



Foundation Board Meeting

General Session: 3:00 p.m.

Wednesday – April 26, 2017

Meeting Location (See map)

Cravens Multi-Purpose room

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

Our Mission:

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

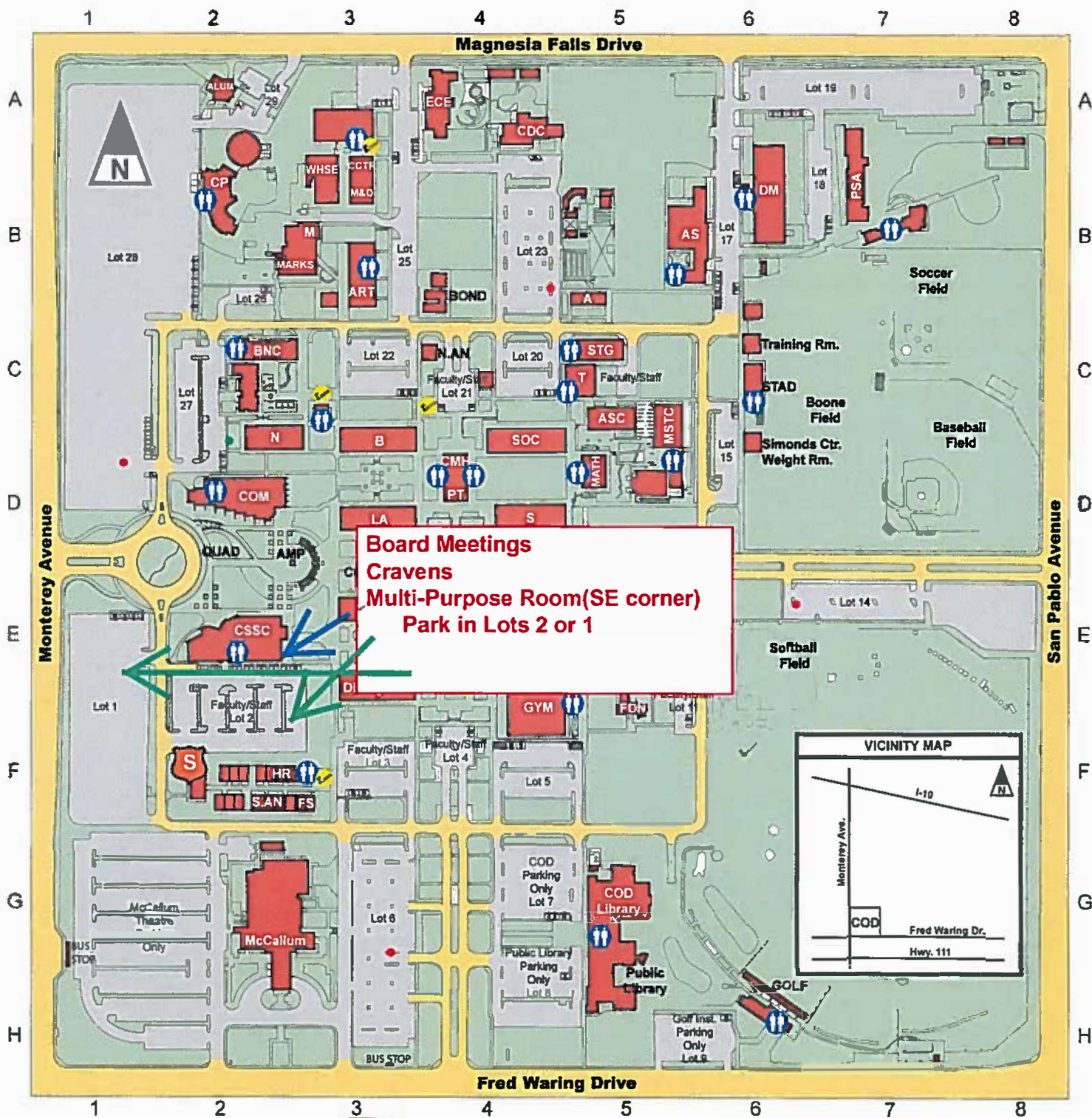
Our Vision:

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

Core Values:

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

Important Notice:
All meetings will be recorded



COLLEGE of the DESERT

A	Agricultural Sciences	B5
ADMIN	Administration	E3
ALUM	Alumni Centre	A2
AMP	Amphitheatre	D3
ART	Art	B3
AS	Applied Sciences	B6
ASC	Academic Skills Center	C5
B	Business Building	D3
BNC	Barker Nursing Center	B2
CDC	Child Development Center	A4
CMH	Carol Meier Lecture Hall	D4
	COD Library	G5
CP	Central Plant	B2
CCTR	Copy Center	B3
COM	Communication	D2
CRTS	Tennis Courts	E5
CSSC	Cravens Student Services Center	E2

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

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

● Self Serve One-Day Parking Permit Dispenser

● Electric Vehicle Charging Station

♿ Accessible Restrooms

● Security

● Designated Smoking Area



Foundation Board of Directors

April 26, 2017 Meeting
Craven's Multi-Purpose Room
3:00 – 5:00 pm

AGENDA

- I. Call to Order
- II. Public Invitation to Speak per the Brown Act
- III. Introduction of new Board members
- IV. Mission Moment – Paul McKinley, Int. Director of DSPS
(Disabled Students Program & Services)
- V. **Approve Consent Agenda – Approve Meeting Minutes and financials:**
 - a. March 29, 2017 Board Meeting..... Page: 1
 - b. April 11, 2017 Academic Angels Minutes..... Page: 7
 - c. April 19, 2017 Finance & Investment Committee..... Page: 9
 - d. April 11, 2017 Nominating Committee..... Page: 18
 - e. April 05, 2017 Resource Committee..... Page: 19
 - f. April 10, 2017 Stepping Out Committee..... Page: 21
- VI. **Action Items – Approvals:**
 - a. 2017 Strategic Plan—
Note the plan was included in the March board packet beginning at p.18
- VII. **Committee Reports (as needed):**
 - a. Academic Angels
 - b. Audit Committee – RFP process update..... Page: 23
 - c. Finance and Investment
 - d. Nominating..... Page: 28

- e. Development
- f. Strategic Planning

Calendar..... Page:31

VIII. Information Items:

- a. College of the Desert President
- b. COD Trustee
- c. Academic Senate President
- d. Foundation Board President
- e. Foundation Executive Director
- f. Foundation and College Event Calendar..... Page: 32
- g. Gift Form..... Page: 33

IX. New Business:

- X. Installation of New Officers (2017-2018)..... Page: 34
- XI. Committee interest Page: 35
- XII. Forms Page: 36
(For legal reasons (IRS 990) board members must sign every year)

XIII. Adjournment



Board Meeting
Wednesday March 29, 2017 – 3:00-5:00pm
Cravens Multi-Purpose Room

MINUTES

Present

Voting:

Bob Archer, Norma Castaneda, Bill Chunowitz, Carol Bell Dean, Diane Denkler, Marge Dodge, Diane Gershowitz, Jim Greene, Eileen Hall, Brian Holcombe, Susan Hunt, Vern Kozlen, Bob Manion, Dr. Chuck Monell, Mark Nickerson, Kate Spates

**On Conference Call: None

Non-Voting:

Lisa Howell, Dr. Joel Kinnamon, Christen Smith, Aurora Wilson

Absent

Voting:

Joan Busick, Peggy Cravens, Donna Jean Darby, Robert Goodfriend, Peggy Sue Lane, Donna MacMillan, Dan Martinez, Penny Mason, Dr. Jane Saltonstall, Arlene Schnitzer, Dominique Shwe, Sally Simonds

Non-Voting:

None

Guest

Kirstien Renna, Kippy Laflame, Peter Sturgeon, Pam Hunter

Call to Order 3:05pm

Public Invitation to speak as per the Brown Act

None

Mission Moment

Karen Tabor, Interim Dean Math & Science, she's been a COD faculty member for 25 years. She gave an overview of growth in the school of Mathematics and Sciences. Last year five new full-time faculty were hired and the same will be done this year. This represents a 33% growth in the chemistry offering and a 50% growth in biology. The needs of both of these programs are very expensive. DHS campus opened last year; 2 math and one basic skills class were filled right away with another class being added next year. Indio campus the college gave \$126K to populate the biology lab so that we can offer anatomy and physiology for the first time and there will be an increase offerings by 20%. Mecca Thermal campus will be offering STEM classes will be offered; Palm Springs will be offering 6 classes. In the last ten years we've had a 90% increase in graduation in biology, a 66% in chemistry and computer sciences we've had a 33% increase in mathematics. Math field day is coming up on Friday and everyone is invited.



Approval of meeting minutes as distributed

It was M/S/C Vern Kozlen/Bill Chunowitz to approve the February 22, 2017 Board Meeting Minutes as distributed

Committee Reports

Academic Angels – Eileen Hall

Final revenue event is tomorrow for the Spring Luncheon at lavender bistro. Over 120 reservations with over \$10K in payments. Dodi Henry will be speaking as well as Tiffany Avery, an accounting student with a very compelling story. Brianna Finnel, Open Call winner at the McCallum and alumna who will be serenading us. Jean Carrus will be hosting the Coeta Barker event on May 3.

Audit - Bill Chunowitz

Committee met March 8, 2017. The committee unanimously decided to recommend the selection of Vavrinek, Trine, Day & Co. They are very highly qualified with much background in the non-profit and college arenas.

It was M/S/C Bob Archer/Suz Hunt to approve the recommendation of the Audit Committee to hire VTD as our auditors

Finance & Investment – Vern Kozlen

Vern reviewed the investment RFP, they will be sent out tomorrow to group of local and southern California companies, the process will take approx. 60-90 days.

Regarding the Financials, it is assumed that you all read the strategic plan recommendations regarding financial reporting. The recommendation is that in the future they will be part of the consent agenda. The other recommendation is that we provide an exception report which you will find on page 7 of your packet. This will be included going forward. The financials will be included in the packet as part of the consent agenda.

It was M/S/C Kate Spates/Bill Chunowitz to approve the February 28, 2017 Financials and Finance committee meeting minutes of March 22, 2017 as presented



Nominating – Marge Dodge

Overview of the March 21, 2017 committee meeting as there were no minutes included in the packet:

The new process was reviewed for the nominating and approval of candidates. Changes of the documents. Talked about the 4 candidates.

The committee is recommending

2 recommending to committee positions

2 which you we have bios in the packet

Joanne Mintz, longtime supporter of COD; PC member, and PSA and Golf scholarship donor

David Nola, use to coach football, heavily involved in media and the community.

It was M/S/C Kate Spates/Bill Chunowitz to approve these candidates to join the board: Joanne Mintz and David Nola.

The committee is recommending that Paulina Larson and Kate Middleton be asked to join a committee at this point, suggestion being Alumni and Finance in that order.

Much discussion arose about the two past board members that want to come back and whether they need to go through the nominating process. It was suggested that the topic be tabled at this time.

The three candidates will be discussed on April 21st.

Resource Development – Suz Hunt

It was M/S/C Bob Archer/Diane Gershowitz to approve the Resource meeting minutes as presented

Stepping Out for COD – Diane Gershowitz

Diane was asked to come and accept a gift from the board, presented by Mark, of a lovely bouquet of roses in thanks for all the hard work and outstanding work Diane has done over the years on the event.

Diane thanked the committee and the board for their engagement.

The event is now at 103% of goal.

Mark presented gifts to staff: Kippy, Liz and Peter for their dedication in making this event successful.

Strategic Planning – Bob Manion

Bob reviewed the strategic plan which starts on page 18 of the packet. The committee will be asking for reviewing the plan today but asking for the approval at the next meeting giving everyone a chance to review and comment on.

The highlights:

Mission Statement - Carol Bell Dean

The committee spent considerable time going over the mission statement

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

The proposed Mission Statement is: *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.*



Governance & By-laws – Suz Hunt

Currently at the board level quorum is 50% during season and 25% during the summer with standing committee meeting quorum req. at 51% for the whole year. The committee is recommending that the level be brought to 25% all year around for both the board and committee meetings.

As for the classes of directors there are two-voting and ex-officio members, the committee is recommending that we stay with the two classes for the time being.

Currently the financial obligation is PC membership (\$1k) plus give or get (\$4k) for total of \$5K

To attract younger members who may not have the financial capabilities requested; the committee is suggesting that the give or get be \$1K for a total of \$2K

Changing the Resource Development name to Development

Making Strategic Planning a standing committee

Adding the Planned Giving, Events and PC committee to be added the Development Committee.

Changing the approval of the Chair of the Development Committee to say "Committee Chair is appointed by the President with the advice of the Executive Director

Restructuring of the board meetings – Chuck Monell

Addition of a consent agenda to save time and to make the meetings more effective, flowing smoothly and have time for discussion of educational issues.

The board members will be expected to read their packets before the meeting, if they have any questions or comments they can be discussed at the meeting, but all the minutes and financials will be included as consent agenda items.

Finding new long-term sources of revenue – Bob Manion

As the college continues to grow we will not be able to satisfy the needs of the college. In the past we have provided \$1.5MM per year in the past 5 years. With needs escalating we see that if we continue to rely on fundraising solely. Some ideas:

- Selling College Department sponsorships
- Hosting an annual fine wine auction
- High-end golf driving range

Joint Planning Calendar – Bob Manion

The committee met with College staff and the idea of a joint planning calendar came about. Bob reviewed Page 28 which highlighted the draft. This is to attempt to "match" our board meetings so that each of our meetings would have a theme or topic to help us become more aligned with college needs and priorities. The calendar could be set up for the year, approx. 7 meetings a year.

Alumni Relations Task Force – Bob Manion

Frist meeting was held on March 8, 2017. The charter set by Joel, chaired by Lisa Howell and Bob Manion, comprises of 10 members. They are tasked with ways to strengthen Alumni Relations and to increase alumni engagement including development of a database for all alumni and programs. The deadline for recommendations is 30 days which would be approx. end of April. Mark Nickerson thanked the College for their enthusiasm in making this happen



It was M/S/C/ Bob Archer/Bill Chunowitz to approve the meeting minutes of the March 1, 2017 as presented

Academic Senate President – Christen Smith

- Educational Master Planning events during the month of March. Now into phase III in the process.
- Community survey results coming from K-12, focused on Career & Technical Education.
- Career Fair March 15th, hosted by the CWSC, was a great success over 50 companies and 400 students attended.
- KCOD won 13 national awards

COD President – Dr. Kinnamon

Dr. Kinnamon commended Bob Manion and the foundation sub-committee members for the excellent meeting. He is very much looking forward to coordinating and implementing many of the things that are being discussed.

Hand-out given to board members with the following suggested development priorities for consideration:

The COD pLEDGE Program

Students need to commit, we need to minimize obstacles to student and provide support services so that they can be successful. The Pledge program coupled with funds from the state, Dr. Kinnamon believes that we could fund all 2017 students graduating from all high-schools, charter schools and home schools, for both years in CV. That we can assure all these individuals an opportunity for these individuals to come to school here.

Dr. Kinnamon is asking for the foundation support.

Programs and initiatives

Significant expansion like Roadrunner Farms, the observatory, hospitality training center, film and digital institute with those programs we have many opportunities for raising revenues for name opportunities.

Building Relationships and engagement connections with our Alumni

Currently in transition with the retirement of Jim Hummer. Starting with reviewing the Executive Director job position in place to make sure that it says what is needed. A team including the VP HR, Mark and Suz, and Dr. Kinnamon will review the job description that the expectations are clear. There is a process for public employees in the recruitment. Probably take about 45-60 days, remembering that the pool of development people is small.

Trustee – Aurora Wilson

Complimented the board about the Strategic Plan efforts.

Roadrunner Farm project there will be a meeting April 7 at the Mecca Thermal campus.

Travel policy is being revised and presented at the April BOT meeting.



ACCT annual conference in September in Las Vegas. At her urging COD will be submitting a presentation on pLEDGE to the national organization.

Thanked Diane on all the hard work for Stepping Out

Career Workforce Solutions Center – Kate Spates

Discussed the event with the board. Robert St-Juliana will be introduced at the grand opening April 11th.

Three businesses hired students on the spot at the March 15th career fair.

Hiring event with Staff Pro for the festival staff. Received 50 applicants.

PC march 7

Imago Gallery event over 115 people attended. Three new PC members. The next event is the Spring Play on April 28th, it is a bring a friend

Interim Executive Director – Peter Sturgeon

Tours, Desert Sun advertising, Stepping Out event, video--all tools for engagement.

- Shared the story of his celebrating the DCTC group raising of over \$71K in veteran scholarships because of campus tour.
- Received a \$2K grant from the Muriel Polia Foundation grant for the automotive department. This grant was received because of one of our stories in the Desert Sun.
- Supervisor Benoit wanted us to receive our last pledge payment of \$7.5K
- A check was received from the Benoit campaign in the amount of (\$25K)
- Thursday morning Joel Smilow was so moved by the video from Stepping Out event he called Peter to discuss how he can start a scholarship fund

Planned Giving event has been removed from the calendar

Adjournment 4:50pm

Minutes taken by Kippy Laflame, Executive Assistant

**COD FOUNDATION ACADEMIC ANGELS
BOARD MEETING MINUTES
Tuesday, April 11, 2017**

MEMBERS PRESENT: Eileen Hall, Sally Simonds, Mary Latta, CJ Westrick-Bomar, Erica Espinola, Cynthia Cottrell, Sandy Woodson, Susan Linsk, Donna Jean Darby, Nancy Harris, Robert Duke, Marge Barry, Linda Rider, Marie Staudhammer, Diane Denkler

STAFF ATTENDEES: Peter Sturgeon

CALL TO ORDER: President Eileen called the meeting to order at 9:00AM in the Foundation Office. Eileen assigned names to various Board members to write thank you notes at our meeting to those who contributed to the Academic Angels Scholarship Fund at our Spring Luncheon.

RECORDING SECRETARY: Eileen read the minutes of March 14, 2017. Motion by Susan, second by Linda to approve as corrected, motion carried. Lisa Howell was not invited to be our guest speaker at the Coeta Barker Reception.

TREASURER'S REPORT: Cynthia presented the final accounting on the Citizens of Distinction event held last December. Total net equaled \$242,371.28!! Our Spring Luncheon profit is expected to be about \$9,200. No bill from Lavender Bistro yet. Thanks to CJ for covering the expense of the piano player and Eileen for covering the expense of the awards. The Academic Angels netted approximately \$282,596 for 2016-2017 – a grand accomplishment! Motion to approve report by Linda, second by Nancy, motion carried.

MEMBERSHIP REPORT: Marge reported our Academic Angels membership is at 117. Eileen congratulated her for bringing in at least 12 new Angel members this year!

SPRING LUNCHEON: Mary thanked everyone on her committee for working so hard with this event. Credit to CJ for her contributions, also to Susan for bringing her son, Patrick, to be our photographer. Patrick will be making an extended picture about 3 feet long of the Board picture taken in the patio of the restaurant that will be hung in the Foundation Board Room. CJ designed a flyer, Sally sent it to all Board Members after inputting all the members' emails into her computer, requesting that they send it to all their friends. This effort greatly contributed to our reservations increasing from 50 the previous 2 weeks to 120 attendees at the event.

Peter complimented the Board, saying it was a terrific event and we thanked him for all the support he has given the Angels.

COETA BARKER RECEPTION: Nancy said she is looking forward to seeing everyone at the Rancho Mirage Waterford Estates home of Jean Carrus on May 3. Guest fee remains at \$25.

CITIZENS OF DISTINCTION 12/5/17: Eileen announced Kippy Laflame had reserved the Mission Hills Country Club for this event next year.

CORRESPONDING SECRETARY: Erica reported no notes sent this past month.

HISTORIAN: CJ plans to obtain the pictures from the Foundation Office in May and start compiling the Angels yearbook.

FOUNDATION BOARD UPDATES: Donna Jean reported that the Job Center reception would be tonight from 6:00 to 7:30PM. It is located just behind the Don and Peggy Cravens' building. A new Foundation Strategic Plan is being drafted. Lots of work will be required to change By-Laws, Standing Rules, etc. to comply with the proposed changes to the configuration of the Foundation Board. Other items discussed:

Staffing Issues - Need a Financial person, an Executive Director (now interim), Events Coordinator, to name a few.

pledge – This is the name of the program that graduating high school seniors must meet to receive one-year free tuition in the fall. They must have a 2.0+ in their first year, complete 10 hours of community service and write a college plan to go from entering COD to graduation. Upon completion, they will receive their tuition fee.

Stepping Out for COD 2018: The date set is April 4, 2018.

PRESIDENT'S REPORT: Eileen announced she is retiring as Academic Angels President effective today. Eileen has completed her term of office that expired in April. We have not held an election of officers because of the uncertainties of what is expected of the Angels under the proposed Foundation Strategic Plan. The incoming Foundation President, Suz Hunt and Interim Foundation Director, Peter Sturgeon will be meeting with the Angel Board soon.

Eileen adjourned the meeting at 10:45AM and round table discussion continued. No future Board meeting has been scheduled.

Eileen – you have been an outstanding President! We greatly appreciate all you have done for the Academic Angels and our Board - and for our Easter Baskets today.

Respectfully submitted,

Diane Denkler
Recording Secretary



NOTES TO THE FINANCIAL STATEMENTS

FOR MONTH ENDED: MARCH 31, 2017

RECAP OF OPERATING RESULTS FOR THE MONTH:

- Revenues for the month were \$217,088 vs. Budget of \$105,333 and YTD \$3,587,668 vs. Budget of \$948,000
 - Revenues are up approximately \$1,500,000 YTD:
 - Donations are up over prior fiscal year in all categories approximately 1,300,000. This includes:
 - Pollock Estate Gift of \$1,066,261
 - General Donations \$209,303
 - Grants \$50,000
 - Scholarship 75,000
 - Pass Thru Scholarships \$17,612
 - Net Revenues for all Special Event have increased \$266,273 over prior fiscal year
- Expenditures for the month were \$286,934 vs. Budget of \$105,333 and YTD \$2,282,139 vs. Budget of \$948,000
 - Due to timing of payment processing, expenditures for the month were down approximately \$58,000
 - Expenditures include Contributions to the College of \$471,528 and Scholarship \$622,993 YTD (These are unbudgeted expenses)
- Net Income was (\$69,846) for the month and \$ 1,305,529 YTD
- Investment Activities for the month totaled \$72,712 and YTD \$1,194,907
 - Investment activities have significantly improved over prior YTD (\$1,038,468)
- ❖ For full details of monthly financials, please see Board packet.

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

March 31, 2017

STATEMENT OF ACTIVITIES (INCOME STATEMENT)
FOR CURRENT MONTH ENDED 03/31/17 & YTD

	CURRENT MONTH ENDING 03/31/2017			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING		CURRENT YEAR BUDGET
	ALL FUNDS	Budget	Variance		ALL FUNDS	Budget	Variance	03/31//2016		
(1/12 OF Annual Budget)										
OPERATING REVENUE										
1	Interest	\$ 50,735	\$ 12,917	\$ 37,818	\$ 58,048	\$ 426,837	\$ 116,250	\$ 310,587	\$ 541,985	\$ 155,000
2	Management Fees (Monthly)	\$ 37,723	\$ 25,000	\$ 12,723	\$ 101,872	\$ 325,442	\$ 225,000	\$ 100,442	\$ 307,425	\$ 300,000
3	Gift Fees (Monthly)	\$ 2,764				\$ 2,764				
4	In-Kind Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	TOTAL OPERATING REVENUE	\$ 91,222	\$ 37,917	\$ 50,541	\$ 159,920	\$ 755,043	\$ 341,250	\$ 413,793	\$ 849,410	\$ 455,000
OPERATING EXPENSES - ADMINISTRATIVE										
6	General	\$ 43,587	\$ 5,667	\$ (37,920)	\$ 104,303	\$ 350,815	\$ 51,000	\$ (299,815)	\$ 359,042	\$ 68,000
7	Salaries & Benefits (Operating Portion)	\$ -	\$ 26,083	\$ 26,083	\$ 24,476	\$ 222,484	\$ 234,750	\$ 12,266	\$ 205,516	\$ 313,000
8	Facilities & Maintenance	\$ 2,224	\$ 1,958	\$ (266)	\$ 545	\$ 18,571	\$ 17,625	\$ (946)	\$ 14,271	\$ 23,500
9	Independent Contractors	\$ 215	\$ 7,083	\$ 6,868	\$ -	\$ 31,198	\$ 63,750	\$ 32,552	\$ 77,130	\$ 85,000
10	Marketing	\$ 22,666	\$ 17,667	\$ (4,999)	\$ 2,302	\$ 206,434	\$ 159,000	\$ (47,434)	\$ 213,668	\$ 212,000
11	Contributions to College	\$ 199,438	\$ -	\$ (199,438)	\$ 206,998	\$ 1,094,521	\$ -	\$ (1,094,521)	\$ 931,941	\$ -
12	TOTAL OPERATING EXPENSES	\$ 268,130	\$ 58,458	\$ (209,672)	\$ 338,624	\$ 1,924,023	\$ 526,125	\$ (1,397,898)	\$ 1,801,568	\$ 701,500
13	OPERATING SURPLUS (DEFICIT)	\$ (176,908)	\$ (20,542)	\$ 260,213	\$ (178,704)	\$ (1,168,980)	\$ (184,875)	\$ 1,811,691	\$ (952,150)	\$ (246,500)
FUNDRAISING										
FUNDRAISING REVENUE										
14	Donations/Gifts/Grants	\$ 98,012	\$ 20,833	\$ 77,179	\$ 143,234	\$ 2,055,565	\$ 187,500	\$ 1,868,065	\$ 768,974	\$ 250,000
15	Annual Fund/Direct Mail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Memberships	\$ 9,670	\$ 14,583	\$ (4,913)	\$ 12,820	\$ 177,392	\$ 131,250	\$ 46,142	\$ 165,231	\$ 175,000
17	Special Events	\$ 18,184	\$ 32,000	\$ (13,816)	\$ (36,071)	\$ 599,668	\$ 288,000	\$ 311,668	\$ 333,395	\$ 384,000
18	TOTAL FUNDRAISING REVENUE:	\$ 125,866	\$ 67,417	\$ 58,449	\$ 119,983	\$ 2,832,625	\$ 606,750	\$ 2,225,875	\$ 1,267,600	\$ 809,000
FUNDRAISING EXPENSES										
19	Donor Development	\$ 433	\$ 6,125	\$ 5,692	\$ 4,786	\$ 19,315	\$ 55,125	\$ 35,810	\$ 18,250	\$ 73,500
20	Salaries & Benefits (Fundraising Portion)	\$ -	\$ 27,500	\$ 27,500	\$ 25,592	\$ 232,300	\$ 247,500	\$ 15,200	\$ 251,187	\$ 330,000
21	Independent Contractors	\$ 13,500	\$ 9,500	\$ (4,000)	\$ -	\$ 80,575	\$ 85,500	\$ 4,925	\$ 87,840	\$ 114,000
22	Membership	\$ 3,850	\$ 1,833	\$ (2,017)	\$ -	\$ 8,574	\$ 16,500	\$ 7,926	\$ -	\$ 22,000
23	Marketing (Fundraising Portion)	\$ 1,021	\$ 1,917	\$ 895	\$ -	\$ 17,351	\$ 17,250	\$ (101)	\$ 6,356	\$ 23,000
24	TOTAL FUNDRAISING/PROGRAM EXPENSES:	\$ 18,804	\$ 46,875	\$ 28,071	\$ 30,378	\$ 358,115	\$ 421,875	\$ 63,760	\$ 363,632	\$ 562,500
25	FUNDRAISING SURPLUS (DEFICIT)	\$ 107,062	\$ 20,542	\$ 30,379	\$ 89,605	\$ 2,474,510	\$ 184,875	\$ 2,162,116	\$ 903,968	\$ 246,500
OPERATING REVENUE BUDGET FY 2016/17										
FUNDRAISING REVENUE BUDGET FY 2016/17										
26	TOTAL 2016/17 REVENUE BUDGET:	\$ 217,088	\$ 105,333	\$ 108,991	\$ 279,903	\$ 3,587,668	\$ 948,000	\$ 2,639,668	\$ 2,117,010	\$ 1,264,000
OPERATING EXPENDITURE BUDGET FY 2016/17										
FUNDRAISING EXPENDITURE BUDGET FY 2016/17										
27	TOTAL 2016/17 EXPENDITURE BUDGET:	\$ 286,934	\$ 105,333	\$ (181,601)	\$ 369,002	\$ 2,282,139	\$ 948,000	\$ (1,334,139)	\$ 2,165,200	\$ 1,264,000
NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY										
28	Investment Activities	\$ (69,846)	\$ -	\$ 290,592	\$ (89,099)	\$ 1,305,529	\$ -	\$ 3,973,807	\$ (48,190)	\$ -
29		\$ 72,712	\$ -	\$ -	\$ 889,901	\$ 1,194,907	\$ -	\$ -	\$ (1,038,468)	\$ -
30	NET SURPLUS (DEFICIT)	\$ 2,866	\$ -	\$ 290,592	\$ 800,802	\$ 2,500,436	\$ -	\$ 3,973,807	\$ (1,086,658)	\$ -

04/21/2017

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , MARCH 31, 2017
WITH COMPARATIVE TOTALS FOR MARCH 31, 2016

	Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2016-17	2015-16
ASSETS					
1 Cash and cash equivalents	\$ 647,450	\$ 1,583,415	\$ -	\$ 2,230,865	\$ 1,993,172
2 Investments	500,000	7,336,256	19,569,276	27,405,532	24,419,795
3 Pledges receivable	147,770	229,963	101,373	479,106	818,032
4 Accounts Receivable	1,850	10	-	1,860	2,642
5 Prepaid expenses	-	-	-	-	-
6 Funds held at College	5,000	-	-	5,000	5,000
7 Accrued interest receivable	20,775	33,241	-	54,016	56,025
8 Accrued assets	-	-	-	-	-
9 Property and equipment, net	11,088	-	-	11,088	14,070
10 FCCC - Scholarship Endowment	-	26,464	336,549	363,013	377,625
11 Split interest agreements	-	134,590	-	134,590	414,852
TOTAL ASSETS	\$ 1,333,933	\$ 9,343,939	\$ 20,007,198	\$ 30,685,070	\$ 28,101,213
LIABILITIES					
12 Accounts payable	\$ 998	\$ 350	\$ -	\$ 1,348	\$ 65,247
13 Deferred Contributions	\$ -	\$ -	\$ -	-	\$ -
14 Accrued liabilities	91,310	-	-	91,310	57,532
TOTAL LIABILITIES	92,308	350	-	92,658	122,779
NET ASSETS, beginning					
Unrestricted:					
15 Undesignated	254,121	-	-	254,121	305,228
16 Board designated	500,000	-	-	500,000	500,000
17 Temporarily restricted	-	8,496,918	-	8,496,918	9,455,522
18 Permanently restricted	-	-	18,840,936	18,840,936	18,804,343
TOTAL NET ASSETS, beginning	754,121	8,496,918	18,840,936	28,091,975	29,065,093
19 Net Activity	487,503	846,673	1,166,261	2,500,437	(1,086,658)
NET ASSETS	1,241,624	9,343,591	20,007,197	30,592,412	27,978,435
TOTAL LIABILITIES AND NET ASSETS	\$ 1,333,932	\$ 9,343,941	\$ 20,007,197	\$ 30,685,070	\$ 28,101,214

College of the Desert Foundation
Special Events
YTD Ending 03/31/2017

	<u>Revenues</u>	<u>Expenditures</u>	<u>Total</u>	<u>Annual Budget</u>	<u>Variance %</u>
Balances:					
Spring Luncheon - 105					
Donations	0.00	0.00	0.00		
Special Events Income	10,500.00	0.00	10,500.00		
Scholarship Donations	0.00	0.00	0.00		
Printing/Design/Graphics	0.00	(1,002.99)	(1,002.99)		
Postage	0.00	(60.36)	(60.36)		
Special Event Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
Total Spring Luncheon	10,500.00	(1,063.35)	9,436.65	0.00	0.00%
Coeta Barker Tea - 164					
Special Events Income	0.00	0.00	0.00		
Special Events Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		
Total Coeta Barker Tea	0.00	0.00	0.00	0.00	0.00%
FALL LUNCHEON - 101					
Special Events Income	6,590.00	0.00	6,590.00		
Special Events Expenses	0.00	(3,640.00)	(3,640.00)		
Printing/Design/Graphics	<u>0.00</u>	<u>(1,356.98)</u>	<u>(1,356.98)</u>		
TOTAL FALL LUNCHEON	6,590.00	(4,996.98)	1,593.02	30,000.00	5.31%
Citizen of Distinction - 181					
Special Event Income	224,318.05	0.00	224,318.05		
Special Event Expenses	0.00	(21,387.42)	(21,387.42)		
Donations	40,108.00	0.00	40,108.00		
Scholarship Donations	6,900.00	0.00	6,900.00		
Auxiliary Expenses	0.00	(552.50)	(552.50)		
Postage	0.00	(81.65)	(81.65)		
Marketing	0.00	(2,160.25)	(2,160.25)		
Independent Contractors	0.00	0.00	0.00		
Office Supplies - Auxiliary	0.00	(75.00)	(75.00)		
Printing/Design/Graphics	0.00	(4,463.15)	(4,463.15)		
Recognition	<u>0.00</u>	<u>(334.80)</u>	<u>(334.80)</u>		
Total Citizen of Distinction	271,326.05	(29,054.77)	242,271.28	100,000.00	242.27%
Stepping Out for COD - 190					
Donations	2,330.00	0.00	2,330.00		
Special Event Income	434,425.00	0.00	434,425.00		
Special Event Expenses	0.00	(33,795.93)	(33,795.93)		
Refunds	0.00	0.00	0.00		
Equipment Fees	0.00	0.00	0.00		
Postage	0.00	(1,714.46)	(1,714.46)		
Printing/Design/Graphics	0.00	(5,244.64)	(5,244.64)		
Clerk (Seasonal) - Student Worker	0.00	(24.00)	(24.00)		
Office Supplies & Equipment	0.00	0.00	0.00		
Independent Contractors	0.00	(27,000.00)	(27,000.00)		
Marketing	<u>0.00</u>	<u>(34,860.88)</u>	<u>(34,860.88)</u>		
Total Stepping Out for COD	436,755.00	(102,639.91)	334,115.09	254,000.00	131.54%
Total Balances:	<u>725,171.05</u>	<u>(136,691.66)</u>	<u>587,416.04</u>	<u>384,000.00</u>	<u>152.97%</u>

SCHOLARSHIP REPORT					
FY 2016/17					
3RD QUARTER ENDED 03/31/17 & YTD					
TOTAL SCHOLARSHIPS AWARDED 3RD QTR	DISCIPLINES/PROGRAMS		TOTAL PAID 3RD QTR 2016/17	TOTAL SCHOLARSHIPS AWARDED YTD	TOTAL PAID YTD
38	ALL - GENERAL		85,750	90	167,657
23	APPLIED SCIENCE AND BUSINESS	ADMINISTRATION OF JUSTICE/ADVANCED OFFICER TRAINING/AGRICULTURE-BUSINESS/AGRICULTURE-ENVIRONMENTAL HORTICULTURE/AGRICULTURE-PLANT SCIENCE/AIR CONDITIONING/APPLIED CONSTRUCTION TECHNOLOGY/ARCHITECTURE/AUTOMOTIVE TECHNOLOGY/BASIC PEACE OFFICER TRAINING/BUILDING INSPECTION TECHNOLOGY	23,625	39	36,000
19	ARTS & SCIENCES	ALCOHOL & DRUG STUDIES/ANTHROPOLOGY/ART/DANCE/GEOGRAPHY/HISTORY/MASS COMMUNICATION/MUSIC/PHILOSOPHY/POLITICAL SCIENCE/PSYCHOLOGY	16,684	36	34,486
17	HEALTH SCIENCES AND EDUCATION	DISABLED STUDENTS PROGRAMS & SERVICES/EARLY CHILDHOOD EDUCATION/HEALTH EDUCATION/HEALTH SCIENCES/KINESIOLOGY/NURSING/RECREATION/VARSITY SPORTS -MEN/VARSITY SPORTS-WOMEN/VARSITY SPORTS OFF-SEASON	41,054	35	83,359
73	PASS THRU SCHOLARSHIPS	DONOR DESIGNATED SCHOLARSHIPS - FOUNDATION ACCOUNTS AND PROCESSES CHECKS FOR PAYMENT DIRECTLY TO STUDENTS. FOUNDATION RECEIVES NO MANAGEMENT FEES FOR THIS SERVICE	76,165	234	237,703
1	COMMUNICATIONS & HUMANITIES	ADULT BASIC EDUCATION/AMERICAN SIGN LANGUAGE/FRENCH/GERMAN/ITALIAN/JAPANESE/SPANISH LANGUAGES/READING	500	3	1500
0	STUDENT EMERGENCY FUNDS	FOR STUDENTS IN CRISIS - EMERGENCY FUNDS	0	1	276
17	STUDENT SUCCESS & STUDENT LEARNING	CALWORKS/EOPS-CARE-FOSTER YOUTH/ INTERNATIONAL EDUCATION/STUDENT LIFE-STUDENT DISCIPLINE/TRIO PROGRAMS-ACES, DSPS, UPWARD BOUND, VETERANS/VETERAN SERVICES	35,491	32	62,012
188	Total Scholarships Awarded - 3rd Qtr & YTD		279,269	470	622,993

Contributions to College of the Desert			
FY 2016/17			
3RD QUARTER ENDED 03/31/17 & YTD			
DISCIPLINES/PROGRAMS		TOTAL PAID 3RD QTR 2016/17	TOTAL PAID YTD FY 2016/17
ALL - GENERAL	Support Bond Measure CC	\$ -	\$ 200,000
APPLIED SCIENCE AND BUSINESS (ASB)	1. Equipment Repairs 2. Instructional Supplies 3. PSA Shirts for staff 4. 20xDefibtech AED Units 5. Update Industry Equip. Software with Euro Expansion 6. Basic Fire Academy Coordinator Wages	9,725	\$ 44,089
ARTS & SCIENCES (ASOCS)	1. Guest Lecturer & Concert for Intro to Music 2. Floral Arrangement for Faculty Member Spouse Death	2,304	\$ 14,612
HEALTH SCIENCES AND EDUCATION (HSE)	1. CDC Community Kitchen Garden Supplies 2. Kinesiology/Athletics COD Golf Shoes 3. Nursing-Hill-Rom 1000 Bed Model P1160 4. Nursing- Updated equipment 5. Athletics-Womens Golf Team Uniforms/Golf Bags	11,509	\$ 186,398
PRESIDENTS FUND	1. Meals/Beverages for K-12 Education Consortium Meetings 2. Gold Sponsor 2016 Coachella Valley Economic Partnership	233	\$ 8,181
COMMUNICATIONS & HUMANITIES (CH)	Adult Basic Education/American Sign Language/French/German/Italian/Japanese/ Spanish Languages/Reading	-	\$ -
STUDENT EMERGENCY FUNDS	FOR STUDENTS IN CRISIS - EMERGENCY FUNDS	3,150	\$ 4,300
MATH & SCIENCE (MS)	1. Edison Grant Portion-Students Tuition-PV Solar Class	-	\$ 3,465
STUDENT SUCCESS & STUDENT LEARNING (SSSL)	1. Spending money for Veteran students for Dodge Baseball game 2. Emergency Request for Veteran Student 3. Stater Brothers gift cards for Veteran Students	4,383	\$ 10,484
Total Contributions Paid - 3RD Qtr & YTD		\$ 31,305	\$ 471,528



Finance Committee Meeting
 Wednesday, April 19, 2017 – 3:00pm
 Foundation Board Room
 M I N U T E S

Present Voting:

Bob Archer, Vern Kozlen, Kate Spates, Lisa Howell, Brian Holcombe

**On Conference Call: None

Absent Voting:

Bill Chunowitz, Bob Manion, Mark Nickerson

Non-Voting Present: None

Non-Voting Absent: Lisa Howell

Staff/Guests

Kirstien Renna, Kippy Laflame, Peter Sturgeon

Call to Order

The meeting was called to order at 3

Brown Act Invitation for Public Comment

No cards were submitted from the public

Monthly Financials – Kirstien Renna

Kiki reviewed the March 2017 financials. Highlights are covered on the Notes to the Financial Statements which will be included in the board meeting packet.

Cash Projections for last quarter discussion

- For the unrestricted funds the biggest portion would be wages.
- The College's 2016-2017 spending allowance was \$2.8MM.
- We have paid \$471K so far with another \$300K to pay
- At the end of this year the monies will no longer be available and new calculations for spending allowance 17-18 will be published
- Concerns that we will be getting invoices late. Lisa does not think that will be the case as it is so late in the FY.
- Vern asked Lisa what will be the needs for pLEDGE. Most of our students will be getting some sort of support from federal and state sources. Tuition and fees would be approx. \$1500 a year. pLEDGE does not include textbooks, which could be what the College will be asking the Foundation to fund.

Based what is going out and coming in we should not need to make any cash call.

Next year's budget is being worked on and will be brought to the committee in May. In this budgeting process we need the College to let us know what the needs are.



Quarterly reports for scholarships and program support were reviewed.

- Scholarship needs paid in 3rd quarter \$279, 269
- Program needs paid in 3rd quarter \$31,305

RFP are due on April 24, it will take several weeks to review the data.

Next meeting scheduled for May 24, 2017

Adjournment: 3:45 pm

Minutes taken by Kippy Laflame, Executive Assistant



**Nominating Committee
Tuesday, April 11, 2017 3:00-4:00pm
Foundation Board room
MINUTES**

Present

Voting:

Peggy Cravens, Donna Jean Darby, Marge Dodge, Bill Chunowitz, Sally Simonds, Jane Saltonstall

**On Conference Call: None

Non-Voting: None

Absent

Voting:

Joan Busick, Dominique Shwe

Non-Voting: None

Staff

Peter Sturgeon

Call to order 3:00pm

Public Invitation to speak as per the Brown Act: None

The nature of this meeting was confidential and names will not be used

Prospective members

Bill Chunowitz will be having a second meeting with candidate one to discuss the expectations before they are brought in for committee interviews.

Jane Saltonstall will be having a second meeting with candidate two to discuss the expectations before they are brought in for committee interviews.

Past board members

Donna Jean will meet with Suz in regards to the vetting of past board members

Forms to include in the next board meeting packet

Nominating process

2017-2018 Board Member Expectations

Summer projects

Self-assessment forms will be designed for board members to use.

Board member orientation presentation

Board member manual

Adjourned at 3:50pm

Meeting minutes taken by Kippy Laflame, Executive Assistant



Resource Development Committee Meeting
Wednesday April 5, 2017 – 3:00-4:00pm
Foundation Board Room
MINUTES

Present

Voting:

Bill Chunowitz, Donna Jean Darby, Carol Bell Dean, Jim Greene, Eileen Hall, Suz Hunt, Donna MacMillan, Marc Nickerson, Annette Novack

**On Conference Call: None

Non-Voting:

None

Absent

Voting:

Bob Manion, Norma Castaneda, Robert Goodfriend, Peggy Sue Lane,

Non-Voting:

None

Guest Kippy Laflame

Call to Order 3:00pm

Public Invitation to speak as per the Brown Act

None

President's Circle

The PC reception and Spring Play invitations were sent out for the April 28th at the McCallum Theater. Everyone is encouraged to bring friends that are prospects to join the PC family.

Stepping Out update – Kippy Laflame

We now have 20 board members that have signed up for sponsorships. We are at 96% of goal. Sales at approx. \$450K. The foundation has 117 sponsorship tickets left to sell. Diane's video was shot on Monday in 3.5 hours. The campaign video is still in production.

Academic Angels – Eileen Hall

Event season incl. (Fall lunch, Citizens, Spring Luncheon) was a great success. Approx. \$282K net revenue with the vast majority unrestricted funds. 116 current Academic Angels members Coeta Barker invitations will be sent out this week. Event is on May 3 and will be at Jean Carrus' lovely home in Waterford CC.



Planned Giving

Peter met George Heitman he is from Sun City. George credits community college in California with changing his life. He and his wife have no children, it is their intention to leave their estate to CODF approx. \$3-5MM.

The Planned Giving event at Donna MacMillan's had to be cancelled. It is being rescheduled for the Fall.

Job Center Grand Opening

Event is April 11, 2017 event when local businesses will be invited.
Business Council

Did You Know and You Can Campaigns

DYK is being used to increase awareness in the community. Technically the You Can campaign was wrapped at the Stepping Out event but will probably continue for pLEDGE money because it is a ring to it.

New source of revenue

From the Strategic Plan some of the sources that are being discussed

- Wine auction, Sally Simonds daughter, Paula, from Desert Cancer Foundation has been doing this for several years. We should clear of their dates. Mark and Suz mentioned that a number of organizations have one in the valley and that perhaps we can look at something different.
- Golf course expansion to a top-golf type range, eat, great fun. Indian Wells is thinking of it also.
- PD strategic Plan is to close San Pablo from El Paseo down to us. Art walk, restaurants, could be a great venue for us.
- Naming opportunities, Bob and someone on college discussed
- Gift fee has been charged since March 1, 2017. Pass-through scholarships were discussed and the noticing that will need to be done to all our pass-thru donors.
- Matching gift programs wording should be asked to letters

Committee Meetings

To establish committees, the incoming President will be getting the Committee Interest forms that will be included in the April packet to help in the organizing committees. Kate Spates will be the Chair for this group.

Board retreat was brought up. The Strategic Plan was presented at the last meeting and the expectation is to vote on it at the April meeting.

New Business

Donna MacMillan announced that she will be stepping back from the committee and board membership.

Next meeting: to be determined

Stepping Out for COD
Event Committee Meeting
Monday, April 10, 2017
10:30-11:30am.
Foundation Conference Room
MINUTES

Present

Voting: Diane Denkler, Marge Dodge, Bill Chunowitz, Diane Gershowitz,

**On Conference Call: None

Non-Voting: None

Absent

Voting: Tamara Bolton, Norma Castaneda, Mark Nickerson

Non-Voting: None

Guest

Peter Sturgeon, Liz Umbenhauer, Tim O'Bayley Kippy Laflame

Call to Order 10:00am

Public Invitation to speak as per the Brown Act: None

Sales to Date – Diane Gershowitz

Over 103% of goal. Should be looking at different categories.

- The Suite Deals were very popular, makes people feel very special.
- The Roadrunner level was very successful this year over 52 people purchased at that level. Diane feels that the campus tour and the great committee were the reason for the increase in sales.
- We had 16 students to help with meeting and greeting our donors.
- Lea Solanga cancelled for next year but the date is dialed in for April 4, 2018
- Diane is suggesting Lucy Arnaz. Discussion about her over-exposure in the valley. Mitch should be able to get talent together for us. Teri suggested that Diane call David Zippel for talent suggestions. Majority of people are supporting the event because of Diane and the college not the talent.
- Because of the later date we should be sending our solicitations in January and the Save the Date in November
- Discussion on how many seats are offered with sponsorships?
- Could we add something on the form?
- All levels are very reasonable. We could change the \$12.5K to \$10K and add a \$15K
- The Emeritus level was very low this year. Goal was 4 and we only got 1.
- How can we convert the Roadrunner to the next level? Adding the benefit of the pre-event. Perhaps the BIGHORN location will entice people to move from \$1k to \$5K
- Program ad book if you are honoring people. Perhaps honoring the Schnitzers. Focal point could be the arts



- Find people from every Country Club to join
- Focal point--using pLEDGE for next year.
- We need a strategic plan to convert the people to the next level
- We can get another presenting sponsor. The Schnitzer deal does not preclude us from getting another Presenting Sponsor.
- Post event could be in the Founders room and meet the performers, levels \$12.5K and up.
- Peter should try and engage the Grundhofers

Video comments

The message was not as clear as past videos.

Too long. Past videos came in at about 11 minutes including Diane's portion, this year it was 13 min. Teri received two emails from people from Desert Aids and Sinatra that were so moved by the video that they want their people looking at the COD video for better concept ideas to follow.

Joel Smilow was so moved by the video and he is creating a \$50K scholarship to help the college.

Did not get the video in time for any editing. We need to tell them in the contract of when we need the video.

Pre-Party reception

Disappointed with the quality food. Willie will be told. The renovation of the Founders Room was also a disappointment. Logistically the room is too small.

Having the pre-event off-site is the best solution. Diane suggested BIGHORN Clubhouse which is opening this Fall for next year. Could have the post event at the Founders instead of the lobby.

Diane will see if we could book BIGHORN for the pre-event.

Masterclass

Had to cancel because of the snow storm in the East. It really is a benefit to the students.

Chair

Everyone wants Diane to stay on as chair. Diane seemed amenable if a co-chair could be secured. Several names were brought up.

Next meeting

Meeting Minutes taken by Kippy Laflame, Executive Assistant



Vavrinek, Trine, Day & Co., LLP
 Certified Public Accountants

VALUE THE DIFFERENCE

April 19, 2017

Board and Management
 College of the Desert Foundation Audit Committee
 43-500 Monterey Avenue
 Palm Desert, CA 92260

We are pleased to confirm our understanding of the services we are to provide for the College of the Desert Foundation (the Foundation) for the period ended June 30, 2017. We will audit the financial statements of the Foundation, which comprise the statement of financial position as of June 30, 2017, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements (the financial statements).

We will also prepare the Foundation's Federal and State information returns for the year ended June 30, 2017.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Foundation's financial statements. Our report will be addressed to the Audit Committee, the Board of Directors, and management of the Foundation. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Foundation's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Foundation or to acts by management or employees acting on behalf of the Foundation.

Board and Management
College of the Desert Foundation Audit Committee
April 19, 2017
Page 2 of 5

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the Foundation and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you, and those charged with governance, internal control related matters that are required to be communicated under professional standards.

We may, from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Other Services

We will prepare the Foundation's Federal and State information returns for the year ended June 30, 2017, based on information provided by you. We will also assist in preparing the financial statements and related notes of the Foundation in conformity with U.S. generally accepted accounting principles based on information provided by you.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Board and Management
College of the Desert Foundation Audit Committee
April 19, 2017
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Management Responsibilities

You are responsible for designing, implementing, and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Foundation from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Foundation involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Foundation received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the Foundation complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your personnel will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Vavrinek, Trine, Day & Co., LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of California or its designee, a Federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vavrinek, Trine, Day & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Board and Management
College of the Desert Foundation Audit Committee
April 19, 2017
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The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested. If we are aware that a Federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Brandon L. Harrison is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be \$13,950 for the audit of the Foundation's financial statements and \$900 for the Foundation's Federal and State information returns. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The Plan and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND, INSTEAD, WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

Vavrinek, Trine, Day & Co., LLP has owners that are not licensed as certified public accountants as permitted under Section 5079 of the California Business and Professions Code. It is not anticipated that any of the non-licensure owners will be performing audit services for the Foundation.

We appreciate the opportunity to be of service to the Foundation and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign page 5, and return one copy to our office either electronically or in the enclosed return envelope.

Very truly yours,



Brandon L. Harrison
of VAVRINEK, TRINE, DAY & CO., LLP

BLH/kks
170320

04/21/2017

Board and Management
 College of the Desert Foundation Audit Committee
 April 19, 2017
 Page 5 of 5

RESPONSE:

This letter correctly sets forth the understanding of the College of the Desert Foundation.

Management Signature: Bruner
 Title: Interim Executive Director, COD Foundation
 Date: 4/19/17

Governance Signature: Will S. Chumang CPA
 Title: Audit Committee Chair
 Date: 4/20/17



Nomination Process

Confidential for College of the Desert Foundation

Objective: formalize the nomination process for the COD Foundation board to insure qualified members are invited to serve.

Step One: Current board members conduct a self-evaluation form to determine their contribution in:

- Time -- did they attend monthly board meetings, subcommittee meetings and fund-raising events?
- Treasure -- are they a member of the President's Circle, Academic Angels and Friends of the COD Library, are they sponsors or solicited sponsors for major fund-raising events?
- Talent -- is their skill set needed on the board, are they making a professional contribution?

If a satisfactory assessment is achieved, the member remains. If not, the member retires. This assessment will also help determine gaps in the board skill set.

Step Two: Solicit recommendations for prospective board members from management, board members and Academic Angels.

- Nominator reviews Profile of Prospective Board Member document to determine if candidate meets qualifications
- Nominator then completes the Prospective Board Member Referral Form. This form may be completed at any time during the year and given to Nominating Committee chair who will compile and maintain a confidential list of prospective board members. At this point the prospective member has not been contacted by the nominator.

Step Three: Vetting of the candidate

- Nominating committee chair reviews the Referral Form and adds any additional information
- Nominating committee reviews the Referral Form and discusses qualifications of candidate
- List of Prospective Board members is compiled

Step Four: More discussion and comparison of candidates

- List of Prospective Board members is presented to full Nominating Committee
- If selected, prospective board member is assigned to a nominating committee member to contact to arrange a meeting to determine interest level of the candidate

Step Five: Explore Interest with the candidate

- Nominating committee member(s) meet with candidate to review expectations and determine level of interest.
- Discussion Points with Prospective Board Member document is used to guide the conversation and provide an understanding of the commitment of time, treasure and talent

Step Six: Interview of candidate with full Nominating Committee

- Full nominating committee meets the candidate and has the opportunity to ask and answer questions
- If agreed upon, candidate signs required forms:
 - Board of Directors Expectations
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Donor Privacy Policy
- Candidate submits resume and combined with above documents becomes the candidate profile package

Step Seven: Presentation of candidate to the full COD Foundation board

- Nominating Committee chair informs the Executive Committee of the selection
- Candidate profile package is presented to full COD Foundation board for a vote
- If positive vote at the March meeting, the candidate is invited to the April meeting for introduction

Step Eight: Orientation of the new board member

Candidate receives:

- Welcome letter from the president of the COD Foundation board
- Current Board Manual
- Campus Tour
- Assigned Mentor
- Subcommittee assignments

We are looking for board members who will give of their Time, Treasure and Talent

Questions? Contact Marge Dodge at 760-333-0733 or margedodge1@aol.com



Profile of Prospective Board Member

Confidential for College of the Desert Foundation

Please use these guidelines when nominating a prospective board member. You should submit a Prospective Board Member Referral Form after reviewing this profile.

The College of the Desert Foundation board seeks members who demonstrate many of the following qualities and characteristics:

PERSONAL

- Understand and enthusiastically support the mission of the COD Foundation
- Advance the vision of the COD Foundation in the community
- Demonstrate the capacity and willingness to provide financial support to the COD Foundation
- Enjoy a strong, positive reputation within the community

EXPERIENCE

- Bring strong experience in such fields as business, military, education, political, finance, legal/tax, media, fund raising, etc. to the board
- Demonstrate previous participation as a volunteer or in a leadership role with other non-profit organizations
- Understand the governance for non-profit organizations

BOARD SKILLS

- Demonstrate ability to participate and work effectively and collaboratively in board meetings and subcommittee meetings
- Be fully prepared to attend meetings and have a good grasp of financial issues
- Strengthen board diversity through gender, age, geography, ethnicity and culture

We are looking for board members who will give of their Time, Treasure and Talent

Questions? Contact Marge Dodge at 760-333-0733 or margedodge1@aol.com

CODF BOARD MEETING CALENDAR

Meeting Date	Meeting Focus/Theme	Discussion Responsibility
1. October 25, 2017 – First meeting of the season	Forecast of College funding needs & review of marketing plans	College of the Desert President and CODF Executive Director
2. November 8, 2017 –	Joint - Planning meeting with College	College of the Desert President and CODF President
3. November 15, 2017	Feedback from Joint - Planning meeting with College	College of the Desert President and CODF President
4. December 13, 2017	Planned Development activities	Chair - Development Committee
5. January 31, 2018	Governor's budget and College priorities	College of the Desert President
6. February 28, 2018	CODF budget and revenue plans	Chair – Finance Committee
7. March 28, 2018	Board Strategic Planning Retreat	Chair – Planning Committee
8. April 25, 2018	CODF impact and thanks to Board of Directors	CODF President and CODF Executive Director



This gift is for:

Payment Method: ☐ Check or ☐ Credit Card: (make check payable to COD Foundation)

Please charge my ☐ AMEX ☐ MasterCard ☐ Visa: _____
Name on Card

Card# _____ Exp _____ CVS# _____

 Signature Date

 Billing Address (indicate **ON FILE** if nothing has changed)

 City, State, Zip

 Telephone(indicate **ON FILE** if nothing has changed) Email (indicate **ON FILE** if nothing has changed)

College of the Desert Foundation is a 501(c) (3) Non-Profit Corporation

EIN Tax ID 95-3829219

www.codfoundation.org

760.773-2561

04/21/2017

Important Foundation and College event Dates for your calendar

04-28-17: Spring Play and President's Circle reception from 6:30-8:00pm at the McCallum Theater
05-03-17: Coeta Barker Reception from 4:00-6:00pm at Jean Carrus' home
*05-17-17: Band concert, (Jazz and Symphonic Bands) from 7:00-8:00pm at the Indian Wells Theater
*05-18-17: Jazz concert, from 7:00-8:00pm at the Pollock Theater
*05-19-17: Choral concert, (Chamber & Jazz singers)) from 7:00-8:00pm at the Indian Wells Theater
05-26-17: Commencement from 7:30-9:30pm at Boone Field

*Please note that a \$5 goodwill donation is suggested for any concert at the Pollock Theater.

For athletic events on campus please go to website, click on Composite Schedule to see calendar of events
www.codathletics.com/landing/index



2017-2018 Officers

Suz K. Hunt, President
Mark Nickerson, Immediate Past President
Vern Kozlen, Vice-President
Brian Holcombe, Treasurer
Jane Saltonstall, Ed.D., Secretary
Charles Monell, M.D., Parliamentarian

2017-2018 Board of Director

Robert Archer
Joan Busick
Norma Castaneda
William S. Chunowitz
Peggy Cravens
Donna Jean Darby
Carol Bell Dean
Diane Denkler
Marge Dodge
Diane Gershowitz
Bob Goodfriend
Jim Greene
Brian Holcombe
Lisa Howell
Suz Hunt
Joel L. Kinnamon, Ed.D.
Vern Kozlen
Donna MacMillan
Robert C. Manion
Dan Martinez
Penny Mason
Joanne Mintz
Charles Monell, M.D.
David Nola
Mark Nickerson
Jane Saltonstall, Ed.D.
Arlene Schnitzer
Dominique Shwe
Sally Simonds
Christen Smith
Kate Spates
Aurora Wilson

Which Committees would you like to join?									
Type	Academic Angels	Audit	Development	Finance & Investment	Nominating	Planned Giving	President's Circle	Stepping Out for COD	Strategic Planning
Chair	Standing TBD	Standing B. Chunowitz	Standing K. Spates	Standing B. Holcombe	Standing M. Dodge	Ad Hoc P. Cravens	Ad Hoc C. Bell Dean A. Novack	Ad Hoc D. Gershowitz Co-Chr TBD	Ad Hoc B. Manion
No of members needed including Chair as per Bylaws	15	5	No set #	6	7	No set #	No set #	No set #	No set #
1									
2									
3									
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12									
13									
14									
15									

04/21/2017

2017/2018 Board Member Expectations

As a Board member of College of the Desert Foundation, I understand that my duties and responsibilities include the following:

1. to devote my energies as a Board member to advancing the vision of the COD Foundation within the community.
2. to be responsible, along with the other members of the Board, for this organization's financial security. I am expected to know and approve all policies and to oversee their implementation.
3. to have working knowledge of the Foundation and to take an active role in planning and raising the funds needed for the operation of our organization.
4. to seek public and private financial support for College of the Desert.
5. to inform the community about College of the Desert's educational goals and programs.
6. I agree to:
 - a) attend and actively participate in Board and Committee meetings.
 - b) become a member of President's Circle (min. level of \$1,000).
 - c) recruit PC members or donors; sponsor or solicit sponsors for Foundation events; to total a minimum of \$1,000 annually.
 - d) submit a list of contacts from my personal mailing list.
 - e) sign: Donor Privacy, Confidentiality, Conflict of Interest forms on an annual basis.

As a Board member I will agree to support the organization by participation in the following fundraising efforts:

☐ Annual Fund Campaign
 ☐ President's Circle
 ☐ Stepping Out for College of the Desert
☐ Capital Campaign
 ☐ Business Council
 ☐ Academic Angels
 ☐ Friends of the Library

I agree to serve and actively participate on one standing and one fund development committee:

Standing Committees:

- ☐ Executive
- ☐ Audit
- ☐ Finance/Investment
- ☐ Strategic Planning
- ☐ Nominating
- ☐ Development

Ad-Hoc Committees:

- ☐ Events
- ☐ Planned Giving
- ☐ President's Circle
- ☐ Marketing
- ☐ Stewardship

I understand that the COD Foundation Board Nominating Committee will review my annual participation.

I find all of the above reasonable for the operation of the COD Foundation Board of Directors and acceptable to me as a member of this Board.

Print Name

Signature

Date

Conflict of Interest Policy

In their capacity as directors, the members of the Board of Directors (the "Board") of the College of the Desert Foundation (the "Foundation") must act at all times in the best interest of the Foundation. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Foundation. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Foundation.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligation to the Foundation and the Board member's personal, business or other interest.
3. All conflicts of interest are not necessarily prohibited or harmful to the Foundation. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interest shall be disclosed by Board members to the Foundation Executive Committee through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Foundation Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Foundation Executive Committee shall inform the Board of such determination and action. The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Foundation Executive Committee, as well as all other conflict information provided by Board members.

Board Approved December 2, 2009

Page 2, Conflict of Interest Policy

I have read the Foundation Board Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Foundation Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Foundation President and Chief Executive Officer in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature: _____

Board Member Printed Name: _____

Date: _____

Board Approved December 2, 2009

Donor Privacy Policy

College of the Desert Foundation is committed to protecting the privacy of our Donors and any personal information they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguard all personal information about our Donors.

Accountability

The Foundation employees are responsible for all Donor personal information in our possession. Every reasonable precaution shall be taken to protect and preserve the confidentiality of our Donors' personal information. All employees, Board members, volunteers, or authorized agents of the Foundation are individually required to safeguard each individual Donor's personal information. Donor information shall not be disclosed, shared, or used for personal or business purposes by employees, Board members, volunteers or authorized agents.

Donors may notify the Foundation of a privacy-related issue or grievance by contacting the Chief Financial Officer. We will provide information about our privacy procedures and investigate the complaint. If a problem is discovered during the review, we will take all appropriate steps to revamp our policies and procedures if necessary.

Use and Disclosure of Personal Information

The Foundation collects, uses and discloses personal information mainly for raising money to reach our campaign goals, to process gifts and return appropriate thank you and year end letters. We occasionally release a list of our Donors, with their permission, to publicly acknowledge and thank them for their generosity. When Donors are publicly recognized, other organizations and third parties may have access to our Donor names and in some cases donation amounts. We collect Donor information for internal use only, and only to the extent required for our purposes. We obtain relevant personal information about Donors lawfully and fairly.

Sharing or Selling of Personal Information

The Foundation does not sell, trade or rent the information and content of active Donor files to others. The Foundation will not share Donor e-mail addresses to third parties.

Custody and Care of Personal Information

The Foundation will keep Donors' personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as legally required. Access to Donor file materials containing personal information is restricted to Foundation employees. All Donor files will be stored at the Foundation office and may not be removed for any reason. The Foundation has established appropriate technical, physical and organizational security procedures to protect Donors' personal information against loss, theft, unauthorized use, disclosure, or modification. These procedures will be monitored and reviewed at least

annually and when needed to ensure their continued effectiveness. The safeguards employed by the Foundation include, but may not be limited to, the use of limited access storage areas, locked files, and the use of secure servers and computer workstation passwords. Appropriate measures will be undertaken when personal information is destroyed in order to prevent access or inadvertent disclosure to any unauthorized parties.

Employee, Board Member, Volunteer and Authorized Agent Acknowledgement

All Foundation employees, Board members, volunteers and authorized agents shall read this Policy and sign a written acknowledgement. A sample copy of the Privacy Policy Acknowledgement is attached as Appendix A.

Appendix A

The College of the Desert Foundation ("Foundation") is committed to protecting the privacy of our Donors and any personal information that they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguard all personal information about our Donors.

I acknowledge that I have received and read the Foundation's current Donor Privacy Policy.

I understand that every employee, Board member, volunteer and authorized agent is responsible for abiding by the Donor Privacy Policy. In the event that a situation occurs that impacts a Donor's personal information that is not specifically discussed in the Donor Privacy Policy, I understand that I should consult the Chief Financial Officer regarding any questions not addressed in the Donor Privacy Policy.

I will take every precaution to protect and preserve the confidentiality of our Donors' personal information. I acknowledge that I am accountable if by my actions or failure to act, an accidental or inadvertent disclosure of Donor information occurs.

I understand and agree that Donor information is not to be shared, sold, or given to any person or outside organization, or used for my personal or business purposes unless the Donor has provided prior written consent to the Foundation. I understand that the Foundation does not sell, trade or rent Donors' personal information or email addresses to others.

I acknowledge that if I knowingly share or disclose a Donor's personal information in a way which violates the Donor Privacy Policy, disciplinary action will be taken. One of the options available to the Foundation when the disclosure of a Donor's personal information is discovered shall be termination of the employment relationship, if deemed appropriate.

Print name: Board member, Consultant, Staff Member

Signature: Board member, Consultant, Staff Member

Date