



COLLEGE
of the
DESERT
FOUNDATION

FOUNDATION BOARD OF DIRECTORS MEETING

April 27, 2022

3:00PM

IN PERSON:

Desert Willow Golf Resort
38995 Desert Willow Dr.
Palm Desert, CA 92260
Firecliff Salon A & B

OR

ONLINE VIA ZOOM:

[https://cccconfer.zoom.us/j/96234155274?
pwd=Nk9OeEdyeWdjOVZ5UU1nQkhuM0JWdz09](https://cccconfer.zoom.us/j/96234155274?pwd=Nk9OeEdyeWdjOVZ5UU1nQkhuM0JWdz09)

Passcode: 3562

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

Meeting ID: 962 3415 5274



COLLEGE
of the DESERT
FOUNDATION



AGENDA



College of the Desert Foundation
Regular Meeting of the Board of Directors

Agenda for Wednesday, April 27, 2022
3:00 PM

IN PERSON *

DESERT WILLOW GOLF RESORT
38995 DESERT WILLOW DRIVE
PALM DESERT, CALIFORNIA
FIRECLIFF BALLROOM

&

Zoom Link:

<https://cccconfer.zoom.us/j/96234155274?pwd=Nk9OeEdyeWdjOVZ5UU1nQkhuM0JWdz09>

Passcode: 3562
OR Dial: +1 669 900 6833 (US Toll)
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COLLEGE OF THE DESERT FOUNDATION MISSION: College of the Desert Foundation acts as advocates for the College and secures 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.

Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the College of the Desert Foundation ("Foundation") as soon in advance of the Board meeting as possible. 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.

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Board Members (23)

Christine Anderson (Chair), Norma Castaneda, Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Carol Fragen, Barbara Fromm, Jim Greene, Paul Hinkes, Peggy Jacobs, Dale Landon, Donna MacMillan, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Rob Moon, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall, Leslie Usow, Jim Williams and Jake Wuest

Non-Voting Board Members (6)

Catherine Abbott, Kim Dozier, Martha Garcia, Amaris Guzman, John Ramont and Aurora Wilson

Quorum: 50%

Subject to Brown Act: Yes

1. Call to Order/Roll Call

1.1 Call to Order

2. Agenda

2.1 Regular Foundation Board of Directors Meeting of April 27, 2022

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 Regular Foundation Board Of Directors Meeting of April 27, 2022 with any additions, corrections or deletions

3. Minutes

3.1 Approval of March 10, 2022 Foundation Board of Directors Regular Meeting Minutes

4. Comments from the Public

4.1 Comments from the Public: Comments From The Public: Persons who wish to speak to the Board should complete the "request to address the Board" form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests

should be directed to the Foundation as soon in advance of the Board meeting as possible.

5. Mission Moment

Foster Youth Education Presentation

6. Consent Agenda

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.

6.1 Adopt Resolution No. 031822-1 to continue fully or partially virtual public meetings

6.2 Approve the Financial Statements for period ended January 31, 2022 as recommended by the Finance and Investment Committee

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

8. Reports

8.1 College Superintendent/President– Dr. Martha Garcia

8.2 Board of Trustees – Aurora Wilson

8.3 Student Board Member Update – Amaris Guzman

8.4 Executive Director - Catherine Abbott

9. Action Items

9.1 Approve the changes of the By-Laws for the new Executive Committee structure as recommended by the Executive Committee meeting (Tom Minder, Diane Rubin & Catherine Abbott)

9.2 Anti-Racism Resolution (Cathy Abbott)

10. Discussion items

10.1 First Review of the Proposed List of Board of Directors for fiscal year 2022-2023 as recommended by the Nominating Committee (Barbara Fromm)

10.2 First Review of the Proposed Slate of Officers for fiscal year 2022-2023 as recommended by the Nominating Committee (Barbara Fromm)

10.3 Campus Grant Presentation (Catherine Abbott)

10.4 Student Emergency Fund 3 Month Review (Tom Minder & Kirstien Renna)

10.5 Stepping Out for College of the Desert Gala Final Debriefing & 40th Anniversary Discussion (Barbara Foster Monachino & Jane Saltonstall)

11. Future Agenda Items

11.1 Board Members Expectations for 2022/2023 Fiscal Year (Barbara Fromm & Catherine Abbott)

12. Adjournment

Next meeting: Annual Meeting - Wed, May 25, 2022 – Desert Willow Golf Resort – 3PM to 4:30PM

COD Commencement – Indian Wells Tennis Garden, May 25, 2022 at 6:30 pm



COLLEGE
of the DESERT
FOUNDATION

MINUTES FOR APPROVAL



**Regular meeting of the Foundation Board
Minutes for Thursday, March 10, 2022
3:30PM to 5PM**

Meeting Participants

Voting Board Members Present (18 members)

Christine Anderson (Chair), Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Carol Fragen, Barbara Fromm, Jim Greene, Paul Hinkes, Dale Landon, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall, Leslie Usow, Jim Williams and Jake Wuest

Non-Voting Board Members Present

Catherine Abbott, Kim Dozier, Martha Garcia, Amaris Guzman, John Ramont and Aurora Wilson

Board Members Not Present

Norma Castaneda, Marge Dodge, Peggy Jacobs, Donna MacMillan and Rob Moon

Guest(s) & Staff

Julia Breyer, Gailya Brown, Matt Durkan, Jessica Enders, Mike Hofacre, Juli Maxwell, Amanda McCarthy and Kirstien Renna

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 3:31 PM.

Carol Fragen joined the meeting at 3:51PM. Leslie Usow left the meeting at 4:31PM.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors Regular meeting of March 10, 2022: 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 regular meeting of March 10, 2022 with any addition, correction or deletions.

2.3 Conclusion

Catherine Abbott asked to add an amendment of the quote of the quote for Gowns for the 2020-2021 Grad students for the Commencement 2022 under the consent agenda. This will be an addition to Consent Agenda 5.4.

Tom Minder asked to move back the 2% Management Fee for the quasi-endowment on the \$18,000,000 from MacKenzie Scott to the agenda for a vote to collect the management fee, as per the Finance and Investment Committee's recommendation. This item which was a future agenda item listed as 8.3 will become agenda item 7.2.

Bill Chunowitz shared remarks about Donna Jean Darby who recently passed away. She was a member of the Foundation Board and the Board President for many years. Joanne Mintz recommended doing more to recognize her and Catherine Abbott indicated she will be recognized during the next event.

Christine Anderson commented on the Robert's Rules of Order sharing how difficult it was.

Tom Minder moved to approve the agenda as updated, Barbara Fromm seconded. Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None – Find a way to recognize Donna Jean Darby at the Fall Annual meeting	Catherine Abbott	Oct. 31, 2022

3. Approval of Minutes

3.1 Approval of January 26, 2022 Foundation Board of Directors Regular Meeting Minutes

Diane Rubin moved to approve the minutes as presented, Bill Chunowitz 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 Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible

There were no comments from the public and no member of the public was present.

5. Consent Agenda Items

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.

- 5.1 Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and Determinations under AB 361 for Continued Virtual Meetings**
- 5.2 Approve the 990's Tax Return as recommended by the Finance and Investment Committee**
- 5.3 Approve the Financial Statements for period ended October 31, 2021, November, 30, 2021 & December 31, 2021 as recommended by the Finance and Investment Committee**
- 5.4 Approve the sponsor of \$42,669 for the 2022 Commencement for Cap, Gown and Tassels with an additional \$9,000 for the Gowns for 2020-21 Grads for a total of 52,366.50**

5. Conclusion

Tom Minder moved to approve the consent agenda as amended, Barbara Foster Monachino seconded. Motion carried.

5. Follow-up Items**5. Task of****5. Due by**

None	None	None
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6. Action Agenda (Items pulled from the Consent Agenda for Separate discussion and consideration)

There was no action item pulled from the agenda

6. Follow-up Items**6. Task of****6. Due By**

None	None	None
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7. Discussions & Action Items**7.1 Approve the Board Quasi-Endowment for the \$600,000 Planned Gift from Mary Silver as recommended by the Executive Committee (Tom Minder & Diane Rubin)****7.1 Conclusion**

Jim Williams moved to approve the Board Quasi-Endowment for the \$600,000 Planned Gift from Mary Silver as recommended by the Executive Committee. Carol Bell Dean seconded. Motion carried.

7.1 Follow-up Items**7.1 Task of****7.1 Due by**

None	None	None
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7.2 Approve the 2% Management Fee discussion as per the Finance & Investment Committee (Tom Minder)

Tom minder provided background on the discussion that was done during the Finance and Investment Committee regarding the 2% Management Fee that applies to the \$18,000 000 gift from MacKenzie Scott.

7.2 Conclusion

Diane Rubin moved to approve the 2% management fee on the quasi-endowment for the \$18,000 Jim Williams seconded. Motion carried.

7.2 Follow-up Items**7.2 Task of****7.2 Due by**

None	None	None
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7.3 Approve the Executive Committee Organizational Chart Restructuring as recommended by the Executive Committee (Christine Anderson)

The presented the Executive Committee Organizational Chart Restructuring as presented.

7.3 Conclusion

Carol Fragen moved to approve the Executive Committee Organizational Chart Restructuring as recommended by the Executive Committee. Barbara Fromm seconded. Motion carried.

7.4 Foundation Task Force (Barbara Fromm)

Barbara Fromm provided an update on the Foundation Task Force.

Christine Anderson pointed out that the board was provided talking points regarding the new campuses.

7.4 Follow-up Items	7.4 Task of	7.4 Due by
None	None	None

7.5 Stepping Out for College of the Desert – March 31, 2022:

7.5.1 General Update (Barbara Foster Monachino & Jane Saltonstall)

Barbara Foster Monachino provided an update on the event and thanked the staff and the Committee. Tom Minder secured the ground transportation. Good support from the Business Community. First Republic, FirstBank, Covington, Merrill Lynch, Agua Caliente, and many others.

Ticket sales won't be sold rather distributed through comps and guests and will try to be seated in the main orchestra level.

7.5.2 Budget Update (Kirstien Renna)

7.5.3 Information/Update on Sponsorships (Matt Durkan/Catherine Abbott)

7.5 Follow-up Items	7.5 Task of	7.5 Due by
None	None	None

7.6 Budget Workshop info – Next Finance and Investment Committee meeting on Wednesday, April 20 at 3PM (Catherine Abbott)

Catherine Abbott informed the Board the budget workshop will take place prior to the Finance and Investment Committee meeting.

7.6 Follow-up Items	7.6 Task of	7.6 Due by
None	None	None

8. Other Discussions & Future Agenda Items

8.1 10.1 Campus Grants (Catherine Abbott)

- 8.2 Review the proposed list of Board of Directors as presented in the Board packet & Nominating Committee Update (Barbara Fromm)**
- 8.3 2022-2023 Foundation Budget First Review (Kirstien Renna & Catherine Abbott)**
- 8.4 Board Member Expectation Form (Catherine Abbott)**
- 8.5 Student Emergency Fund Update**

8. Follow-up Items	8. Task of	8. Due by
None	None	None

9. Adjournment

The Foundation President adjourned the meeting at 5:00PM.

Next Meeting: Wednesday, April 27, 2022 – 3:00PM – Desert Willow Resort



COLLEGE
of the DESERT
FOUNDATION

RESOLUTION
MAKING FINDINGS
AND
DETERMINATIONS
UNDER AB361 FOR
CONTINUED VIRTUAL
MEETINGS



RESOLUTION NO. ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
COLLEGE OF THE DESERT FOUNDATION MAKING
FINDINGS AND DETERMINATIONS UNDER AB 361 FOR
CONTINUED VIRTUAL MEETINGS**

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 et seq.) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361 (AB 361), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Board of Directors finds that the Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act; and

WHEREAS, the Board of Directors has reconsidered the circumstances of the state of emergency and finds that state or local officials continue to recommend measures to promote social distancing; and

WHEREAS, the Board of Directors desires that the College of the Desert Foundation shall continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE COLLEGE OF
THE DESERT FOUNDATION DOES HEREBY RESOLVE AND FIND AS FOLLOWS:**

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Directors of the College of the Desert Foundation shall be authorized to continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3).

Section 3. This Resolution does not prevent or prohibit the Board of Directors from holding hybrid meetings (containing both virtual and in-person components) or from meeting in-person, provided such meetings comply with AB 361 and with all state and local health orders. Committees and other Brown Act bodies shall comply with all rules established by the Board for attendance at meetings.

Section 4. The Board of Directors shall take action to renew this Resolution every 30 days for as long as any state or local officials continue to recommend any measures to promote social distancing, but the Board of Directors may terminate the Resolution at any time. In the

event that more than 30 days pass between regular Board of Directors meetings, the Board of Directors shall take action to renew this Resolution prior to taking any action or engaging in any deliberation or discussion in a virtual meeting; renewal of this Resolution may occur either at the beginning of the next regular meeting or at a special meeting called for such purposes. In the event this Resolution has lapsed, and the Board of Directors has not terminated it, the Board of Directors shall be authorized to, and shall, make any required findings in order to meet virtually under AB 361.

Section 5. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Board of Directors declares that the Board of Directors would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 6. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Board of Directors of the College of the Desert Foundation at a regular meeting held on the ____ day of _____, 2021, by the following vote:

AYES:

NOES:

ABSENT:

Christine Anderson, Ed.D., President

College of the Desert Foundation

APPROVE THE FINANCIAL STATEMENTS FOR JANUARY 2022





FINANCIAL REPORT

FOR THE PERIOD ENDED JANUARY 31, 2022

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

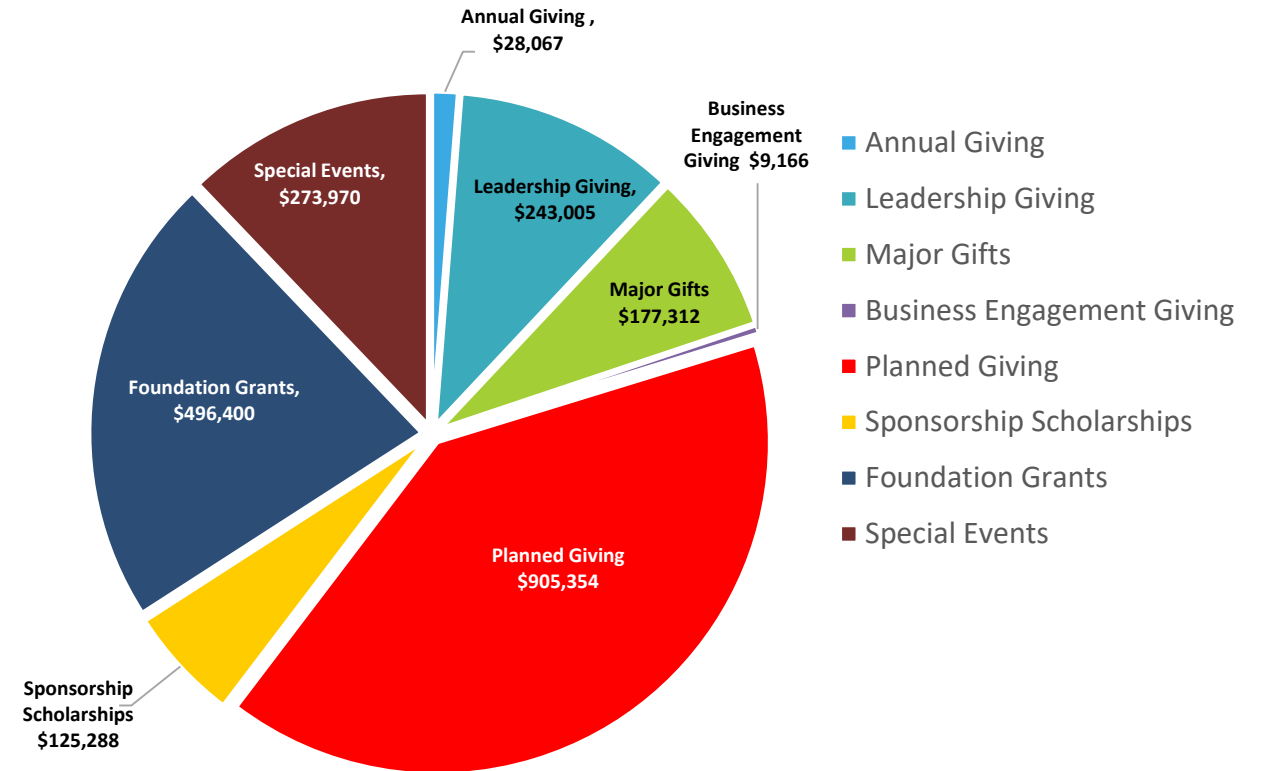
TOTAL FUNDRAISING REVENUE HIGHLIGHTS

January 31, 2022 Fundraising Revenues \$94,524 & YTD \$2,258,562

YTD Revenues Highlights:

- \$600,000 Estate gift to the Fund for Student Success
- Scholarship Donations (Variety of Rest. Funds) Including:
 - \$200,000 In support of the pLEDGE Program
 - \$168,214 in support of African American students
 - \$102,312 New Scholarship Endowment for the Early Childhood Education
 - \$119,838 Sponsorship Pass Through Scholarships
 - \$80,000 Estate gift in support of music students
 - \$25,000 Edison STEM Grant
 - \$25,000 Veterans Scholarship Support
 - \$15,110 In support of the Student Emergency Fund
 - \$10,200 from the Osher Foundation for Scholarships
 - \$10,000 Addition to the Vinci/Moller Theatre Arts Scholarship Endowment
- \$250,000 Gift for Nursing Simulation Lab
- \$85,358 in Presidents Circle Contributions
- \$65,000 in support of Stepping Out for COD 2022 & 2023
- \$50,000 gift from the Friends of the COD Library
- \$50,000 gift in support of Stepping Out for COD

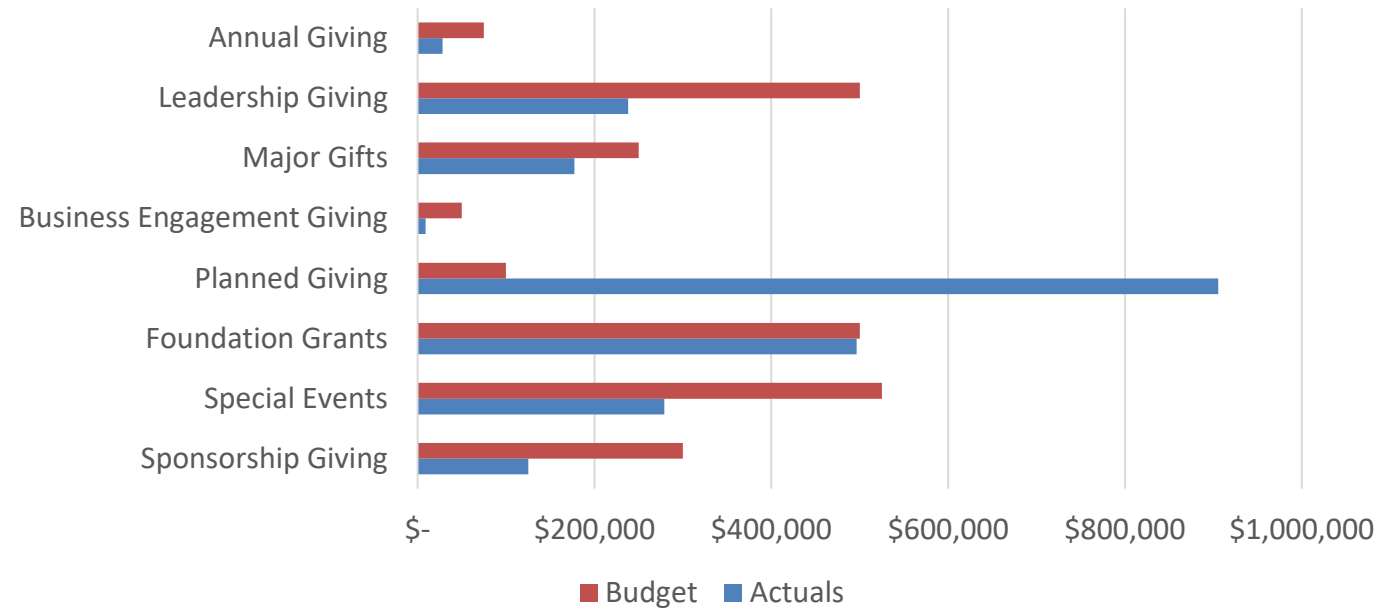
2021/2022 Revenues



TOTAL FUNDRAISING REVENUE BUDGET VS. ACTUALS

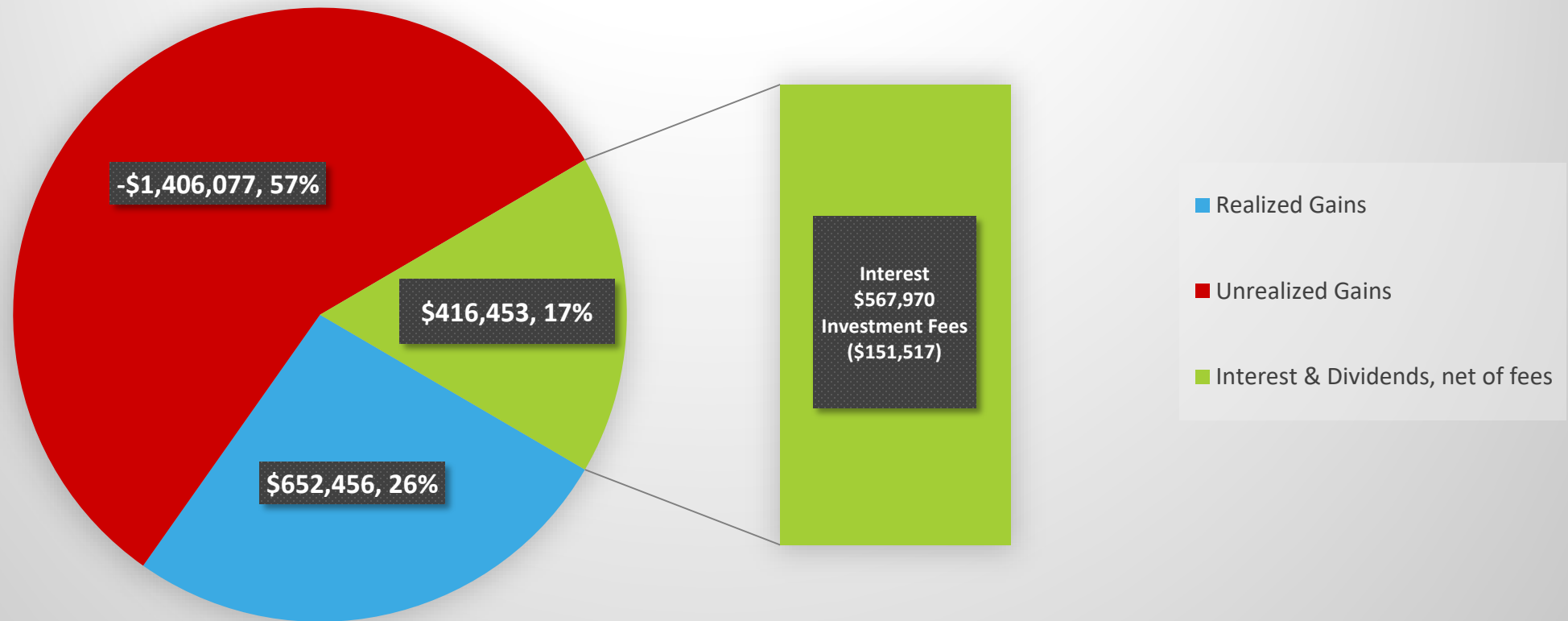
• Annual Giving		
• Budgeted:	\$ 75,000	
• Actual:	\$ 28,067	37.4%
• Leadership Giving		
• Budgeted:	\$500,000	
• Actual:	\$238,006	47.6%
• Business Engagement Giving		
• Budgeted:	\$ 50,000	
• Actual:	\$ 9,165	18.3%
• Major Gifts		
• Budgeted:	\$250,000	
• Actual:	\$177,312	70.9%
• Planned Giving		
• Budgeted:	\$100,000	
• Actual:	\$905,354	905.4%
• Special Event Giving		
• Budgeted:	\$525,000	
• Actual:	\$278,970	53.1%
• Sponsorship Scholarships (Pass Thru)		
• Budgeted:	\$300,000	
• Actual:	\$125,288	41.8%
• Foundation Grants		
• Budgeted:	\$500,000	
• Actual:	\$496,400	99.3%
• Total FY 2021/22 Fundraising Budget	\$2,300,000	
• Actual Revenue Realized	\$2,204,040	95.8%

Fiscal Year 2021/22 Revenue Budget vs Actuals
As of January 31, 2022

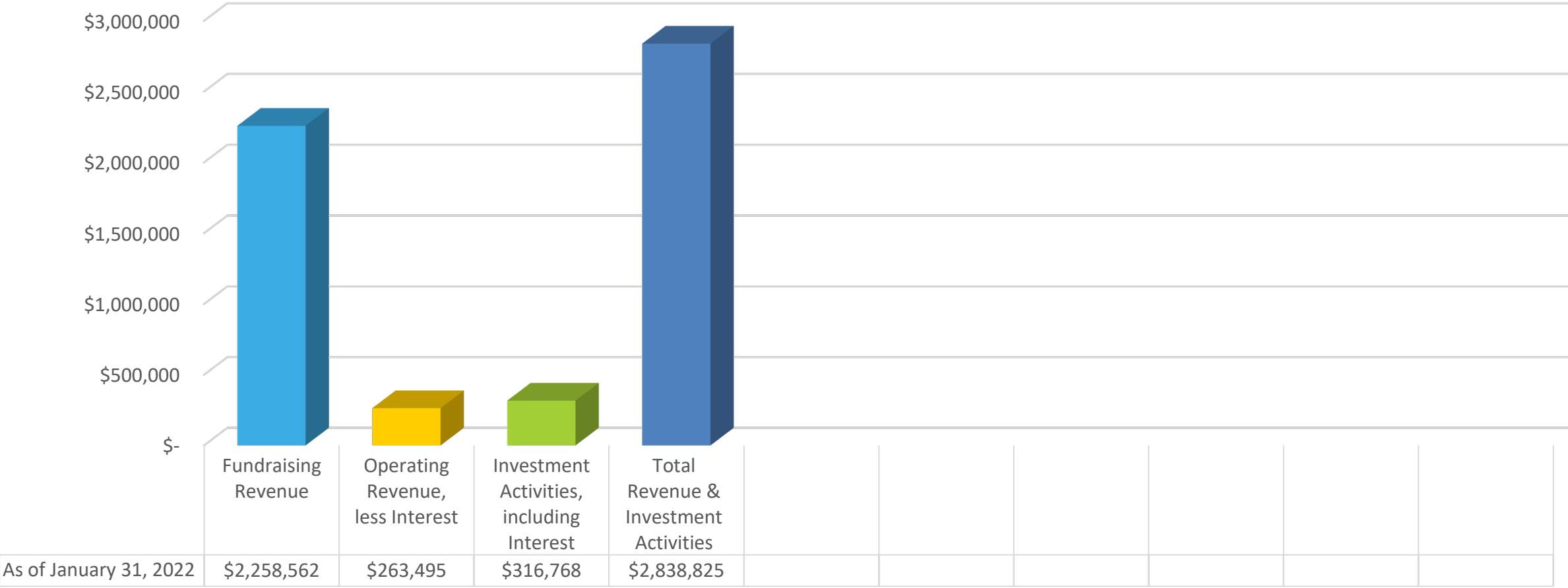


INVESTMENT ACTIVITIES

Total Other Investment Activity Income for the period ended January 31, 2022 is (\$1,341,538) including Interest of \$70,849 and (\$316,768) YTD including Interest of \$567,970



Fiscal Year 2021/22 Combined Revenue & Investment Activities as of January 31, 2022



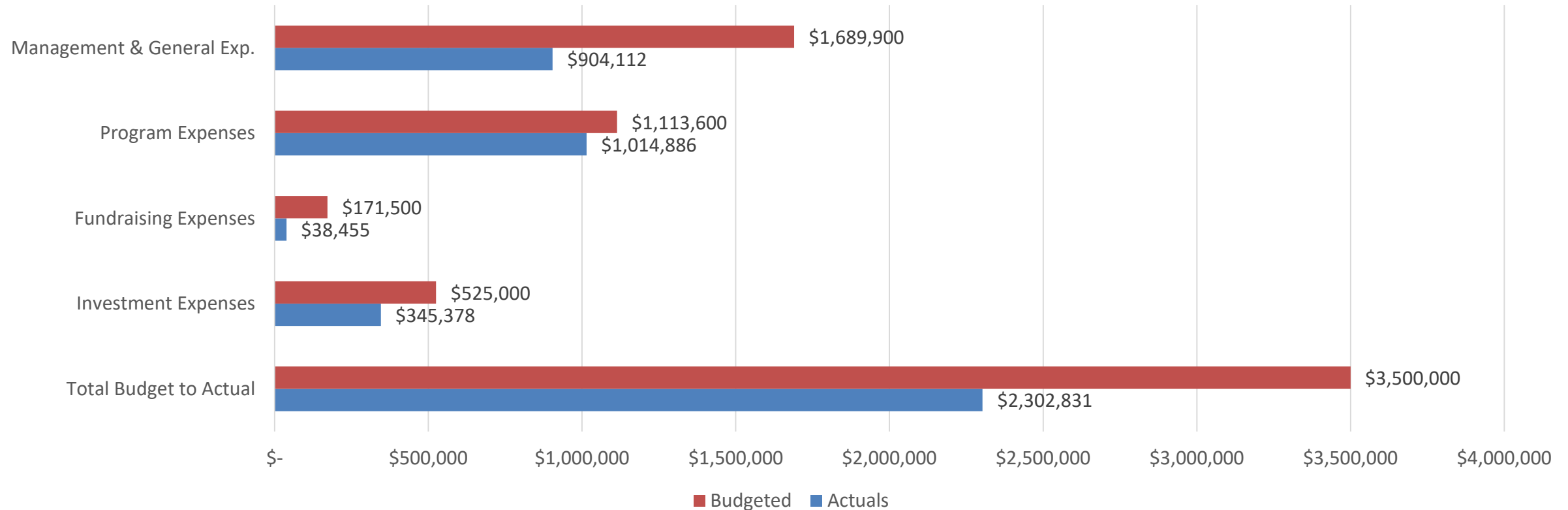
TOTAL EXPENDITURES

Total expenditures including investment expenses for the month ended January 31, 2022 are \$505,926 and YTD \$2,302,831

• Operating Expense Total	\$ 904,112
– Foundation Salaries & Benefits	663,376
– Marketing Expenses	55,112
– Independent Contractors	41,420
– Other Combined Operating Expenses	144,204
• Fundraising Expense Total	\$ 38,455
– Special Events Expenses	19,082
– Leadership Giving Expense	9,909
– Other Combined Fundraising Expenses	9,464
• Program Expense Total	\$1,014,886
– Contributions to College Programs	186,231
– Student Scholarships	828,655
• Investment Expense Total (Temp./Perm. Restricted)	\$ 345,378
– Including Management Fees of \$263,495	

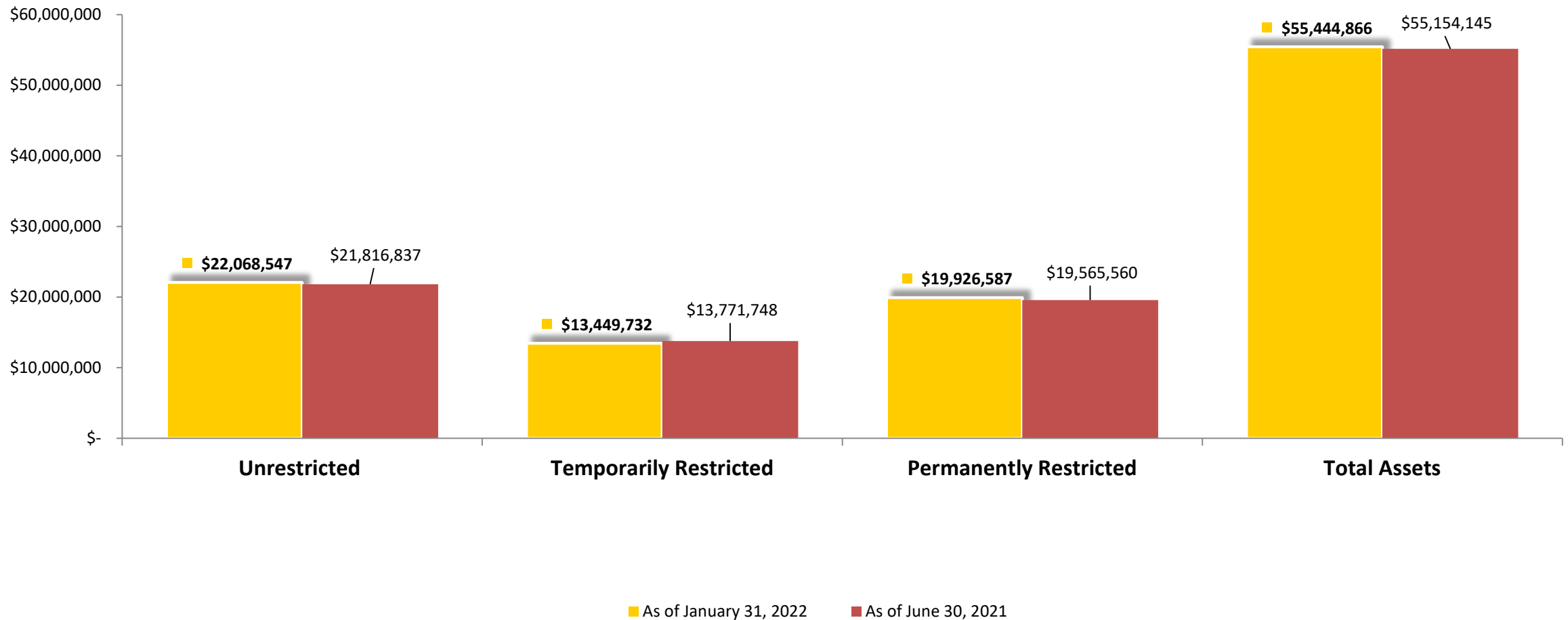
EXPENDITURES — BUDGET VS ACTUAL

Fiscal Year 2021/2022 Expense Budget vs Actuals as of January 31, 2022



** Amounts do not include Investment activity.*

Change in Net Assets as of January 31, 2022



- Unrestricted Funds: Includes \$500,000 Board Designated Reserve and \$250,000 Board Designated Funds for Pledge Program & \$18M Quasi-Endowment.
- Temporarily Restricted Funds: Restricted per Donor Criteria
- Permanently Restricted Funds: Endowments held by the Foundation in Perpetuity.

ACCOMPLISHING OUR MISSION

AS OF JANUARY 31, 2022

\$828,655 GIVEN IN SCHOLARSHIP SUPPORT TO STUDENTS

\$186,231 IN PROGRAM SUPPORT

TOTAL COMBINED SUPPORT \$1,014,886.

ADDITIONAL PENDING REQUEST \$64,023.

Questions?

Thank you!



FINANCIAL SUMMARY

January 31, 2022



COLLEGE
of the
DESERT
FOUNDATION

STATEMENT OF FINANCIAL POSITION , JANUARY 31, 2022
WITH COMPARATIVE TOTALS FOR JANUARY 31, 2021

	Operating & Restricted Asset Funds		Endowed Asset Funds		
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals	
				2021-2022 Fiscal Year	2020-2021 Prior Fiscal Year
ASSETS					
Current Assets					
1 Cash and cash equivalents	520,873	122,863	4,947,760	5,591,496	1,476,942
2 Investments	20,928,495	12,935,844	14,637,114	48,501,453	33,197,664
3 Investments - Board Reserve	500,000	-	-	500,000	500,000
4 Investments related to deferred gifts - Split Interest Agreements	-	170,366	-	170,366	168,020
5 Unconditional promises to give (Pledges)	25,000	20,000	-	45,000	12,320
6 Allowance for Doubtful Accounts	-	-	-	-	-
7 Accounts Receivable	1,000	(1,000)	-	-	5,000
8 Accounts Receivable - Related Party	3,714	-	-	3,714	-
9 Accrued interest receivable	61,005	30,086	5,164	96,255	109,348
10 Student Emergency Funds held at College	5,000	-	-	5,000	5,000
11 Other Assets	-	-	-	-	2,500
12 Total Current Assets	22,045,087	13,278,159	19,590,038	54,913,284	35,476,794
Noncurrent Assets				-	
13 Beneficial interest in assets held by the Foundation for California Community Colleges - Osher Foundation	-	126,666	336,549	463,215	381,424
14 Unconditional promises to give (Pledges)- Net amortized Discount	20,960	44,907	-	65,867	54,808
15 Equipment (net of accumulated depreciation)	2,500	-	-	2,500	40
16 Total Noncurrent Assets	23,460	171,573	336,549	531,582	436,272
17 TOTAL ASSETS	22,068,547	13,449,732	19,926,587	55,444,866	35,913,066
LIABILITIES					
Current Liabilities					
18 Accounts payable	16,959	2,450	-	19,409	64,872
19 Accounts Payable - Related Party	96,268	197,822	-	294,090	122,409
20 Accrued Payroll - Related Party	43,464	-	-	43,464	17,442
21 PPP Loan Payable	-	-	-	-	98,030
22 Deferred Contribution Income	40,000	-	-	40,000	(3,709)
23 Total Current Liabilities	196,692	200,272	-	396,964	299,044
NET ASSETS, beginning					
Unrestricted:					
24 Undesignated	20,917,272	-	-	20,917,272	2,350,492
25 Board designated	750,000	-	-	750,000	500,000
26 Temporarily restricted	-	13,761,098	-	13,761,098	10,857,833
27 Permanently restricted	-	-	19,565,560	19,565,560	19,414,806
28 TOTAL NET ASSETS, beginning	21,667,272	13,761,098	19,565,560	54,993,930	33,123,131
29 Net Activity	204,584	(511,638)	361,027	53,972	2,490,891
30 NET ASSETS	21,871,856	13,249,460	19,926,587	55,047,902	35,614,022
31 TOTAL LIABILITIES AND NET ASSETS	22,068,547	13,449,732	19,926,587	55,444,866	35,913,066



STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

FOR ONE MONTH ENDED JANUARY 31, 2022

WITH COMPARATIVE TOTALS FOR JANUARY 31, 2021

	Operating & Restricted Asset Funds		Restricted Asset Funds	Totals	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2021/2022 Fiscal Year	2020-2021 Prior Fiscal Year
REVENUE AND SUPPORT					
1 Interest	\$ 30,819	\$ 40,030	\$ -	\$ 70,849	\$ 40,497
2 Annual Giving	2,074	819	-	2,893	2,057
3 Annual Giving - Stepping Out Event	-	-	-	-	-
4 Leadership Giving	14,608	2,013	-	16,621	28,196
5 Leadership Giving - Stepping Out Event	33,873	-	-	33,873	-
6 Business Engagement Giving	-	-	-	-	-
7 Business Engagement Giving -Stepping Out for COD	2,348	5,000	-	7,348	-
8 Major Gifts	-	-	-	-	-
9 Major Gifts - Stepping Out Event	-	-	-	-	-
10 Planned Giving	6,000	12,139	-	18,139	7,153
11 Management Services	37,159	-	-	37,159	35,641
12 Sustainability Fee (Gift Fees)	-	-	-	-	-
13 Grants	-	10,200	-	10,200	17,993
14 Scholarship Pass-thru	-	5,450	-	5,450	17,175
15 In Kind Revenue	-	-	-	-	-
TOTAL REVENUE AND SUPPORT	126,881	75,651	-	202,532	148,712
EXPENDITURES					
16 Contributions to college	-	335	-	335	6,888
17 Other Contributions	-	-	-	-	-
18 Interfund transfers	-	-	-	-	-
19 Operating expenses	124,541	-	-	124,541	125,481
20 Special Events Expenses	4,605	-	-	4,605	-
21 Donor/Scholarship Reception Expenses	-	-	-	-	-
22 Student Awards	-	-	-	-	475
23 Refunds / Reimbursement of Expenses	-	-	-	-	-
24 Scholarships	-	296,408	-	296,408	75,528
TOTAL EXPENDITURES	129,146	296,743	-	425,889	208,372
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
25 OTHER INCOME AND EXPENSES	(2,266)	(221,092)	-	(223,358)	(59,660)
OTHER INCOME AND EXPENSES					
26 Realized Gain/(Loss)	18,518	24,083	-	42,601	177,270
27 Osher Realized Gain/(Loss)	-	10,200	-	10,200	21,000
28 Management Services	-	(37,159)	-	(37,159)	(35,641)
29 Gift Fee	-	-	-	-	-
30 Other Investment Expenses	(18,638)	(24,240)	-	(42,878)	(27,857)
TOTAL OTHER INCOME AND EXPENSES -NOT INCLUDING UNREALIZED GAIN/LOSS	(120)	(27,116)	-	(27,236)	134,772
31 Unrealized Gain/(Loss)	(618,254)	(804,056)	-	(1,422,310)	(421,979)
INCREASE (DECREASE) IN NET ASSETS	\$ (620,640)	\$ (1,052,264)	\$ -	\$ (1,672,904)	\$ (346,867)



STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YTD ENDED JANUARY 31, 2022

WITH COMPARATIVE TOTALS FOR YTD ENDED JANUARY 31, 2021

	Operating & Restricted Asset Funds		Restricted Asset Funds	Totals	
	Unrestricted Funds	Temporarily Restricted Funds	Permanently Restricted Funds (Endowments)	2021/2022 Fiscal Year	2020/2021 Prior Fiscal Year
REVENUE AND SUPPORT					
1 Interest	\$ 260,355	\$ 307,615	\$ -	\$ 567,970	\$ 422,848
2 Annual Giving	17,965	9,602	500	28,067	33,596
3 Annual Giving - Stepping Out Event	500	-	-	500	-
4 Leadership Giving	125,007	107,998	10,000	243,005	194,551
5 Leadership Giving - Stepping Out Event	135,623	-	-	135,623	-
6 Business Engagement Giving	1,251	7,915	-	9,166	31,019
7 Business Engagement Giving -Stepping Out for COD	7,847	5,000	-	12,847	-
8 Major Gifts	-	75,000	102,312	177,312	205,000
9 Major Gifts - Stepping Out Event	125,000	-	-	125,000	-
10 Planned Giving	645,000	12,139	248,215	905,354	61,056
11 Management Services	263,495	-	-	263,495	242,894
12 Sustainability Fee (Gift Fees)	-	-	-	-	(200)
13 Grants	-	496,400	-	496,400	333,993
14 Scholarship Pass-thru	-	125,288	-	125,288	183,677
15 In Kind Revenue	-	-	-	-	-
TOTAL REVENUE AND SUPPORT	1,582,043	1,146,957	361,027	3,090,027	1,708,434
EXPENDITURES					
16 Contributions to college	23,916	161,570	-	185,486	32,084
17 Other Contributions	-	-	-	-	-
18 Interfund transfers	(3,750)	3,750	-	-	-
19 Operating expenses	855,728	(1,130)	-	854,598	835,096
20 Special Events Expenses	19,082	-	-	19,082	(6,500)
21 Donor/Scholarship Reception Expenses	-	-	-	-	-
22 Student Awards	-	-	-	-	475
23 Refunds / Reimbursement of Expenses	-	-	-	-	(120,000)
24 Scholarships	-	828,655	-	828,655	626,707
TOTAL EXPENDITURES	894,976	992,845	-	1,887,821	1,367,862
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
25 OTHER INCOME AND EXPENSES	687,067	154,112	361,027	1,202,206	340,572
OTHER INCOME AND EXPENSES					
26 Realized Gain/(Loss)	315,795	336,661	-	652,456	764,963
27 Osher Realized Gain/(Loss)	-	20,400	-	20,400	21,000
28 Management Services	-	(263,495)	-	(263,495)	(242,894)
29 Gift Fee	-	-	-	-	200
30 Other Investment Expenses	(68,449)	(83,068)	-	(151,517)	(106,523)
TOTAL OTHER INCOME AND EXPENSES -NOT INCLUDING UNREALIZED GAIN/LOSS	247,346	10,498	-	257,844	436,746
31 Unrealized Gain/(Loss)	(729,829)	(676,248)	-	(1,406,077)	1,713,573
INCREASE (DECREASE) IN NET ASSETS	\$ 204,584	\$ (511,638)	\$ 361,027	\$ 53,973	\$ 2,490,891



FY 20/21 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
Annual Giving	100,000	33,596	33.6%	75,000	28,067	37.4%
Leadership Giving	350,000	194,551	55.6%	500,000	238,006	47.6%
Business Engagement Giving	100,000	31,019	31.0%	50,000	9,165	18.3%
Major Gifts	150,000	205,000	136.7%	250,000	177,312	70.9%
Planned Giving	250,000	61,056	24.4%	100,000	905,354	905.4%
Special Events Giving / Capital Campaign	550,000	-	0.0%	525,000	278,970	53.1%
Stepping Out for COD	500,000	-	0.0%	500,000	273,970	54.8%
Academic Angels Events	50,000	-	0.0%	25,000	5,000	20.0%
Scholarship Pass-Thru Donations	350,000	183,677	52.5%	300,000	125,288	41.8%
Grants	450,000	333,993	74.2%	500,000	496,400	99.3%
	2,300,000	1,042,892	45.3%	2,300,000	2,258,562	98.2%

Fundraising Revenues

Investment/Other Revenues :

						0.0%
Investment Management Services	382,000	242,894	63.6%	415,000	263,495	63.5%
Gift Fee	-	(200)	0.0%	-	-	0.0%
In Kind Revenue	68,000	-	0.0%	65,000	-	0.0%
Interest/Dividends Income	700,000	422,848	60.4%	720,000	567,970	78.9%
	1,150,000	665,542	57.9%	1,200,000	831,465	69.3%
Total Combined Revenue	3,450,000	1,708,434	49.5%	3,500,000	3,090,027	88.3%

Investment/Other Revenues



FY 20/21 COMBINED OPERATING BUDGET

EXPENDITURES

Fundraising Expenses

	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
Annual Giving	10,000	-	0.0%	10,000	3,883	38.8%
Leadership Giving	15,000	4,051	27.0%	15,000	9,909	66.1%
Business Engagement	5,000	310	6.2%	1,500	310	20.7%
Major Gifts	3,000	-	0.0%	-	-	0.0%
Foundation Giving	1,000	-	0.0%	-	-	0.0%
Planned Giving	10,000	-	0.0%	15,000	5,271	35.1%
Special Events Expenses	100,000	(6,500)	-6.5%	130,000	19,082	14.7%
Stepping Out for COD Event	75,000	(6,500)	-8.7%	120,000	16,485	13.7%
Academic Angels Events	25,000	-	0.0%	10,000	2,597	26.0%
Total Fundraising Expenses:	144,000	(2,139)	-1.5%	171,500	38,455	22.4%

General Operating Expenses

Alumni Database Development	1,000	864	86.4%	1,000	-	0.0%
Alumni Engagement	35,000	(864)	-2.5%	-	-	0.0%
Auditor	15,000	9,100	60.7%	17,000	10,500	61.8%
Bad Debt	-	-	0.0%	-	-	0.0%
Bank Charges	6,000	2,109	35.2%	4,000	3,298	82.5%
Board/Staff Training	15,000	6,817	45.4%	15,000	19,313	128.8%
Community Relations	5,000	1,225	24.5%	5,000	122	2.4%
Depreciation Expense	-	-	0.0%	-	-	0.0%
Donor Cultivation	15,000	-	0.0%	10,000	1,328	13.3%
Donor Recognition	15,000	1,322	8.8%	5,000	1,307	26.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%	-	-	0.0%
Equipment Lease	8,000	3,870	48.4%	8,000	3,870	48.4%
Furniture & Equipment	1,500	-	0.0%	3,200	-	0.0%
In Kind Expense	68,000	-	0.0%	65,000	-	0.0%



FY 20/21 COMBINED OPERATING BUDGET

FY 2020/21 Budget			FY 2021/22 Budget		
FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
30,000	-	0.0%	-	-	0.0%
-	8,010	0.0%	-	-	0.0%
-	34,500	0.0%	45,000	22,500	50.0%
20,000	28,244	141.2%	35,200	18,920	53.8%
50,000	70,754	141.5%	80,200	41,420	51.6%
555	555	100.0%	555	555	100.0%
25,000	-	0.0%	20,000	-	0.0%
380,000	194,696	51.2%	160,000	55,112	34.4%
35,000	9,979	28.5%	5,000	11,810	236.2%
25,000	-	0.0%	-	-	0.0%
50,000	356	0.7%	40,000	9,004	22.5%
50,000	31,201	62.4%	40,000	7,210	18.0%
-	-	0.0%	-	-	0.0%
135,000	79,229	58.7%	-	-	0.0%
85,000	73,931	87.0%	75,000	27,088	36.1%
3,500	2,270	64.9%	3,000	2,270	75.7%
15,000	2,015	13.4%	10,000	2,580	25.8%
45,000	28,552	63.4%	45,000	68,449	152.1%
5,000	2,011	40.2%	5,000	5,527	110.5%
20,000	2,248	11.2%	10,000	17,300	173.0%
5,000	600	12.0%	5,000	-	0.0%
(135,000)	(120,000)	88.9%	-	-	0.0%
1,000	-	0.0%	1,000	-	0.0%
12,000	3,798	31.7%	14,000	4,001	28.6%
1,200	-	0.0%	2,500	79	3.2%
1,661	50	3.0%	678	704	103.8%
55,000	-	0.0%	70,000	-	0.0%



FY 20/21 COMBINED OPERATING BUDGET

FY 2020/21 Budget			FY 2021/22 Budget		
FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
2,000	1,575	78.8%	2,000	1,470	73.5%
6,335	477	7.5%	6,300	-	0.0%
5,000	-	0.0%	3,000	-	0.0%
986,849	524,668	53.2%	1,117,267	663,376	59.4%
738,193	380,138	51.5%	850,972	502,206	59.0%
248,656	144,530	58.1%	266,295	161,170	60.5%
1,200	51	4.3%	1,200	1,531	127.6%
1,682,800	738,763	43.9%	1,689,900	904,112	53.5%
10,000	40	0.4%	10,000	(1,185)	-11.9%
382,000	242,894	63.6%	415,000	263,495	63.5%
-	485	0.0%	-	-	0.0%
-	(200)	0.0%	-	-	0.0%
100,000	77,972	78.0%	100,000	83,068	83.1%
492,000	321,191	65.3%	525,000	345,378	65.8%
1,131,200	659,266	58.3%	1,113,600	1,014,886	91.1%
500,000	32,084	6.4%	392,400	185,486	47.3%
30,000	-		20,000	745	3.7%
600,000	626,707	104.5%	700,000	828,655	118.4%
1,200	475	39.6%	1,200	-	0.0%
1,131,200	659,266	58.3%	1,113,600	1,014,886	91.1%
3,450,000	1,717,081	49.8%	3,500,000	2,302,831	65.8%

College of the Desert Foundation

Budget Transfer Request

Fiscal Year 2021/2022

March 23, 2022

Request for Budget Transfer

Request for Budget Transfer of \$59,122. Please see details below

Need

To cover additional expenses in the current fiscal year.

Additional Information

Management would like to adjust within the current fiscal year budget to cover these additional expenses. The proposed budget adjustments are as follows:

Unrestricted Fund for Student Success (Fund 1110)	Decrease	Increase
70000 Contributions to the College	59,122	
81800 Board & Staff Training		15,000
80409 Marketing/Social Media		20,000
80200 Postage		3,000
80400 Printing		20,000
82805 Staff Support		322
80101 Website Fees		800
	<hr/>	
Total Budget Expenditure Transfer	\$59,122	\$59,122



REVENUES

Fundraising Revenues :

Annual Giving	45010	100,000	51,910	51.9%	75,000	33,910	45.2%	75,000	0.0%
Community Friend Donations	205	-	8,422	0.0%	-	9,099	0.0%	-	0.0%
Faculty/Staff Giving	235	-	15,777	0.0%	-	8,701	0.0%	-	0.0%
Academic Angels Giving < \$1,000	240	-	11,425	0.0%	-	9,250	0.0%	-	0.0%
Scholarship Donations	260,290	-	16,286	0.0%	-	6,860	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$10K	305	-	-	0.0%	-	-	0.0%	-	0.0%
Leadership Giving	45020	350,000	461,542	131.9%	500,000	250,727	50.1%	600,000	20.0%
Community Friend Donations	205	-	110,313	0.0%	-	51,691	0.0%	-	0.0%
Faculty/Staff Giving	235	-	-	0.0%	-	5,688	0.0%	-	0.0%
Presidents Circle Giving	245	-	158,805	0.0%	-	91,467	0.0%	-	0.0%
Academic Angels Giving ≥ \$1,000	250	-	-	0.0%	-	5,000	0.0%	-	0.0%
Scholarships	260,290	-	192,424	0.0%	-	95,882	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$30K	305	-	-	0.0%	-	1,000	0.0%	-	0.0%
Business Engagement Giving	45030	100,000	157,417	157.4%	50,000	11,965	23.9%	50,000	0.0%
Community Friend Donations	205		106,525		-	115		-	0.0%
Presidents Circle Giving	245		7,500		-	3,500		-	0.0%
Academic Angels Giving	240		250		-	250		-	0.0%
Scholarships	290		33,142		-	8,100		-	0.0%
State of the College			10,000		-	-		-	0.0%
Academic Angels Learning to Lead Giving \$25K	305				-	-		-	0.0%
Major Gifts	45040	150,000	18,366,907	12244.6%	250,000	227,312	90.9%	300,000	20.0%
Community Friend Donations	205	-	18,084,969		-	100,000		-	0.0%
Endowments	260	-	-	0.0%	-	102,312	0.0%	-	0.0%
Gifts > \$25K/Space Naming Opportunities	270	-	-	0.0%	-	-	0.0%	-	0.0%
Presidents Circle Giving	245	-	100,000	0.0%	-	-	0.0%	-	0.0%
Scholarships	290	-	181,938			25,000			0.0%
Academic Angels Learning to Lead Giving	305								0.0%
Planned Giving	45050	250,000	94,056	37.6%	100,000	946,074	946.1%	100,000	0.0%
Special Events Giving (ALL ACCOUNTS)		550,000	-	0.0%	525,000	351,145	66.9%	800,000	52.4%
Stepping Out for COD / 40th Expo (ALL General Ledger Revenue !	190	500,000	-	0.0%	500,000	346,145	69.2%	600,000	0.0%
State of the College								200,000	
Academic Angels Events		50,000	-	0.0%	25,000	5,000	20.0%	-	0.0%
Scholarship Pass-Thru Donations	42010	350,000	221,617	63.3%	300,000	145,488	48.5%	300,000	0.0%
Grants	42200	450,000	422,493	93.9%	500,000	496,400	99.3%	750,000	50.0%
Community Friend Donations		-	107,500	0.0%	-	250,000	0.0%	-	0.0%
Scholarships		-	314,993	0.0%	-	246,400	0.0%	-	0.0%
Fundraising Revenues		2,300,000	19,775,942	859.8%	2,300,000	2,463,021	107.1%	2,975,000	29.3%
Investment/Other Revenues :									
Foundation Management Fees-Endowments and Quasi-Endowments	41500	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fee	41501	-	(200)	0.0%	-	-	0.0%	-	-
In Kind Revenue	44000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Interest/Dividends Income	50000	700,000	718,629	102.7%	720,000	567,982	78.9%	900,000	25.0%
Investment/Other Revenues		1,150,000	1,178,868	102.5%	1,200,000	831,477	69.3%	1,740,000	45.0%
Total Combined Revenue		3,450,000	20,954,810	607.4%	3,500,000	3,294,498	94.1%	4,715,000	34.7%

<u>EXPENDITURES</u>									
<u>Direct Fundraising Expenses</u>									
Annual Giving	80505	10,000	75	0.8%	10,000	3,883	38.8%	22,050	120.5%
Academic Angels Membership Development								5,000	
Faculty/Staff Giving Campaign								10,250	
Giving Tuesday Campaign								3,000	
Year End Appeal								3,800	
Leadership Giving	80017	15,000	7,489	49.9%	15,000	9,909	66.1%	20,000	33.3%
Presidents Circle Event #1								10,000	
Presidents Circle Event #2								10,000	
Business Engagement	80018	5,000	860	17.2%	1,500	535	35.7%	2,500	66.7%
Major Gifts	80019	3,000	-	0.0%	-	-	0.0%	5,000	-
Foundation Giving	70201	1,000	-	0.0%	-	-	0.0%	9,000	-
Planned Giving	82604	10,000	3,500	35.0%	15,000	5,271	35.1%	16,900	12.7%
Crescendo Software for Planned Giving								4,000	
Legacy Leaders Development Event #1								6,450	
Legacy Leaders Development Event #2								6,450	
Special Events Expenses	70100	100,000	(6,500)	-6.5%	130,000	19,082	14.7%	120,000	-7.7%
Stepping Out for COD Event / 40th Anniversary Expo		75,000	(6,500)	-8.7%	120,000	16,485	13.7%	120,000	0.0%
Academic Angels Events		25,000	-	0.0%	10,000	2,597	26.0%	-	-100.0%
State of the College	80406	55,000	32,820	59.7%	70,000	-	0.0%	106,300	51.9%
<u>Total Direct Fundraising Expenses:</u>		199,000	38,244	19.2%	241,500	38,681	16.0%	301,750	24.9%
<u>General Operating Expenses</u>									
Alumni Database Development	80010	1,000	864	86.4%	1,000	-	0.0%	-	-100.0%
Alumni Engagement	80015	35,000	(864)	-2.5%	-	-	0.0%	-	-
Auditor	81500	15,000	16,500	110.0%	17,000	10,500	61.8%	18,500	8.8%
Bad Debt	80050	-	-	0.0%	-	-	0.0%	11,000	-
Bank Charges	80100	6,000	3,938	65.6%	4,000	3,634	90.9%	5,000	25.0%
Board/Staff Training	81800	15,000	9,977	66.5%	15,000	19,613	130.8%	30,000	100.0%
Community Relations	81701	5,000	1,300	26.0%	5,000	122	2.4%	5,000	0.0%
Depreciation Expense	83500	-	40	0.0%	-	-	0.0%	10,000	-
Donor Cultivation	81700	15,000	479	3.2%	10,000	1,328	13.3%	25,000	150.0%
Donor Recognition	81100	15,000	3,430	22.9%	5,000	1,307	26.1%	5,000	0.0%
Donor/Scholarship Reception Expenses	70103	12,000	-	0.0%	-	-	0.0%	-	-
Equipment Lease	82302	8,000	7,740	96.8%	8,000	3,870	48.4%	8,000	0.0%
Furniture & Equipment	82300	1,500	1,500	100.0%	3,200	-	0.0%	3,500	9.4%
In Kind Expense	84000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Independent Contractor - Annual Giving	82806	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Business Engagement	82807	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Leadership Giving	82808	30,000	-	0.0%	-	-	0.0%	54,000	-
Independent Contractor - Major Gifts	82809	-	8,010	0.0%	-	-	0.0%	-	-
Independent Contractor - Planned Giving	82810	-	52,500	0.0%	45,000	22,500	50.0%	60,000	0.0%
Independent Contractor - Stewardship	82811	20,000	47,494	237.5%	35,200	23,420	66.5%	-	-100.0%
Independent Contractors		50,000	108,004	216.0%	80,200	45,920	57.3%	114,000	42.1%
Insurance (Foundation Liability)	82705	555	555	100.0%	555	555	100.0%	610	9.9%
Legal/Financial	81600	25,000	170	0.7%	20,000	-	0.0%	20,000	0.0%
Marketing		380,000	324,440	85.4%	160,000	72,887	45.6%	265,000	65.6%
Marketing - Website/Social Media	80409	35,000	12,226	34.9%	5,000	17,310	346.2%	30,000	500.0%
Marketing Annual Report	80500	25,000	-	0.0%	-	-	0.0%	30,000	-
Marketing for ALL Special Events (Ad buys/TV/Newsprint etc)	80405	50,000	48,403	96.8%	40,000	12,979	32.4%	50,000	25.0%
Marketing General	80405	50,000	17,852	35.7%	40,000	7,210	18.0%	50,000	25.0%
Marketing Videos	80405	-	-	0.0%	-	-	0.0%	20,000	-
Marketing Services - College	80408	135,000	127,650	94.6%	-	-	0.0%	-	-
Marketing Services - Foundation - General	80407	85,000	118,309	139.2%	75,000	35,388	47.2%	45,000	-40.0%
Marketing Services - Foundation - Special Events	80407	-	-	0.0%	-	-	0.0%	40,000	-
Membership Dues	82100	3,500	2,270	64.9%	3,000	2,270	75.7%	5,000	66.7%
Office Supplies & Equipment	80900	15,000	4,124	27.5%	10,000	2,580	25.8%	6,000	-40.0%
Postage	80200	5,000	2,655	53.1%	5,000	6,932	138.6%	10,000	100.0%
Printing	80400	20,000	24,640	123.2%	10,000	20,865	208.7%	25,000	150.0%
Prospect Research/Screening Services	81702	5,000	1,600	32.0%	5,000	-	0.0%	-	-100.0%
Refunds/Reimbursement of Expenses	70105	(135,000)	(120,000)	88.9%	-	-	0.0%	-	-
Repairs/Maintenance	82400	1,000	-	0.0%	1,000	-	0.0%	1,000	0.0%
Service Contracts	82305	12,000	7,300	60.8%	14,000	4,066	29.0%	16,000	14.3%
Staff Mileage Reimbursement	81900	1,200	146	12.2%	2,500	79	3.2%	2,500	0.0%
Staff Support	82805	1,661	333	20.0%	678	704	103.8%	1,677	147.3%
Subscriptions/Publications	80800	2,000	2,196	109.8%	2,000	1,470	73.5%	2,500	25.0%
Telephone	82600	2,000	477	23.9%	6,300	-	0.0%	2,000	-68.3%
Travel	81805	5,000	-	0.0%	3,000	-	0.0%	5,000	66.7%
Wages & Benefits	82800	991,184	974,524	98.3%	1,117,267	765,601	68.5%	1,363,963	22.1%
Wages & Benefits Foundation Staff		742,528	726,696	97.9%	850,972	-	0.0%	1,067,583	25.5%
Wages & Benefits-Accounting		248,656	247,828	99.7%	266,295	-	0.0%	296,380	11.3%
Website Fees	80101	1,200	351	29.3%	1,200	1,531	127.6%	2,000	66.7%
<u>Total Operating Expenses:</u>		1,637,800	1,444,843	88.2%	1,574,900	965,834	61.3%	2,003,250	27.2%
<u>Investment Expenses</u>									
Realized Gain/Loss - For Split Interest Agreements	83310	10,000	9,793	97.9%	10,000	-	0.0%	10,000	0.0%
Realized Gain/Loss	83300	-	40	0.0%	-	(1,185)	0.0%	-	-
Foundation Management Fees-Endowments and Quasi-Endowments	81502	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fees	81503	-	(200)	0.0%	-	-	0.0%	-	0.0%

Other Investment Expenses	83200	145,000	171,165	118.0%	145,000	151,517	104.5%	325,000	124.1%
Investment Expenses:		537,000	607,903	113.2%	570,000	413,827	72.6%	1,135,000	99.1%
College Support Expenses									
College Program Support	70000	500,000	207,714	41.5%	392,400	199,810	50.9%	670,000	70.7%
Program Support								500,000	
Board Designated Funding		-	-	0.0%	-	-	0.0%	140,000	
Campus Grants (Fall & Spring)		-	-	0.0%	-	-	0.0%	30,000	
Presidents Fund	83005	30,000	1,035	3.5%	20,000	1,873	9.4%	20,000	0.0%
Scholarships	70200	600,000	1,347,071	224.5%	700,000	848,405	121.2%	585,000	-16.4%
Workforce Development Internships		-	-	0.0%	-	-	0.0%	85,000	
Student Awards	70202	1,200	775	64.6%	1,200	500	41.7%	-	-100.0%
Total College Support Expenses:		1,131,200	1,556,595	137.6%	1,113,600	1,050,588	94.3%	1,275,000	14.5%
Total Combined Expenditures		3,505,000	3,647,585	104.1%	3,500,000	2,468,930	70.5%	4,715,000	34.7%

Strategic Investment Budget							
*Note: Original Strategic Budget was approved for \$500,000. Board of Directors Approved \$250K of this original budget to be moved to the pEDGE Scholarship Program Fund in FY 2020/21							
Database Selection & Implementation Consulting Services	250,000	(250,000)	-100.00%	-	-	0.00%	-
Upgrade Foundation Computers/Board Room TV and IT infrastructure		-	0.00%	-	-		50,000
Alumni, Fundraising & Financial Database Packages	250,000	-	0.00%	250,000	-	0.00%	200,000
Total Statagic Investment Budget	500,000	(250,000)	-50.00%	250,000	-	0.00%	250,000



REVENUES

Fundraising Revenues :

Annual Giving	45010	100,000	51,910	51.9%	75,000	33,910	45.2%	75,000	0.0%
Community Friend Donations	205	-	8,422	0.0%	-	9,099	0.0%	-	0.0%
Faculty/Staff Giving	235	-	15,777	0.0%	-	8,701	0.0%	-	0.0%
Academic Angels Giving < \$1,000	240	-	11,425	0.0%	-	9,250	0.0%	-	0.0%
Scholarship Donations	260,290	-	16,286	0.0%	-	6,860	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$10K	305	-	-	0.0%	-	-	0.0%	-	0.0%
Leadership Giving	45020	350,000	461,542	131.9%	500,000	250,727	50.1%	600,000	20.0%
Community Friend Donations	205	-	110,313	0.0%	-	51,691	0.0%	-	0.0%
Faculty/Staff Giving	235	-	-	0.0%	-	5,688	0.0%	-	0.0%
Presidents Circle Giving	245	-	158,805	0.0%	-	91,467	0.0%	-	0.0%
Academic Angels Giving ≥ \$1,000	250	-	-	0.0%	-	5,000	0.0%	-	0.0%
Scholarships	260,290	-	192,424	0.0%	-	95,882	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$30K	305	-	-	0.0%	-	1,000	0.0%	-	0.0%
Business Engagement Giving	45030	100,000	157,417	157.4%	50,000	11,965	23.9%	50,000	0.0%
Community Friend Donations	205		106,525		-	115		-	0.0%
Presidents Circle Giving	245		7,500		-	3,500		-	0.0%
Academic Angels Giving	240		250		-	250		-	0.0%
Scholarships	290		33,142		-	8,100		-	0.0%
State of the College			10,000		-	-		-	0.0%
Academic Angels Learning to Lead Giving \$25K	305				-	-		-	0.0%
Major Gifts	45040	150,000	18,366,907	12244.6%	250,000	227,312	90.9%	300,000	20.0%
Community Friend Donations	205	-	18,084,969		-	100,000		-	0.0%
Endowments	260	-	-	0.0%	-	102,312	0.0%	-	0.0%
Gifts > \$25K/Space Naming Opportunities	270	-	-	0.0%	-	-	0.0%	-	0.0%
Presidents Circle Giving	245	-	100,000	0.0%	-	-	0.0%	-	0.0%
Scholarships	290	-	181,938			25,000			0.0%
Academic Angels Learning to Lead Giving	305								0.0%
Planned Giving	45050	250,000	94,056	37.6%	100,000	946,074	946.1%	100,000	0.0%
Special Events Giving (ALL ACCOUNTS)		550,000	-	0.0%	525,000	351,145	66.9%	800,000	52.4%
Stepping Out for COD / 40th Expo (ALL General Ledger Revenue !	190	500,000	-	0.0%	500,000	346,145	69.2%	600,000	0.0%
State of the College								200,000	
Academic Angels Events		50,000	-	0.0%	25,000	5,000	20.0%	-	0.0%
Scholarship Pass-Thru Donations	42010	350,000	221,617	63.3%	300,000	145,488	48.5%	300,000	0.0%
Grants	42200	450,000	422,493	93.9%	500,000	496,400	99.3%	750,000	50.0%
Community Friend Donations		-	107,500	0.0%	-	250,000	0.0%	-	0.0%
Scholarships		-	314,993	0.0%	-	246,400	0.0%	-	0.0%
Fundraising Revenues		2,300,000	19,775,942	859.8%	2,300,000	2,463,021	107.1%	2,975,000	29.3%
Investment/Other Revenues :									
Foundation Management Fees-Endowments and Quasi-Endowments	41500	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fee	41501	-	(200)	0.0%	-	-	0.0%	-	-
In Kind Revenue	44000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Interest/Dividends Income	50000	700,000	718,629	102.7%	720,000	567,982	78.9%	900,000	25.0%
Investment/Other Revenues		1,150,000	1,178,868	102.5%	1,200,000	831,477	69.3%	1,740,000	45.0%
Total Combined Revenue		3,450,000	20,954,810	607.4%	3,500,000	3,294,498	94.1%	4,715,000	34.7%

<u>EXPENDITURES</u>									
<u>Direct Fundraising Expenses</u>									
Annual Giving	80505	10,000	75	0.8%	10,000	3,883	38.8%	22,050	120.5%
Academic Angels Membership Development								5,000	
Faculty/Staff Giving Campaign								10,250	
Giving Tuesday Campaign								3,000	
Year End Appeal								3,800	
Leadership Giving	80017	15,000	7,489	49.9%	15,000	9,909	66.1%	20,000	33.3%
Presidents Circle Event #1								10,000	
Presidents Circle Event #2								10,000	
Business Engagement	80018	5,000	860	17.2%	1,500	535	35.7%	2,500	66.7%
Major Gifts	80019	3,000	-	0.0%	-	-	0.0%	5,000	-
Foundation Giving	70201	1,000	-	0.0%	-	-	0.0%	9,000	-
Planned Giving	82604	10,000	3,500	35.0%	15,000	5,271	35.1%	16,900	12.7%
Crescendo Software for Planned Giving								4,000	
Legacy Leaders Development Event #1								6,450	
Legacy Leaders Development Event #2								6,450	
Special Events Expenses	70100	100,000	(6,500)	-6.5%	130,000	19,082	14.7%	120,000	-7.7%
Stepping Out for COD Event / 40th Anniversary Expo		75,000	(6,500)	-8.7%	120,000	16,485	13.7%	120,000	0.0%
Academic Angels Events		25,000	-	0.0%	10,000	2,597	26.0%	-	-100.0%
State of the College	80406	55,000	32,820	59.7%	70,000	-	0.0%	106,300	51.9%
<u>Total Direct Fundraising Expenses:</u>		199,000	38,244	19.2%	241,500	38,681	16.0%	301,750	24.9%
<u>General Operating Expenses</u>									
Alumni Database Development	80010	1,000	864	86.4%	1,000	-	0.0%	-	-100.0%
Alumni Engagement	80015	35,000	(864)	-2.5%	-	-	0.0%	-	-
Auditor	81500	15,000	16,500	110.0%	17,000	10,500	61.8%	18,500	8.8%
Bad Debt	80050	-	-	0.0%	-	-	0.0%	11,000	-
Bank Charges	80100	6,000	3,938	65.6%	4,000	3,634	90.9%	5,000	25.0%
Board/Staff Training	81800	15,000	9,977	66.5%	15,000	19,613	130.8%	30,000	100.0%
Community Relations	81701	5,000	1,300	26.0%	5,000	122	2.4%	5,000	0.0%
Depreciation Expense	83500	-	40	0.0%	-	-	0.0%	10,000	-
Donor Cultivation	81700	15,000	479	3.2%	10,000	1,328	13.3%	25,000	150.0%
Donor Recognition	81100	15,000	3,430	22.9%	5,000	1,307	26.1%	5,000	0.0%
Donor/Scholarship Reception Expenses	70103	12,000	-	0.0%	-	-	0.0%	-	-
Equipment Lease	82302	8,000	7,740	96.8%	8,000	3,870	48.4%	8,000	0.0%
Furniture & Equipment	82300	1,500	1,500	100.0%	3,200	-	0.0%	3,500	9.4%
In Kind Expense	84000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Independent Contractor - Annual Giving	82806	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Business Engagement	82807	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Leadership Giving	82808	30,000	-	0.0%	-	-	0.0%	54,000	-
Independent Contractor - Major Gifts	82809	-	8,010	0.0%	-	-	0.0%	-	-
Independent Contractor - Planned Giving	82810	-	52,500	0.0%	45,000	22,500	50.0%	60,000	0.0%
Independent Contractor - Stewardship	82811	20,000	47,494	237.5%	35,200	23,420	66.5%	-	-100.0%
Independent Contractors		50,000	108,004	216.0%	80,200	45,920	57.3%	114,000	42.1%
Insurance (Foundation Liability)	82705	555	555	100.0%	555	555	100.0%	610	9.9%
Legal/Financial	81600	25,000	170	0.7%	20,000	-	0.0%	20,000	0.0%
Marketing		380,000	324,440	85.4%	160,000	72,887	45.6%	265,000	65.6%
Marketing - Website/Social Media	80409	35,000	12,226	34.9%	5,000	17,310	346.2%	30,000	500.0%
Marketing Annual Report	80500	25,000	-	0.0%	-	-	0.0%	30,000	-
Marketing for ALL Special Events (Ad buys/TV/Newsprint etc)	80405	50,000	48,403	96.8%	40,000	12,979	32.4%	50,000	25.0%
Marketing General	80405	50,000	17,852	35.7%	40,000	7,210	18.0%	50,000	25.0%
Marketing Videos	80405	-	-	0.0%	-	-	0.0%	20,000	-
Marketing Services - College	80408	135,000	127,650	94.6%	-	-	0.0%	-	-
Marketing Services - Foundation - General	80407	85,000	118,309	139.2%	75,000	35,388	47.2%	45,000	-40.0%
Marketing Services - Foundation - Special Events	80407	-	-	0.0%	-	-	0.0%	40,000	-
Membership Dues	82100	3,500	2,270	64.9%	3,000	2,270	75.7%	5,000	66.7%
Office Supplies & Equipment	80900	15,000	4,124	27.5%	10,000	2,580	25.8%	6,000	-40.0%
Postage	80200	5,000	2,655	53.1%	5,000	6,932	138.6%	10,000	100.0%
Printing	80400	20,000	24,640	123.2%	10,000	20,865	208.7%	25,000	150.0%
Prospect Research/Screening Services	81702	5,000	1,600	32.0%	5,000	-	0.0%	-	-100.0%
Refunds/Reimbursement of Expenses	70105	(135,000)	(120,000)	88.9%	-	-	0.0%	-	-
Repairs/Maintenance	82400	1,000	-	0.0%	1,000	-	0.0%	1,000	0.0%
Service Contracts	82305	12,000	7,300	60.8%	14,000	4,066	29.0%	16,000	14.3%
Staff Mileage Reimbursement	81900	1,200	146	12.2%	2,500	79	3.2%	2,500	0.0%
Staff Support	82805	1,661	333	20.0%	678	704	103.8%	1,677	147.3%
Subscriptions/Publications	80800	2,000	2,196	109.8%	2,000	1,470	73.5%	2,500	25.0%
Telephone	82600	2,000	477	23.9%	6,300	-	0.0%	2,000	-68.3%
Travel	81805	5,000	-	0.0%	3,000	-	0.0%	5,000	66.7%
Wages & Benefits	82800	991,184	974,524	98.3%	1,117,267	765,601	68.5%	1,363,963	22.1%
Wages & Benefits Foundation Staff		742,528	726,696	97.9%	850,972	-	0.0%	1,067,583	25.5%
Wages & Benefits-Accounting		248,656	247,828	99.7%	266,295	-	0.0%	296,380	11.3%
Website Fees	80101	1,200	351	29.3%	1,200	1,531	127.6%	2,000	66.7%
Total Operating Expenses		1,612,800	1,413,058	87.6%	1,594,900	967,707	60.7%	2,193,250	37.5%

Investment Expenses

Realized Gain/Loss - For Split Interest Agreements	83310	10,000	9,793	97.9%	10,000	-	0.0%	10,000	0.0%
Realized Gain/Loss	83300	-	40	0.0%	-	(1,185)	0.0%	-	-
Foundation Management Fees-Endowments and Quasi-Endowments	81502	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fees	81503	-	(200)	0.0%	-	-	0.0%	-	0.0%
Other Investment Expenses	83200	145,000	171,165	118.0%	145,000	151,517	104.5%	245,000	69.0%

Investment Expenses:

537,000	607,903	113.2%	570,000	413,827	72.6%	1,055,000	85.1%
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College Support Expenses

Board Designated Funding	70000	-	-	0.00%	-	-	0.00%	140,000	
Campus Grants (Fall & Spring)	70000	-	-	0.00%	-	-	0.00%	30,000	
Presidents Fund	83005	30,000	1,035	3.5%	20,000	1,873	9.4%	20,000	

College Support Expenses

30,000	1,035	3.5%	20,000	1,873	9.4%	190,000	
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Total Combined Expenditures

2,378,800	2,060,240	86.6%	2,426,400	1,422,088	58.6%	3,740,000	54.1%
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Projected 2022/2023 Student and Program Support (Pending ISP and End of Year Available Balances)							
2022/2023							
Program Support							
Applied Science & Business	-	-		-	-		650,000
Math & Sciences	-	-		-	-		800,000
Social Sciences & Arts	-	-		-	-		60,000
Communication	-	-		-	-		1,500
Health Sciences & Education	-	-		-	-		1,200,000
Enrollment Services	-	-		-	-		245,000
Counseling Services	-	-		-	-		300,000
All Other Program Support	-	-		-	-		1,350,000
Total Program Support Funding	500,000	207,714	41.5%	392,000	199,810	51.0%	4,606,500
Scholarships							
Applied Science & Business	-	-		-	-		125,000
Math & Sciences	-	-		-	-		-
Social Sciences & Arts	-	-		-	-		100,000
Communication	-	-		-	-		3,000
Health Sciences & Education	-	-		-	-		250,000
Enrollment Services	-	-		-	-		-
Counseling Services	-	-		-	-		65,000
All Other Program Support	-	-		-	-		200,000
	600,000	1,347,071	224.51%	700,000	848,405	121.20%	743,000
Total Scholarship and Program Support	1,100,000	1,554,785	141.34%	1,092,000	1,048,215	95.99%	5,349,500

Strategic Investment Budget							
*Note: Original Strategic Budget was approved for \$500,000. Board of Directors Approved \$250K of this original budget to be moved to the nEDGE Scholarship Program Fund in FY 2020/21							
Database Selection & Implementation Consulting Services	250,000	(250,000)	-100.00%	-	-	0.00%	-
Upgrade Foundation Computers/Board Room TV and IT infrastructure		-	0.00%	-	-	0.00%	50,000
Alumni, Fundraising & Financial Database Packages	250,000	-	0.00%	250,000	-	0.00%	200,000
Total Statagic Investment Budget	500,000	(250,000)	-50.00%	250,000	-	0.00%	250,000

APPROVE THE 2021-22 Budget Amendment





Foundation Finance and Investment Committee Meeting March 23, 2022 3PM

COD Foundation Conference Room
43500 Monterey Street, Palm Desert, CA 92260

or JOIN Remotely:
OR Join via ZOOM:

<https://cccconfer.zoom.us/j/julimaxwell?pwd=bGF4a3EzOVJERUtBbkZaTFFHcmExQT09>

Password: 3562

OR Dial: +1 669 900 6833 (US Toll) - Meeting ID: 648 245 1590

Teleconference Etiquette Reminders:

To reduce the background noise, please **keep your microphone muted.**
during the meeting, unless you need to speak.
Please introduce yourself before speaking.
Please keep your cell phone on silent mode.

MASKS REQUIRED

Comments from the public:

In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 1, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.



COLLEGE
of the **DESERT**
FOUNDATION

Agenda

**COD Foundation Finance & Investment Committee Agenda for
Wednesday, March 23, 2022**

3:00 PM

In Person at:

COD Foundation Conference Room

College of the Desert Palm Desert Campus

43500 Monterey Avenue, Palm Desert, CA

OR

Join:

<https://cccconfer.zoom.us/my/julimaxwell?pwd=bGF4a3EzOVJERUtBbkZaTFFHcmExQT09>

Password: 3562

OR Dial: +1 669 900 6833 (US Toll) - Meeting ID: 648 245 1590

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.

Committee Members (total #): 6

Tom Minder (Chair), Barbara Fromm, Paul Hinkes, Jim Williams, Dale Landon, Jake Wuest

Non-Voting Committee Members (total #): 1

John Ramont

Quorum (51%): 3

Subject to Brown Act: Yes

1. Call to Order

1.1 Roll Call

2. Agenda

- 2.1 Regular Meeting of the Foundation Finance & Investment Committee of March 23, 2022, 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 Meeting of Foundation Finance & Investment Committee of March 23, 2022 with any additions, corrections or deletions.

3. Minutes

- 3.1 Approval of the Finance & Investment Committee Meeting Minutes of February 16, 2022.

4. Comments from the Public

In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

5. Discussion and Action Items

- 5.1 Review and approve the January 31, 2022 Financial Statements.
- 5.2 Review and approve 2021/22 Budget Amendment Request
- 5.3 Review first draft 2022/23 Budget

6.Adjournment

Next Scheduled Meeting: Wednesday, April 20, 2022 3:00 PM



COLLEGE
of the **DESERT**
FOUNDATION

Minutes for Approval



Foundation Finance & Investment Committee Meeting Minutes for February 16, 2022

3:00PM

Zoom Video:

[INSERT VIDEO](#)

Meeting Participants

Committee Members Present

Tom Minder (Chair), Paul Hinkes, Barbara Fromm, Jim Williams, John Ramont, Paul Hinkes, Jake Wuest

Committee Members Absent:

Dale Landon

Non-Voting Committee Members (total #): 1

John Ramont

Non-Voting Committee Members Absent

Guest(s)

Catherine Abbott, Kirstien Renna, Mike Hofacre

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at xxx pm.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee Meeting of February 16, 2022 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 16, 2022 with any addition, correction or deletions.

Jake Wuest moved to approve the agenda as presented, Barbara Fromm seconded. Motion carried.

3.Minutes

3.1 Approval of regular Finance & Investment Committee Meeting Minutes – November 17, 2022.

Jake Wuest moved to approve the minutes from November 17, 2021 and Paul Hinkes seconded, motion carried.

4. Comments from the Public

Public Comments: In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to codfoundation@collegeofthedesert.edu and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the Committee meeting. All requests should be directed to the Foundation in advance.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Review and approve the October 31, 2021 through December 31, 2021 Financial Statements

Kirstien presented the October 31, 2021 through December 31, 2021 financial statements to the committee. Committee discussed relieving Kirstien Renna of the labor-intensive task of transferring the data from

accounting software to Excel, to present to the committee. Tom Minder stated, in the interest of saving time, the statements will not be done in the current manner from this point on. Committee discussed what the Foundations goal is regarding the endowments, and recommended this topic be presented to the Board at the next meeting.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

Put "goals of endowments" on the next board agenda.	Eve Dehondt	March 10, 2022
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5.2 Review and approve 990 Tax Return

Committee reviewed the 990 Tax Return without comment, and this will now go to the Board of Directors meeting.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

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5.3 Potential Budget Workshop Meeting - TBD

This meeting has been on the calendar twice but has been canceled both times. Kirstien would suggest that this meeting be held around the 1st of March before the board meeting. Monday, February 28, 2022, was decided on, from 10:00 am to 11:30 am. The meeting will be hybrid. Thirteen board members must attend this meeting to have a quorum.

5.3 Follow-up Items

5.3 Task of

5.3 Due by

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5.4 Computers for Office Staff

Committee discussed upgrading the workspaces and conference room technology. Staff computers are very old and need to be replaced. COD's Information Technology department conducted an audit of equipment and outlined costs to upgrade at approximately \$32,000. There is currently \$250k in supplemental budget from 2019, to use for this expense. Jake Wuest made a motion to use \$50,000 from the supplemental budget for the Foundation conference room and workstation upgrades. Paul Hinkes seconded.

5.4 Follow-up Items	5.3 Task of	5.3 Due by

7.0 Adjournment

The Committee Chair adjourned the meeting at 4:03pm.

Next Meeting: March 23, 2022 – 3pm



FINANCIAL REPORT

FOR THE PERIOD ENDED JANUARY 31, 2022

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

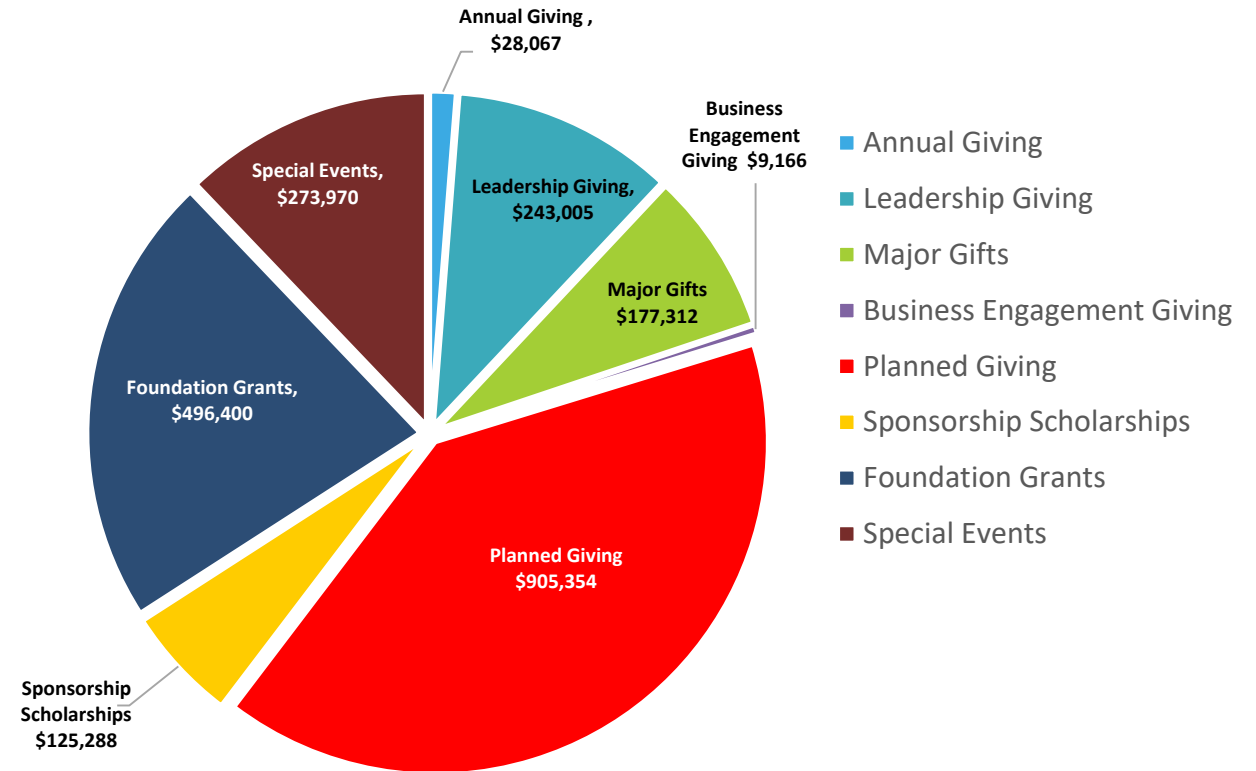
TOTAL FUNDRAISING REVENUE HIGHLIGHTS

January 31, 2022 Fundraising Revenues \$94,524 & YTD \$2,258,562

YTD Revenues Highlights:

- \$600,000 Estate gift to the Fund for Student Success
- Scholarship Donations (Variety of Rest. Funds) Including:
 - \$200,000 In support of the pLEDGE Program
 - \$168,214 in support of African American students
 - \$102,312 New Scholarship Endowment for the Early Childhood Education
 - \$119,838 Sponsorship Pass Through Scholarships
 - \$80,000 Estate gift in support of music students
 - \$25,000 Edison STEM Grant
 - \$25,000 Veterans Scholarship Support
 - \$15,110 In support of the Student Emergency Fund
 - \$10,200 from the Osher Foundation for Scholarships
 - \$10,000 Addition to the Vinci/Moller Theatre Arts Scholarship Endowment
- \$250,000 Gift for Nursing Simulation Lab
- \$85,358 in Presidents Circle Contributions
- \$65,000 in support of Stepping Out for COD 2022 & 2023
- \$50,000 gift from the Friends of the COD Library
- \$50,000 gift in support of Stepping Out for COD

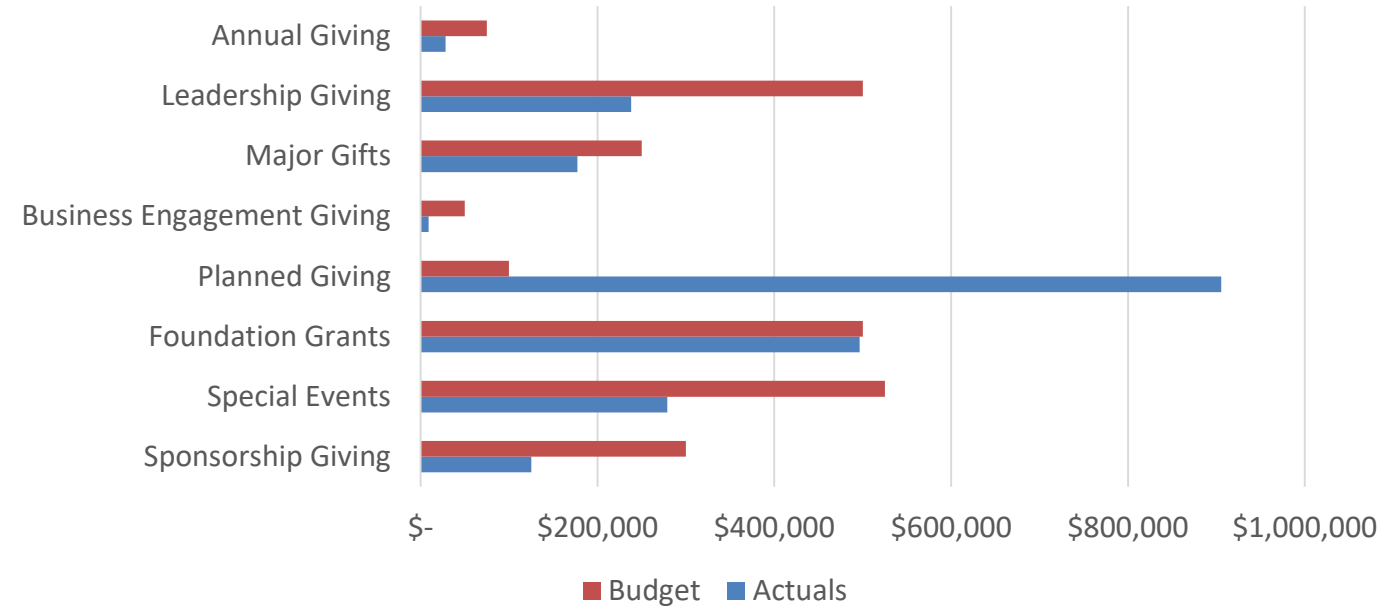
2021/2022 Revenues



TOTAL FUNDRAISING REVENUE BUDGET VS. ACTUALS

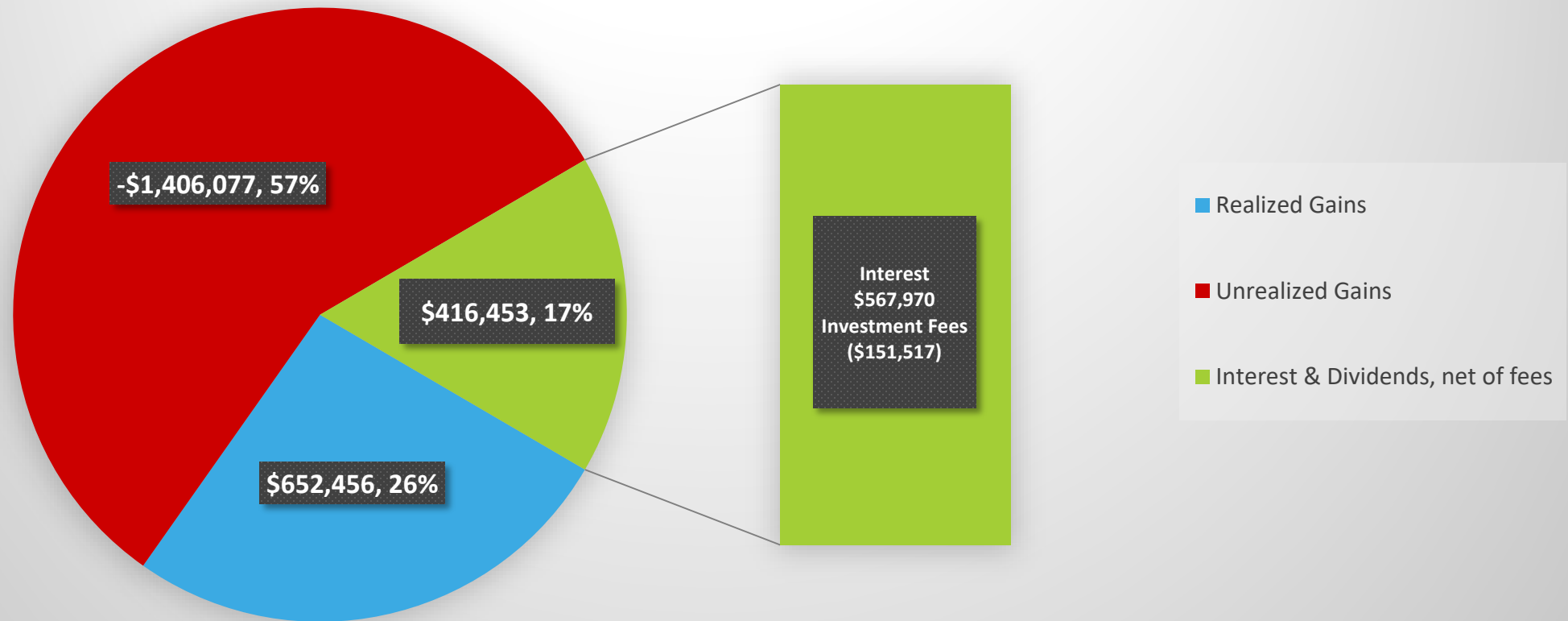
• Annual Giving		
• Budgeted:	\$ 75,000	
• Actual:	\$ 28,067	37.4%
• Leadership Giving		
• Budgeted:	\$500,000	
• Actual:	\$238,006	47.6%
• Business Engagement Giving		
• Budgeted:	\$ 50,000	
• Actual:	\$ 9,165	18.3%
• Major Gifts		
• Budgeted:	\$250,000	
• Actual:	\$177,312	70.9%
• Planned Giving		
• Budgeted:	\$100,000	
• Actual:	\$905,354	905.4%
• Special Event Giving		
• Budgeted:	\$525,000	
• Actual:	\$278,970	53.1%
• Sponsorship Scholarships (Pass Thru)		
• Budgeted:	\$300,000	
• Actual:	\$125,288	41.8%
• Foundation Grants		
• Budgeted:	\$500,000	
• Actual:	\$496,400	99.3%
• Total FY 2021/22 Fundraising Budget	\$2,300,000	
• Actual Revenue Realized	\$2,204,040	95.8%

Fiscal Year 2021/22 Revenue Budget vs Actuals
As of January 31, 2022

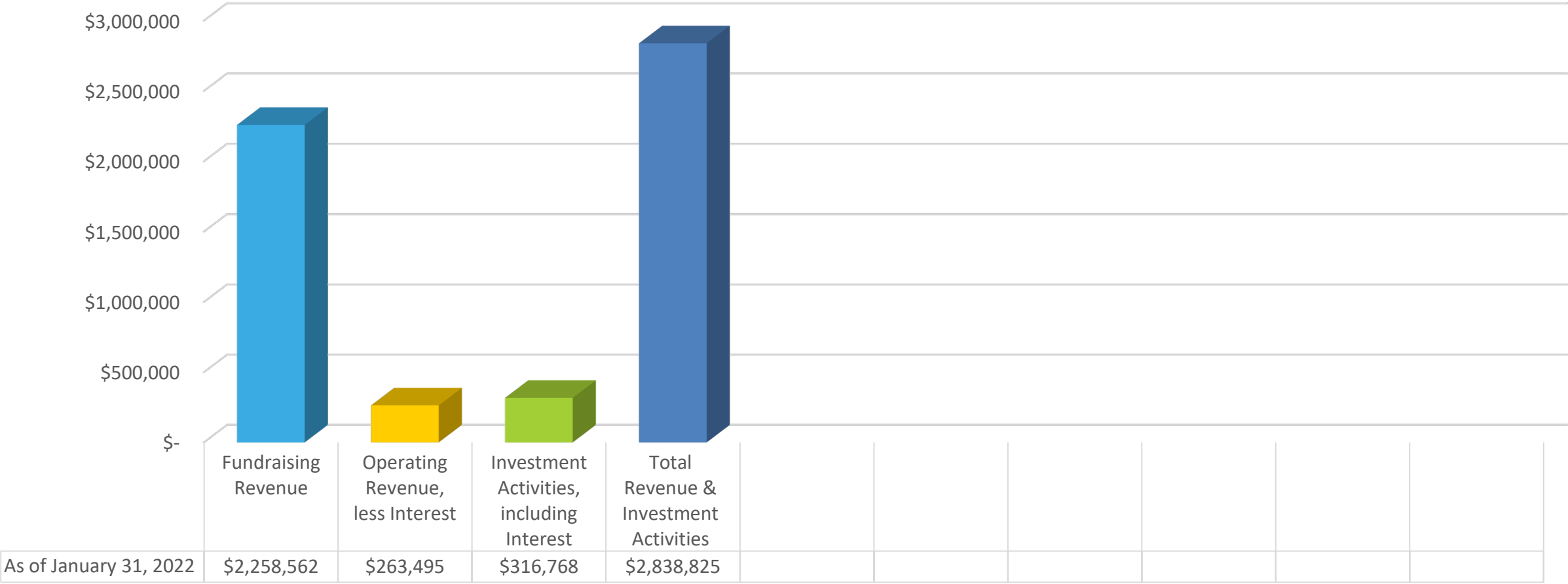


INVESTMENT ACTIVITIES

Total Other Investment Activity Income for the period ended January 31, 2022 is (\$1,341,538) including Interest of \$70,849 and (\$316,768) YTD including Interest of \$567,970



Fiscal Year 2021/22 Combined Revenue & Investment Activities as of January 31, 2022



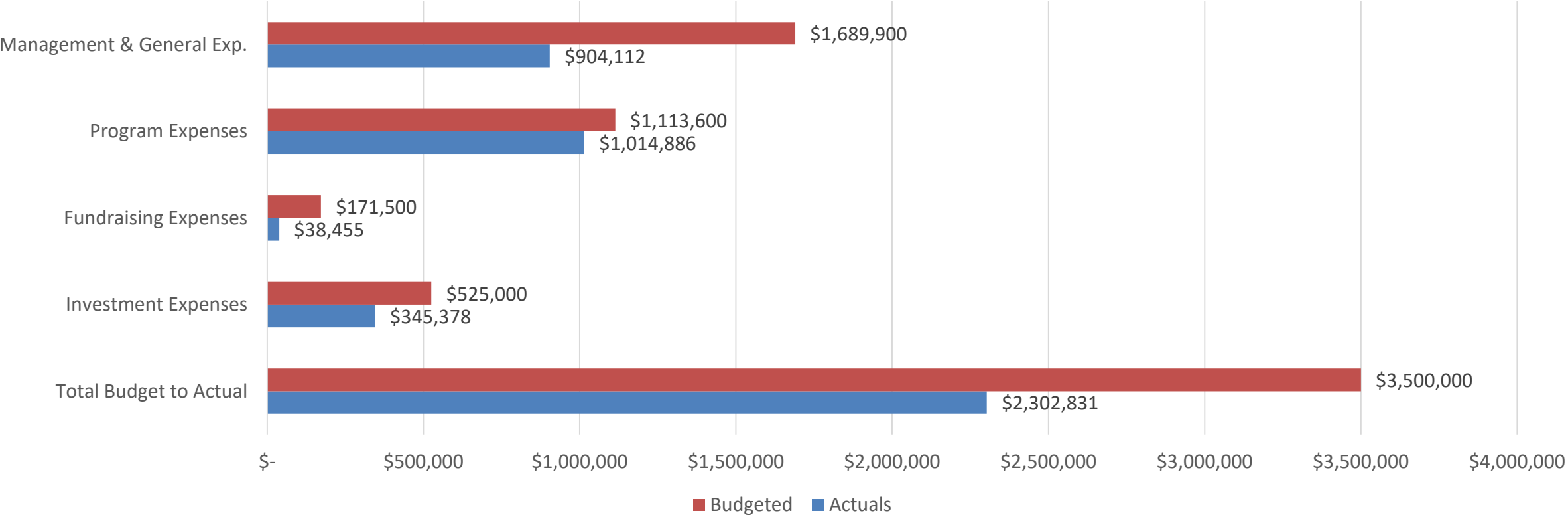
TOTAL EXPENDITURES

Total expenditures including investment expenses for the month ended January 31, 2022 are \$505,926 and YTD \$2,302,831

• Operating Expense Total	\$ 904,112
– Foundation Salaries & Benefits	663,376
– Marketing Expenses	55,112
– Independent Contractors	41,420
– Other Combined Operating Expenses	144,204
• Fundraising Expense Total	\$ 38,455
– Special Events Expenses	19,082
– Leadership Giving Expense	9,909
– Other Combined Fundraising Expenses	9,464
• Program Expense Total	\$1,014,886
– Contributions to College Programs	186,231
– Student Scholarships	828,655
• Investment Expense Total (Temp./Perm. Restricted)	\$ 345,378
– Including Management Fees of \$263,495	

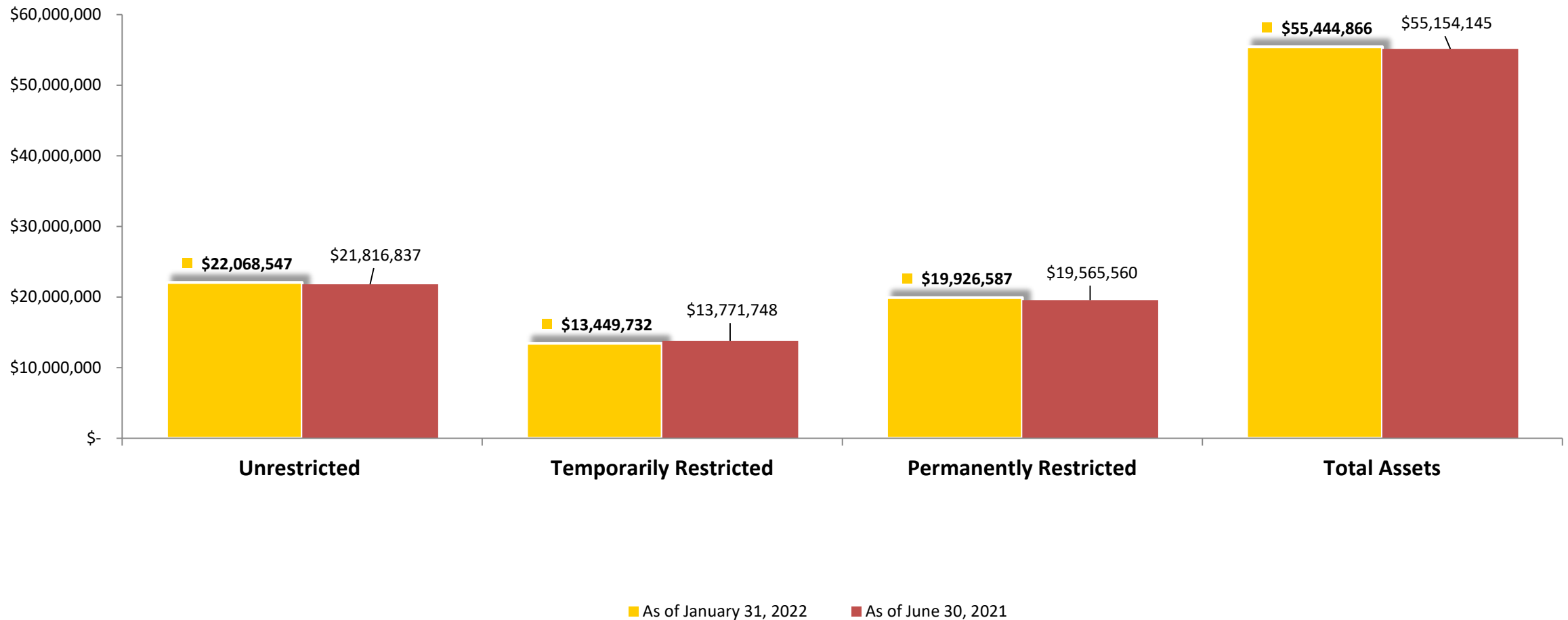
EXPENDITURES — BUDGET VS ACTUAL

Fiscal Year 2021/2022 Expense Budget vs Actuals as of January 31, 2022



** Amounts do not include Investment activity.*

Change in Net Assets as of January 31, 2022



- Unrestricted Funds: Includes \$500,000 Board Designated Reserve and \$250,000 Board Designated Funds for Pledge Program & \$18M Quasi-Endowment.
- Temporarily Restricted Funds: Restricted per Donor Criteria
- Permanently Restricted Funds: Endowments held by the Foundation in Perpetuity.

ACCOMPLISHING OUR MISSION

AS OF JANUARY 31, 2022

\$828,655 GIVEN IN SCHOLARSHIP SUPPORT TO STUDENTS

\$186,231 IN PROGRAM SUPPORT

TOTAL COMBINED SUPPORT \$1,014,886.

ADDITIONAL PENDING REQUEST \$64,023.

Questions?

Thank you!



FINANCIAL SUMMARY

January 31, 2022



STATEMENT OF FINANCIAL POSITION , JANUARY 31, 2022
WITH COMPARATIVE TOTALS FOR JANUARY 31, 2021

	Operating & Restricted Asset Funds		Endowed Asset Funds		
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals	
				2021-2022 Fiscal Year	2020-2021 Prior Fiscal Year
ASSETS					
Current Assets					
1 Cash and cash equivalents	520,873	122,863	4,947,760	5,591,496	1,476,942
2 Investments	20,928,495	12,935,844	14,637,114	48,501,453	33,197,664
3 Investments - Board Reserve	500,000	-	-	500,000	500,000
4 Investments related to deferred gifts - Split Interest Agreements	-	170,366	-	170,366	168,020
5 Unconditional promises to give (Pledges)	25,000	20,000	-	45,000	12,320
6 Allowance for Doubtful Accounts	-	-	-	-	-
7 Accounts Receivable	1,000	(1,000)	-	-	5,000
8 Accounts Receivable - Related Party	3,714	-	-	3,714	-
9 Accrued interest receivable	61,005	30,086	5,164	96,255	109,348
10 Student Emergency Funds held at College	5,000	-	-	5,000	5,000
11 Other Assets	-	-	-	-	2,500
12 Total Current Assets	22,045,087	13,278,159	19,590,038	54,913,284	35,476,794
Noncurrent Assets				-	
13 Beneficial interest in assets held by the Foundation for California Community Colleges - Osher Foundation	-	126,666	336,549	463,215	381,424
14 Unconditional promises to give (Pledges)- Net amortized Discount	20,960	44,907	-	65,867	54,808
15 Equipment (net of accumulated depreciation)	2,500	-	-	2,500	40
16 Total Noncurrent Assets	23,460	171,573	336,549	531,582	436,272
17 TOTAL ASSETS	22,068,547	13,449,732	19,926,587	55,444,866	35,913,066
LIABILITIES					
Current Liabilities					
18 Accounts payable	16,959	2,450	-	19,409	64,872
19 Accounts Payable - Related Party	96,268	197,822	-	294,090	122,409
20 Accrued Payroll - Related Party	43,464	-	-	43,464	17,442
21 PPP Loan Payable	-	-	-	-	98,030
22 Deferred Contribution Income	40,000	-	-	40,000	(3,709)
23 Total Current Liabilities	196,692	200,272	-	396,964	299,044
NET ASSETS, beginning					
Unrestricted:					
24 Undesignated	20,917,272	-	-	20,917,272	2,350,492
25 Board designated	750,000	-	-	750,000	500,000
26 Temporarily restricted	-	13,761,098	-	13,761,098	10,857,833
27 Permanently restricted	-	-	19,565,560	19,565,560	19,414,806
28 TOTAL NET ASSETS, beginning	21,667,272	13,761,098	19,565,560	54,993,930	33,123,131
29 Net Activity	204,584	(511,638)	361,027	53,972	2,490,891
30 NET ASSETS	21,871,856	13,249,460	19,926,587	55,047,902	35,614,022
31 TOTAL LIABILITIES AND NET ASSETS	22,068,547	13,449,732	19,926,587	55,444,866	35,913,066



STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

FOR ONE MONTH ENDED JANUARY 31, 2022

WITH COMPARATIVE TOTALS FOR JANUARY 31, 2021

	Operating & Restricted Asset Funds		Restricted Asset Funds	Totals	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2021/2022 Fiscal Year	2020-2021 Prior Fiscal Year
REVENUE AND SUPPORT					
1 Interest	\$ 30,819	\$ 40,030	\$ -	\$ 70,849	\$ 40,497
2 Annual Giving	2,074	819	-	2,893	2,057
3 Annual Giving - Stepping Out Event	-	-	-	-	-
4 Leadership Giving	14,608	2,013	-	16,621	28,196
5 Leadership Giving - Stepping Out Event	33,873	-	-	33,873	-
6 Business Engagement Giving	-	-	-	-	-
7 Business Engagement Giving -Stepping Out for COD	2,348	5,000	-	7,348	-
8 Major Gifts	-	-	-	-	-
9 Major Gifts - Stepping Out Event	-	-	-	-	-
10 Planned Giving	6,000	12,139	-	18,139	7,153
11 Management Services	37,159	-	-	37,159	35,641
12 Sustainability Fee (Gift Fees)	-	-	-	-	-
13 Grants	-	10,200	-	10,200	17,993
14 Scholarship Pass-thru	-	5,450	-	5,450	17,175
15 In Kind Revenue	-	-	-	-	-
TOTAL REVENUE AND SUPPORT	126,881	75,651	-	202,532	148,712
EXPENDITURES					
16 Contributions to college	-	335	-	335	6,888
17 Other Contributions	-	-	-	-	-
18 Interfund transfers	-	-	-	-	-
19 Operating expenses	124,541	-	-	124,541	125,481
20 Special Events Expenses	4,605	-	-	4,605	-
21 Donor/Scholarship Reception Expenses	-	-	-	-	-
22 Student Awards	-	-	-	-	475
23 Refunds / Reimbursement of Expenses	-	-	-	-	-
24 Scholarships	-	296,408	-	296,408	75,528
TOTAL EXPENDITURES	129,146	296,743	-	425,889	208,372
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
25 OTHER INCOME AND EXPENSES	(2,266)	(221,092)	-	(223,358)	(59,660)
OTHER INCOME AND EXPENSES					
26 Realized Gain/(Loss)	18,518	24,083	-	42,601	177,270
27 Osher Realized Gain/(Loss)	-	10,200	-	10,200	21,000
28 Management Services	-	(37,159)	-	(37,159)	(35,641)
29 Gift Fee	-	-	-	-	-
30 Other Investment Expenses	(18,638)	(24,240)	-	(42,878)	(27,857)
TOTAL OTHER INCOME AND EXPENSES -NOT INCLUDING UNREALIZED GAIN/LOSS	(120)	(27,116)	-	(27,236)	134,772
31 Unrealized Gain/(Loss)	(618,254)	(804,056)	-	(1,422,310)	(421,979)
INCREASE (DECREASE) IN NET ASSETS	\$ (620,640)	\$ (1,052,264)	\$ -	\$ (1,672,904)	\$ (346,867)



STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YTD ENDED JANUARY 31, 2022

WITH COMPARATIVE TOTALS FOR YTD ENDED JANUARY 31, 2021

	Operating & Restricted Asset Funds		Restricted Asset Funds	Totals	
	Unrestricted Funds	Temporarily Restricted Funds	Permanently Restricted Funds (Endowments)	2021/2022 Fiscal Year	2020/2021 Prior Fiscal Year
REVENUE AND SUPPORT					
1 Interest	\$ 260,355	\$ 307,615	\$ -	\$ 567,970	\$ 422,848
2 Annual Giving	17,965	9,602	500	28,067	33,596
3 Annual Giving - Stepping Out Event	500	-	-	500	-
4 Leadership Giving	125,007	107,998	10,000	243,005	194,551
5 Leadership Giving - Stepping Out Event	135,623	-	-	135,623	-
6 Business Engagement Giving	1,251	7,915	-	9,166	31,019
7 Business Engagement Giving -Stepping Out for COD	7,847	5,000	-	12,847	-
8 Major Gifts	-	75,000	102,312	177,312	205,000
9 Major Gifts - Stepping Out Event	125,000	-	-	125,000	-
10 Planned Giving	645,000	12,139	248,215	905,354	61,056
11 Management Services	263,495	-	-	263,495	242,894
12 Sustainability Fee (Gift Fees)	-	-	-	-	(200)
13 Grants	-	496,400	-	496,400	333,993
14 Scholarship Pass-thru	-	125,288	-	125,288	183,677
15 In Kind Revenue	-	-	-	-	-
TOTAL REVENUE AND SUPPORT	1,582,043	1,146,957	361,027	3,090,027	1,708,434
EXPENDITURES					
16 Contributions to college	23,916	161,570	-	185,486	32,084
17 Other Contributions	-	-	-	-	-
18 Interfund transfers	(3,750)	3,750	-	-	-
19 Operating expenses	855,728	(1,130)	-	854,598	835,096
20 Special Events Expenses	19,082	-	-	19,082	(6,500)
21 Donor/Scholarship Reception Expenses	-	-	-	-	-
22 Student Awards	-	-	-	-	475
23 Refunds / Reimbursement of Expenses	-	-	-	-	(120,000)
24 Scholarships	-	828,655	-	828,655	626,707
TOTAL EXPENDITURES	894,976	992,845	-	1,887,821	1,367,862
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
25 OTHER INCOME AND EXPENSES	687,067	154,112	361,027	1,202,206	340,572
OTHER INCOME AND EXPENSES					
26 Realized Gain/(Loss)	315,795	336,661	-	652,456	764,963
27 Osher Realized Gain/(Loss)	-	20,400	-	20,400	21,000
28 Management Services	-	(263,495)	-	(263,495)	(242,894)
29 Gift Fee	-	-	-	-	200
30 Other Investment Expenses	(68,449)	(83,068)	-	(151,517)	(106,523)
TOTAL OTHER INCOME AND EXPENSES -NOT INCLUDING UNREALIZED GAIN/LOSS	247,346	10,498	-	257,844	436,746
31 Unrealized Gain/(Loss)	(729,829)	(676,248)	-	(1,406,077)	1,713,573
INCREASE (DECREASE) IN NET ASSETS	\$ 204,584	\$ (511,638)	\$ 361,027	\$ 53,973	\$ 2,490,891



FY 20/21 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
Annual Giving	100,000	33,596	33.6%	75,000	28,067	37.4%
Leadership Giving	350,000	194,551	55.6%	500,000	238,006	47.6%
Business Engagement Giving	100,000	31,019	31.0%	50,000	9,165	18.3%
Major Gifts	150,000	205,000	136.7%	250,000	177,312	70.9%
Planned Giving	250,000	61,056	24.4%	100,000	905,354	905.4%
Special Events Giving / Capital Campaign	550,000	-	0.0%	525,000	278,970	53.1%
Stepping Out for COD	500,000	-	0.0%	500,000	273,970	54.8%
Academic Angels Events	50,000	-	0.0%	25,000	5,000	20.0%
Scholarship Pass-Thru Donations	350,000	183,677	52.5%	300,000	125,288	41.8%
Grants	450,000	333,993	74.2%	500,000	496,400	99.3%
Fundraising Revenues	2,300,000	1,042,892	45.3%	2,300,000	2,258,562	98.2%

Investment/Other Revenues :

Investment Management Services	382,000	242,894	63.6%	415,000	263,495	63.5%
Gift Fee	-	(200)	0.0%	-	-	0.0%
In Kind Revenue	68,000	-	0.0%	65,000	-	0.0%
Interest/Dividends Income	700,000	422,848	60.4%	720,000	567,970	78.9%
Investment/Other Revenues	1,150,000	665,542	57.9%	1,200,000	831,465	69.3%
Total Combined Revenue	3,450,000	1,708,434	49.5%	3,500,000	3,090,027	88.3%



FY 20/21 COMBINED OPERATING BUDGET

EXPENDITURES

Fundraising Expenses

	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
Annual Giving	10,000	-	0.0%	10,000	3,883	38.8%
Leadership Giving	15,000	4,051	27.0%	15,000	9,909	66.1%
Business Engagement	5,000	310	6.2%	1,500	310	20.7%
Major Gifts	3,000	-	0.0%	-	-	0.0%
Foundation Giving	1,000	-	0.0%	-	-	0.0%
Planned Giving	10,000	-	0.0%	15,000	5,271	35.1%
Special Events Expenses	100,000	(6,500)	-6.5%	130,000	19,082	14.7%
Stepping Out for COD Event	75,000	(6,500)	-8.7%	120,000	16,485	13.7%
Academic Angels Events	25,000	-	0.0%	10,000	2,597	26.0%
Total Fundraising Expenses:	144,000	(2,139)	-1.5%	171,500	38,455	22.4%

General Operating Expenses

Alumni Database Development	1,000	864	86.4%	1,000	-	0.0%
Alumni Engagement	35,000	(864)	-2.5%	-	-	0.0%
Auditor	15,000	9,100	60.7%	17,000	10,500	61.8%
Bad Debt	-	-	0.0%	-	-	0.0%
Bank Charges	6,000	2,109	35.2%	4,000	3,298	82.5%
Board/Staff Training	15,000	6,817	45.4%	15,000	19,313	128.8%
Community Relations	5,000	1,225	24.5%	5,000	122	2.4%
Depreciation Expense	-	-	0.0%	-	-	0.0%
Donor Cultivation	15,000	-	0.0%	10,000	1,328	13.3%
Donor Recognition	15,000	1,322	8.8%	5,000	1,307	26.1%
Donor/Scholarship Reception Expenses	12,000	-	0.0%	-	-	0.0%
Equipment Lease	8,000	3,870	48.4%	8,000	3,870	48.4%
Furniture & Equipment	1,500	-	0.0%	3,200	-	0.0%
In Kind Expense	68,000	-	0.0%	65,000	-	0.0%



FY 20/21 COMBINED OPERATING BUDGET

FY 2020/21 Budget			FY 2021/22 Budget		
FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
30,000	-	0.0%	-	-	0.0%
-	8,010	0.0%	-	-	0.0%
-	34,500	0.0%	45,000	22,500	50.0%
20,000	28,244	141.2%	35,200	18,920	53.8%
50,000	70,754	141.5%	80,200	41,420	51.6%
555	555	100.0%	555	555	100.0%
25,000	-	0.0%	20,000	-	0.0%
380,000	194,696	51.2%	160,000	55,112	34.4%
35,000	9,979	28.5%	5,000	11,810	236.2%
25,000	-	0.0%	-	-	0.0%
50,000	356	0.7%	40,000	9,004	22.5%
50,000	31,201	62.4%	40,000	7,210	18.0%
-	-	0.0%	-	-	0.0%
135,000	79,229	58.7%	-	-	0.0%
85,000	73,931	87.0%	75,000	27,088	36.1%
3,500	2,270	64.9%	3,000	2,270	75.7%
15,000	2,015	13.4%	10,000	2,580	25.8%
45,000	28,552	63.4%	45,000	68,449	152.1%
5,000	2,011	40.2%	5,000	5,527	110.5%
20,000	2,248	11.2%	10,000	17,300	173.0%
5,000	600	12.0%	5,000	-	0.0%
(135,000)	(120,000)	88.9%	-	-	0.0%
1,000	-	0.0%	1,000	-	0.0%
12,000	3,798	31.7%	14,000	4,001	28.6%
1,200	-	0.0%	2,500	79	3.2%
1,661	50	3.0%	678	704	103.8%
55,000	-	0.0%	70,000	-	0.0%



FY 20/21 COMBINED OPERATING BUDGET

FY 2020/21 Budget			FY 2021/22 Budget		
FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 1/31/2021	% of Budget vs Actual	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals @ 1/31/2022	% of Budget vs Actual
2,000	1,575	78.8%	2,000	1,470	73.5%
6,335	477	7.5%	6,300	-	0.0%
5,000	-	0.0%	3,000	-	0.0%
986,849	524,668	53.2%	1,117,267	663,376	59.4%
738,193	380,138	51.5%	850,972	502,206	59.0%
248,656	144,530	58.1%	266,295	161,170	60.5%
1,200	51	4.3%	1,200	1,531	127.6%
1,682,800	738,763	43.9%	1,689,900	904,112	53.5%
10,000	40	0.4%	10,000	(1,185)	-11.9%
382,000	242,894	63.6%	415,000	263,495	63.5%
-	485	0.0%	-	-	0.0%
-	(200)	0.0%	-	-	0.0%
100,000	77,972	78.0%	100,000	83,068	83.1%
492,000	321,191	65.3%	525,000	345,378	65.8%
1,131,200	659,266	58.3%	1,113,600	1,014,886	91.1%
500,000	32,084	6.4%	392,400	185,486	47.3%
30,000	-		20,000	745	3.7%
600,000	626,707	104.5%	700,000	828,655	118.4%
1,200	475	39.6%	1,200	-	0.0%
1,131,200	659,266	58.3%	1,113,600	1,014,886	91.1%
3,450,000	1,717,081	49.8%	3,500,000	2,302,831	65.8%



COLLEGE
of the **DESERT**
FOUNDATION

Budget Transfer Request

College of the Desert Foundation

Budget Transfer Request

Fiscal Year 2021/2022

March 23, 2022

Request for Budget Transfer

Request for Budget Transfer of \$59,122. Please see details below

Need

To cover additional expenses in the current fiscal year.

Additional Information

Management would like to adjust within the current fiscal year budget to cover these additional expenses. The proposed budget adjustments are as follows:

Unrestricted Fund for Student Success (Fund 1110)	Decrease	Increase
70000 Contributions to the College	59,122	
81800 Board & Staff Training		15,000
80409 Marketing/Social Media		20,000
80200 Postage		3,000
80400 Printing		20,000
82805 Staff Support		322
80101 Website Fees		800
	<hr/>	
Total Budget Expenditure Transfer	\$59,122	\$59,122



COLLEGE
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FOUNDATION

Draft #1 Budget for Review



REVENUES

Fundraising Revenues :

		FY 20/21			FY 21/22			FY 2022/2023 Proposed	
GL		Board Approved FY 20/21 Operating Budget	Actuals Thru 06/30/2021	% of 20/21 Actuals vs. 20/21 Budget	Board Approved FY 21/22 Operating Budget	Actuals Thru 03/18/2022	% of 21/22 Actuals vs. 21/22 Budget	FY 22/23 Operating Budget	% of Budget Change vs. Prior Year Budget
Annual Giving	45010	100,000	51,910	51.9%	75,000	33,910	45.2%	75,000	0.0%
Community Friend Donations	205	-	8,422	0.0%	-	9,099	0.0%	-	0.0%
Faculty/Staff Giving	235	-	15,777	0.0%	-	8,701	0.0%	-	0.0%
Academic Angels Giving < \$1,000	240	-	11,425	0.0%	-	9,250	0.0%	-	0.0%
Scholarship Donations	260,290	-	16,286	0.0%	-	6,860	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$10K	305	-	-	0.0%	-	-	0.0%	-	0.0%
Leadership Giving	45020	350,000	461,542	131.9%	500,000	250,727	50.1%	600,000	20.0%
Community Friend Donations	205	-	110,313	0.0%	-	51,691	0.0%	-	0.0%
Faculty/Staff Giving	235	-	-	0.0%	-	5,688	0.0%	-	0.0%
Presidents Circle Giving	245	-	158,805	0.0%	-	91,467	0.0%	-	0.0%
Academic Angels Giving ≥ \$1,000	250	-	-	0.0%	-	5,000	0.0%	-	0.0%
Scholarships	260,290	-	192,424	0.0%	-	95,882	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$30K	305	-	-	0.0%	-	1,000	0.0%	-	0.0%
Business Engagement Giving	45030	100,000	157,417	157.4%	50,000	11,965	23.9%	50,000	0.0%
Community Friend Donations	205		106,525		-	115		-	0.0%
Presidents Circle Giving	245		7,500		-	3,500		-	0.0%
Academic Angels Giving	240		250		-	250		-	0.0%
Scholarships	290		33,142		-	8,100		-	0.0%
State of the College			10,000		-	-		-	0.0%
Academic Angels Learning to Lead Giving \$25K	305				-	-		-	0.0%
Major Gifts	45040	150,000	18,366,907	12244.6%	250,000	227,312	90.9%	300,000	20.0%
Community Friend Donations	205	-	18,084,969		-	100,000		-	0.0%
Endowments	260	-	-	0.0%	-	102,312	0.0%	-	0.0%
Gifts > \$25K/Space Naming Opportunities	270	-	-	0.0%	-	-	0.0%	-	0.0%
Presidents Circle Giving	245	-	100,000	0.0%	-	-	0.0%	-	0.0%
Scholarships	290	-	181,938			25,000			0.0%
Academic Angels Learning to Lead Giving	305								0.0%
Planned Giving	45050	250,000	94,056	37.6%	100,000	946,074	946.1%	100,000	0.0%
Special Events Giving (ALL ACCOUNTS)		550,000	-	0.0%	525,000	351,145	66.9%	800,000	52.4%
Stepping Out for COD / 40th Expo (ALL General Ledger Revenue !	190	500,000	-	0.0%	500,000	346,145	69.2%	600,000	0.0%
State of the College								200,000	
Academic Angels Events		50,000	-	0.0%	25,000	5,000	20.0%	-	0.0%
Scholarship Pass-Thru Donations	42010	350,000	221,617	63.3%	300,000	145,488	48.5%	300,000	0.0%
Grants	42200	450,000	422,493	93.9%	500,000	496,400	99.3%	750,000	50.0%
Community Friend Donations		-	107,500	0.0%	-	250,000	0.0%	-	0.0%
Scholarships		-	314,993	0.0%	-	246,400	0.0%	-	0.0%
Fundraising Revenues		2,300,000	19,775,942	859.8%	2,300,000	2,463,021	107.1%	2,975,000	29.3%
Investment/Other Revenues :									
Foundation Management Fees-Endowments and Quasi-Endowments	41500	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fee	41501	-	(200)	0.0%	-	-	0.0%	-	-
In Kind Revenue	44000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Interest/Dividends Income	50000	700,000	718,629	102.7%	720,000	567,982	78.9%	900,000	25.0%
Investment/Other Revenues		1,150,000	1,178,868	102.5%	1,200,000	831,477	69.3%	1,740,000	45.0%
Total Combined Revenue		3,450,000	20,954,810	607.4%	3,500,000	3,294,498	94.1%	4,715,000	34.7%

<u>EXPENDITURES</u>									
<u>Direct Fundraising Expenses</u>									
Annual Giving	80505	10,000	75	0.8%	10,000	3,883	38.8%	22,050	120.5%
Academic Angels Membership Development								5,000	
Faculty/Staff Giving Campaign								10,250	
Giving Tuesday Campaign								3,000	
Year End Appeal								3,800	
Leadership Giving	80017	15,000	7,489	49.9%	15,000	9,909	66.1%	20,000	33.3%
Presidents Circle Event #1								10,000	
Presidents Circle Event #2								10,000	
Business Engagement	80018	5,000	860	17.2%	1,500	535	35.7%	2,500	66.7%
Major Gifts	80019	3,000	-	0.0%	-	-	0.0%	5,000	-
Foundation Giving	70201	1,000	-	0.0%	-	-	0.0%	9,000	-
Planned Giving	82604	10,000	3,500	35.0%	15,000	5,271	35.1%	16,900	12.7%
Crescendo Software for Planned Giving								4,000	
Legacy Leaders Development Event #1								6,450	
Legacy Leaders Development Event #2								6,450	
Special Events Expenses	70100	100,000	(6,500)	-6.5%	130,000	19,082	14.7%	120,000	-7.7%
Stepping Out for COD Event / 40th Anniversary Expo		75,000	(6,500)	-8.7%	120,000	16,485	13.7%	120,000	0.0%
Academic Angels Events		25,000	-	0.0%	10,000	2,597	26.0%	-	-100.0%
State of the College	80406	55,000	32,820	59.7%	70,000	-	0.0%	106,300	51.9%
<u>Total Direct Fundraising Expenses:</u>		199,000	38,244	19.2%	241,500	38,681	16.0%	301,750	24.9%
<u>General Operating Expenses</u>									
Alumni Database Development	80010	1,000	864	86.4%	1,000	-	0.0%	-	-100.0%
Alumni Engagement	80015	35,000	(864)	-2.5%	-	-	0.0%	-	-
Auditor	81500	15,000	16,500	110.0%	17,000	10,500	61.8%	18,500	8.8%
Bad Debt	80050	-	-	0.0%	-	-	0.0%	11,000	-
Bank Charges	80100	6,000	3,938	65.6%	4,000	3,634	90.9%	5,000	25.0%
Board/Staff Training	81800	15,000	9,977	66.5%	15,000	19,613	130.8%	30,000	100.0%
Community Relations	81701	5,000	1,300	26.0%	5,000	122	2.4%	5,000	0.0%
Depreciation Expense	83500	-	40	0.0%	-	-	0.0%	10,000	-
Donor Cultivation	81700	15,000	479	3.2%	10,000	1,328	13.3%	25,000	150.0%
Donor Recognition	81100	15,000	3,430	22.9%	5,000	1,307	26.1%	5,000	0.0%
Donor/Scholarship Reception Expenses	70103	12,000	-	0.0%	-	-	0.0%	-	-
Equipment Lease	82302	8,000	7,740	96.8%	8,000	3,870	48.4%	8,000	0.0%
Furniture & Equipment	82300	1,500	1,500	100.0%	3,200	-	0.0%	3,500	9.4%
In Kind Expense	84000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Independent Contractor - Annual Giving	82806	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Business Engagement	82807	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Leadership Giving	82808	30,000	-	0.0%	-	-	0.0%	54,000	-
Independent Contractor - Major Gifts	82809	-	8,010	0.0%	-	-	0.0%	-	-
Independent Contractor - Planned Giving	82810	-	52,500	0.0%	45,000	22,500	50.0%	60,000	0.0%
Independent Contractor - Stewardship	82811	20,000	47,494	237.5%	35,200	23,420	66.5%	-	-100.0%
Independent Contractors		50,000	108,004	216.0%	80,200	45,920	57.3%	114,000	42.1%
Insurance (Foundation Liability)	82705	555	555	100.0%	555	555	100.0%	610	9.9%
Legal/Financial	81600	25,000	170	0.7%	20,000	-	0.0%	20,000	0.0%
Marketing		380,000	324,440	85.4%	160,000	72,887	45.6%	265,000	65.6%
Marketing - Website/Social Media	80409	35,000	12,226	34.9%	5,000	17,310	346.2%	30,000	500.0%
Marketing Annual Report	80500	25,000	-	0.0%	-	-	0.0%	30,000	-
Marketing for ALL Special Events (Ad buys/TV/Newsprint etc)	80405	50,000	48,403	96.8%	40,000	12,979	32.4%	50,000	25.0%
Marketing General	80405	50,000	17,852	35.7%	40,000	7,210	18.0%	50,000	25.0%
Marketing Videos	80405	-	-	0.0%	-	-	0.0%	20,000	-
Marketing Services - College	80408	135,000	127,650	94.6%	-	-	0.0%	-	-
Marketing Services - Foundation - General	80407	85,000	118,309	139.2%	75,000	35,388	47.2%	45,000	-40.0%
Marketing Services - Foundation - Special Events	80407	-	-	0.0%	-	-	0.0%	40,000	-
Membership Dues	82100	3,500	2,270	64.9%	3,000	2,270	75.7%	5,000	66.7%
Office Supplies & Equipment	80900	15,000	4,124	27.5%	10,000	2,580	25.8%	6,000	-40.0%
Postage	80200	5,000	2,655	53.1%	5,000	6,932	138.6%	10,000	100.0%
Printing	80400	20,000	24,640	123.2%	10,000	20,865	208.7%	25,000	150.0%
Prospect Research/Screening Services	81702	5,000	1,600	32.0%	5,000	-	0.0%	-	-100.0%
Refunds/Reimbursement of Expenses	70105	(135,000)	(120,000)	88.9%	-	-	0.0%	-	-
Repairs/Maintenance	82400	1,000	-	0.0%	1,000	-	0.0%	1,000	0.0%
Service Contracts	82305	12,000	7,300	60.8%	14,000	4,066	29.0%	16,000	14.3%
Staff Mileage Reimbursement	81900	1,200	146	12.2%	2,500	79	3.2%	2,500	0.0%
Staff Support	82805	1,661	333	20.0%	678	704	103.8%	1,677	147.3%
Subscriptions/Publications	80800	2,000	2,196	109.8%	2,000	1,470	73.5%	2,500	25.0%
Telephone	82600	2,000	477	23.9%	6,300	-	0.0%	2,000	-68.3%
Travel	81805	5,000	-	0.0%	3,000	-	0.0%	5,000	66.7%
Wages & Benefits	82800	991,184	974,524	98.3%	1,117,267	765,601	68.5%	1,363,963	22.1%
Wages & Benefits Foundation Staff		742,528	726,696	97.9%	850,972	-	0.0%	1,067,583	25.5%
Wages & Benefits-Accounting		248,656	247,828	99.7%	266,295	-	0.0%	296,380	11.3%
Website Fees	80101	1,200	351	29.3%	1,200	1,531	127.6%	2,000	66.7%
<u>Total Operating Expenses:</u>		1,637,800	1,444,843	88.2%	1,574,900	965,834	61.3%	2,003,250	27.2%
<u>Investment Expenses</u>									
Realized Gain/Loss - For Split Interest Agreements	83310	10,000	9,793	97.9%	10,000	-	0.0%	10,000	0.0%
Realized Gain/Loss	83300	-	40	0.0%	-	(1,185)	0.0%	-	-
Foundation Management Fees-Endowments and Quasi-Endowments	81502	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fees	81503	-	(200)	0.0%	-	-	0.0%	-	0.0%

Other Investment Expenses	83200	145,000	171,165	118.0%	145,000	151,517	104.5%	325,000	124.1%
Investment Expenses:		537,000	607,903	113.2%	570,000	413,827	72.6%	1,135,000	99.1%
College Support Expenses									
College Program Support	70000	500,000	207,714	41.5%	392,400	199,810	50.9%	670,000	70.7%
Program Support								500,000	
Board Designated Funding		-	-	0.0%	-	-	0.0%	140,000	
Campus Grants (Fall & Spring)		-	-	0.0%	-	-	0.0%	30,000	
Presidents Fund	83005	30,000	1,035	3.5%	20,000	1,873	9.4%	20,000	0.0%
Scholarships	70200	600,000	1,347,071	224.5%	700,000	848,405	121.2%	585,000	-16.4%
Workforce Development Internships		-	-	0.0%	-	-	0.0%	85,000	
Student Awards	70202	1,200	775	64.6%	1,200	500	41.7%	-	-100.0%
Total College Support Expenses:		1,131,200	1,556,595	137.6%	1,113,600	1,050,588	94.3%	1,275,000	14.5%
Total Combined Expenditures		3,505,000	3,647,585	104.1%	3,500,000	2,468,930	70.5%	4,715,000	34.7%

Strategic Investment Budget							
*Note: Original Strategic Budget was approved for \$500,000. Board of Directors Approved \$250K of this original budget to be moved to the pEDGE Scholarship Program Fund in FY 2020/21							
Database Selection & Implementation Consulting Services	250,000	(250,000)	-100.00%	-	-	0.00%	-
Upgrade Foundation Computers/Board Room TV and IT infrastructure		-	0.00%	-	-		50,000
Alumni, Fundraising & Financial Database Packages	250,000	-	0.00%	250,000	-	0.00%	200,000
Total Statagic Investment Budget	500,000	(250,000)	-50.00%	250,000	-	0.00%	250,000



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Draft #2 Budget for Review



REVENUES

Fundraising Revenues :

		FY 20/21			FY 21/22			FY 2022/2023 Proposed	
GL		Board Approved FY 20/21 Operating Budget	Actuals Thru 06/30/2021	% of 20/21 Actuals vs. 20/21 Budget	Board Approved FY 21/22 Operating Budget	Actuals Thru 03/18/2022	% of 21/22 Actuals vs. 21/22 Budget	FY 22/23 Operating Budget	% of Budget Change vs. Prior Year Budget
Annual Giving	45010	100,000	51,910	51.9%	75,000	33,910	45.2%	75,000	0.0%
Community Friend Donations	205	-	8,422	0.0%	-	9,099	0.0%	-	0.0%
Faculty/Staff Giving	235	-	15,777	0.0%	-	8,701	0.0%	-	0.0%
Academic Angels Giving < \$1,000	240	-	11,425	0.0%	-	9,250	0.0%	-	0.0%
Scholarship Donations	260,290	-	16,286	0.0%	-	6,860	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$10K	305	-	-	0.0%	-	-	0.0%	-	0.0%
Leadership Giving	45020	350,000	461,542	131.9%	500,000	250,727	50.1%	600,000	20.0%
Community Friend Donations	205	-	110,313	0.0%	-	51,691	0.0%	-	0.0%
Faculty/Staff Giving	235	-	-	0.0%	-	5,688	0.0%	-	0.0%
Presidents Circle Giving	245	-	158,805	0.0%	-	91,467	0.0%	-	0.0%
Academic Angels Giving ≥ \$1,000	250	-	-	0.0%	-	5,000	0.0%	-	0.0%
Scholarships	260,290	-	192,424	0.0%	-	95,882	0.0%	-	0.0%
Academic Angels Learning to Lead Giving - \$30K	305	-	-	0.0%	-	1,000	0.0%	-	0.0%
Business Engagement Giving	45030	100,000	157,417	157.4%	50,000	11,965	23.9%	50,000	0.0%
Community Friend Donations	205		106,525		-	115		-	0.0%
Presidents Circle Giving	245		7,500		-	3,500		-	0.0%
Academic Angels Giving	240		250		-	250		-	0.0%
Scholarships	290		33,142		-	8,100		-	0.0%
State of the College			10,000		-	-		-	0.0%
Academic Angels Learning to Lead Giving \$25K	305				-	-		-	0.0%
Major Gifts	45040	150,000	18,366,907	12244.6%	250,000	227,312	90.9%	300,000	20.0%
Community Friend Donations	205	-	18,084,969		-	100,000		-	0.0%
Endowments	260	-	-	0.0%	-	102,312	0.0%	-	0.0%
Gifts > \$25K/Space Naming Opportunities	270	-	-	0.0%	-	-	0.0%	-	0.0%
Presidents Circle Giving	245	-	100,000	0.0%	-	-	0.0%	-	0.0%
Scholarships	290	-	181,938			25,000			0.0%
Academic Angels Learning to Lead Giving	305								0.0%
Planned Giving	45050	250,000	94,056	37.6%	100,000	946,074	946.1%	100,000	0.0%
Special Events Giving (ALL ACCOUNTS)		550,000	-	0.0%	525,000	351,145	66.9%	800,000	52.4%
Stepping Out for COD / 40th Expo (ALL General Ledger Revenue !	190	500,000	-	0.0%	500,000	346,145	69.2%	600,000	0.0%
State of the College								200,000	
Academic Angels Events		50,000	-	0.0%	25,000	5,000	20.0%	-	0.0%
Scholarship Pass-Thru Donations	42010	350,000	221,617	63.3%	300,000	145,488	48.5%	300,000	0.0%
Grants	42200	450,000	422,493	93.9%	500,000	496,400	99.3%	750,000	50.0%
Community Friend Donations		-	107,500	0.0%	-	250,000	0.0%	-	0.0%
Scholarships		-	314,993	0.0%	-	246,400	0.0%	-	0.0%
Fundraising Revenues		2,300,000	19,775,942	859.8%	2,300,000	2,463,021	107.1%	2,975,000	29.3%
Investment/Other Revenues :									
Foundation Management Fees-Endowments and Quasi-Endowments	41500	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fee	41501	-	(200)	0.0%	-	-	0.0%	-	-
In Kind Revenue	44000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Interest/Dividends Income	50000	700,000	718,629	102.7%	720,000	567,982	78.9%	900,000	25.0%
Investment/Other Revenues		1,150,000	1,178,868	102.5%	1,200,000	831,477	69.3%	1,740,000	45.0%
Total Combined Revenue		3,450,000	20,954,810	607.4%	3,500,000	3,294,498	94.1%	4,715,000	34.7%

<u>EXPENDITURES</u>									
<u>Direct Fundraising Expenses</u>									
Annual Giving	80505	10,000	75	0.8%	10,000	3,883	38.8%	22,050	120.5%
Academic Angels Membership Development								5,000	
Faculty/Staff Giving Campaign								10,250	
Giving Tuesday Campaign								3,000	
Year End Appeal								3,800	
Leadership Giving	80017	15,000	7,489	49.9%	15,000	9,909	66.1%	20,000	33.3%
Presidents Circle Event #1								10,000	
Presidents Circle Event #2								10,000	
Business Engagement	80018	5,000	860	17.2%	1,500	535	35.7%	2,500	66.7%
Major Gifts	80019	3,000	-	0.0%	-	-	0.0%	5,000	-
Foundation Giving	70201	1,000	-	0.0%	-	-	0.0%	9,000	-
Planned Giving	82604	10,000	3,500	35.0%	15,000	5,271	35.1%	16,900	12.7%
Crescendo Software for Planned Giving								4,000	
Legacy Leaders Development Event #1								6,450	
Legacy Leaders Development Event #2								6,450	
Special Events Expenses	70100	100,000	(6,500)	-6.5%	130,000	19,082	14.7%	120,000	-7.7%
Stepping Out for COD Event / 40th Anniversary Expo		75,000	(6,500)	-8.7%	120,000	16,485	13.7%	120,000	0.0%
Academic Angels Events		25,000	-	0.0%	10,000	2,597	26.0%	-	-100.0%
State of the College	80406	55,000	32,820	59.7%	70,000	-	0.0%	106,300	51.9%
<u>Total Direct Fundraising Expenses:</u>		199,000	38,244	19.2%	241,500	38,681	16.0%	301,750	24.9%
<u>General Operating Expenses</u>									
Alumni Database Development	80010	1,000	864	86.4%	1,000	-	0.0%	-	-100.0%
Alumni Engagement	80015	35,000	(864)	-2.5%	-	-	0.0%	-	-
Auditor	81500	15,000	16,500	110.0%	17,000	10,500	61.8%	18,500	8.8%
Bad Debt	80050	-	-	0.0%	-	-	0.0%	11,000	-
Bank Charges	80100	6,000	3,938	65.6%	4,000	3,634	90.9%	5,000	25.0%
Board/Staff Training	81800	15,000	9,977	66.5%	15,000	19,613	130.8%	30,000	100.0%
Community Relations	81701	5,000	1,300	26.0%	5,000	122	2.4%	5,000	0.0%
Depreciation Expense	83500	-	40	0.0%	-	-	0.0%	10,000	-
Donor Cultivation	81700	15,000	479	3.2%	10,000	1,328	13.3%	25,000	150.0%
Donor Recognition	81100	15,000	3,430	22.9%	5,000	1,307	26.1%	5,000	0.0%
Donor/Scholarship Reception Expenses	70103	12,000	-	0.0%	-	-	0.0%	-	-
Equipment Lease	82302	8,000	7,740	96.8%	8,000	3,870	48.4%	8,000	0.0%
Furniture & Equipment	82300	1,500	1,500	100.0%	3,200	-	0.0%	3,500	9.4%
In Kind Expense	84000	68,000	33,334	49.0%	65,000	-	0.0%	40,000	-38.5%
Independent Contractor - Annual Giving	82806	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Business Engagement	82807	-	-	0.0%	-	-	0.0%	-	-
Independent Contractor - Leadership Giving	82808	30,000	-	0.0%	-	-	0.0%	54,000	-
Independent Contractor - Major Gifts	82809	-	8,010	0.0%	-	-	0.0%	-	-
Independent Contractor - Planned Giving	82810	-	52,500	0.0%	45,000	22,500	50.0%	60,000	0.0%
Independent Contractor - Stewardship	82811	20,000	47,494	237.5%	35,200	23,420	66.5%	-	-100.0%
Independent Contractors		50,000	108,004	216.0%	80,200	45,920	57.3%	114,000	42.1%
Insurance (Foundation Liability)	82705	555	555	100.0%	555	555	100.0%	610	9.9%
Legal/Financial	81600	25,000	170	0.7%	20,000	-	0.0%	20,000	0.0%
Marketing		380,000	324,440	85.4%	160,000	72,887	45.6%	265,000	65.6%
Marketing - Website/Social Media	80409	35,000	12,226	34.9%	5,000	17,310	346.2%	30,000	500.0%
Marketing Annual Report	80500	25,000	-	0.0%	-	-	0.0%	30,000	-
Marketing for ALL Special Events (Ad buys/TV/Newsprint etc)	80405	50,000	48,403	96.8%	40,000	12,979	32.4%	50,000	25.0%
Marketing General	80405	50,000	17,852	35.7%	40,000	7,210	18.0%	50,000	25.0%
Marketing Videos	80405	-	-	0.0%	-	-	0.0%	20,000	-
Marketing Services - College	80408	135,000	127,650	94.6%	-	-	0.0%	-	-
Marketing Services - Foundation - General	80407	85,000	118,309	139.2%	75,000	35,388	47.2%	45,000	-40.0%
Marketing Services - Foundation - Special Events	80407	-	-	0.0%	-	-	0.0%	40,000	-
Membership Dues	82100	3,500	2,270	64.9%	3,000	2,270	75.7%	5,000	66.7%
Office Supplies & Equipment	80900	15,000	4,124	27.5%	10,000	2,580	25.8%	6,000	-40.0%
Postage	80200	5,000	2,655	53.1%	5,000	6,932	138.6%	10,000	100.0%
Printing	80400	20,000	24,640	123.2%	10,000	20,865	208.7%	25,000	150.0%
Prospect Research/Screening Services	81702	5,000	1,600	32.0%	5,000	-	0.0%	-	-100.0%
Refunds/Reimbursement of Expenses	70105	(135,000)	(120,000)	88.9%	-	-	0.0%	-	-
Repairs/Maintenance	82400	1,000	-	0.0%	1,000	-	0.0%	1,000	0.0%
Service Contracts	82305	12,000	7,300	60.8%	14,000	4,066	29.0%	16,000	14.3%
Staff Mileage Reimbursement	81900	1,200	146	12.2%	2,500	79	3.2%	2,500	0.0%
Staff Support	82805	1,661	333	20.0%	678	704	103.8%	1,677	147.3%
Subscriptions/Publications	80800	2,000	2,196	109.8%	2,000	1,470	73.5%	2,500	25.0%
Telephone	82600	2,000	477	23.9%	6,300	-	0.0%	2,000	-68.3%
Travel	81805	5,000	-	0.0%	3,000	-	0.0%	5,000	66.7%
Wages & Benefits	82800	991,184	974,524	98.3%	1,117,267	765,601	68.5%	1,363,963	22.1%
Wages & Benefits Foundation Staff		742,528	726,696	97.9%	850,972	-	0.0%	1,067,583	25.5%
Wages & Benefits-Accounting		248,656	247,828	99.7%	266,295	-	0.0%	296,380	11.3%
Website Fees	80101	1,200	351	29.3%	1,200	1,531	127.6%	2,000	66.7%
Total Operating Expenses		1,612,800	1,413,058	87.6%	1,594,900	967,707	60.7%	2,193,250	37.5%

<u>Investment Expenses</u>									
Realized Gain/Loss - For Split Interest Agreements	83310	10,000	9,793	97.9%	10,000	-	0.0%	10,000	0.0%
Realized Gain/Loss	83300	-	40	0.0%	-	(1,185)	0.0%	-	-
Foundation Management Fees-Endowments and Quasi-Endowments	81502	382,000	427,105	111.8%	415,000	263,495	63.5%	800,000	92.8%
Gift Fees	81503	-	(200)	0.0%	-	-	0.0%	-	0.0%
Other Investment Expenses	83200	145,000	171,165	118.0%	145,000	151,517	104.5%	245,000	69.0%
<u>Investment Expenses:</u>		537,000	607,903	113.2%	570,000	413,827	72.6%	1,055,000	85.1%
<u>College Support Expenses</u>									
Board Designated Funding	70000	-	-	0.00%	-	-	0.00%	140,000	
Campus Grants (Fall & Spring)	70000	-	-	0.00%	-	-	0.00%	30,000	
Presidents Fund	83005	30,000	1,035	3.5%	20,000	1,873	9.4%	20,000	
<u>College Support Expenses</u>		30,000	1,035	3.5%	20,000	1,873	9.4%	190,000	
Total Combined Expenditures		2,378,800	2,060,240	86.6%	2,426,400	1,422,088	58.6%	3,740,000	54.1%

Projected 2022/2023 Student and Program Support (Pending ISP and End of Year Available Balances)							
2022/2023							
Program Support							
Applied Science & Business	-	-		-	-		650,000
Math & Sciences	-	-		-	-		800,000
Social Sciences & Arts	-	-		-	-		60,000
Communication	-	-		-	-		1,500
Health Sciences & Education	-	-		-	-		1,200,000
Enrollment Services	-	-		-	-		245,000
Counseling Services	-	-		-	-		300,000
All Other Program Support	-	-		-	-		1,350,000
Total Program Support Funding	500,000	207,714	41.5%	392,000	199,810	51.0%	4,606,500
Scholarships							
Applied Science & Business	-	-		-	-		125,000
Math & Sciences	-	-		-	-		-
Social Sciences & Arts	-	-		-	-		100,000
Communication	-	-		-	-		3,000
Health Sciences & Education	-	-		-	-		250,000
Enrollment Services	-	-		-	-		-
Counseling Services	-	-		-	-		65,000
All Other Program Support	-	-		-	-		200,000
	600,000	1,347,071	224.51%	700,000	848,405	121.20%	743,000
Total Scholarship and Program Support	1,100,000	1,554,785	141.34%	1,092,000	1,048,215	95.99%	5,349,500

Strategic Investment Budget							
*Note: Original Strategic Budget was approved for \$500,000. Board of Directors Approved \$250K of this original budget to be moved to the nEDGE Scholarship Program Fund in FY 2020/21							
Database Selection & Implementation Consulting Services	250,000	(250,000)	-100.00%	-	-	0.00%	-
Upgrade Foundation Computers/Board Room TV and IT infrastructure		-	0.00%	-	-	0.00%	50,000
Alumni, Fundraising & Financial Database Packages	250,000	-	0.00%	250,000	-	0.00%	200,000
Total Statagic Investment Budget	500,000	(250,000)	-50.00%	250,000	-	0.00%	250,000



**UPDATED BY-LAWS
RED LINE VERSION**

**AMENDED AND RESTATED
BYLAWS OF THE
COLLEGE OF THE DESERT FOUNDATION
A CALIFORNIA NONPROFIT PUBLIC BENEFIT
CORPORATION**

ARTICLE I

Purposes

The College of the Desert Foundation (the "Foundation") has been established as an auxiliary organization of 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.
- C. The mission of the Foundation is to act as advocates for the College of the Desert and to secure financial support enhancing the educational opportunities for all students.

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 three classes of Directors:

- a. **Voting Directors:** Voting Directors who are members in good standing of the President's Circle and/or who shall have met the 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 Foundation have been satisfied and the Director is otherwise in compliance with all membership requirements of the Foundation Board.
- b. **Ex-Officio Non-Voting Directors:** Persons who become Directors by virtue of a District Office they hold are Ex-Officio Non-Voting Directors. The Ex-Officio Non-Voting Directors are: (1) the Superintendent/ President of the College, (2) College Vice President of Administrative Services, (3) the Academic Senate President and (4) a member of the Board of Trustees of the District. Ex-Officio Non-Voting Directors are not subject to the financial obligations of Voting Directors. The term of office of an Ex-Officio Non-Voting Director shall coincide with

the Ex-Officio Non-Voting Director 's term of office as Superintendent/President, ~~College Vice President of Administrative Services. President of the Academic Senate, Trustee and~~ a Student Representative of the College of the Desert. Ex-Officio Non-Voting Directors have no voting rights as directors. within the meaning of the California Corporations Code. Ex-Officio Non-Voting Directors do not count towards meeting the authorized number of Directors as provided for in Section 1 of this Article and their presence may not be counted towards meeting a quorum at a board meeting. References to any vote by the "Board of Directors" in these Bylaws, the Articles of Incorporation. and the California Corporations Code shall not require or include any vote by an Ex-Officio Non-Voting Director. Ex-Officio Non-Voting Directors may only be removed by the District.

c. Student Representative of the College of the Desert: One (1) member from the Student Body shall serve on the board as a director and retain an advisory vote. The identified student shall be selected by the Associated Students of College of the Desert (ASCOD) and serve a one-year term.

d. The Foundation may recognize an unlimited number of Emeritus Members. Emeritus Members shall be appointed as lifetime honorary advisors and ambassadors to the Board in recognition of demonstrated commitment to the Foundation as an Elected Director. Elected Directors shall be eligible for consideration of Emeritus Member recognition only after serving a minimum of three years as a director or at the discretion of the board. Emeritus Members shall not be considered Directors, nor have voting powers.

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:

Subject to the provisions of the Foundation's Articles of Incorporation, these Bylaws, applicable law and the terms of any Master Agreement existing between the Foundation and the District, the Board shall have all powers and authority required to carry out the purposes and functions of the Foundation.

2a. The Foundation shall maintain appropriate records concerning the membership of the Board of Directors, including the terms of each office, and the names, addresses, telephone numbers and other relevant data concerning each Director.

3. Election of Officers and Directors:

a. 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 Voting Directors for the ensuing year. The slates shall first be forwarded to the Executive Committee who will then send the approved slates to the Board of Directors. Suggested additional nominees, if any, shall be sent to the Executive Director 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 slate of Voting Directors and Officers recommended for election. Both slates shall be voted upon by the Board at the Annual Meeting.

b. If the Board of Directors does not approve one or more of the persons nominated to be Officers or Voting 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.

- c. Each year immediately following the Board of Directors election, the Executive Director shall forward the names of all officers and Voting Directors to the District Board of Trustees.
 - d. Any vacancies in Voting Directors positions that thereafter exist or occur during the year shall be filled by the Chairperson with approval by majority vote of the Board of Directors. A vacancy in a Voting Director position shall be deemed to exist upon the occurrence of any of the following: death, resignation, or removal of any Voting Director. A vacancy in a Voting Director position shall also be deemed to have occurred upon the declaration of the Board of Directors of a vacancy in the office of a Voting Director who has been declared of unsound mind by court order or convicted of a felony, or who has been found by final order of any court to have breached a duty under Corporations Code section 5231. Voting directors elected to fill a vacancy on the Board shall hold office until the expiration of the term, of the replaced Voting Director.
 - e. Officers and Voting Directors elected at the Annual Meeting shall serve for a term of one year and until a successor has been elected and qualified.
 - f. Voting Directors elected after the Annual Meeting shall serve until the next Annual Meeting and until a successor has been elected and qualified. Directors who have been appointed or elected to the balance of the existing term of office, shall hold the offices for the balance of the term or the next Annual Meeting.
4. Resignations and Removal:

Any Director may resign effective upon giving written notice to the Chairperson unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is to take effect at some future time, a successor may be selected before such time, to take office when the resignation becomes effective. A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any Voting Director, or if the authorized number of Directors is increased. The Board may declare vacant the office of a Voting Director who has been declared of unsound mind by a final order of court, or convicted of a felony, or has been found by a final order or judgment of any court to have breached any duty arising under the California Nonprofit Public Benefit Corporation Law. No reduction of the authorized number of Voting Directors shall have the effect of removing any Voting Director prior to the expiration of the Voting Director's term of office. Any Voting Board member may be removed from office with or without cause by a majority vote of the authorized number of Voting Directors then in office.

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.

5. Place of Meetings:

All Board meetings must take place within the geographic boundaries of the District unless an exception under the Brown Act allows a Board meeting to take place outside the District.

6. 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 Chairperson with the approval of the Foundation Executive Committee. The purpose of the Annual Meeting shall be for the election of Officers and Voting Directors and the transaction of other business.

7. Notice of Meetings:

Notice of the time and place of meetings of the Board shall be given to all Directors by (a) personal delivery of written notice; (b) first-class mail, postage pre-paid; (c) telephone, including a voice messaging system or other system of technology designed to record and communicate messages, or by electronic transmission, either directly to the director or to a person at the director's office who would reasonably be expected to communicate that notice promptly to the director; (d) facsimile; (e) electronic mail; or (f) other electronic means. All such notices shall be given or sent to the director's address or telephone number as shown on the Foundation's records.

Notices sent by first-class mail shall be deposited in the United States mails at least 5 business days before the time set for the meeting. Notices given by personal delivery, telephone, or electronic transmission shall be delivered, telephoned, or sent, respectively at least 72 hours in advance before the time set for the meeting. Notices of all meetings and agendas shall be prepared and posted to the public in compliance with the Brown Act.

8. Meetings.

All meetings of the Board shall be open and public and all persons shall be permitted to attend any meeting of the Board; provided, however that the Board or a Committee may hold closed sessions during any meeting to consider those matters that may lawfully be considered in closed sessions under the Brown Act.

9. 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. However, in no event shall the required quorum be less than one fifth of the authorized number of Voting Directors or two Voting Directors, whichever is larger. 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.

The Chairperson will 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.

10. 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.)

11. Chairperson:

At all meetings of the Board of Directors, the Chairperson, or Chair Elect, or in their absence, the Secretary or Treasurer shall preside.

ARTICLE III

Officers

1. Officers:

The officers of the Foundation shall be a Chairperson (the "Chairperson"), Chair Elect, Secretary, and Treasurer. The Foundation may also have at the discretion of the Board of Directors, one or more additional Directors and such other officers as may be appointed in accordance with the provisions of Section 3 of this article. One person may hold two or more offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chairperson. The Chairperson and Chair Elect 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 Chairperson 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:

Any officer may resign at any time by giving notice to the Chairperson. 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 Chairperson, or in the absence of the Chairperson, the Chair Elect, and the approval by a majority vote of the Board of Directors.

7. Responsibilities of Officers and Directors:

- Chairperson: The Chairperson "Chair" 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 Board Chair of a nonprofit public benefit corporation. The immediate Past Chairperson is that officer who has completed one full year term in office, or that person who holds the office of Chairperson on the occasion of the Annual Meeting and election of a new Chairperson.

Chair Elect: The Chair-Elect shall preside over meetings in the absence or disability of the Chairperson. Develop with guidance from the Executive Director and the current board chair a plan to prepare for assuming the chair role. The Chair Elect shall also serve as a chair for a standing committee.

- Director(s): In the absence or disability of the Chairperson, the Chair or Chairs (in order of their rank as fixed by the Board of Directors) shall perform all the duties of the Chairperson, and when so acting shall have all the powers of, and be subject to, all the restrictions upon the Chairperson. The Chairs 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.

- Treasurer and Chair of Finance and Investment Committee: It shall be the duty of the Treasurer and Chair of Finance and Investment Committee to supervise the maintenance of all financial records, preparation of required financial statements and proposed budgets. The Treasurer shall serve as chair of the Finance and Investment Committee. Any of the functions of the Treasurer may be delegated by the Board to Foundation staff.
- Director of Resource Development and Stewardship: The Director of Resource Development and Stewardship is appointed by the Board Chairperson and is responsible for the oversight and guidance of vital fundraising areas of the Foundation including cultivation. The Director of Resource Development and Stewardship shall have such other powers and perform such other duties as from time to time as may be prescribed for them specifically by the Board of Directors.
 - Director of Recognition and Outreach: The Director of Recognition and Outreach is appointed by the Board Chairperson and is responsible for assisting the Executive Director with oversight and guidance of internal and external relations of the Foundation. The Director of Recognition and Outreach shall have such other powers and perform such other duties as from time to time as may be prescribed for them specifically by the Board of Directors.

Director of Programs and Campus Connections: The Director of Programs and Campus Connections is appointed by the Board Chairperson and is responsible for assisting the Executive Director with Foundation programs which help support outreach efforts of the Foundation. The Director of Programs and Campus Connections shall have such other powers and perform such other duties as from time to time as may be prescribed for them specifically by the Board of Directors.

- Director of Operations and Nominating: The Director of Operations and Nominating is appointed by the Board Chairperson and will be led by a board member of the Foundation who is responsible for assisting the Chairperson and Executive Director in identifying potential new board members. The Director of Operations shall have such other powers and perform other duties from time to time as may be prescribed for them specifically by the Board of Directors.
- Past Chair: The Immediate Past Chair provides continuity and leadership and support to the current Chair. The Immediate Past Chair is a one-to-two-year commitment of time and energy. The Immediate Past Chair attends all board meetings, serves on Executive Committee, is responsible for overseeing Emeritus and Past President members and will oversee board member engagement.

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/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

1. Committees of the Board:

The Board of Directors may by resolution adopted by a majority of the Directors then in office, provided a quorum is present, create one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Appointments to committees of the Board shall be by majority vote of the Directors then in office. Vacancies in the membership of any committees shall be filled by action of the Board. The Board may delegate to such committees any of the authority of the Board except with respect to:

- a. The setting of the number of Directors within a range specified in these Bylaws and the election and removal of Directors,
- b. The filling of vacancies on the Board or on any committee that has the authority of the Board,
- c. The amendment or repeal of the Bylaws or the adoption of the new Bylaws,
- d. The amendment or repeal of any resolution of the Board, which by its express terms is not so amendable or cannot be repealed by a committee,
- e. The appointment of other committees of the Board or the members of committees of the Board; and

The expenditure of corporate funds to support a nominee for Voting Director after there are more people nominated for director than can be elected.

- f. Only Board members may serve on committees authorized to exercise any Board authority. Committees authorized to exercise any Board Authority are those committees that may take action on behalf of the Foundation, without first consulting the full Board for approval. All other committees are ad-hoc committees. The members of any ad-hoc committee may consist of Directors or non-Directors and may be appointed as the Board determines. Ad-hoc committees may not exercise the authority of the Board to make decisions on behalf of this Corporation and are instead restricted to making recommendations to the Board or Board Committees and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee.

2. Minutes and Actions of Committees.

Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee, provided they are consistent with these Bylaws, or in the absence of rules adopted by the Board, the committee may adopt such rules not inconsistent with these Bylaws.

3. Compliance with the Brown Act.

All committee meetings, procedures and votes will be conducted in accordance with the Brown Act except meetings of an ad-hoc committee composed solely of members of the Board constituting less than a quorum of the Board, which does not have continuing subject matter jurisdiction and does not have a fixed meeting schedule.

4. Standing Committees:

The Executive Committee, Finance and Investment, Development, Audit, President's Circle, Academic Angels, Nominating Committees, Stepping Out for College of the Desert Gala and

Resource Development and Stewardship are Standing Committees. The Foundation may have additional standing committees as the Chairperson or Executive Committee deem necessary from time to time. Each of these committees may include persons who are not Directors. The chair and other members of each standing committee who are Directors shall be appointed and may be removed at any time by the Chairperson. Committee members who are not Directors may be appointed and may be removed at any time by the Chairperson or by the chair 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 72 hours 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.

5. Chair of Committees:

The chair of a standing committee shall serve until the next annual election of officers, at which time the Chairperson will appoint a chair for each standing committee from the members of the particular standing committee. Chairs 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 chair or member, as the case may be of such committee.

6. Vacancies:

Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in Section 4, above.

7. 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.

Standing Committees

1. Executive Committee:

The Executive Committee shall consist of the Chairperson, Chair-Elect, Past Chair, Treasurer, Secretary, Director of Resource Development and Stewardship, Director of Recognition and Outreach, Director of Programs and Campus Connections, Director of Operations and Nominating. The immediate past Foundation Chairperson is that person who served as Chairperson in the previous year. The following Non-Voting Directors and representatives of the District are entitled to attend all Executive Committee meetings and to participate in the affairs of the Executive Committee, except for those activities and actions which may only be conducted by a Voting Director under these Bylaws, the Master Agreement or applicable law. the College Superintendent/President, College Vice President of Administrative Services, the District Trustee, Student Representative of the College of the Desert and the Executive Director of the Foundation. Executive Committee members shall be limited to two consecutive one-year terms, except when such limit would preclude a Foundation 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 as needed.

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 and Investment Committee:

The Finance and Investment Committee shall consist of the Treasurer as chair, and four other members appointed by the Board. Finance and Investment Committee members need to be Directors. The Finance and Investment 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;
- meeting monthly or as needed to review the investments with the designated financial advisors;
- recommending 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 three Voting Directors, one of whom shall be nominated by the Chairperson and two of whom shall be nominated by the Executive Committee. The Chairperson and Chair-Elect then in office shall not be members of the Nominating Committee nor attend meetings. All three nominees for the Nominating Committee shall be approved by a majority vote of the Board. Any Nominating Committee seat becoming vacant shall be filled by appointment of the Chairperson.

The Committee will work throughout the year to identify a pool of potential new Voting 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 Chairperson 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 Chairperson. The members of the Audit Committee shall be approved by a majority vote of the Board. The Audit Committee members shall include only Voting Directors and are subject

to the following limitations: (a) a majority of the members of the Audit Committee may not consist of members of the Finance and Investment Committee; (b) the chair of the Audit Committee may not be a member of the Finance and Investment Committee; (c) the Audit Committee may not include any member of the Foundation staff nor the Executive Director; and (d) the Audit Committee may not include any person who has a material financial interest in any entity doing business with this Corporation. The Audit Committee shall (1) recommend to the Board of Directors the retention and, when appropriate, the termination of an independent certified public accountant to serve as auditor and negotiate the independent auditor's compensation on behalf of the Board, (2) confer with the auditor to satisfy the Audit Committee members that the financial affairs of this Corporation are in order, (3) review and determine whether to recommend to the Board to accept the audit, and (4) shall assure that any non-audit services performed by the auditing firm conform with standards for auditor independence.

5. Stewardship Committee:

The Stewardship Committee shall provide leadership, oversight and guidance relating to the Foundation's Stewardship, Fund Raising and Alumni Engagement efforts. The Development Committee Chair shall serve a one-year term and be appointed by the Chairperson. The appointment shall be approved by a majority vote of the Board. The Stewardship Committee shall meet monthly or on an as needed basis.

6. President's Circle Committee:

President's Circle Committee is organized as a standing committee of the Foundation. The Chair of President' Circle shall be approved by the Foundation Chairperson. President's Circle is organized to assist the Board of Directors in achieving the mission of the COD Foundation. The standing committee shall consist of no less than 3 members and shall meet at least quarterly to conduct business.

7. Academic Angels Committee:

The Academic Angels are organized as a Standing Committee of the Foundation. The chair of the Academic Angels shall be appointed by the Chairperson. The Academic Angels are organized to assist the Board of Directors in achieving the mission of the Foundation. The Academic Angels shall consist of at least three members and shall meet as needed to conduct business.

7. Stepping Out for COD Gala Committee:

The Stepping Out for COD Gala Committee is organized as a Standing Committee of the Foundation. The chair of the Stepping Out for COD Gala Committee shall be appointed by the Chairperson. The Stepping Out for COD Gala Committee is organized to assist the Board of Directors in achieving the mission of the COD Foundation. This Committee shall consist of six or more members and shall meet as needed.

8. Legacy Leaders Committee

The Legacy Leaders Committee is organized as a Standing Committee of the Foundation. The chair of the Legacy Leaders committee shall be appointed by the Chairperson and is organized to cultivate and assist donors with their future estate plans. The chair will also work closely with the planned giving employee/consultant of the Foundation to create events promoting the benefits of legacy giving in perpetuity. The Legacy Leaders Committee shall consist of at least three (3) members and shall meet as needed to conduct business.

Ad Hoc Committees

Special committees may be appointed by the Chairperson for such special tasks as circumstances warrant. The chair and other members of such committees who are Directors shall be appointed and may be removed by the Chairperson. Committee members who are not Directors may be appointed and may be removed at any time by the chair 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 chair of any such special committee shall be a Director, but the committee may include persons who are not Directors.

1. **Campus Grants Committee**

The Campus Grants committee shall meet bi-annually to review, score and rank proposals received from the campus community. The Campus Grants committee chair shall serve a one-year term and be appointed by the Director of Programs and Campus Connections. Upon determination of recipients, the campus grants committee will bring their recommendations to the full board for approval by a majority vote.

2. **Governance Committee**

The Governance Committee's duties include recommending action to the board of directors for structural changes to ensure the Foundation is in compliance with its legal and fiduciary duties. The governance committee is accountable for the board's governance and guideline policies.

ARTICLE V

Indemnification of Agents of the Corporation

1. **Definitions.**

For purposes of this section, "agent" means any person who is or was a Voting Director, Ex-Officio Non-Voting Director, Honorary Non-Voting Director, Emeritus Member, Officer, employee or other agent of this corporation, or is or was serving at the request of this corporation as a director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a director, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of this corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Section 4 or 5(c) of this Article.

2. **Indemnification in Actions by Third Parties:**

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding

by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

3. Indemnification in Actions by or in the Right of the Corporation.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of this corporation or brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of this corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of this corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3:

- (a) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to this corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine; Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
- (b) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Section 2 or 3 of this Article in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

5. Required Indemnification.

Except as provided in Section 4 of this Article, indemnification under this Article shall be made by this corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 2 or 3, by:

- (a) A majority vote of a quorum consisting of Directors who are not parties to such proceeding; or
- (b) The court in which such proceeding is or was pending, upon application made by this corporation or the agent, attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by this corporation.

6. Advances of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

7. Other Indemnification.

No provision made by the corporation to indemnify its or its subsidiary's Directors or Officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than such Directors and Officers may be entitled by contract or otherwise.

8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 4 or 5(b) in any circumstances where it appears: That it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

- (a) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

9. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the California Nonprofit Public Benefit Corporation Law.

10. Non-applicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of the corporation as defined in Section 1 of this Article. The corporation shall have power to indemnify such trustee, investment manager or other fiduciary to the extent permitted by subdivision (f) of Section 207 of the California General Corporation Law.

ARTICLE VI

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 _____.
(date)

Catherine Abbott

Date

Received by DISTRICT (Desert Community College District) this **DATE** executed in Palm Desert, California.

By: _____,
Secretary of District.
Dr. Martha Garcia COD Superintendent/President

SIGNATURES

Chairperson Dr. Christine Anderson

College of the Desert
Dr. Martha Garcia



**UPDATED BY-LAWS
CLEAN VERSION**

**AMENDED AND RESTATED BYLAWS
OF THE
COLLEGE OF THE DESERT FOUNDATION
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

ARTICLE I

Purposes

The College of the Desert Foundation (the "Foundation") has been established as an auxiliary organization of 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.
- C. The mission of the Foundation is to act as advocates for the College of the Desert and to secure financial support enhancing the educational opportunities for all students.

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 three classes of Directors:

- a. Voting Directors: Voting Directors who are members in good standing of the President's Circle and/or who shall have met the 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 Foundation have been satisfied and the Director is otherwise in compliance with all membership requirements of the Foundation Board.

- b. Ex-Officio Non-Voting Directors: Persons who become Directors by virtue of a District Office they hold are Ex-Officio Non-Voting Directors, The Ex-Officio Non-Voting Directors are: (1) the Superintendent/ President of the College, (2) College Vice President of Administrative Services, (3) the Academic Senate President and (4) a member of the Board of Trustees of the District (5) Student Representative of the College of the Desert. Ex-Officio Non-Voting Directors are not subject to the financial obligations of Voting Directors. The term of office of an Ex-Officio Non-Voting Director shall coincide with the Ex-Officio Non-Voting Director's term of office as Superintendent/President, Vice President of Administrative Services, President of the Academic Senate, Trustee and a Student Representative of the College of the Desert. Ex-Officio Non-Voting Directors have no voting rights as directors. within the meaning of the California Corporations Code. Ex-Officio Non-Voting Directors do not count towards meeting the authorized number of Directors as provided for in Section 1 of this Article and their presence may not be counted towards meeting a quorum at a board meeting. References to any vote by the "Board of Directors" in these Bylaws, the Articles of Incorporation. and the California Corporations Code shall not require or include any vote by an Ex-Officio Non-Voting Director. Ex-Officio Non-Voting Directors may only be removed by the District.
- c. Student Representative of the College of the Desert: One (1) member from the Student Body shall serve on the board as a director and retain an advisory vote. The identified student shall be selected by the Associated Students of College of the Desert (ASCOD) and serve a one-year term.
- d. The Foundation may recognize an unlimited number of Emeritus Members. Emeritus Members shall be appointed as lifetime honorary advisors and ambassadors to the Board in recognition of demonstrated commitment to the Foundation as an Elected Director. Elected Directors shall be eligible for consideration of Emeritus Member recognition only after serving a minimum of three years as a director or at the discretion of the board. Emeritus Members shall not be considered Directors, nor have voting powers.

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:

Subject to the provisions of the Foundation's Articles of Incorporation, these Bylaws, applicable law and the terms of any Master Agreement existing between the Foundation and the District, the Board shall have all powers and authority required to carry out the purposes and functions of the Foundation.

2a. The Foundation shall maintain appropriate records concerning the membership of the Board of Directors, including the terms of each office, and the names, addresses, telephone numbers and other relevant data concerning each Director.

3. Election of Officers and Directors:

- a. 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 Voting Directors for the ensuing year. The slates shall first be forwarded to the Executive Committee who will then send the approved slates to the Board of Directors. Suggested additional nominees, if any, shall be sent to the Executive Director 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 slate of Voting Directors and Officers recommended for election. Both slates shall be voted upon by the Board at the Annual Meeting.

- b. If the Board of Directors does not approve one or more of the persons nominated to be Officers or Voting 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.
- c. Each year immediately following the Board of Directors election, the Executive Director shall forward the names of all officers and Voting Directors to the District Board of Trustees.
- d. Any vacancies in Voting Directors positions that thereafter exist or occur during the year shall be filled by the Chairperson with approval by majority vote of the Board of Directors. A vacancy in a Voting Director position shall be deemed to exist upon the occurrence of any of the following: death, resignation or removal of any Voting Director. A vacancy in a Voting Director position shall also be deemed to have occurred upon the declaration of the Board of Directors of a vacancy in the office of a Voting Director who has been declared of unsound mind by court order or convicted of a felony, or who has been found by final order of any court to have breached a duty under Corporations Code section 5231. Voting directors elected to fill a vacancy on the Board shall hold office until the expiration of the term, of the replaced Voting Director.
- e. Officers and Voting Directors elected at the Annual Meeting shall serve for a term of one year and until a successor has been elected and qualified.
- f. Voting Directors elected after the Annual Meeting shall serve until the next Annual Meeting and until a successor has been elected and qualified. Directors who have been appointed or elected to the balance of the existing term of office, shall hold the offices for the balance of the term or the next Annual Meeting.

4. Resignations and Removal:

Any Director may resign effective upon giving written notice to the Chairperson unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is to take effect at some future time, a successor may be selected before such time, to take office when the resignation becomes effective. A vacancy or vacancies in the Board shall be deemed to exist in case of the death, resignation, or removal of any Voting Director, or if the authorized number of Directors is increased. The Board may declare vacant the office of a Voting Director who has been declared of unsound mind by a final order of court, or convicted of a felony, or has been found by a final order or judgment of any court to have breached any duty arising under the California Nonprofit Public Benefit Corporation Law. No reduction of the authorized number of Voting Directors shall have the effect of removing any Voting Director prior to the expiration of the Voting Director's term of office. Any Voting Board member may be removed from office with or without cause by a majority vote of the authorized number of Voting Directors then in office.

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 Meetings:

All Board meetings must take place within the geographic boundaries of the District unless an exception under the Brown Act allows a Board meeting to take place outside the District.

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 Chairperson with the approval of the Foundation Executive Committee. The purpose of the Annual Meeting shall be for the election of Officers and Voting Directors and the transaction of other business.

8. Notice of Meetings:

Notice of the time and place of meetings of the Board shall be given to all Directors by (a) personal delivery of written notice; (b) first-class mail, postage pre-paid; (c) telephone, including a voice messaging system or other system of technology designed to record and communicate messages, or by electronic transmission, either directly to the director or to a person at the director's office who would reasonably be expected to communicate that notice promptly to the director; (d) facsimile; (e) electronic mail; or (f) other electronic means. All such notices shall be given or sent to the director's address or telephone number as shown on the Foundation's records.

Notices sent by first-class mail shall be deposited in the United States mails at least 5 business days before the time set for the meeting. Notices given by personal delivery, telephone, or electronic transmission shall be delivered, telephoned, or sent, respectively at least 72 hours in advance before the time set for the meeting. Notices of all meetings and agendas shall be prepared and posted to the public in compliance with the Brown Act.

9. Meetings.

All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting of the Board; provided, however that the Board or a Committee may hold closed sessions during any meeting to consider those matters that may lawfully be considered in closed sessions under the Brown Act.

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. However, in no event shall the required quorum be less than one fifth of the authorized number of Voting Directors or two Voting Directors, whichever is larger. 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.

The Chairperson will 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. Chairperson:

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

ARTICLE III

Officers

1. Officers:

The officers of the Foundation shall be a Chairperson (the "Chairperson"), Vice Chair, Secretary, and Treasurer. The Foundation may also have at the discretion of the Board of Directors, one or more additional Vice Chairs and such other officers as may be appointed in accordance with the provisions of Section 3 of this article. One person may hold two or more offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Chairperson. The Chairperson and Vice Chair 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 Chairperson 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 meetings of the Board.

5. Resignation of Officers:

Any officer may resign at any time by giving notice to the Chairperson. 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 Chairperson, or in the absence of the Chairperson, the Vice Chair, and the approval by a majority vote of the Board of Directors.

7. Responsibilities of Officers:

- Chairperson: The Chairperson "Chair" 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 Board Chair of a nonprofit public benefit corporation. The immediate Past Chairperson is that officer who has completed one full year term in office, or that person who holds the office of Chairperson on the occasion of the Annual Meeting and election of a new Chairperson.
- Chair Elect: The Chair-Elect shall preside over meetings in the absence or disability of the Chairperson. Develop with guidance from the Executive Director and the current board chair a plan to prepare for assuming the chair role. The Chair Elect shall also serve as a chair for a standing committee.
- Director(s): In the absence or disability of the Chairperson, the Chair or Chairs (in order of their rank as fixed by the Board of Directors) shall perform all the duties of the Chairperson, and when so acting shall have all the powers of, and be subject to, all the restrictions upon the Chairperson. The Chairs 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.
- Treasurer and Chair of Finance and Investment Committee: It shall be the duty of the Treasurer and Chair of Finance and Investment Committee to supervise the maintenance of all financial records, preparation of required financial statements and proposed budgets. The Treasurer shall serve as chair of the Finance and Investment Committee. Any of the functions of the Treasurer may be delegated by the Board to

Foundation staff.

- Director of Resource Development: The Director of Resource Development is appointed by the Nominating Committee and is responsible for the oversight and guidance of vital fundraising areas of the Foundation including cultivation. The Director of Resource Development shall have such other powers and perform such other duties as from time to time as may be prescribed for them specifically by the Board of Directors.
- Director of Recognition and Outreach: The Vice Chair of Recognition and Outreach is appointed by the Nominating Committee and is responsible for assisting the Executive Director with oversight and guidance of internal and external relations of the Foundation. The Director of Recognition and Outreach shall have such other powers and perform such other duties as from time to time as may be prescribed for them specifically by the Board of Directors.
- Director of Allocations and Campus Connections: The Director of Allocations and Campus Connections is appointed by the Nominating Committee and is responsible for assisting the Executive Director with Foundation programs which help support outreach efforts of the Foundation. The Vice Chair of Allocations and Campus Connections shall have such other powers and perform such other duties as from time to time as may be prescribed for them specifically by the Board of Directors.
- Director of Operations and Nominating: The Director of Operations and Nominating will be led by a board member of the Foundation and is responsible for assisting the Chairperson and Executive Director to identify potential new board members. The Director of Operations shall have such other powers and perform such other duties as from time to time as may be prescribed for them specifically by the Board of Directors.
- Past Chair – The Immediate Past Chair provides continuity, leadership, and support to the current Chair. The Immediate Past Chair is a one-to-two-year commitment of time and energy. The Immediate Past Chair attends all board meetings, serves on Executive Committee, is responsible for overseeing Emeritus and Past President members and will oversee board member engagement.

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/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

1. Committees of the Board:

The Board of Directors may by resolution adopted by a majority of the Directors then in office, provided a quorum is present, create one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Appointments to committees

of the Board shall be by majority vote of the Directors then in office. Vacancies in the membership of any committees shall be filled by action of the Board. The Board may delegate to such committees any of the authority of the Board except with respect to:

- a. The setting of the number of Directors within a range specified in these Bylaws and the election and removal of Directors,
- b. The filling of vacancies on the Board or on any committee that has the authority of the Board,
- c. The amendment or repeal of the Bylaws or the adoption of the new Bylaws,
- d. The amendment or repeal of any resolution of the Board, which by its express terms is not so amendable or cannot be repealed by a committee,
- e. The appointment of other committees of the Board or the members of committees of the Board; and

The expenditure of corporate funds to support a nominee for Voting Director after there are more people nominated for director than can be elected.

- f. Only Board members may serve on committees authorized to exercise any Board authority. Committees authorized to exercise any Board Authority are those committees that may take action on behalf of the Foundation, without first consulting the full Board for approval. All other committees are ad-hoc committees. The members of any ad-hoc committee may consist of Directors or non-Directors and may be appointed as the Board determines. Ad-hoc committees may not exercise the authority of the Board to make decisions on behalf of this Corporation and are instead restricted to making recommendations to the Board or Board Committees and implementing Board or Board Committee decisions and policies under the supervision and control of the Board or Board Committee.

2. Minutes and Actions of Committees.

Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee, provided they are consistent with these Bylaws, or in the absence of rules adopted by the Board, the committee may adopt such rules not inconsistent with these Bylaws.

3. Compliance with the Brown Act.

All committee meetings, procedures and votes will be conducted in accordance with the Brown Act except meetings of an ad-hoc committee composed solely of members of the Board constituting less than a quorum of the Board, which does not have continuing subject matter jurisdiction and does not have a fixed meeting schedule.

4. Standing Committees:

The Executive Committee, Finance and Investment, Development, Audit, President's Circle, Academic Angels, Stepping Out for College of the Desert Gala and Nominating Committees are Standing Committees. The Foundation may have additional standing committees as the

Chairperson or Executive Committee deem necessary from time to time. Each of these committees may include persons who are not Directors. The chair and other members of each standing committee who are Directors shall be appointed and may be removed at any time by the Chairperson. Committee members who are not Directors may be appointed and may be removed at any time by the Chairperson or by the chair 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 72 hours 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.

5. Chair of Committees:

The chair of a standing committee shall serve until the next annual election of officers, at which time the Chairperson will appoint a chair for each standing committee from the members of the standing committee. Chairs 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 chair or member of such committee.

6. Vacancies:

Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in Section 4, above.

7. 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.

Standing Committees

1. Executive Committee:

The Executive Committee shall consist of the Chairperson, Chair-Elect, Past Chair, Treasurer; Secretary, Director of Resource Development; Director of Recognition and Outreach Director of Allocations and Campus Connections, Director of Operations, and, the immediate past Foundation Chairperson is that person who served as Chairperson in the previous year. The following Non- Voting Directors and representatives of the District are entitled to attend all Executive Committee meetings and to participate in the affairs of the Executive Committee, except for those activities and actions which may only be conducted by a Voting Director under these Bylaws, the Master Agreement or applicable law. the College Superintendent/President, College Vice President of Administrative Services, the District Trustee, Student Representative of the College of the Desert, and the Executive Director of the Foundation. Executive Committee members shall be limited to two consecutive one-year terms, except when such limit would preclude a Foundation 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 as needed.

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 and Investment Committee:

The Finance and Investment Committee shall consist of the Treasurer as chair, and four other members appointed by the Board. Finance and Investment Committee members need to be Directors. The Finance and Investment 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;
- 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 three Voting Directors, one of whom shall be nominated by the Chairperson and two of whom shall be nominated by the Executive Committee. The Chairperson and Chair-Elect then in office shall not be members of the Nominating Committee nor attend meetings. All three nominees for the Nominating Committee shall be approved by a majority vote of the Board. Any Nominating Committee seat becoming vacant shall be filled by appointment of the Chairperson.

The Committee will work throughout the year to identify a pool of potential new Voting 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 Chairperson 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 Chairperson. The members of the Audit Committee shall be approved by a majority vote of the Board. The Audit Committee members shall include only Voting Directors and are subject to the following limitations: (a) a majority of the members of the Audit Committee may not consist of members of the Finance and Investment Committee; (b) the chair of the Audit Committee may not be a member of the Finance and Investment Committee; (c) the Audit Committee may not include any member of the Foundation staff nor the Executive Director; and (d) the Audit Committee may not include any person who has a material

financial interest in any entity doing business with this Corporation. The Audit Committee shall (1) recommend to the Board of Directors the retention and, when appropriate, the termination of an independent certified public accountant to serve as auditor and negotiate the independent auditor's compensation on behalf of the Board, (2) confer with the auditor to satisfy the Audit Committee members that the financial affairs of this Corporation are in order, (3) review and determine whether to recommend to the Board to accept the audit, and (4) shall assure that any non-audit services performed by the auditing firm conform with standards for auditor independence.

5. Stewardship Committee:

The Stewardship Committee shall provide leadership, oversight and guidance relating to the Foundation's Stewardship, Fund Raising and Alumni Engagement efforts. The Development Committee Chair shall serve a one-year term and be appointed by the Chairperson. The appointment shall be approved by a majority vote of the Board. The Stewardship Committee shall meet monthly or on an as needed basis.

6. President's Circle Committee:

President's Circle Committee is organized as a standing committee of the Foundation. The Chair of President's Circle shall be approved by the Foundation Chairperson. President's Circle is organized to assist the Board of Directors in achieving the mission of the COD Foundation. The standing committee shall consist of no less than 3 members and shall meet at least quarterly to conduct business.

7. Academic Angels:

The Academic Angels are organized as a Standing Committee of the Foundation. The chair of the Academic Angels shall be appointed by the Chairperson. The Academic Angels are organized to assist the Board of Directors in achieving the mission of the Foundation. The Academic Angels shall consist of at least three members and shall meet as needed to conduct business.

7. Stepping Out for COD Gala Committee:

The Stepping Out for COD Gala Committee is organized as a Standing Committee of the Foundation. The chair of the Stepping Out for COD Gala Committee shall be appointed by the Chairperson. The Stepping Out for COD Gala Committee is organized to assist the Board of Directors in achieving the mission of the COD Foundation. This Ad Hoc Committee shall consist of six or more members and shall meet as needed.

Ad Hoc Committees

Special committees may be appointed by the Chairperson for such special tasks as circumstances warrant. The chair and other members of such committees who are Directors shall be appointed and may be removed by the Chairperson. Committee members who are not Directors may be appointed and may be removed at any time by the chair 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 chair of any such special committee shall be a Director, but the committee may include persons who are not Directors.

1. Campus Grants Committee

The Campus Grants committee shall meet bi-annually to review, score and rank proposals received from the campus community. The Campus Grants committee chair shall serve a one-year term and be appointed by the Vice Chair of Programs and Allocations. Upon determination of recipients, the campus grants committee will bring their recommendations to the full board for approval by a majority vote.

2. Governance Committee

The Governance Committee's duties include recommending action to the board of directors for structural changes to ensure the company is in compliance with its legal and fiduciary duties. The governance committee is accountable for the board's governance and guideline policies.

ARTICLE V

Indemnification of Agents of the Corporation

1. Definitions.

For purposes of this section, "agent" means any person who is or was a Voting Director, Ex-Officio Non-Voting Director, Honorary Non-Voting Director, Emeritus Member, Officer, employee or other agent of this corporation, or is or was serving at the request of this corporation as a director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a director, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of this corporation or of another enterprise at the request of such predecessor corporation; "proceeding" means any threatened, pending, or completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Section 4 or 5(c) of this Article.

2. Indemnification in Actions by Third Parties:

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the corporation and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

3. Indemnification in Actions by or in the Right of the Corporation.

This corporation shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of this corporation or brought under Section 5233 of the California Nonprofit Public

Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of this corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of this corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 3:

- (a) In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to this corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;
- (b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
- (c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Section 2 or 3 of this Article in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

5. Required Indemnification.

Except as provided in Section 4 of this Article, indemnification under this Article shall be made by this corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 2 or 3, by:

- (a) A majority vote of a quorum consisting of Directors who are not parties to such proceeding; or
- (b) The court in which such proceeding is or was pending, upon application made by this corporation or the agent, attorney or other person rendering services in connection with the defense, whether such application by the agent, attorney or other person is opposed by this corporation.

6. Advances of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

7. Other Indemnification.

No provision made by the corporation to indemnify its or its subsidiary's Directors or Officers for the defense of any proceeding, whether contained in the Articles, Bylaws, a resolution of Directors, an agreement or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than such Directors and Officers may be entitled by contract or otherwise.

8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 4 or 5(b) in any circumstances where it appears: That it would be inconsistent with a provision of the Articles of Incorporation, these Bylaws or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

- (a) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

9. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the California Nonprofit Public Benefit Corporation Law.

10. Non-applicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of the corporation as defined in Section 1 of this Article. The corporation shall have power to indemnify such trustee, investment manager or other fiduciary to the extent permitted by subdivision (f) of Section 207 of the California General Corporation Law.

ARTICLE VI

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 March 25, 2020.

Catherine Abbott

Date

Received by DISTRICT (Desert Community College District) this **DATE** executed in Palm Desert, California.

By: _____, Secretary of District.
Dr. Martha Garcia, COD Superintendent/President

SIGNATURES

Chairperson, Dr. Christine Anderson

College Superintendent/President, r. Martha Garcia

Anti-Racism Resolution





Executive Committee Resolution Denouncing Racism on the College of the Desert Campus

Whereas 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.

Whereas for the past 39 years, The College of the Desert Foundation has served as the Desert Community College District's **(DISTRICT)** sole fundraising arm and serves every student without prejudice which includes their race, gender, age, religion, disability, sexual orientation, creed, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or because a person is perceived to have one or more of the listed characteristics.

Whereas the College of the Desert Foundation Board of Directors **(BOARD)** and Staff stands in solidarity with the Desert Community College District with those fighting for equality and racial justice.

Whereas The College of the Desert Foundation Board of Directors affirms the **DISTRICT'S** commitment to Diversity, Equity, Inclusion and Accessibility for all.

The **BOARD** commits to supporting Dr. Martha Garcia Superintendent/President:

- By affirming explicitly, and in united solidarity, our identity as an anti-racist educational Foundation.

The **BOARD** supports the District as it:

- Fosters individual and institutional examinations of implicit bias and systemic advantage/oppression.
- Develops and implements strategies and best-practices that dismantle racism and oppression within all aspects of our departments, programs, and the broader communities we serve.

Therefore, be it resolved that the College of the Desert Foundation Board of Directors and Staff denounce racism in all its forms for its negative social, educational and economic effects on the campus community at community at large.

Let it be further resolved that the College of the Desert Foundation is committed to helping the **(DISTRICT)** in establishing and sustaining an anti-racism learning and working environment by becoming racially literate and understanding the ways in which our biases (both conscious and unconscious), power and privilege influence our Foundation's services, policies and practices.

From: Martha Garcia <mgarcia@collegeofthedesert.edu>
Sent: Tuesday, April 5, 2022 8:49 PM
To: Martha Garcia <mgarcia@collegeofthedesert.edu>
Subject: COD Taking a Stance Against Racism

Dear Roadrunner Family and Students,

I hope you and your loved ones are well. It deeply saddens me to communicate that our Black, African-American College of the Desert (COD) community has been a target of racism. We have been targeted during three occasions: The first incident occurred during the Black 365 Knowledge Bowl on February 24, 2022, which was hosted by the Black Student Success Center. This event was hosted to provide an educational, cultural, social, and intellectual workshop that promotes positivity among its members, within the campus, and the surrounding community. Unfortunately, this event was disrupted by lewd, obscene, and racist individuals who caused the event to end early. The second incident took place during a Zoom information session for the Music program on March 14, 2022. Again, this event was disrupted by lewd and racist behavior. Finally, the Black Student Success Center was featured on KESQ on March 24, 2022 and received racist and negative social media responses. It is evident that this series of attacks are intentional and we need to organize and rally against racism.

This type of behavior is inexcusable and will not be tolerated at COD. We stand in solidarity with those fighting for equality and racial justice and in doing so, we affirm our commitment to identifying, addressing, and eliminating all forms of racism and ethnic biases. We are committed to establishing and sustaining an anti-racism learning and working environment by becoming racially literate and understanding the ways in which our biases (both conscious and unconscious), power and privilege influence our institutional services, policies, and practices.

Under my leadership and with your support, we commit to the following:

- Affirm explicitly, and in united solidarity, our identity as an anti-racist educational institution.
- Foster individual and institutional examinations of implicit bias and systemic advantage/oppression.
- Develop and implement strategies and best-practices that dismantle racism and oppression within all aspects of our departments, programs, and the broader communities we serve.

Moreover, the District shall be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because a person is perceived to have one or more of the listed characteristics.

The Office of Student Life and Title IX office has been investigating the initial incident. To report future incidents, please contact the Title IX Coordinator via email at titleix@collegeofthedesert.edu.

Below is the link to a short video that reemphasizes our commitment to creating a safe learning environment for our students, team and community:

<https://www.youtube.com/watch?v=04a33k8c28I>

Thank you and take care!

Martha Garcia Ed.D.
Superintendent/President
College of the Desert

EMAIL FROM TRUSTEE
AURORA WILSON ON
STEPPING OUT FOR COD



From: Aurora Wilson <wilsonpl@verizon.net>
Subject: CONGRATULATIONS ON STEPPING OUT!
Date: April 1, 2022 at 2:10:45 PM PDT
To: "christinejanderson@gmail.com" <christinejanderson@gmail.com>,
"cabbott@collegeofthedesert.edu" <cabbott@collegeofthedesert.edu>
Cc: "mgarcia@collegeofthedesert.edu" <mgarcia@collegeofthedesert.edu>
Reply-To: Aurora Wilson <wilsonpl@verizon.net>

Hello Chris and Catherine!

What a *wonderful* Stepping Out for COD event last night! It was a great turnout from our communities in support of our students and COD. On behalf of the Board of Trustees, I want to thank you, Catherine, and Event Co-Chairs, Jane Saltonstall and Barbara Foster Monachino for all of the hard work, long hours, emails, and many phone calls that went into making this event such a success. Anne Hampton Calloway was simply delightful last night. What a talent and voice singing the Linda Ronstadt Songbook! My guest and I were singing, tapping our feet, clapping, laughing and getting teary eyed as we went down memory lane. And so gratifying to see the stories featuring COD alumni and how COD has changed the trajectory of their lives. The event booklet was also beautifully done and so enjoyed reading the stories and Foundation Board comments.

The After Party was very nice as I was able to engage with fellow Foundation Members and the champagne and sweet treats just topped off the evening. **Congratulations** to all involved as I know full well that it takes a village. Please know that this also includes a heartfelt thanks to the Foundation staff for all of their hard work.

Congratulations again!

Aurora Wilson, Trustee
Board of Trustees, District 4
College of the Desert
www.collegeofthedesert.edu

Proposed List of Board of Directors for fiscal year 2022/23



Proposed List of Board of Directors for fiscal year 2022-2023

Board Directors:		
Christine Anderson, Ed.D.	Board President	
Catherine Abbott – <i>Ex-Officio</i>	Executive Director	
Dr. Martha Garcia	Superintendent/COD President	
Norma Castaneda	Board Director	
Bill S. Chunowitz	Past President	
Peggy Cravens	Board Director	
Carol Bell Dean	Board Director	
Marge Dodge	Board Director	
Kim Dozier, Ph.D. – <i>Ex-Officio</i>	Academic Senate President	
Carol Fragen	Board Director	
Barbara Fromm	Board Secretary	
James Greene	Board Director	
Paul Hinkes, M.D.	Board Director	
Peggy Jacobs	Board Director	
Dale Landon	Board Director	
Donna MacMillan	Board Director	
Thomas Minder	Board Director	
Joanne Mintz	Board Director	
Barbara Foster Monachino	Board Director	
Rob Moon	Board Director	
Marlene O’Sullivan	Board Director	
John Ramont – <i>Ex-Officio</i>	Vice President of Administrative Services	
Diane Rubin	Chair Elect	
Jane Saltonstall, Ed.D.	Board Director	
Aurora Willson – <i>Ex-Officio</i>	Board of Trustees Representative	
Leslie Usow	Board Director	
James E. Williams	Board Director	
Jake Wuest	Treasurer	

Proposed Slate of Officers for fiscal year 2022/23



Executive Committee

Christine Anderson – *Chair*

Diane Rubin – *Chair-Elect*

Bill Chunowitz – *Past Chair*

Jake Wuest – *Treasurer*

Barbara Fromm - *Secretary*

Barbara Foster Monachino – *Director of Operations and Nominating*

Tom Minder– *Director of Resource Development and Stewardship*

Jane Saltonstall – *Director of Programs and Campus Connections*

Marge Dodge - *Director of Recognition and Outreach*

Aurora Wilson – *Board of Trustees Representative*

Martha Garcia, EDd – *Superintendent/COD President*

John Ramont – *Vice President Admin. Services*

Catherine Abbott – *Executive Director*

Student Emergency Fund - 3 Month Review



COD Foundation Student Emergency Fund Update as of April 18, 2022

The COD Foundation Student Emergency Fund was established in the 2019/2020 fiscal year, with the Foundation Board of Directors allocating \$100,000 to seed the fund. Since that time the Foundation Board of Directors has allocated an additional \$200,000 and the Foundation has fundraised an additional amount of \$159,105.67. To date the Foundation has paid a total of 488 individual student emergency fund scholarships for a total of \$411,167.92. The current remaining fund balance in the fund is \$45,670.50.

College of the Desert Foundation Schedule of Net Assets As of 4/18/2022

		Revenues	Expenditures	Total
Balances:				
	COD Student Emergency Fund - Foundation	2313		
	Temporarily Rest. Fund Balance	32000	0.00	0.00
	Annual Giving	45010	11,445.00	0.00
	Leadership Giving	45020	90,816.67	0.00
	Business Engagement Giving	45030	16,875.00	0.00
	Major Gifts	45040	39,969.00	0.00
	Interest & Dividends	50000	0.00	0.00
	Realized Gains (Losses)	63000	0.00	0.00
	Unrealized Gains/(Losses)	63003	0.00	0.00
	Scholarships	70200	0.00	(411,167.92)
	Gift Fee	81503	0.00	(2,267.25)
	Other Investment Expenses	83200	0.00	0.00
	Interfund Transfer	90000	0.00	300,000.00
	Total COD Student Emergency Fund - Foundation	159,105.67	(113,435.17)	45,670.50
Total Balances:		159,105.67	(113,435.17)	45,670.50

Stepping Out for COD 2022 Final Budget



STEPPING OUT FOR COD 2021/22 Budget - With Board Approved Budget Revisions											
As of April 21, 2022											
	Board Approved 21/22 Budget	Current FY Actuals ^{3,4,5} Thru 04/21/2022	Remaining Budget	% of Budget vs. Actual @ 04/21/2022	Pending Verbal Commitments ^{1,2}	Current FY Actuals plus Verbal Commitments and Other Pending Items Thru 04/21/2022	Remaining Budget after Current FY Actuals, Verbal Commitments and Other Pending Items	% of Budget vs. Actual plus Verbal Commitments and Other Pending Items @ 04/21/2022	PY Pledge Fulfillment - No new revenue/For recognition only	Deferred Revenue for 2023 Stepping Out for COD	Total with Current Year Revenues, Pledge Fulfillments, Deferred Revenue for 2023 & Pending Verbal Commitments
Revenues											
Roadrunner Sponsorships \$1,000+	10,000.00	21,600.00	(11,600.00)	216.0%	1,000.00	22,600.00	(12,600.00)	226.0%		-	22,600.00
Crystal Sponsorships \$2,500+	25,000.00	59,847.50	(34,847.50)	239.4%	-	59,847.50	(34,847.50)	239.4%		-	59,847.50
Silver Sponsorships \$5,000+	25,000.00	35,000.00	(10,000.00)	140.0%	-	35,000.00	(10,000.00)	140.0%		-	35,000.00
Emerald Business Sponser \$5,000+	40,000.00	10,000.00	30,000.00	25.0%	-	10,000.00	30,000.00	25.0%		-	10,000.00
Suite Deal Sponsorships \$7,500+	37,500.00	49,622.64	(12,122.64)	132.3%	-	49,622.64	(12,122.64)	132.3%	3,750.00	-	53,372.64
Ruby Business Sponsor - \$10,000+	50,000.00	10,000.00	40,000.00	20.0%	-	10,000.00	40,000.00	20.0%		-	10,000.00
Gold Sponsorships \$12,500+	62,500.00	25,500.00	37,000.00	40.8%	-	25,500.00	37,000.00	40.8%		-	25,500.00
Platinum Sponsorships \$25,000+	100,000.00	105,000.00	(5,000.00)	105.0%	25,000.00	130,000.00	(30,000.00)	130.0%		40,000.00	170,000.00
Diamond Sponsorships \$50,000+	50,000.00	-	50,000.00	0.0%	-	-	50,000.00	0.0%		-	-
Presenting Visionary Sponsorships \$100,000+	100,000.00	100,000.00	-	100.0%	-	100,000.00	-	100.0%		-	100,000.00
Subtotal Budgeted Revenue	500,000.00	416,570.14	83,429.86	83.3%	26,000.00	442,570.14	57,429.86	88.5%	3,750.00	40,000.00	486,320.14
Donor Advised Fund Gifts	-	-	-	-	-	-	-	-		-	-
Individual Ticket Sales	-	2,250.00	-	-	-	2,250.00	-	-		-	2,250.00
Exchange Transactions Pending	-	-	-	-	23,340.00	23,340.00	-	-		-	23,340.00
McCallum Ticket Sales - Unrealized	-	-	-	-	31,027.00	31,027.00	-	-		-	31,027.00
Program Ads (Non Tax-Deductible)	-	3,500.00	-	-	-	3,500.00	-	-		-	3,500.00
Total Combined Revenue	500,000.00	422,320.14	77,679.86	84.5%	80,367.00	502,687.14	(2,687.14)	100.5%	3,750.00	40,000.00	546,437.14
Total Expense Budget											
Artist Contract	15,000.00	15,000.00	-								
Artist Incidentals per Contract	10,000.00	5,979.52	4,020.48								
Talent Acquisition Cost	-	-	-								
Entertainment - 1110-70100-190-1	25,000.00	20,979.52	4,020.48	83.9%							
McCallum Theatre Expenses (Based on prior years expenses)	35,000.00	-	35,000.00								
Event Producer	10,000.00	-	10,000.00								
Printing of Collateral Materials (Save the Date Cards, 2500 Sponsorship Packets, RVSP Packets, Programs, and Thank you Cards (Post Event)	12,000.00	20,492.68	(8,492.68)								
Postage	3,000.00	755.05	2,244.95								
Video (Main Event), Script and Show Runner Services	10,000.00	9,919.00	81.00								
Photographer	2,000.00	2,125.00	(125.00)								
Realized Gain/Loss - Gifts of Securities	-	(125.01)	125.01								
Red Carpet/Uplighting	2,000.00	-	2,000.00								
Searchlight Rental	500.00	430.00	70.00								
Supplies/Recognition/Other	1,000.00	1,293.92	(293.92)								
General - 1110-70100-190-1	75,500.00	34,890.64	40,609.36	46.2%							
Marketing: Includes Graphic Design & Advertising Cost											
Design/Planning Advertising (Print/TV/etc.)		3,934.00									
Actual Advertising Cost (Print Ads/TV/Etc.)		13,645.00									
HR Advantage COD 2022 Public Relations Campaign		3,000.00									
Graphic Design of Save the Date Cards		500.00									
Graphic Design Sponsorship Packets (2500 Packets)		1,770.00									
Graphic Design RVSP Packets to be mailed out two weeks prior to event to obtain guest names and provide sponsors with details of the nights event.											
Graphic Design Powerpoint Sponsor Deck		650.00									
Graphic Design Programs (Pre-Event)		950.00									
Graphic Design Programs (Main Event)		6,000.00									
Graphic Design Post Event Thank you Cards		-									
Graphic Design Banners/Flyers, etc.		650.00									
Marketing - 1110-80405-190-1 / Website/Social Media 1110-80409-190-1	40,000.00	31,099.00	8,901.00	77.7%							
Catering - 849	15,000.00	6,937.95	8,062.05								
Décor/Other	1,500.00	1,173.74	326.26								
Pre-Event -1110-70100-190-1	16,500.00	8,111.69	8,388.31	49.2%							
Catering	2,000.00	-	2,000.00								
Décor (Suggestion-stewardship item (party favor- college swag item) for attendees.)	1,000.00	-	1,000.00								
Post Event - Founders Room -1110-70100-190-1	3,000.00	-	3,000.00	0.0%							
Total Combined Budget	160,000.00	95,080.85	64,919.15	59.4%							

Update: Board of Directors Approved updating the 2021/22 Stepping Out Budget as presented above at September 29th Board Meeting

- (1) Verbal pledges - Dean \$1,000, Covington \$25,000; Deleted Lind \$1,000 Donation Pledge for lack of confirmation intended to Event
(2) Pending Exchange Transactions - Revenue and Related Expenses realized when conditions are met
(3) Moved \$50,000 from Diamond Sponsorship to Presenting Visionary Sponsorship due to Greene Familys donating an additional \$50,000 for a total of \$100,000
(4) Amount received from Phyllis Eisenberg, for a Roadrunner Sponsorship, is \$1,600 vs. \$1,800 pledge recorded in Sponsorship Revenue Received and Pledged spreadsheet



COMMITTEE CHAIR REPORTS



Committee Chairs Reports

Thursday, March 10, 2022

Audit Committee Report – Diane Rubin

There is no report as the committee did not meet.

Academic Angels Committee Report - Marge Dodge

Calling All Angels newsletter sent in March highlighted Palm Desert campus tours, Stepping Out for COD, Indio campus expansion, California for All College Corp internships and the passing of long-time Academic Angel and COD Foundation board member Donna Jean Darby.

State of the College event is tentatively scheduled for November 1 with off-campus locations being scouted. The Foundation received a grant from Amazon.com for \$25,000 to fund the event. Additional sponsors are required.

A "friend-raising" lunch will be held on May 19 at Big Horn. Each paid attendee is allowed to bring a prospective Academic Angel member at no cost.

Learning to Lead class of 2021-2022 graduation is June 24. Applications for six COD students in the Learning to Lead class of 2022-2023 will be accepted during the summer with selection of the six for a fall start.

Development Committee Report – Joanne Mintz

There is no report as the committee did not meet.

Finance & Investment Committee Report - Tom Minder

The Finance Committee met on March 23, 2022. The January 2022 Financials were reviewed and approved. The only other agenda item was to amend the current budget to remove/modify budgeted items which will not occur during this fiscal year. The agenda item was modified to remove the State of the College budgeted item from the expenses since it will not occur in fiscal 2022.

Nominating Committee Report – Barbara Fromm

The slate of officers will be presented and discussion for future prospective board candidates.

President's Circle Membership Committee Report – Bill Chunowitz

There is no report as the committee did not meet.

President's Circle Events Committee Report – Carol Bell Dean

On November 8, we had a wonderful event at the home of Rob Moon and Bob Hammack in Rancho Mirage. While 80 PC members and guests enjoyed cocktails and canapés (catering by Willie Rhyne of 849), various speakers discussed the Desert's Architecture.

To open the program, Carol Bell Dean recognized Lesley Ramirez, manager of the J. McLaughlin store on El Paseo. A huge thank you to her for organizing the shopping afternoon last November with 15% of the proceeds going to the COD Foundation. An expanded event is being discussed to include more stores for November 2022.

Dr. Garcia welcomed everyone and spoke about the importance of President's Circle.

Our first guest was Bert Bitanga, Professor of Architecture in the School of Applied Sciences and Business at COD. He discussed how students are prepared to understand issues and provide solutions for the betterment of the human physical environment. He brought two graduates with him—Rosalia Romero and Arturo Aguilar who shared their stories.

The next two guests were Katherine Hough and Lance O'Donnell who did a question/answer program that was very enlightening.

The weather was perfect and everyone had wonderful evening!

Stepping Out for College of the Desert Committee Report – Barbara Foster Monachino and Jane Saltonstall

Kirstien Renna reviewed the budget at the last committee meeting. It reflected amounts as of March 31, 2022. The Stepping Out event made its goal with income of \$502,000. Expenses are not all accounted for, as they are still coming in post-event. The committee discussed the lack of business sponsorships compared to last year. In part, this is because business packets were not sent out soon enough due to sponsorship levels not being finalized until later. The committee discussed this being an off year due to coming out of the pandemic, as well as the political situation surrounding the College. The committee discussed revisiting the sponsor levels for future events, to be more in line with past events. The budget will be undated again and final numbers should be in by June 30, 2022.

The committee then moved into a Post-Mortem of the event. Comments were charted and follow.

A: Pre-Event –

a) What went well:

- The talent (using our students)– however, committee felt the performers were below satisfactory.
- The time of 7:00
- Date worked well

- Food was excellent
- Idea was unique
- Valet worked well
- Dr. Garcia speaking
- Cost is remarkably less having it at CV Rep instead of Cuistot
- Suggestion for future pre-event was to possibly have it at the art building on campus.

B: Main Event

a) What went well:

- Main event exceeded expectations
- Master Class was a huge success. Eight students participated. Committee discussed offering the class as a benefit for big sponsors. Possibly do the class ahead of the performance and let sponsors attend to observe.
- Programs – having the donation envelope attached inside was a huge success.
- Having the speaker refer audience to the donor envelope was important. Donations have been received after the event!
- McCallum is free and professional.

Main Event

b) Improvements for Next Year:

- Contract – make sure that the talent is not performing anywhere else, prior to or after the event. Insure McCallum includes the event in all of their marketing from beginning to end. Put “photos at after-party” in entertainer contract.
- Revisit sponsorship categories next year. Send business sponsorship packets out first (during summer), and prior to other sponsorship packets.
- Committee needs to work during summer to prepare for the next year’s event.
- Book entertainment in the summer. (Entertainment Committee)
- No search light next year – due to the earlier time of the event, this is no longer necessary.
- Entertainment was chosen early, but committee was not included in that decision. Board and committee should have more input on the entertainment
- More communication with sponsors regarding ticket pick-up.
- Get guest names from sponsors well in advance, by committee telephone calls to each sponsor.

- As sponsors come in, letter should be sent out immediately with all info including ticket distribution, Founders entrance (if applicable) and information for valet.
- Valet at Founders entrance can only handle 40 cars. No Roadrunner sponsors can have this benefit.

Post-Event

- Not having the pre-party the same day, helped with attendance to the post-event.
- Next Year, limiting the number of people invited would help as capacity is 106.
- The fact that there was no Green Room, more people went to the after-party to meet the artist.

Ideas for a different type of event next year (40th Anniversary):

- New committee needs to be involved soon, in the planning for next year, and possibly invite community members to serve on the committee.
- Have event at the college, possibly the gymnasium. To showcase the college. Have booths outside of the gymnasium.
- Hire an event planner if event is not at the McCallum.
- If event is not in the McCallum and has no entertainer, the cost would be much less.
- Expo – with all COD programs out and participating with informational booths, the whole community is invited in, information boards at each of the booths, displaying a wish list for their department, and attendees can contribute on the spot. Silent auction, and theatre group performs a couple of scenes. This connects the community with the students. To have this during a Street Fair would work well.
- Old fashioned supper club – “Back to the 40s” idea. Off campus or on campus.
- Possibly do a progressive meal. Possibly in a tent.
- Have an auction to name a building.
- Recruit community members to be on the committee.
- Consider using the McCallum if we get the right entertainment.
- Frank Goldstin should talk to the ED of the Foundation before any proposal to the Board.
- Jim Greene has asked to be involved in the selection of entertainment for next year’s event.

- All of this information and ideas will go to the new Stepping Out committee which will not be in place until after April 27 when there is full board approval. The new committee will be making final decisions.



COLLEGE
of the DESERT
FOUNDATION

BOARD MANUAL UPDATES



2021-22 Foundation Board Manual Changes Memo

Updates as of March 10, 2022

Updates:

Calendars
Committees
Directories

No Change since January 26, 2022:

Articles of Incorporation
Master Agreement Bylaws
Brown Act
Donor Bill of Rights
IRS Letter
Policies & Forms
Organizational Charts
Role of Foundation Board Members Role
of Foundation Staff
Financial Statements
COD Information

DIRECTORIES

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APPENDICES

COMMITTEE MEETING MINUTES SINCE FEBRUARY 2022





Foundation Stepping Out for COD Committee Meeting

Minutes for Tuesday, March 1, 2022

**COD Foundation Conference Room
43500 Monterey Road
Palm Desert, CA
2:00PM**

[Meeting Recording](#)

Meeting Participants

Voting Committee Members Present:

Barbara Foster Monachino (Co-Chair), Jane Saltonstall (Co-Chair), Joanne Mintz, Marge Dodge, Diane Rubin, Rob Moon, Peggy Jacobs, Marlene O'Sullivan, Tom Minder, Carol Fragen

Voting Committee Members Absent:

Leslie Usow

Guests:

Catherine Abbott, Matthew Durkan

Absent: Leslie USOW

Recorder

Juli Maxwell

1. Call to Order/Roll Call

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

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of March 1, 2022 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 March 1, 2022 with any addition, correction or deletions.

Joanne Mintz moved to approve the agenda. Barbara Foster Monachino seconded. Motion carried.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – February 1, 2022.

Rob Moon moved to approve the minutes as presented, and Jane Saltonstall seconded. The minutes were approved.

4. Comments from the Public

4.1 Comments from the Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Sponsorship Report - Matthew Durkan

5.1.1 Update on Sponsors

Matthew informed the committee that currently, sponsorship revenue is at \$373,481.00. This is money that is in and recorded. Ticket revenue is just over \$15,000. Total Revenue including written and verbal pledges is \$459,145.00 which is 92% of goal. There are outstanding potential sponsors and ads that need to be in by the end of TODAY. Event needs to raise another \$26,000 to reach goal.

Suite Deal Incidentals for Restaurant Gift Certificates - If we cannot have

food service in the suites, gift certificates will be given to the guests. Committee decided that sponsors be sent a letter approximately 10 days prior to the event, with all info regarding the event and pre-event, and ask for the names and contact information for their guests, with a reply card and envelope.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

Ask Mitch if we can serve food/champagne in the suites	Cathy Abbott	ASAP
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5.2 Ticket Sales Update – Matthew Durkan

5.2.1 Approximately 150-200 event tickets have been sold so far.

Complimentary tickets were offered to payroll deduction donors and retired teachers. Staff is keeping a list of those that RSVP. Committee to each start their own list of people that need to be invited and comped. 25 Tickets will go to the Theatre department. Committee discussed that one week before the event every COD student should be invited because the house will not be full. Other ideas were offering tickets to the volunteer students for the pre-event, or offering tickets to select groups of students. Catherine Abbott to speak to Dr. Garcia to discuss how to communicate this invitation to the students, possibly via social media or group text through the college. Committee also discussed releasing some of the better seats back to the McCallum to sell. Committee discussed a suggestion to go to local high schools and offer tickets to music students.

5.2.2 **Update on Advertising** – Palm Springs Life, Desert Sun – Matthew Durkan and Marge Dodge

Marge Dodge shared that she had tried to do advertising in the Desert Sun Giving section, but Theresa Maggio had told her to stand by, and the "Giving" article did not get into the publication. The Desert Sun will be running ads which have already started. Palm Springs Life advertised the event in their newsletter and an ad in their magazine.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

Check with Dr. Garcia regarding method to reach out to students	Cathy Abbott	ASAP
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5.3 Budget Overview – Kirstien Renna

Kirstien presented the budget to the committee. Expenses are low but will climb as we get closer to the event.

5.3 Follow-up Items

5.3 Task of

5.3 Due by

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5.4 McCallum MOU

5.4.1 McCallum's responsibilities vs. Foundation's

Tom Minder went through the MOU with the committee. Foundation is responsible for payment for the valet that McCallum provides. McCallum provides the food for the entertainer and the Foundation reimburses them. McCallum provides security. Committee noted that the event being advertised in the McCallum's annual mailing, was not in the MOU this year. Next year this needs to be included in the MOU.

5.4 Follow-up Items

5.4 Task of

5.4 Due by

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5.5 Pre-Event – Joanne Mintz & Barbara Foster Monachino – Barbara reported that the planning is moving right along. CVRep will get a Crystal Sponsorship for the use of their venue. Event can have access to their marquis for sponsor recognition. Mask mandate may not be in effect if everyone is vaccinated. Vaccine checkers will be at the door. Anything that is sent out to sponsors here on out, needs to say that "proof of vaccination is required to enter". 88 people on stage is capacity. Each sponsor can bring one guest, unless we are short on attendance, then the top sponsors will be allowed to bring extra guests.

5.5.1 RSVPs

We currently have 20 RSVPs for the pre-event. Committee needs to determine a cutoff for RSVPs. An email will be sent out again to request all attendees to RSVP and send proof of vaccination at that time. Will check with CVRep to make sure this will work for them.

5.5 Follow-up Items

5.5 Task of

5.5 Due by

Determine if CVRep would allow us to collect vaccine info prior to event.	Barbara Foster Monachino	ASAP
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5.6 Post-Event – Joanne Mintz

Joanne reported that committee would like to have the post-event in the Founders Room, which holds 80 people. The invite to this event should be addressed in the letter to sponsors, and a request for an RSVP. The food will be provided by the McCallum. Pre/Post ad hoc committee will make a decision on the catering.

5.6.1 Using COD Library as venue - update

This is no longer a consideration

5.6 Follow-up Items	5.6 Task of	5.6 Due by

5.7 Entertainment Update – Barbara Foster Monachino and Tom Minder

Tom reported that there is nothing to report. Master Class is at 11am the following day.

5.7 Follow-up Items	5.7 Task of	5.7 Due by

5.8 Event Timeline – Matthew Durkan

Matt went through the timeline with the committee.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
Contact student ambassadors to be greeters at Main Event.	Matthew Durkan	03-22-2022

5.9 COD Video Update – Catherine Abbott

Catherine shared the new video with the committee. Committee felt it should be edited to include more student stories, and less board members. Committee discussed having a student that received money from the Emergency Fund speak, and also show some photos of the police and fire programs and also, talk more about what a community college does. Catherine to take these ideas back to Theresa Maggio for consideration.

5.9 Follow-up Items	5.9 Task of	5.9 Due by
Report to Theresa Maggio, suggested changes to the video.	Catherine Abbott	03/22/2022

5.10 Pre-Event and Main Event Scripts

Committee discussed speakers at the two events, and what will be said. Dr. Garcia will be attending and may say a few words, thanking the Foundation for what they do. Jane and Barbara will review the script and come up with their own version and review at the next meeting. Catherine Abbott will speak with Dr. Garcia about the format.

5.10 Follow-up Items

5.10 Task of

5.10 Due by

Draft script for both pre and main events	Barbara Foster Monachino/Jane Saltonstall	03/22/2022
Talk to Dr.Garcia about speaking at events.	Catherine Abbott	03/22/2022

6. Future Agenda Items Adjournment

If anyone has agenda items, please send to Juli Maxwell.

The meeting was adjourned at 3:50 pm.

Next Meetings: Tuesday, March 22, 2022, at 2:00 pm



Foundation Stepping Out for COD Committee Meeting

Minutes for Tuesday, March 22, 2022

COD Foundation Conference Room & Zoom

43500 Monterey Road

Palm Desert, CA

2:00PM

Or

Via Zoom

[Meeting Recording](#)

Meeting Participants

Voting Committee Members Present:

Barbara Foster Monachino (Co-Chair), Jane Saltonstall (Co-Chair), Joanne Mintz, Marge Dodge, Diane Rubin, Rob Moon, Peggy Jacobs, Marlene O'Sullivan, Carol Fragen

Voting Committee Members Absent:

Tom Minder, Leslie Usow

Guests:

Catherine Abbott, Kirstien Renna

Recorder

Juli Maxwell

1. Call to Order/Roll Call

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

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of March 22, 2022 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 March 22, 2022 with any addition, correction or deletions.

Joanne Mintz moved to approve the agenda. Barbara Foster Monachino seconded. Motion carried.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – March 1, 2022.

Rob Moon moved to approve the minutes as presented, and Jane Saltonstall seconded. The minutes were approved.

4. Comments from the Public

4.1 Comments from the Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Sponsorships – Catherine Abbott

5.1.1 RSVPs for Pre-Event –

We have 72 RSVPs for the Pre-Event.

5.1.2 RSVPs for Main Event

327 RSVP for this event including comp tickets.

5.1.3 Names of Guests of Sponsors – Still making phone calls to get names.

5.1.4 Restaurant Gift Cards for Suite Deals

Catherine Abbott reported that gift cards are to be picked up on Monday from Spencers, and one from Wally's for Peggy Cravens.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

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5.2 Ticket Sales Update – Matthew Durkan

5.2.1 McCallum Sales – McCallum has sold as of yesterday, 277 tickets. \$23,549 worth of tickets

5.2.2 Seating Sponsors and VIPs at event- Committee discussed papering the house and decided to leave this alone for now, and if it is needed, that decision can be made at the event.

5.2.3 Seats given back to McCallum – Mezzanine will possibly go back, but committee is waiting until next week to decide.

5.2.4 Student invites – Catherine reported that Music, Theater, Arts and Foster Youth have been invited. Committee asked that the Veteran students also be invited.

5.2.5 ALL tickets to be picked up at will-call (except those given out at pre-party) Crystal sponsors and up can pick up their tickets at the Founders entrance the day of the event. Roadrunner sponsors will pick up at Will-Call.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

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5.3 Budget Overview – Kirstien Renna

Kirstien shared the budget with the committee. Actual revenue recorded including pledges, and exchanges totals \$491,454. Kirstien stated that the budget will have more accurate numbers once all of the vendors have been paid.

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

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5.4 Pre-Event – Barbara Foster Monachino**5.4.1 Overview**

Barbara Foster Monachino reported that the event is under control and moving along. Volunteers, caterers, and bar are in place. Willie at eighth4nine will be doing the bar for the event. Crystal and above sponsors will be displayed on the marquis during the event. We currently have 20 RSVPs for the pre-event. Vaccine check will take place outside. Valet is in place. Tickets for the main event will be given out to the sponsors that attend the pre-event. Any sponsor that does not pick up tickets at the pre-event, can pick up their tickets at the Founders entrance.

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

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5.5 Post-Event – Joanne Mintz & Barbara Foster Monachino**5.5.1 RSVPs**

Joanne Mintz reported that the event is all set for the Founders room. Two bartenders, 3 types of desserts for 50 people. All of the names of the people need to be submitted one day prior. People cannot enter if their name is not on the list. There will be a meet-and-greet with Ann Hampton Callaway, with photo opportunities.

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

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5.6 Day of the Event – Catherine Abbott

Staff has provided a “day-of” event timeline showing duties for everyone. Catherine Abbott reviewed the timeline with the committee. Rehearsal for main event will take place the day of the event, time TBD.

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

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5.7 COD Video Update – Catherine Abbott

Catherine showed the video to the committee.

5.7 Follow-up Items**5.7 Task of****5.7 Due by**

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5.8 Pre-Event and Main-Event Scripts

Catherine gave the scripts to committee chairs for their input. Marge Dodge asked for a copy of the main event script once complete.

5.8 Follow-up Items**5.8 Task of****5.8 Due by**

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6. Future Agenda Items Adjournment

The meeting was adjourned at 3:17 pm.

Next Meetings: Tuesday, April 5, 2022, at 2:00 pm



Foundation Finance & Investment Committee Meeting

Minutes for March 23, 2022

3:00PM

Zoom Video:

[VIDEO](#)

Meeting Participants

Committee Members Present

Tom Minder (Chair), Paul Hinkes, Barbara Fromm, Jim Williams, John Ramont, Paul Hinkes, Jake Wuest

Committee Members Absent:

Dale Landon

Non-Voting Committee Members (total #): 1

John Ramont

Non-Voting Committee Members Absent

Guest(s)

Catherine Abbott, Kirstien Renna

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:01 pm.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee

Meeting of February 16, 2022 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 March 23, 2022 with any addition, correction or deletions.

Jake Wuest moved to approve the agenda as presented, Barbara Fromm seconded. Motion carried.

3.Minutes

3.1 Approval of regular Finance & Investment Committee Meeting Minutes – February 16, 2022.

Jake Wuest moved to approve the minutes from February 16, 2022 and Paul Hinkes seconded, motion carried.

4. Comments from the Public

Public Comments: In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to codfoundation@collegeofthedesert.edu and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the Committee meeting. All requests should be directed to the Foundation in advance.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Review and approve the January 31, 2022 Financial Statements

5.1 Follow-up Items	5.1 Task of	5.1 Due by

Kirstien Renna reviewed and discussed the January 31, 2022 financial statements with the committee.

Paul Hinkes made a motion to approve the January 31, 2022 financial statements as presented. Jim Williams seconded.

Motion carried.

5.2 Review and approve 2021/22 Budget Amendment Request

Kirstien Renna explained to the committee the request to transfer money within the budget. The request is to decrease contributions to the College by \$59,122, and increase several line items, totaling \$59,122. Kirstien Renna explained that there will be additional adjustments to the Salary & Benefits budget line item that will be necessary to cover the additional cost of the temporary Accounting staff brought on to assist while the Foundation's Accounting Specialist is temporarily out of the office. Kirstien will bring this adjustment once she knows how long the temporary position will be needed. The Committee advised that as the State of the College is being moved into the next fiscal year, the State of the College budgeted line item should be removed and the budget adjusted accordingly.

Barbara Fromm made a motion to approve the Budget Amendment Request with the adjustment for State of the College. Jake Wuest seconded.

Motion carried.

5.2 Follow-up Items	5.2 Task of	5.2 Due by

5.3 Review first draft 2022/23 Budget

Committee discussed a balanced budget vs. a non-balanced budget for the Foundation. Kirstien was asked to reach out to the auditors to see if they can give information on best practice.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Reach out to auditors for best practice	Kirstien Renna	April 20, 2022

7.0 Adjournment

The Committee Chair adjourned the meeting at 4:03pm.

Next Meeting: April 20, 2022 – 3pm



Foundation Regular Executive Committee Meeting

Minutes for Wednesday, March 2, 2022

3:00PM

Meeting Participants

Voting Committee Members Present

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

Non-Voting Committee Members Present

Catherine Abbott, Martha Garcia, John Ramont and Aurora Wilson

Committee Members Not Present

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. Jane Saltonstall and Martha Garcia joined the meeting at 3:08PM.

2. Action Items

2.1 Approval of Agenda: Foundation Regular Executive Committee Meeting of March 2, 2022 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 2, 2022 with any addition, correction or deletions.

Tom Minder asked to add an agenda item to approve the expenditure of \$50,000 to purchase computer equipment for the Foundation as discussed by the Finance and Investment Committee. This will become agenda item 5.7.

2.1 Conclusion

Barbara Fromm moved to approve the agenda as updated, Bill Chunowitz seconded. Motion carried.

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

3. Minutes

3.1 Approval of the Foundation Executive Committee Meeting Minutes – February 9, 2022

Barbara Fromm moved to approve the February 9, 2022 Minutes as presented, Diane Rubin seconded. Motion Carried.

4. Comments from the Public

4.1 Comments From The Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will also be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Committee members on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Committee. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Committee meeting as possible.

There were no comments received from the public and there was public present.

5. Discussion & Action Items

5.1 Review the March 10 Board meeting agenda (Christine Anderson)

Christine Anderson asked the Executive Committee to review the Board agenda.

5.1 Conclusion

- Tom Minder confirmed that the 990's Tax Return and the approval of the Financial Statements should be moved into the Consent Agenda, as they have been reviewed by the Finance and Investment Committee.

- The Commencement Regalia invoice has now been received and the Board agenda will be updated with the actual amount of \$42,000.
- The Committee suggested adding an Executive summary of the proposed Executive Committee Organizational Chart on what was done, why and how it was done for the Board to read.
- The Committee suggested adding an Executive summary on the Task force update.
- The Committee agreed that the "Report" section would be written reports instead of verbal update this time, to allow for time constraints.
- There will be no mission moment for this meeting.

5.1 Follow-up Items

5.1 Task of 5.1 Due by

The March 10 Board agenda will be updated with all the above-suggested recommendations listed.	Eve-Marie Dehondt	March 10, 2022
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5.2 Foundation Budget Workshop to take place in Indio, on April 27 at 1PM before the regular Board meeting at 3PM

Catherine Abbott informed the Committee that the Board meeting on April 27 might need to be moved to Friday, April 29 as the Indio Campus and the Palm Desert Campus were both not available to host the meeting. The Committee discussed further and agreed to invite the Board members to the April Finance and Investment Committee Meeting, and do the budget training then instead.

5.2 Follow-up Items

5.2 Task of 5.2 Due by

Board members will be invited to attend the Finance and Investment Committee meeting on April 20 to be informed on the Budget.	Eve-Marie Dehondt	April 2022
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5.3 State of Emergency Ending (Christine Anderson)

Christine Anderson shared that the Foundation will be monitoring the State of Emergency ending, as this would affect the Brown Act rules and the way that video teleconferencing would work in the future. Aurora Wilson and Dr. Garcia will report when they hear further information from the Counselors' office and the attorneys after their meetings next week.

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

Aurora Wilson and Dr. Garcia will report when they hear further information from the Counselors' office and the attorneys after their meetings next week.	Aurora Wilson and Dr. Garcia	March 2022
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5.4 Foundation Task Force (Catherine Abbott)

Barbara Fromm reported on the Foundation Task Force Ad-Hoc Committee and that the Foundation should focus on raising money for the student success. They agreed to create an FAQ document about the College and what the Foundation does, for the Board to answer questions when they talk to the community.

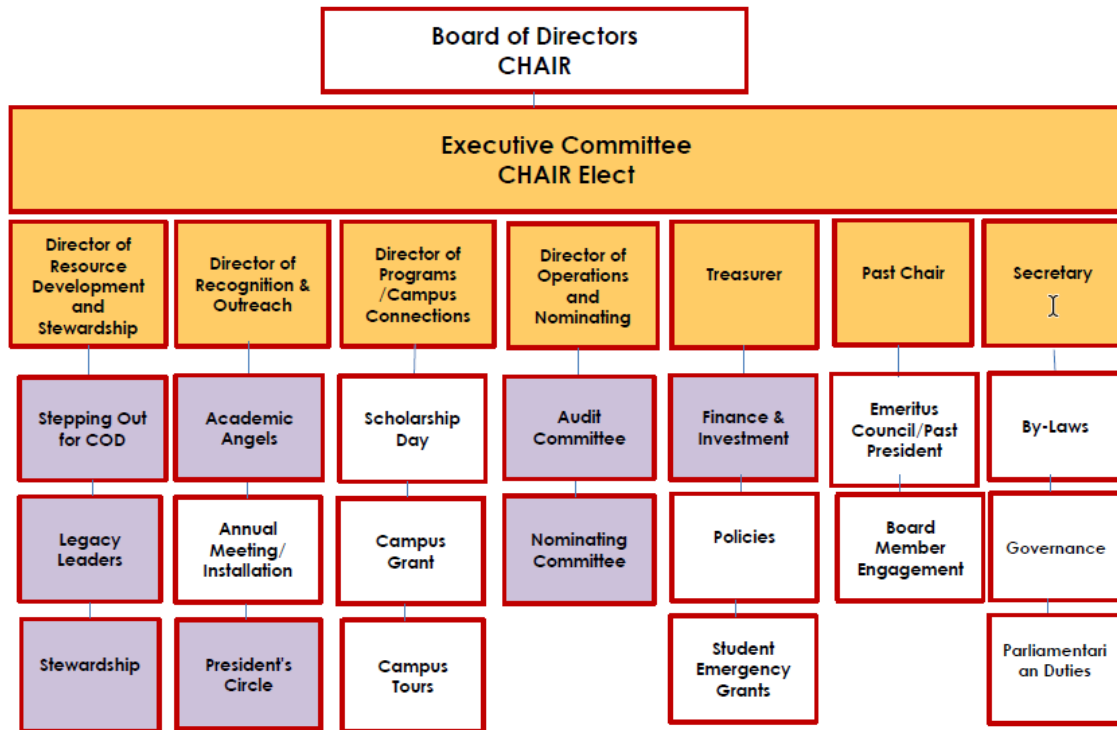
Catherine Abbott will work with Dr. Garcia and will present the FAQ document to the Board when finalized.

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

Catherine Abbott will work with Dr. Garcia and will present the FAQ document to the Board when finalized.	Catherine Abbott	March 10, 2022
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5.5 Executive Committee Reorganizational Chart (Christine Anderson)

Christine Anderson shared the Executive committee reorganizational chart to the Committee for their input. They made some suggestions and the final chart they agreed to present to the Board for approval is as below:



**Highlighted boxes represent Standing Committees*

5.5 Follow-up Items

5.5 Task of

5.5 Due by

The Executive Committee Organizational Chart will be presented to the Board for their approval on March 10, 2022	Catherine Abbott	March 10, 2022
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5.6 Stepping out for College of the Desert Update (Barbara Foster Monachino & Jane Saltonstall)

Jane Saltonstall and Barbara Foster Monachino provided an update on Stepping Out for College of the Desert.

5.6 Follow-up Items

5.6 Task of

5.6 Due by

None	None	None
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5.7 Approve the allocation of \$50,000 for the Foundation Computer Equipment as recommended by the Finance and Investment Committee

Tom Minder reported that the Finance and Investment Committee meeting met and agreed to allocate \$50,000 for the Foundation Computer Equipment, as the current equipment is outdated.

5.7 Conclusion

Tom Minder moved to allocate \$50,000 for the Foundation Computer Equipment. Bill Chunowitz seconded. Motion carried.

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

6. Future Agenda items

6.1 Fraud Policy

The Fraud Policy will be reviewed and added to a future agenda.

6.2 Board Member Expectation Form Update as recommended by the reviewed by Nominating Committee

The Nominating Committee will review the Board members Expectation form at their next committee meeting and report back to the Executive Committee with their recommendations for updates.

6. Follow-up Items	6. Task of	6. Due by
None	None	None

7. Adjournment

The Chair adjourned the meeting at 4:02PM.

Next meeting: Wed, April 6, 1PM – In Person and Via Zoom



**Foundation Academic Angels Committee Meeting
Minutes for Tuesday, March 8, 2022
2:00PM**

Meeting Participants

Committee Members Present

Marge Dodge (Chair), Norma Castaneda and Peggy Jacobs

Non-Voting Committee Members Present

Cynthia Cottrell and Linda Weakley

Committee Members NOT Present

Nancy Harris

Guest(s)

Catherine Abbott

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Roll Call

The meeting was called to order at 2:03PM. Peggy Jacobs joined the meeting at 2:19PM.

2. Action Items

2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of March 8, 2022 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 March 8, 2022 with any addition, correction or deletions.

2.1 Conclusion

Norma Castaneda moved to approve the agenda as presented, Marge Dodge seconded. Motion carried.

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

3. Minutes

3.1 Approval of the Academic Angels Committee Meeting Minutes of February 22, 2022.

Norma Castaneda moved to approve the minutes as presented, Marge Dodge seconded. Motion carried.

4. Comments from the Public

4.1 Public Comments: In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to codfoundation@collegeofthedesert.edu and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section.

There were no comments received from the public.

5. Action & Discussion Items

5.1 Academic Angels Newsletter Update

- The March newsletter is almost ready to be sent.
- Marge Dodge wrote a memorandum on Donna Jean Darby, past President of the Foundation and who was part of the Academic Angels for many years, who recently passed.
 - Marge Dodge will share her notes on Donna Jean Darby with Catherine Abbott, for her to include in her Board of Trustees report. The Committee agreed to set up a recognition for Donna Jean Darby at one of the future events.

- The newsletter will also include a section on the students being back to campus, on Stepping out for College of the Desert Gala, on COD being selected for the California "College Corps" for students to be awarded scholarships for up to \$10,000, and the return of the campus tours.
- The Campus Tour section is drafted by Matt Durkan who should send the information to Amanda McCarthy to finalize the letter. The letter will be mailed when all these sections are completed.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Matt Durkan to send the information to Amanda McCarthy to finalize the newsletter.	Matt Durkan	As soon as possible
Marge Dodge will share her notes on Donna Jean Darby with Catherine Abbott, for her to include in her Board of Trustees report.	Marge Dodge	As soon as possible

5.2 Learning to Lead Program Update

- The Committee was informed that Sergio Munoz, the student who had dropped the program as he had moved out of the valley, joined back.
- The Committee discussed next year's program and the selection of applicants. They required more time to review the application than last year.
 - Matt Durkan will contact Shaw Abramowitz to see how many students are allowed for next year.
 - Catherine Abbott will work with Carlos Maldonado to see when is the best time to start soliciting the first students and when the first classes will start in the Fall.
- The Committee discussed the option to coincide the Academic Angels' Spring lunch with the graduation, to announce at that time the number of sponsorship for next year and fundraiser for the program.
- On a side note, Catherine Abbott reported that Dakota De La Torre has been chosen to sing the national hymn during the annual graduation.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Matt Durkan will contact Shaw Abramowitz to see how many students are allowed for next year	Matt Durkan	April 18, 2022
Catherine Abbott will work with Carlos Maldonado to see when is the best time to	Catherine Abbott	April 18, 2022

start soliciting the first students for next year's program		
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5.3 State of the College Planning:

5.3.1 Event Date/Time/Location

- State of the College is being postponed to the Fall, as April was too close to the Stepping Out for COD Gala.
- Marge Dodge will look at the Community calendar and Catherine Abbott will work with the College on possible dates in the Fall.
- Matt Durkan will ask to remove the April 19 original date from the Community calendar.
- The gym is not available during the high season and therefore, Marge Dodge proposed having the event in the Pollock Theater on the Palm Desert Campus, which can host 180 to 200 people. High top tables could be set outside with continental breakfast served at 9AM. The guests would then enter the theater and have a 1h15 minutes program.
 - This would reduce the cost as it avoids the need to rent silverware, set a three-course meal or rent a sound system, as AV is already included.

5.3.2 Event Program

- Catherine Abbott suggested that in addition to the President and Superintendent's address, State of the College could be turned into a summit with keynote or a motivational speaker, and an impact panel, including business owners and members of the Community, who would discuss workforce development, such as Learning to Lead program.
- The Committee commented on the length of the event, which could be an obstacle for the business owners; as well, the cost to hire keynote or motivational speakers needs to be determined. An option would be to invite students to share their experience with the audience.
- The Committee also discussed the option to organize a fundraising during State of the College, such as raising fund to upgrade the sound system in the Pollock Theater, which would be a long-term investment.

5.3.3 Sponsors

- Norma Castaneda suggested reaching out the group that is currently building the new Disney resort, as they would become one of the largest employer of the valley, which would represent a great opportunity for the COD students.

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

Catherine Abbott to contact Dean Butler to get information on the Pollock Theater's availability.	Catherine Abbott	April 12, 2022
Marge Dodge will look at the Community calendar and Catherine Abbott will work with the College on possible dates in the Fall.	Marge Dodge & Catherine Abbott	April 12, 2022
Matt Durkan will remove the April 19 State of the College date from the Community calendar.	Matt Durkan	April 12, 2022

5.4 April 19, 2022 - Academic Angels Potential Luncheon Discussion

- The Committee agreed to change the date to another day than April 19. Marge Dodge proposed organizing a luncheon in late April /early May and have a tribute to Donna Jean Darby.
- Marge Dodge suggested either May 2 or May 12, and will contact Big Horn to see if they are available. The Committee agreed to see if this could be coordinated around the graduation date for Learning to Lead people. Marge Dodge will provide the date of their graduation at the next meeting.

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

Marge Dodge will provide the date of the Learning to Lead graduation at the next meeting.	Marge Dodge	April 12, 2022
Marge Dodge will contact Big Horn to see if they are available on either May 2 or May 12.	Marge Dodge	April 12, 2022

6. Other discussions

There was no other discussion.

7. Adjournment

The Committee Chair adjourned the meeting at 2:41PM.

Next Meeting: Tuesday, April 12, 2022 – 2PM



Foundation Nominating Committee Meeting

Minutes for Monday, March 14, 2022

3:00PM

Meeting Participants

Committee Members Present

Barbara Fromm (Chair), Bill Chunowitz, Carol Fragen, Rob Moon, and Diane Rubin

Committee Members NOT Present

Norma Castaneda and Jane Saltonstall

Recorder

Eve-Marie Dehondt

Guests:

Catherine Abbott

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:05PM.

2. Agenda

2.1 Approval of Agenda: Regular Foundation Nominating Committee Meeting of March 14, 2022 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 March 14, 2022 with any addition, correction or deletions.

2.1 Conclusion

Bill Chunowitz moved to approve the agenda as presented, Rob Moon seconded. Motion carried.

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

3. Minutes

3.1 Approval of the Foundation Nominating Committee Meeting Minutes – January 10, 2022

Carol Fragen moved to approve the Minutes as presented, Bill Chunowitz seconded. Motion Carried.

4. Comments from the Public

4.1 Public Comments: In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to codfoundation@collegeofthedesert.edu and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the Committee meeting. All requests should be directed to the Foundation in advance.

There were no comments from the public received and no public attended.

5. Closed Session

5.1 Closed session from 3:10 PM – 3:55PM 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 Governance items:

7.1.1 Discuss the Board Expectation Form and financial Requirements as recommended by the Financial and Investment Committee

The Nominating Committee discussed the financial requirements recommendation for the Board members. They agreed that this information should be clearly communicated to the Board members when they join the Foundation and reminded to them yearly when they sign their Board Expectation form.

7.1.1 Conclusion

Rob Moon and Barbara Fromm will constitute an Ad-Hoc Committee to work on the form and think about how to make it more flexible and encouraging, rather than mandating. They will provide their recommendation for modification at the next Nominating Committee meeting.

7.1.1 Follow-up Items	7.1.1 Task of	7.1.1 Due by
Rob Moon and Barbara Fromm will work on the form and provide their recommendation for modification at the next Nominating Committee meeting.	Rob Moon & Barbara Fromm	April 18, 2022

7.1.2 Discuss the length of the Board Terms and Size of the Board

- The By-laws indicate that Board members have an annual term that can be renewed yearly. They do not state a limit on the number of term that can be performed.
- The Committee recommended adding Board-terms, like 3-3 year terms, which might not necessarily be consecutive.
- The By-laws do not state a maximum amount of Board members.
- Since the new structure of the Executive committee is 9 people, the Board should be significantly larger than the Executive Committee, at least twice as large, as the Executive Committee should be a subset of the full Board.
- Terms limits and size of the Board change represent a by-law change.

7.1.2 Follow-up Items	7.1.2 Task of	7.1.2 Due by
None	None	None

8. Adjournment

The Chair adjourned the meeting at 4:28pm. The next meeting is scheduled on May 18 at 3PM.



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ROBERT'S RULES OF ORDER

ROBERT'S RULES OF ORDER



What are Robert's Rules of Order?

The first edition of the book was published in February, 1876 by U.S. Army Major Henry Martyn Robert. Its procedures were loosely modeled after those used in the United States House of Representatives. Robert wrote *Robert's Rules of Order* after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure. The book is now in its 10th edition; *Robert's Rules of Order Newly Revised (RONR)*.

Robert's Rules of Order provides applicable rules governing key matters of meeting and general procedures, including:

Establishing a **Constitution and Bylaws** for your student organization.

Structure of the meeting **Agenda** and debate.

Motions; including making, seconding, debating, modifying and amending motions.

Sufficient majority and simple majority and which decisions are appropriate to them.

Establishment of a **quorum**.

Definition of **membership**.

Voting rights of presiding officer and voting procedures.

AN OUTLINE OF BASIC PARLIAMENTARY PROCEDURE

Prepared by Douglas N. Case

Parliamentary Authority: Robert's Rules of Order, Newly Revised, Tenth Edition, 2001.

I. Rules Governing an Organization

State and Federal Law - governing corporations, tax-exempt organizations, public legislative bodies, etc.

Articles of Incorporation - applicable to corporations

Governing Documents of Parent Organizations - applicable to chapters, affiliates, etc. of larger organizations

D. Local Constitution and Bylaws - defines the organization's basic structure and fundamental rules. Normally requires a 2/3 vote and prior notice for amendment and are not subject to suspension.

E. Standing Rules - operating procedures consistent with all of the above. Normally can be amended by majority vote at any business meeting and can be suspended.

F. Rules of Order - parliamentary authority, superseded by any of the above that conflict.

Precedent and Custom - apply when there are no written rules governing a situation.



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II. Purposes of Parliamentary Procedure

Ensure majority rule

Protect the rights of the minority, the absentees and individual members

Provide order, fairness and decorum

Facilitate the transaction of business and expedite meetings

III. Basic Principles of Parliamentary Procedure

All members have equal rights, privileges and obligations.

A quorum must be *present* for the group to act – if the bylaws of the organization do not establish a quorum, the general rule is that a majority of the entire membership must be present in order to transact business.

Full and free discussion of every motion is a basic right.

Only one question at a time may be considered, and only one person may have the floor at any one time.

Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.

No person can speak until recognized by the chair.

Personal remarks are always out of order.

A majority decides a question except when basic rights of members are involved.

A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate).

Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.

The chair should always remain impartial.

IV. Typical Order of Business

- A. Call to Order
- B. Opening Exercises, if applicable
- C. Roll Call/Determination of a Quorum
- D. Adoption of the Agenda
- E. Reading and Approval of the Minutes of the Previous Meeting
- F. Reports of Officers
- G. Reports of Standing Committees
- H. Reports of Special (Ad hoc) Committees
- I. Special Orders
- J. Unfinished Business and General Orders
- K. New Business
- L. Program, if applicable
- M. Announcements
- N. "Good of the Order"
- O. Adjournment

V. Role of the Presiding Officer

- A. Remain impartial during debate - the presiding officer must relinquish the chair in order to debate the merits of a motion
- B. Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote) – exception: the presiding officer may vote on any vote by ballot
- C. Determine that a quorum is present before transacting business
- D. Introduce business in proper order
- E. Recognize speakers
- F. Determine if a motion is in order
- G. Keep discussion germane to the pending motion
- H. Maintain order
- I. Put motions to a vote and announce results
- J. Employ unanimous consent (general consent) when appropriate

VI. General Procedure for Handling a Motion

- A. A member normally must obtain the floor by being recognized by the chair.
- B. Member makes a motion.
- C. A motion must normally be seconded by another member before it can be considered.

Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).

If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable).

The maker of a motion has the right to speak first in debate.

Debate is closed when:

1. Discussion has ended, or
 2. A two-thirds vote closes debate ("Previous Question")
- H. The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
- I. The chair calls for a vote.
- J. The chair announces the result.
- K. Any member may challenge the chair's count by demanding a "Division of the Assembly."

VII. General Rules of Debate

- A. No members may speak until recognized by the chair.
- B. All discussion must be relevant to the immediately pending question.
- C. No member may speak a second time until every member who wishes to speak has had the opportunity to do so.
- D. No member can speak more than twice to each motion.
- E. No member can speak more than ten minutes.
- F. All remarks must be addressed to the chair – no cross debate is permitted.
- G. It is not permissible to speak against one's own motion (but one can vote against one's own motion).
- H. Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.
- I. The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of.
- J. When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- K. When a large number of people wish to speak to a motion it may be advisable for the chair to make a speakers' list.
- L. Members may not disrupt the assembly.
- M. Rules of debate can be changed by a two-thirds vote.

VIII. Motions in Ascending Order of Precedence

Only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. When any of the motions on the following list is the immediately pending motion (i.e., the last motion made), any motion listed below it on the list can be made at that time and any motion above it on the list cannot be made at that time. Pending motions must be disposed of in descending order of precedence.

- A. **Main Motion** - introduces business to the assembly for its consideration. A main motion can only be made when no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions.
- B. **Subsidiary Motions** - change or affect how the main motion is handled (voted on before the main motion)
1. **Postpone Indefinitely** - made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences. Unlike other subsidiary motions, debate on the motion to postpone indefinitely can go into the merits of the main motion.
 2. **Amend** - changes the wording of the main motion before it is voted upon. An amendment must be germane to the main motion. Its acceptance does not adopt the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered. An amendment can: delete words, phrases, sentences or paragraphs; strike out words, phrases or sentences and insert new ones; add words, phrases, sentences or paragraphs; or substitute entire paragraph(s) or the entire text of the motion and insert another.
When an entire motion is substituted for another, the chair must first call for a vote on the

Motion to Substitute to determine the advisability of substituting a new motion. If the Motion to Substitute passes, the chair then throws the Substitute Motion open to debate. The **Substitute Motion** in turn must be voted upon, and is subject to amendment. *Note: There is no provision in Robert's Rules for a “**Friendly Amendment**.” The only way a motion can be modified without a vote, after it has been stated by the Chair, is with the unanimous consent of the members present.*

3. **Secondary Amendment** - An amendment can be offered to an amendment (amendment of the second order). Amendments of the third order are not permitted.
 4. **Refer (Commit)** - sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify the composition of the committee.
 5. **Postpone Definitely (Postpone to a Certain Time)** - delays action until a certain time specified in the motion (not beyond the next regular business meeting).
 6. **Limit or Extend Debate** - is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a two-thirds vote.
 7. **Previous Question (“Call for the Question”)** - immediately closes debate if passed. Requires a second and a two-thirds vote.
 8. **Lay on the Table** - enables the assembly to lay the pending question aside *temporarily* when something else of immediate urgency has arisen. It is not debatable. *A motion to lay on the table is out of order if the evident intent is to avoid further consideration of the motion.* Frequently when one indicates a desire “to table” a motion, the correct motion is either to Postpone Indefinitely or Postpone Definitely.
- C. **Privileged Motions** - *do not relate to the pending business but have to deal with urgent matters which, without debate, must be considered immediately.*
1. **Call for the Orders of the Day** - requires the assembly to conform to the agenda or to take up a general or special order that is due to come up at the time (“time certain”), unless two-thirds of those voting wish to do otherwise. A member can interrupt a speaker to call for the orders of the day.
 2. **Raise a Question of Privilege** - permits a request or main motion relating to the rights and privileges of the assembly or any of its members. Examples include requests relating to members’ ability to hear a speaker or a request to go into “executive session” (closed session). A member may interrupt a speaker to raise a question of privilege.
 3. **Recess** - used to request an intermission which does not close the meeting.
 4. **Adjourn** - used to close the meeting immediately. Not debatable.
 5. **Fix the Time to Which to Adjourn** - sets the time, and sometimes the place, for another meeting (“adjourned meeting”) before the next regular business meeting to continue business of the session.

IX. Incidental Motions (*Questions of procedure that arise out of other motions and must be considered before the other motion*)

- A. **Point of Order** - used when a member believes that the rules of the assembly are being violated, thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.
- B. **Appeal** - used to challenge the chair’s ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.
- C. **Suspend the Rules** - used to make a parliamentary rule or special rule of an organization temporarily inoperative. The motion cannot be applied to the constitution and bylaws unless those documents include specific provisions for suspension. Normally requires a two-thirds vote.
- D. **Withdraw** - permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is not unanimous consent, the motion is debated and voted upon.
- E. **Point of Information** - requests to the chair, or through the chair to another officer or member, to provide information relevant to the business at hand. *A point of information must be in the form of a question.* A request for information regarding parliamentary procedure or the organization’s rules bearing on the business at hand is referred to as a **Parliamentary Inquiry**.
- F. **Objection to the Consideration of a Question** - suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately

(acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.

- G. **Division of a Question** - divides a motion containing two or more provisions that can stand alone so that each provision can be considered and voted upon separately. Not debatable.
- H. **Division of the Assembly** - used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, does not require a second, is not debatable, and does not require a vote.

X. Main Motions That Bring a Question Back Before the Assembly

- A. **Take from the Table** - resumes consideration of a motion laid on the table earlier in the same session or in the previous session. Not debatable.
- B. **Reconsider** - reopens a motion to debate that has already been voted upon in the same session. The motion to reconsider can only be made by a member who voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. It cannot be postponed beyond the next regular business session.
- C. **Rescind (Annul or Repeal) or Amend Something Previously Adopted** - repeals or amends a motion for which it is too late to reconsider. Normally requires a two-thirds vote of those present or a majority vote of the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed.

XI. Voting

- A. **Majority vote** - defined as more than half of the votes cast by those present and voting (i.e., excluding abstentions) unless the organization's rules specify otherwise (e.g., majority of those present, or majority of the entire membership)
- B. **Two-thirds vote** - defined as at least two-thirds of those present and voting, unless otherwise specified by the organization's rules. Examples of motions that require a two-thirds vote: to close, limit, or extend debate; to suspend the rules; to amend the constitution and bylaws; to close nominations; to remove an officer or expel a member; or to object to the consideration of a motion.
- C. **Voting by the Chair** - except when there is a ballot vote, the chair only votes when his/her vote would affect the result.
- D. **Methods of Voting**
 - 1. Voice vote - method normally used
 - 2. Show of hands or rising vote - used to verify an inconclusive voice vote or on motions requiring a two-thirds vote
 - 3. Ballot - normally used for election of officers and when ordered by a majority vote
 - 4. Roll call vote - used when it is desired to have a record of how each member voted. Can be ordered by a majority vote unless the organization's bylaws specify otherwise.
- E. **Proxy voting** is prohibited unless specifically provided for in the charter or bylaws.

Recommended Books

Robert's Rules of Order, Newly Revised, Tenth Edition, 2000

Robert's Rules of Order, Newly Revised, In Brief, 2004

The Complete Idiot's Guide to Robert's Rules, Nancy Sylvester, 2004

Robert's Rules for Dummies, C. Alan Jennings, 2004

Recommended Web Sites

www.robertsrules.com

parliamentarians.org

www.rulesonline.com

www.parlipro.org