 14 voting members will attend the meeting.	Eve-Marie Dehondt	March 19, 2021

## 5.4 Ad-Hoc Diversity Committee Update (Catherine Abbott)

Catherine Abbott indicated that at this time, the College's Diversity Committee is also in formation, but that they are eager to help the Foundation address diversity and equity, and anti-racism. They proposed to have Dr. Veronica Daut come present to the Foundation Board on what diversity means to College of the Desert. Catherine Abbott will get back to the Board on this topic in the upcoming weeks.

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

## 6. Other Discussions

Joanne Mintz asked about the timeline for the Stepping Up for College of the Desert campaign's structure to be set up. Catherine Abbott indicated that she is working with the College's maintenance's department regarding anchoring the structure and finalizing the logistics around this.

Jane Saltonstall reminded the Committee members they were invited to attend the Virtual Academic Angels event scheduled on Thursday, March 11 at 4:45PM.

6.1 Follow-up Items	6.1 Task of	6.1 Due by

## 7. Adjournment

The Chair adjourned the meeting at 1:36PM.

**Next meeting: April 7, 2021 – 1PM – Via Zoom**