



COLLEGE
of the DESERT
FOUNDATION

FOUNDATION BOARD OF DIRECTORS PLANNING SESSION OCTOBER 27, 2021 9AM TO 5PM

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



COLLEGE
of the DESERT
FOUNDATION



AGENDA



College of the Desert Foundation
Planning Session of the Board of Directors

Agenda for Wednesday, October 27, 2021
9AM – 5 PM

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

All attendees will be required to be vaccinated and show proof of vaccination or show proof of a negative Covid test within 72 hours of the start of the meeting

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.

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 (24)

Christine Anderson (Chair), Norma Castaneda, Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Carol Fragen, Barbara Fromm, Jim Greene, Paul Hinkes, Peggy Jacobs, Jim Johnson, 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 (5)

Catherine Abbott, Kim Dozier, Martha Garcia, John Ramont and Bonnie Stefan

Quorum: 25%

Subject to Brown Act: Yes

1. Call to Order/Roll Call

1.1 Call to Order

1.2 Resignation from Board Member Rob Kincaid Update

2. Agenda

- 2.1 Regular Foundation Board of Directors Planning Session of October 27, 2021 Agenda:** Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).
- 2.2 Confirmation of Agenda:** Approval of agenda of the Foundation Board Of Directors Planning Session of October 27, 2021 with any additions, corrections or deletions

3. Minutes

- 3.1 Approval of September 29, 2021 Foundation Regular Board of Directors 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

5.1 Presentation from the Learning to Lead Students

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 Approve the September 27, 2021 Audit Committee Meeting Minutes

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

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

8. Discussion & Action Items

8.1 Review and Approve the 2020-2021 Audited Financial Statements (Eide Bailly)

8.2 Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and Determinations under AB 361 for Continued Virtual Meetings (Catherine Abbott)

9. Planning Session Items

9.1 Ice breaker (Catherine Abbott)

9.2 Introduction of Facilitator Jeff Bagel (Catherine Abbott)

9.3 Exercise – Imagine the USA Today Headline be “COD has been named the Best College in the Country” (Jeff Bagel)

9.3.1 How would we get there? Create your own headline

9.4 What is an Institutional related Foundation (Jeff Bagel)

9.5 Committee Breakout Session - How each of the committees define their mission. (Jeff Bagel)

9.6 Review the Job descriptions for the Committee Chairs (Jeff Bagel)

9.7 Mission, Vision, Values Review (Jeff Bagel)

9.8 Presentation from College of the Desert President/Superintendent (Dr. Martha Garcia)

9.9 Presentation on the College’s programs and internship (Ana Hernandez)

- 9.10 Diversity Speaker (Veronica Daut)
- 9.11 Stepping Out For College of the Desert Update (Matt Durkan/Barbara Foster Monachino/Jane Saltonstall)
- 9.12 Budget Workshop Announcement (Catherine Abbott)
- 9.13 Board Planning Session Takeaways (Jeff Bagel)

10. Other Discussions & Future Agenda Items

11. Adjournment

Next meeting: Wednesday, December 1, 2021 – 3PM – Location to be confirmed



COLLEGE
of the DESERT
FOUNDATION

MINUTES FOR APPROVAL





**Regular Meeting of the Foundation Board
Minutes for Wednesday, September 29, 2021
3:00PM**

Zoom Video:

<https://cccconfer.zoom.us/j/98222065956?pwd=UDdCYXhqb1lzcXo2TWthaldpUm4rUT09>

Meeting Participants

Voting Board Members Present (22 members)

Christine Anderson (Chair), Norma Castaneda, Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Carol Fragen, Barbara Fromm, Jim Greene, Paul Hinkes, Peggy Jacobs, Jim Johnson, Rob Kincaid, Dale Landon, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Rob Moon, Diane Rubin, Jane Saltonstall, Jim Williams and Jake Wuest.

Non-Voting Board Members Present

Catherine Abbott, Kim Dozier and John Ramont

Board Members Not Present

Martha Garcia, Donna MacMillan, Marlene O'Sullivan, Bonnie Stefan and Leslie Usow

Guest(s) & Staff

Christine Bruno (Eide Bailly), Gailya Brown, Liz Chambers, Matthew Durkan, Brandon Harrison (Eide Bailly), Theresa Maggio (Competitive Advantage), Juli Maxwell, Amanda McCarthy, Kirstien Renna and Mike Rodriguez

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 3:02.

Dale Landon joined the meeting at 3:30PM. Peggy Cravens left the meeting at 4:00PM. Peggy Jacobs and Rob Moon left the meeting at 4:15PM. Rob Kincaid left the meeting at 4:01PM. Tom Minder left the meeting at 4:55PM.

1.2 Resignation from Board Member John Monahan Update

Christine Anderson informed the Board that John Monahan resigned from the Foundation Board in June 2021 due to a lack of availability.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Regular Board of Directors Meeting of September 29, 2021: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the regular Board of Directors Meeting of September 29, 2021 with any addition, correction or deletions. Tom Minder asked to add an agenda item to review and approve the proposed amendments to the Foundation's Investment Policy Statement, as recommended by Covington Capital. This will become **agenda item 9.8**.

Christine Anderson asked to table **agenda item 9.6 "Update on the Executive Committee Organizational Chart"** to the next meeting as no update was currently available on this topic.

2.2 Conclusion

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

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

3. Approval of Minutes

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

Bill Chunowitz moved to approve the minutes as presented, Diane Rubin seconded. Motion Carried. Board Members who were not present at the meeting abstained.

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.

5. Mission Moment

This item was tabled until the next meeting, as the presenters were not able to attend.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
This item was tabled to the October 27 Board Planning Session	Cathy Abbott	October 27, 2021

6. Reports

6.1 Foundation Board President Report –Christine Anderson

Christine Anderson reported that Board Member Marlene O’Sullivan would be away for a few weeks due to health issues. Christine Anderson will reach out to some Board Members to discuss what can be done to support her during this difficult time. Bill Chunowitz agreed to step up as the Chair of the President’s Circle Membership Committee during her absence.

Christine Anderson summarized the Foundation’s activities, which took place over the summer and thanked the Committee members and staff for their hard work. She thanked the Committee Chairs who have submitted their reports for the Board Packet.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
Bill Chunowitz agreed to step up as the Chair of the President's Circle Membership Committee during Marlene O'Sullivan's absence	Bill Chunowitz	

6.2 College Superintendent/President –Martha Garcia

As Dr. Garcia was not present, John Ramont reported that she was being very active getting herself in the Community and was currently meeting at UC Davis working on a project. He shared that Dr. Garcia is very experienced, knowledgeable, and has a great understanding of the College's finances. She has been a pleasure to work with thus far and the College's leadership is looking forward to continuing working with her.

6.2 Follow-up Items	6.2 Task of	6.2 Due by
None	None	None

6.3 College Board of Trustees – Dr. Bonnie Stefan

No report was provided, as Dr. Bonnie Stefan was not present.

6.3 Follow-up Items	6.3 Task of	.3 Due by
None	None	None

6.4 Executive Director – Catherine Abbott

Catherine Abbott provided an overview of the College of the Desert and College of the Desert Foundation's recent activities to the Board.

She reported that the Desert Sun recently concluded its Summer Bruce Fessier Internship Program for three College of the Desert students, which was funded through the Bruce Fessier Internship Scholarship Fund and during which, students had the chance to cover news and write news stories. She shared some of the students' highlights during their internship programs and reported that the Foundation would apply for a \$25,000 grant through Gannett Media Corporation, which, if granted, would help replenish the Fund to keep the program in place.

Catherine Abbott reported that the Executive Committee members got the opportunity to meet with Dr. Garcia at their last meeting, where she reinforced her willingness to work and engage with the Board.

The Foundation staff prepared a Board Calendar including all the Foundation Events, and meetings, as well as the College events. This calendar was included in the Board packets and updates will be sent on a monthly basis.

Catherine Abbott informed the Board that they are now welcome on campus. The campus police will ask individuals to complete a test on the "Sway" application, which can be downloaded from App Stores using the code "96639". The application will ask to answer a list of questions, including a report of the individual's temperature. The campus police will also take the individual's temperature at the entrance, check that the application has been completed ahead of time, and will provide a bracelet to wear on Campus before giving permission to enter. The only entrance for the Palm Desert Campus is currently on Fred Waring Dr.

The College's goal is to remove these procedures as quickly as possible.

6.4.1 Development Update (Matt Durkan)

Matt Durkan provided an update on the activities from the Development Team and the significant gifts received since the last Board meeting. He also acknowledged the Board members who recently made a pledge or significant gifts for the current fiscal year.

He reported that the Development Committee met and reviewed the fiscal year 2021-22 development plan.

6.4.1.1 Legacy Leaders Update (Liz Chambers)

Liz Chambers and Peggy Cravens provided a report on the last quarter of activity of the Legacy Leaders. They invited the Board members to attend the Legacy Leaders event that will take place in November. Details will be confirmed soon.

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

7. 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.

7.1 Approve the May 21, 2021 Board Orientation Meeting Minutes

7.2 Approve the Committee Lists for 2021-2022 as presented

7.3 Approve the Financial Statements for period ended May 31, 2021, June 30, 2020 and July 31, 2021

7.4 Approve the Proposed 2021-2022 Budget Adjustments

Jim Johnson asked questions on agenda item 7.4. "Approve the Proposed 2021-2022 Budget Adjustments". He agreed to take the discussion offline and Catherine Abbott recommended adding an agenda item on how the Foundation budget is prepared to the October 27 planning session.

7. Conclusion

Tom Minder moved to approve the consent agenda, Diane Rubin seconded. Motion carried.

Jim Johnson abstained.

7. Follow-up Items	7. Task of	7. Due by
An agenda item on Foundation budget will be added to the next Board meeting agenda	Catherine Abbott	October 27, 2021

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

No agenda items were pulled from the Consent Agenda. However, a discussion on the Foundation budget will be added to the next meeting.

8. Follow-up Items	8. Task of	8. Due By
An agenda item on Foundation budget will be added to the next Board meeting agenda	Catherine Abbott	October 27, 2021

9. Discussions & Action Items

9.1 Approve the Marketing Contract for Competitive Advantage As Recommended by the Finance & Investment Committee (Tom Minder & Theresa Maggio from Competitive Advantage)

Catherine Abbott and Tom Minder provided some background on the marketing contract and the different marketing firms that were evaluated: CV Strategies, ElderTree and Competitive Advantage. They indicated that Competitive Advantage was the firm recommended by the Finance and Investment Committee to go for Board approval.

Theresa Maggio, National Business Development Director at Competitive Advantage, a subsidiary of HR Advantage, and Norma Castaneda, as the Founder of HR Advantage, left the virtual main room while the Board discussed this agenda item regarding the contracts with Competitive Advantage, due to a conflict of interest.

Theresa Maggio and Norma Castaneda joined back the room and Theresa Maggio provided a presentation on her marketing firm. She then answered questions from the Board. They both left the room again when the Board discussed further and made their votes, after the presentation.

Joanne Mintz asked if the contract with Competitive Advantage included any timeline to provide the material, and consequences if they could not meet their deadlines, and recommended adding this into future contracts, since this occurred with prior marketing firms.

Diane Rubin moved to approve the Marketing Contract with Competitive Advantage As Recommended by the Finance & Investment Committee, Jim Johnson seconded. Motion carried.

Theresa Maggio and Norma Castaneda returned to the virtual room.

9.1 Follow-up Items	9.1 Task of	9.1 Due by
None	None	None

9.2 Approve the Quasi-Endowment Policy As Recommended by the Finance & Investment Committee (Tom Minder)

Tom Minder provided some background on the quasi-endowment policy as recommended by the Finance & Investment Committee. He explained that the auditors informed them that the Foundation did not have the proper policy in effect allowing the Foundation to invest the \$18M gift funds received by MacKenzie Scott. Diane Rubin worked with Kirstien Renna to create a quasi-endowment policy that would be added to the existing Investment policy, for these funds to be invested.

Diane Rubin provided further information to the Board and explained that a quasi-endowment is an endowment that the Board directs, and it is not restricted, unlike a restricted endowment. Catherine Abbott provided additional background to the Board. Diane Rubin explained that the College was awarded the unrestricted \$18M MacKenzie Scott gift and they decided to have the Foundation manage it. The Foundation is working in harmony with the College to do what is best for the students, and using that unrestricted gift to fund EDGE/pLEDGE was what aligned best with the College's wish and the donor's vision.

The Board asked what the annual administrative fee of 2% on the \$18 million represent, and Kirstien Renna indicated that this was the regular annual endowment fee for all the Foundation's endowment to manage the funds and to administrate them. The Board was concerned that 2% of the \$18 million (\$360,000) might be too expensive and that the Foundation should update it for that particular gift.

Diane Rubin recommended adopting the quasi-endowment policy and have the Finance and Investment Committee come back with a recommendation, as for the annual administrative fee percentage they think would be appropriate.

9.2 Conclusion

Diane Robin moved that the College of the Desert Foundation shall establish a board-designated endowment (also referred to as a “quasi-endowment”) called the “EDGE and pLEDGE Endowment” (also referred to as “the EDGE/pLEDGE Forever Fund”) whose purpose shall be to support students who participate in the District’s EDGE and pLEDGE program. The entirety of MacKenzie Scott’s eighteen million dollar (\$18,000,000) gift shall be used to seed the EDGE/pLEDGE Forever Fund. The EDGE/pLEDGE Forever Fund shall be invested in a manner consistent with the Foundation’s Endowed Asset Fund, described in the Foundation’s Investment Policy Statement, except that the 2% annual administrative fee will be reviewed subsequently by the Finance and Investment Committee, and the income shall be spent in a manner consistent with the Foundation’s Endowment Spending Policy. The Foundation will distribute funds available for expenditure to the District’s EDGE and pLEDGE program to support students in a manner consistent with the Fund’s charitable purpose, Carol Fragen seconded.

Motion carried.

9.2 Follow-up Items	9.2 Task of	9.2 Due by
The Finance and Investment Committee should come back with a recommendation, as for the annual administrative fee percentage they think would be appropriate for the quasi-endowment policy for the EDGE/pLEDGE quasi-endowment.	Tom Minder	

9.3 Approve the Use of the Bruce Fessier and Workforce Development Internships Scholarship Fund to Fund the Desert Sun Internships (Catherine Abbott)

Catherine Abbott reported that there are two funds available to fund the Desert Sun internships: the Bruce Fessier Fund and Workforce Development Internship Scholarship Fund. Julie Makinen is only recruiting one student for the Fall, for a part-time internship.

If the Foundation wanted to continue to support Desert Sun internships in the future, they would need to look at the options available. The Bruce Fessier fund is near depletion. The other fund available is the Development Internships Scholarship Fund. Kirstien Renna presented the budget available to the Board.

Bill Chunowitz moved to approve the Use of the Bruce Fessier and Workforce Development Internships Scholarship Fund to Fund the Desert Sun Internships, Jim Johnson seconded. Motion carried.

9.3 Follow-up Items	9.3 Task of	9.3 Due by
None	None	None

9.4 Audit Update (Diane Rubin)

Diane Rubin reported that the Audit Committee approved the 2020-21 draft Audit Report on September 27, 2021. Brandon Harrison from Eide Bailly will be attending and present the Audit report during the Board Planning Session on October 27, which will go for Board approval. Diane Rubin reported that this will be an exciting report and acknowledged Kirstien Renna, Mike Rodriguez and the auditors for a successful audit.

9.4 Follow-up Items	9.4 Task of	9.4 Due by
None	None	None

9.5 Stepping Out for College of the Desert Update (Barbara Foster Monachino and Jane Saltonstall)

Jane Saltonstall reported on the Stepping Out for College of the Desert. She noted the importance of raising the \$500K for the event as this would position the Foundation for the 40th anniversary in 2024. The Stepping Out Committee gathered a list of donors that they will strategize around, and the Board will be asked to participate in writing letters to their contacts, and to brainstorm around new possible donors.

9.5 Follow-up Items	9.5 Task of	9.5 Due by
None	None	None

9.6 Update on the Executive Committee Organizational Chart Restructuring (Christine Anderson)

Christine Anderson tabled that item to the next meeting.

9.6 Follow-up Items	9.6 Task of	9.6 Due by
This item was tabled that item to the next meeting.	None	None

9.7 Reminder: Board of Directors Planning Session – Oct 27, 20201 from 9AM to 5PM – Desert Willow Golf Resort – Followed by a Cocktail Reception – Masks and Social Distancing will be required.

Christine Anderson reminded the Board that the Planning Session would take place on October 27, 2021 from 9AM to 5PM at the Desert Willow Golf Resort in Palm Desert. This meeting will be followed by a cocktail reception on the patio. She asked the Board to share any agenda items they would like to add for that day.

The Board asked for the following items to be added to the agenda

- Budget training discussion
- Barbara Fromm asked to add the goals of the Nominating Committee
- Jane Saltonstall asked to add an item on Stepping Out for College of the Desert
- Jim Johnson asked to add a discussion around the strategic plan
- A discussion on the Quasi-Endowment fund Policy

9.7 Follow-up Items	9.7 Task of	9.7 Due by
The Board asked for the following items to be added to the agenda - Budget training discussion - Goals of the Nominating Committee - Stepping Out for College of the Desert - Strategic plan - A discussion on the Quasi-Endowment fund Policy	Catherine Abbott	October 27, 2021

9.8 Amendment on the Investment Policy from Covington Capital

Tom Minder added the amendment on the Investment Policy from Covington Capital as an agenda item. He indicated that he asked Covington whether the Foundation's Investment policy statement was up to date, as it was originally done in 2007. They came back with the following recommendations for updates:

- **With respect to fixed income:** The current policy states that the Foundation can invest 25% to 80% of its endowment in fixed income. They recommend changing it to 25% to 50%.
- **With respect to Cash:** The current policy states that the Foundation can hold 2% to 25% in cash. They recommend changing it to 2% to 20%.
- **With respect to Bonds:** The current fixed income benchmark is Barclays US aggregate index. They recommend changing to Barclays' intermediate government credit index.
- Covington recommended the Foundation purchases up to 10% in triple-B rated bonds. The current Investment Policy statement states that fixed income securities shall be rated "A1" (or its equivalent) or higher at the time of purchase by a nationally recognized statistical rating agency.

The Finance and Investment Committee members were asked for their opinions in this regards and the majority of them responded in favor of the proposed changes.

9.8 Conclusion

Diane Rubin moved to approve the changes proposed by Covington Capital as listed above, Barbara Fromm seconded. Motion carried.

9.8. Follow-up Items	9.8. Task of	9.8. Due by
The approved changes recommended by Covington should be updated on the Investment policy statement	Kirstien Renna/Tom Minder	

10. Other Discussions & Future Agenda Items

Christine Anderson added a Budget Discussion to be added to the next meeting, as per the discussion during item 7.4.

Marge Dodge shared that the Academic Angels Membership Tea is scheduled on November 18, 2021 at Barbara Fromm's residence and invited the Board members to attend.

10. Follow-up Items**10. Task of****10. Due by**

An agenda item on Foundation budget will be added to the next Board meeting agenda	Catherine Abbott	October 27, 2021
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11. Adjournment

The Foundation President adjourned the meeting at 4:42PM.

Next Meeting: Wednesday, October 27, 2021 – 9AM to 5M – Desert willow Golf Resort – Followed by a cocktail reception at 5PM. Masks and Social Distancing will be required.



COLLEGE
of the DESERT
FOUNDATION

The background of the document is a photograph of three young women standing in front of a building. The building has large letters spelling 'COLLEGE OF THE DESERT' on its facade. The woman on the left is wearing glasses and a light-colored blazer over a dark t-shirt with the college logo. The woman in the center is holding a book. The woman on the right is wearing a dark top and a light-colored jacket. The entire image is overlaid with a semi-transparent red filter.

SEPTEMBER 27, 2021 AUDIT COMMITTEE MEETING MINUTES

FOR APPROVAL



Foundation Audit Committee Meeting Minutes for September 27, 2021

3:00PM

Zoom Video:

https://cccconfer.zoom.us/rec/share/-sH0NgCy_tBkksmqPI6rZCa9bvjnOBjDMbFZY-uPVDMVRiFnkSGgXaakg7tShh0d.InEFhof3eA4JIt1L?startTime=1632779841000

Meeting Participants

Committee Members Present

Diane Rubin (Chair), Jim Greene, Barbara Foster Monachino, Jim Johnson, Jane Saltonstall

Committee Members Absent:

Non-Voting Committee Members (total #): 1

John Ramont

Non-Voting Committee Members Absent

Guest(s)

Catherine Abbott, Kirstien Renna, Mike Rodriguez, Christine Bruno, Brandon Harrison

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 Audit Committee Meeting of September

27, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Audit Committee Meeting of September 27, 2021 with any addition, correction or deletions.

Jane Saltonstall moved to approve the agenda, Jim Greene seconded.

Motion carried.

3. Minutes

Minutes were approved at the October Board Meeting.

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.

4. Discussion Items

5.1 Review the 2020-2021 Foundation Audit Report – Brandon Harrison and Christine Bruno – Eide Bailey

Brandon Harrison from Eide Bailly presented the Audit Report to the Audit Committee members and answered all their questions.

The auditor stated that an “unmodified opinion” was issued over the financial statements, which means that as presented, the financial

statements are free of material misstatement and free of material non-compliance. There was one audit reclass.

Auditor summarized the communication letter stating there was one reclassification that was board designated, and had to be moved from restricted to unrestricted. This was noted in the report and Auditor did not see this as a material weakness just an item that needed to be communicated to the Audit Committee. Diane Rubin stated that it is not unusual to have this in a communication letter and does not see this as any sort of issue.

Auditor shared that no Foundation information is compromised in any way. Everything is secure in all transactions. Auditor added that any member of the Audit committee can reach out to auditor at any time with questions or comments.

5. Action Items

5.1 Approval of the 2020-2021 Foundation Audit Report

Jim Johnson moved to approve the audit as presented. Barbara Foster Monachino seconded.

Motion passed.

6. Closed Session

6.1 Exceptions: Consent

The Committee Chair asked for an Executive session with the Auditors and asked the Foundation Staff to step off the meeting for conflict of interest reasons. The Public was able to remain present.

Content: Audit Report 2020-2021.

7. Open Session

7.1 Information, Procedural: Report of Action Taken (if any)

Open session announcement was made §54957.7. Content: Audit Report 2020-2021. There was nothing to report in the closed session.

8. Adjournment

The Committee Chair adjourned the meeting at 3:44 PM.



COLLEGE
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FOUNDATION

FINANCIAL
STATEMENTS FOR
PERIOD ENDED
AUGUST 31, 2021

FOR APPROVAL





FINANCIAL SUMMARY

August 31, 2021

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

	Operating & Restricted Asset Funds		Endowed Asset Funds	Totals	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	(Memorandum Only) 2021-2022	2020-2021
ASSETS					
Current Assets					
1 Cash and cash equivalents	9,462,421	99,285	835,788	10,397,494	935,847
2 Investments	11,918,848	13,506,159	18,502,002	43,927,010	32,523,166
3 Investments - Board Reserve	500,000	-	-	500,000	500,000
4 Investments related to deferred gifts - Split Interest Agreements	-	158,228	-	158,228	168,020
5 Unconditional promises to give (Pledges)	30,000	-	-	30,000	20,320
6 Allowance for Doubtful Accounts	-	-	-	-	-
7 Accounts Receivable	-	-	-	-	500
8 Accounts Receivable - Related Party	3,434	-	-	3,434	-
9 Accrued interest receivable	61,005	30,086	5,164	96,255	109,348
10 Student Emergency Funds held at Co	5,000	-	-	5,000	5,000
11 Other Assets	2,500	-	-	2,500	2,500
12 Total Current Assets	21,983,208	13,793,758	19,342,955	55,119,920	34,264,701
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	960	64,907	-	65,867	4,808
15 Equipment (net of accumulated depreciation)	-	-	-	-	40
16 Total Noncurrent Assets	960	191,573	336,549	529,082	386,272
17 TOTAL ASSETS	21,984,168	13,985,331	19,679,504	55,649,002	34,650,973
LIABILITIES					
Current Liabilities					
18 Accounts payable	236	7,000	-	7,236	67,343
19 Accounts Payable - Related Party	94,580	1,000	-	95,580	78,341
20 Accrued Payroll - Related Party	43,464	-	-	43,464	17,442
21 PPP Loan Payable	-	-	-	-	97,624
22 Deferred Contribution Income	-	-	-	-	(3,372)
23 Total Current Liabilities	138,280	8,000	-	146,280	257,379
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	178,616	216,233	113,944	508,792	1,270,464
30 NET ASSETS	21,845,888	13,977,331	19,679,504	55,502,722	34,393,595
31 TOTAL LIABILITIES AND NET ASSETS	21,984,168	13,985,331	19,679,504	55,649,002	34,650,973

STATEMENT OF ACTIVITIES

FOR CURRENT MONTH ENDED 08/31/2021 & YTD

	CURRENT MONTH ENDING 08/31/2021			Prior Year Month Ending		CURRENT YEAR TO DATE			PRIOR YTD ENDING		CURRENT YEAR BUDGET	
	ALL FUNDS		Variance	8/31/2020		ALL FUNDS		Budget	Variance	8/31/2020		2021 / 2022
	(2/12 of Annual Budget)											
OPERATIONAL & PROGRAM SUPPORT												
OPERATING REVENUE												
1	-	5,417	(5,417)	-	-	-	10,833.33	(10,833)	-	65,000		
2	62,790	2,790	60,000	70,136	-	112,639	120,000	(7,361)	131,749	720,000		
3	37,889	34,583	3,306	34,415	-	75,469	69,166.67	6,302	68,054	415,000		
4	-	-	-	-	-	-	-	-	-	-		
5	106,679	100,000	679	104,551	-	188,108	200,000	(11,892)	199,803	1,200,000		
TOTAL OPERATING REVENUE												
MANAGEMENT & GENERAL EXPENSES												
6	41,711	48,200.79	6,490	36,819	-	81,806	96,401.57	14,595	71,027	578,409		
7	-	670	670	755	-	330	1,340	1,010	1,622	8,040		
8	-	-	-	-	-	-	-	-	-	-		
9	-	313	313	95	-	150	625.00	475	261	3,750		
10	40,664	40,966	303	30,470	-	80,784	81,932.91	1,149	60,981	491,597		
11	82,375	90,150	7,775	68,140	-	163,070	180,299.49	17,229	133,891	1,081,797		
TOTAL MANAGEMENT & GENERAL EXPENSES												
PROGRAM EXPENSES												
12	50,280	92,800	42,520	40,206	-	63,871	185,600.00	121,729	59,103	1,113,600		
13	-	642	642	13	-	147	1,283.33	1,136	586	7,700		
14	42	1,722	1,679	186	-	1,130	3,443	2,313	314	20,660		
15	-	1,843	1,843	2,076	-	908	3,685.00	2,778	4,459	22,110		
16	3,980	12,747	8,767	22,922	-	4,250	25,493	21,243	40,394	152,960		
17	32,346	32,587	241	24,238	-	64,260	65,173.91	914	48,508	391,043		
18	86,649	142,339	55,691	89,641	-	134,566	284,678.91	150,113	153,364	1,708,073		
19	169,023	232,489	63,466	157,780	-	297,637	464,978.40	167,342	287,255	2,789,870		
20	(68,344)	(132,489)	64,145	(53,229)	-	(109,529)	(264,978)	(155,450)	(87,452)			
FUNDRAISING												
FUNDRAISING REVENUE												
21	1,676	6,250	(4,574)	4,403	-	3,801	12,500	(8,699)	8,804	75,000		
22	100	4,167	(4,067)	1,650	-	300	8,333.33	(8,033)	1,676	50,000		
23	11,200	41,667	(30,467)	21,000	-	11,200	83,333.33	(72,133)	21,000	500,000		
24	27,252	41,667	(14,414)	7,603	-	48,661	83,333.33	(34,673)	19,663	500,000		
25	102,312	20,833	81,479	-	-	102,312	41,666.67	60,645	-	250,000		
26	7,501	8,333	(832)	3,902	-	13,501	16,666.67	(3,166)	3,902	100,000		
27	-	43,750	(43,750)	-	-	-	87,500	(87,500)	-	525,000		
28	40,612	25,000	15,612	17,126	-	44,712	50,000	(5,288)	24,726	300,000		
29	190,654	191,667	(1,013)	55,684	-	224,487	383,333	(158,847)	79,770	2,300,000		
TOTAL FUNDRAISING REVENUE:												
FUNDRAISING EXPENSES												
30	-	4,254	4,254	19	-	625	8,508.33	7,884	726	51,050		
31	43	1,347	1,304	117	-	774	2,693.93	1,920	200	16,164		
32	-	4,588	4,588	6,474	-	413	9,175.00	8,763	14,657	55,050		
33	995	6,520	5,525	5,730	-	2,963	13,040.00	10,077	10,098	78,240		
34	(10,000)	10,833	20,833	-	-	-	21,666.67	21,667	(6,500)	130,000		



FY 20/21 COMBINED OPERATING BUDGET

REVENUES

Fundraising Revenues :

	FY 2020/21 Budget			FY 2021/22 Budget		
	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 06/30/2021	% of Budget vs Actual @ 06/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 08/31/2021	% of Budget vs Actual
Annual Giving	100,000	52,410	52.4%	75,000	3,801	5.1%
Leadership Giving	350,000	461,042	131.7%	500,000	48,661	9.7%
Business Engagement Giving	100,000	157,417	157.4%	50,000	300	0.6%
Major Gifts	150,000	18,366,907	12244.6%	250,000	102,312	40.9%
Planned Giving	250,000	94,056	37.6%	100,000	13,501	13.5%
Special Events Giving / Capital Campaign	550,000	-	0.0%	525,000	-	0.0%
Stepping Out for COD	500,000	-	0.0%	500,000	-	0.0%
Academic Angels Events	50,000	-	0.0%	25,000	-	0.0%
Scholarship Pass-Thru Donations	350,000	221,617	63.3%	300,000	44,712	14.9%
Grants	450,000	422,493	93.9%	500,000	11,200	2.2%
Fundraising Revenues	2,300,000	19,775,942	859.8%	2,300,000	224,487	9.8%

Investment/Other Revenues :

						0.0%
Investment Management Services	382,000	427,105	111.8%	415,000	75,469	18.2%
Gift Fee	-	(200)	0.0%	-	-	0.0%
In Kind Revenue	68,000	33,334	49.0%	65,000	-	0.0%
Interest/Dividends Income	700,000	718,629	102.7%	720,000	112,639	15.6%
Investment/Other Revenues	1,150,000	1,178,868	102.5%	1,200,000	188,108	15.7%
Total Combined Revenue	3,450,000	20,954,810	607.4%	3,500,000	412,595	11.8%



FY 20/21 COMBINED OPERATING BUDGET

EXPENDITURES

Fundraising Expenses

	FY 2020/21 Budget			FY 2021/22 Budget		
	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 06/30/2021	% of Budget vs Actual @ 06/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 08/31/2021	% of Budget vs Actual
Annual Giving	10,000	75	0.8%	10,000	-	0.0%
Leadership Giving	15,000	7,489	49.9%	15,000	439	2.9%
Business Engagement	5,000	860	17.2%	1,500	-	0.0%
Major Gifts	3,000	-	0.0%	-	-	0.0%
Foundation Giving	1,000	-	0.0%	-	-	0.0%
Planned Giving	10,000	3,500	35.0%	15,000	-	0.0%
Special Events Expenses	100,000	(6,500)	-6.5%	130,000	-	0.0%
Stepping Out for COD Event	75,000	(6,500)	-8.7%	120,000	-	0.0%
Academic Angels Events	25,000	-	0.0%	10,000	-	0.0%
Total Fundraising Expenses:	144,000	5,424	3.8%	171,500	439	0.3%

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	16,500	110.0%	17,000	-	0.0%
Bad Debt	-	-	0.0%	-	-	0.0%
Bank Charges	6,000	3,938	65.6%	4,000	433	10.8%
Board/Staff Training	15,000	9,977	66.5%	15,000	3,580	23.9%
Community Relations	5,000	1,300	26.0%	5,000	-	0.0%
Depreciation Expense	-	40	0.0%	-	-	0.0%
Donor Cultivation	15,000	479	3.2%	10,000	283	2.8%
Donor Recognition	15,000	3,430	22.9%	5,000	200	4.0%
Donor/Scholarship Reception Expenses	12,000	-	0.0%	-	-	0.0%
Equipment Lease	8,000	7,740	96.8%	8,000	1,935	24.2%
Furniture & Equipment	1,500	1,500	100.0%	3,200	-	0.0%
In Kind Expense	68,000	33,334	49.0%	65,000	-	0.0%
Independent Contractor - Leadership Giving	30,000	-	0.0%	-	-	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 @ 06/30/2021	% of Budget vs Actual @ 06/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 08/31/2021	% of Budget vs Actual
-	52,500	0.0%	45,000	-	0.0%
20,000	47,494	237.5%	35,200	1,650	4.7%
50,000	99,994	200.0%	80,200	1,650	2.1%
555	555	100.0%	555	-	0.0%
25,000	170	0.7%	20,000	-	0.0%
380,000	324,440	85.4%	160,000	6,875	4.3%
35,000	12,226	34.9%	5,000	-	0.0%
25,000	-	0.0%	-	-	0.0%
50,000	-	0.0%	40,000	1,900	4.8%
50,000	66,255	132.5%	40,000	-	0.0%
-	-	0.0%	-	-	0.0%
135,000	127,650	94.6%	-	-	0.0%
85,000	118,309	139.2%	75,000	4,975	6.6%
3,500	2,270	64.9%	3,000	1,600	53.3%
15,000	4,124	27.5%	10,000	256	2.6%
45,000	46,088	102.4%	45,000	19,564	43.5%
5,000	2,655	53.1%	5,000	218	4.4%
20,000	24,640	123.2%	10,000	(213)	-2.1%
5,000	1,600	32.0%	5,000	-	0.0%
(135,000)	(120,000)	88.9%	-	-	0.0%
1,000	-	0.0%	1,000	-	0.0%
12,000	7,300	60.8%	14,000	130	0.9%
1,200	146	12.2%	2,500	72	2.9%
1,661	333	20.0%	678	85	12.5%
55,000	32,820	59.7%	70,000	-	0.0%
2,000	2,196	109.8%	2,000	145	7.3%
6,335	477	7.5%	6,300	-	0.0%
5,000	-	0.0%	3,000	-	0.0%



**COLLEGE
of the
DESERT**
FOUNDATION

FY 20/21 COMBINED OPERATING BUDGET

	FY 2020/21 Budget			FY 2021/22 Budget		
	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 06/30/2021	% of Budget vs Actual @ 06/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 08/31/2021	% of Budget vs Actual
Wages & Benefits	986,849	974,524	98.8%	1,117,267	183,600	16.4%
Wages & Benefits Foundation Staff	738,193	726,696	98.4%	850,972	138,874	16.3%
Wages & Benefits-Accounting Staff	248,656	247,828	99.7%	266,295	44,726	16.8%
Website Fees	1,200	351	29.3%	1,200	338	28.2%
Total Operating Expenses:	1,682,800	1,482,921	88.1%	1,689,900	220,751	13.1%
<u>Investment Expenses</u>						
Realized Gain/Loss - For Split Interest Agreements	10,000	9,793	97.9%	10,000	-	0.0%
Investment Management Services	382,000	427,105	111.8%	415,000	75,469	18.2%
Gift Fees	-	(200)	0.0%	-	-	0.0%
Other Investment Expenses - Restricted	100,000	125,117	125.1%	100,000	18,291	18.3%
<u>Investment Expenses:</u>	492,000	561,815	114.2%	525,000	93,760	17.9%
<u>College Support Expenses</u>						
Contributions to the College	1,131,200	1,556,595	137.6%	1,113,600	63,871	5.7%
College Program Support	500,000	207,714	41.5%	392,400	1,441	0.4%
Presidents Discretionary Fund	30,000	1,035		20,000	-	0.0%
Scholarships	600,000	1,347,071	224.5%	700,000	62,430	8.9%
Student Awards	1,200	775	64.6%	1,200	-	0.0%
<u>Total College Support Expenses:</u>	1,131,200	1,556,595	137.6%	1,113,600	63,871	5.7%
Total Combined Expenditures	3,450,000	3,606,755	104.5%	3,500,000	378,821	10.8%



COLLEGE
of the DESERT
FOUNDATION

The background of the entire page is a photograph of three young women standing in front of a modern building. The building has large letters spelling 'COLLEGE OF THE DESERT' on its facade. The woman on the left is wearing glasses and a light-colored blazer over a dark t-shirt with the college logo. The woman in the center is holding a book. The woman on the right is wearing a dark top and a light-colored jacket. The entire image has a reddish-pink tint.

2021-2022 FINANCIAL AUDITED STATEMENTS

FOR APPROVAL



Board of Directors
College of the Desert Foundation
Palm Desert, California

In planning and performing our audit of the financial statements of College of the Desert Foundation (the Foundation) as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the entity's internal control to be a significant deficiency.

Observation

Account balances were misstated as of fiscal year-end due to errors in the misclassification of revenues and net asset designations.

Recommendation

We recommend the Foundation management and audit committee continue to review financial transactions on a regular basis and thoroughly reviewing non-recurring transactions to ensure they are properly recognized and presented.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the Foundation, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Erik Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California
October 13, 2021



October 13, 2021

To the Board of Directors
College of the Desert Foundation
Palm Desert, California

We have audited the financial statements of College of the Desert Foundation (the Foundation) as of and for the year ended June 30, 2021, and have issued our report thereon dated October 13, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our letter dated March 2, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Foundation solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.



Financial Statements
June 30, 2021 and 2020

College of the Desert Foundation

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Independent Auditor's Report

Board of Directors
College of the Desert Foundation
Palm Desert, California

Report on the Financial Statements

We have audited the accompanying financial statements of College of the Desert Foundation (the Foundation) (a California nonprofit corporation), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. 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 believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California
October 13, 2021

College of the Desert Foundation
Statements of Financial Position
June 30, 2021 and 2020

	2021	2020
Assets		
Current assets		
Cash and cash equivalents	\$ 20,379,101	\$ 1,636,133
Investments	33,951,783	31,051,622
Investments related to deferred gifts	158,228	168,020
Unconditional promises to give	30,000	14,808
Accounts receivable	-	1,000
Accounts receivable - related party	2,296	-
Accrued interest receivable	96,255	109,348
Student emergency funds held by District	5,000	5,000
Other assets	2,500	2,500
Total current assets	54,625,163	32,988,431
Noncurrent assets		
Beneficial interest in assets held by the Foundation for California Community Colleges	463,215	381,424
Unconditional promises to give - net of amortized discount	65,867	10,320
Equipment (net of accumulated depreciation)	-	40
Total noncurrent assets	529,082	391,784
Total assets	\$ 55,154,245	\$ 33,380,215
Liabilities and Net Assets		
Current liabilities		
Accounts payable	\$ 25,274	\$ 48,201
Accrued expenses	43,465	20,771
Accounts payable - related party	91,576	188,112
Total current liabilities	160,315	257,084
Net assets		
Without donor restrictions		
Undesignated	20,917,272	2,350,492
Board designated	750,000	500,000
Total without donor restrictions	21,667,272	2,850,492
With donor restrictions	33,326,658	30,272,639
Total net assets	54,993,930	33,123,131
Total liabilities and net assets	\$ 55,154,245	\$ 33,380,215

College of the Desert Foundation

Statements of Activities

Years Ended June 30, 2021 and 2020

	2021		
	Without Donor Restrictions	With Donor Restrictions	Total
Revenues			
Grants	\$ -	\$ 422,493	\$ 422,493
Pass through scholarship donations	-	221,617	221,617
Special events revenue	-	-	-
Donated facilities (in-kind)	33,334	-	33,334
Annual Giving	22,834	29,574	52,408
Leadership Giving	201,331	259,712	461,043
Business Engagement Giving	8,925	148,492	157,417
Major Gifts	18,145,000	221,907	18,366,907
Planned Giving	91,400	2,657	94,057
Management services	426,905	(426,905)	-
Assets released from restrictions	1,571,314	(1,571,314)	-
Total revenues	20,501,043	(691,767)	19,809,276
Expenses			
Program	2,181,473	-	2,181,473
Management and general	538,029	-	538,029
Fundraising	287,358	-	287,358
Total expenses	3,006,860	-	3,006,860
Other income, gains and losses			
Net unrealized gain on investments	747,460	2,083,914	2,831,374
Net realized gain on investments	435,482	1,161,063	1,596,545
Interest and dividends, net of fees	139,655	407,809	547,464
Subtotal investment income	1,322,597	3,652,786	4,975,383
Change in value of deferred gifts	-	(9,792)	(9,792)
Change in value of beneficial interest in assets held by the Foundation for California Community Colleges	-	102,792	102,792
Total other income, gains and losses	1,322,597	3,745,786	5,068,383
Change in Net Assets	18,816,780	3,054,019	21,870,799
Net Assets, Beginning of Year	2,850,492	30,272,639	33,123,131
Net Assets, End of Year	\$ 21,667,272	\$ 33,326,658	\$ 54,993,930

College of the Desert Foundation

Statements of Activities

Years Ended June 30, 2021 and 2020

	2020		
	Without Donor Restrictions	With Donor Restrictions	Total
Revenues			
Grants	\$ 5,000	\$ 326,875	\$ 331,875
Pass through scholarship donations	-	329,622	329,622
Special events revenue	305,018	-	305,018
Donated facilities (in-kind)	62,926	-	62,926
Annual Giving	13,236	27,849	41,085
Leadership Giving	69,729	166,175	235,904
Business Engagement Giving	1,000	125,272	126,272
Major Gifts	-	-	-
Planned Giving	96,275	139,663	235,938
Management services	429,455	(429,455)	-
Assets released from restrictions	1,653,094	(1,653,094)	-
Total revenues	2,635,733	(967,093)	1,668,640
Expenses			
Program	2,261,819	-	2,261,819
Management and general	443,095	-	443,095
Fundraising	238,447	-	238,447
Total expenses	2,943,361	-	2,943,361
Other income, gains and losses			
Net unrealized gain on investments	16,890	109,568	126,458
Net realized gain on investments	109,699	282,275	391,974
Interest and dividends, net of fees	176,937	464,855	641,792
Subtotal investment income	303,526	856,698	1,160,224
Change in value of deferred gifts	-	(18,669)	(18,669)
Change in value of beneficial interest in assets held by the Foundation for California Community Colleges	-	4,494	4,494
Total other income, gains and losses	303,526	842,523	1,146,049
Change in Net Assets	(4,102)	(124,570)	(128,672)
Net Assets, Beginning of Year	2,854,594	30,397,209	33,251,803
Net Assets, End of Year	\$ 2,850,492	\$ 30,272,639	\$ 33,123,131

College of the Desert Foundation
Statements of Functional Expenses
Years Ended June 30, 2021 and 2020

	2021			
	Program	Management and General	Fundraising	Total
College support	\$ 240,534	\$ -	\$ -	\$ 240,534
Scholarships	1,347,846	-	-	1,347,846
Special event	-	-	-	-
Salaries and benefits	341,083	428,790	204,650	974,523
Bank and credit card charges	-	3,938	-	3,938
Depreciation	-	40	-	40
Equipment and maintenance	-	16,540	-	16,540
Insurance	-	555	-	555
Marketing and development	171,944	-	48,150	220,094
Independent contractors	59,402	21,601	20,501	101,504
Membership	45	2,179	45	2,269
President's fund	1,035	-	-	1,035
Office	-	6,493	160	6,653
Conferences and travel	3,037	5,061	2,025	10,123
Postage and printing	12,870	6,447	7,978	27,295
Professional services	3,334	10,002	3,334	16,670
Recognition	343	2,572	515	3,430
Donated facilities	-	33,334	-	33,334
Telephone	-	477	-	477
Total expenses	<u>\$ 2,181,473</u>	<u>\$ 538,029</u>	<u>\$ 287,358</u>	<u>\$ 3,006,860</u>

College of the Desert Foundation
Statements of Functional Expenses
Years Ended June 30, 2021 and 2020

	2020			
	Program	Management and General	Fundraising	Total
College support	\$ 550,046	\$ -	\$ -	\$ 550,046
Scholarships	1,266,263	-	-	1,266,263
Special event	-	-	18,343	18,343
Salaries and benefits	218,746	274,995	131,248	624,989
Bank and credit card charges	-	3,075	-	3,075
Depreciation	-	1,744	-	1,744
Equipment and maintenance	-	17,371	-	17,371
Insurance	-	555	-	555
Marketing and development	105,558	-	32,589	138,147
Independent contractors	90,198	32,799	40,999	163,996
Membership	55	2,625	55	2,735
President's fund	12,698	-	-	12,698
Office	-	9,506	233	9,739
Conferences and travel	2,072	3,454	1,382	6,908
Postage and printing	7,399	3,706	4,587	15,692
Professional services	8,329	24,988	8,329	41,646
Recognition	455	3,409	682	4,546
Donated facilities	-	62,926	-	62,926
Telephone	-	1,942	-	1,942
Total expenses	<u>\$ 2,261,819</u>	<u>\$ 443,095</u>	<u>\$ 238,447</u>	<u>\$ 2,943,361</u>

College of the Desert Foundation

Statements of Cash Flows

Years Ended June 30, 2021 and 2020

	2021	2020
Operating Activities		
Change in net assets	\$ 21,870,799	\$ (128,672)
Adjustments to reconcile change in net assets to net cash flows from (used for) operating activities		
Depreciation	40	1,744
Amortization of discount on promises to give	(133)	(680)
Unrealized gain on investments	(2,831,374)	(126,458)
Realized gain on investments	(1,596,545)	(391,974)
Change in value of deferred gifts	9,792	(20,969)
Contributions restricted for long-term purposes	(150,754)	-
Distributions from beneficial interest in assets held by the Foundation for California Community Colleges	21,001	20,400
Change in beneficial interest in assets held by the Foundation for California Community Colleges	(102,792)	(4,494)
Changes in assets and liabilities		
Unconditional promises to give	(70,606)	190,360
Accounts receivable	1,000	(1,000)
Accounts receivable - related party	(2,296)	-
Accrued interest receivable	13,093	4,692
Accounts payable	(22,927)	(107,919)
Accrued expenses	22,694	(5,280)
Accounts payable - related party	(96,536)	(19,980)
Net Cash Flows from (used for) Operating Activities	17,064,456	(590,230)
Investing Activities		
Sale of investments	13,616,662	10,048,816
Purchase of investments	(12,088,904)	(10,142,804)
Net Cash Flows from (used for) Investing Activities	1,527,758	(93,988)
Financing Activities		
Collections of contributions restricted for long-term purposes	150,754	-
Net Change in Cash and Cash Equivalents	18,742,968	(684,218)
Cash, Cash Equivalents, and Restricted Cash, Beginning of Year	1,636,133	2,320,351
Cash, Cash Equivalents, and Restricted Cash, End of Year	\$ 20,379,101	\$ 1,636,133

Note 1 - Nature of Organization and Summary of Significant Accounting Policies**Organization and Nature of Activities**

College of the Desert Foundation (the Foundation) is a non-profit organization that was formed on July 27, 1983. The purpose of the Foundation is to enhance the quality of education by advancing College of the Desert (the College) through building relationships, securing philanthropic support, and stewarding assets. The Foundation operates primarily in the Coachella Valley of Southern California. Substantially all of the Foundation's donors are residents of this area, and the Foundation is subject to economic factors which may affect charitable giving in Southern California.

Financial Statement Presentation

The accompanying financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958-210-50. Under ASC 958-210-50, the Foundation is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting. Revenues and expenses are recorded when incurred in accordance with the accrual basis of accounting.

The Foundation and the College are financial interrelated organizations as defined by *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. The Foundation reflects contributions received for the benefit of the College as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

Net Assets

Net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions - Net assets available for general operations and not subject to donor (or certain grantor) restrictions. Net assets without donor restrictions represents all resources over which the Board of Directors has discretionary control for use in operating the Foundation. The Foundation's Board has also designated, from net assets without donor restrictions, net assets for certain uses, as described in Note 11.

Net Assets with Donor Restrictions - Net assets subject to donor (or certain grantor) restrictions. Some donor-imposed (or grantor) restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Foundation reports contributions restricted by donors as increases in net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Revenue Recognition

In May 2014, the FASB issued guidance (Accounting Standards Codification [ASC] 606, *Revenue from Contracts with Customers*) which provides a five-step analysis of contracts to determine when and how revenue is recognized and replaces most existing revenue recognition guidance in U.S. generally accepted accounting principles. The core principle of the new guidance is that an entity should recognize revenue to reflect the transfer of goods and services to customers in an amount equal to the consideration the entity receives or expects to receive. The Foundation adopted ASC 606 with a date of the initial application of July 1, 2020, using the full-retrospective method.

As part of the adoption of ASC 606, the Foundation elected to use the following transition practical expedients: (1) revenue from contracts which begin and end in the same fiscal year has not been restated; (2) hindsight was used when determining the transaction price for contracts that include variable consideration, rather than estimating variable consideration amounts in the comparative reporting period; (3) the amount of transaction price allocated to unsatisfied performance obligations and when those amounts are expected to be recognized, for the reporting periods prior to the date of initial application of the guidance, have not been disclosed; and (4) all contract modifications that occurred prior to the date of initial application when identifying the satisfied and unsatisfied performance obligations, determining the transaction price, and allocating the transaction price have been reflected in the aggregate.

Membership dues, which are nonrefundable, are comprised of an exchange element based on the value of benefits provided, and a contribution element for the difference between the total dues paid and the exchange element. The Foundation recognizes the exchange portion of membership dues over the membership period, and the contribution portion immediately. The Foundation records special events revenue equal to the fair value of direct benefits to donors, and contribution income for the excess received when the event takes place.

The Foundation recognizes contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give - that is, those with a measurable performance or other barrier and a right of return - are not recognized until the conditions on which they depend have been met.

The adoption of ASC 606 did not have a significant impact on the Foundation's statement of financial position, results of its activities, or cash flows. The Foundation's revenue arrangements generally consist of a single performance obligation to transfer services. There are no significant contract assets, accounts receivable, or contract liabilities associated with these revenue streams. Based on the Foundation's evaluation of its contracts with customers, the timing and amount of revenue recognized previously is consistent with how revenue is recognized under the new standard. No changes were required to previously reported revenues as a result of the adoption.

Donated Assets, Services, and Facilities

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year. Donated assets are capitalized at the stated donated value and depreciated in accordance with Foundation policies, unless they are passed through to the College. A substantial number of volunteers have donated their time and experience to the Foundation's program services and fundraising campaigns during the year. However, these donated services are not reflected in the financial statements because they do not meet recognition criteria prescribed by generally accepted accounting principles.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Foundation to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Income Taxes

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b)(A)(vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. There was no unrelated business activity income for the years ended June 30, 2021 and 2020.

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

Property and Equipment

Capital purchases comprise furniture, fixtures and equipment, and leasehold improvements. Property and equipment additions over \$2,000, are recorded at cost, or if donated, at fair value on the date of donation. Depreciation and amortization is computed and recorded utilizing the straight-line method. Estimated useful lives of equipment currently held by the Foundation is five years. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statements of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended June 30, 2021.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking, money market accounts, and certificates of deposit with original maturities of less than 90 days. The Foundation maintains cash balances in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC) and Securities Investor Protection Corporation (SIPC) limits. Deposit concentration risk is managed by placing cash balances with financial institutions believed by the Foundation to be creditworthy. Management believes credit risk is limited.

Promises to Give

The Foundation records unconditional promises to give that are expected to be collected within one year at net realizable value. Unconditional promises to give that are expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the statements of activities. Allowance for uncollectable promises to give is determined based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Promises to give are written off when deemed uncollectable. Management has deemed all amounts as collectible; therefore, no allowance for doubtful accounts is considered necessary.

Beneficial Interest in Assets Held by Community Foundation

The Foundation established an endowment fund that is perpetual in nature (the Fund) under a community foundation's (the CF) Osher Endowment Scholarship program and named the Foundation as a beneficiary. The Foundation granted variance power to the CF which allows the CF to modify any condition or restriction on its distributions for any specified charitable purpose or to any specified organization if, in the sole judgment of the CF's Board of Directors, such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. The Fund is held and invested by the CF for the Foundation's benefit and is reported at fair value in the statement of financial position, with distributions and changes in fair value recognized in the statements of activities.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statement of financial position. Net investment return/(loss) is reported in the statement of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. Allocated expenses include salaries and benefits, independent contractors, marketing and development, membership, office, conference and travel, postage and printing, professional services, and recognition, which are allocated on the basis of estimates of time and effort.

Management Fee

Endowments received by the Foundation are subject to a two percent annual administrative fee of the value of the endowed asset. The fee will come from the interest earned off the endowment. The Foundation also assesses a five percent gift fee on all restricted and endowed donations. Revenues received from management fees are used by the Foundation to further advancement efforts on behalf of College of the Desert. The gift fee was suspended for the 2021 fiscal year.

Advertising Costs

Costs associated with advertising are expensed as incurred. During the 2021 and 2020 fiscal years, total advertising costs were \$220,094 and \$138,147, respectively.

Change in Accounting Principle

The Foundation has adopted the provisions of ASU 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASU 2018-08) applicable to contributions made. ASU 2018-08 clarifies and improves the scope and the accounting guidance for contributions received and contributions made. Management has adopted this standard because it assists the Foundation in evaluating whether transactions should be accounted for as contributions or exchange transactions and in determining whether a contribution is conditional. As of July 1, 2020, the Foundation has implemented the provisions of ASU 2018-08 on a modified prospective basis to agreements that were not completed as of the date of adoption or were entered after the date of adoption. Management has determined that the adoption of this standard did not have a significant impact on the Foundation's financial statements.

The Foundation has adopted the provisions of ASU 2018-13, *Fair Value Measurement* (ASU 2018-13). The amendments in ASU 2018-13 remove, modify, and supplement the disclosure requirements for fair value measurements. These changes did not have a material impact on the Foundation's financial statements and disclosures. The Foundation has implemented the provisions of this ASU because management believes it improves the Foundation's financial reporting.

Recent Accounting Pronouncements

In February 2016, FASB issued Accounting Standards Update (ASU) 2016-02, *Leases*. ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. Although the full impact of this update on the Foundation's financial statements has not yet been determined, the future adoption of this guidance will require the Foundation to record assets and liabilities on its statement of financial position relating to facility and other leases currently being accounted for as operating leases.

The ASU is effective for the Foundation for the year ended June 30, 2022. Management is evaluating the impact of the adoption of this standard.

Note 2 - Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30,:

	2021	2020
Cash and cash equivalents	\$ 18,847,699	\$ 887,442
Investments	2,867,477	1,938,041
Unconditional promises to give, current (pledges)	10,000	10,000
	<u>\$ 21,725,176</u>	<u>\$ 2,835,483</u>
Total financial assets available within one year		

Liquidity Management

To manage liquidity, the Foundation structures its financial assets to be available as its general expenditures, liabilities, and other obligations come due. To ensure the stability of its mission, programs, employment, and ongoing operations, the Foundation maintains a Board Designated Reserve Fund. The Foundation has an Investment Policy Statement that establishes investment objectives for short-term and long-term investments. The short-term investments include assets with donor restrictions, as well as assets without donor restrictions. Since these funds are maintained for current operating expenses, as well as near-term funding commitments, they are managed with little or no risk to principle. They include cash and cash equivalents and short-term fixed income securities with an average maturity of three years and a maximum maturity of five years. The Endowed Assets are invested to emphasize long-term investment fundamentals. The objective is to maximize long-term returns consistent with prudent levels of risk. Investment returns are expected to provide adequate funds to sufficiently support designated needs and preserve or enhance the real value of the Foundation.

Note 3 - Restrictions on Net Asset Balances

Donor restricted net assets with time and/or purpose restrictions consist of the following at June 30,:

	2021	2020
Deferred gifts	\$ 158,228	\$ 168,020
Various donor restricted funds	5,894,570	6,156,483
Osher endowment	126,666	44,875
Foundation scholarships	7,581,636	4,488,455
	<u> </u>	<u> </u>
Total donor restricted net assets	<u>\$ 13,761,100</u>	<u>\$ 10,857,833</u>

Donor restricted net assets with perpetual restrictions consist of the following at June 30,:

	2021	2020
Scholarships and programs for the College	\$ 6,881,927	\$ 6,731,175
Osher endowment	336,549	336,549
General endowments	12,347,082	12,347,082
	<u> </u>	<u> </u>
Total donor restricted net assets	<u>\$ 19,565,558</u>	<u>\$ 19,414,806</u>

Note 4 - Unconditional Promises to Give

The Foundation's unconditional promises to give consisted of the following at June 30,:

	2021	2020
Unconditional promises to give, less than one year	\$ 30,000	\$ 14,808
Unconditional promises to give, more than one year	66,000	11,000
	<u> </u>	<u> </u>
Total	96,000	25,808
Less: Unamortized discount	<u>(133)</u>	<u>(680)</u>
Net Unconditional Promises to Give	<u>\$ 95,867</u>	<u>\$ 25,128</u>

The discount rate utilized for the years ended June 30, 2021, and 2020 was 0.07% and 4.00%, respectively.

Note 5 - Investments

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2021:

	Without Donor Restrictions	With Donor Restrictions	Total
Interest and dividends	\$ 185,703	\$ 532,926	\$ 718,629
Net realized gain	435,482	1,161,063	1,596,545
Net unrealized gain	747,460	2,083,914	2,831,374
Total investment income	1,368,645	3,777,903	5,146,548
Investment expenses	(46,048)	(125,117)	(171,165)
Total investment income, net of expenses	<u>\$ 1,322,597</u>	<u>\$ 3,652,786</u>	<u>\$ 4,975,383</u>

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2020:

	Without Donor Restrictions	With Donor Restrictions	Total
Interest and dividends	\$ 222,142	\$ 582,378	\$ 804,520
Net realized gain	109,699	282,275	391,974
Net unrealized gain	16,890	109,568	126,458
Total investment income	348,731	974,221	1,322,952
Investment expenses	(45,205)	(117,523)	(162,728)
Total investment income, net of expenses	<u>\$ 303,526</u>	<u>\$ 856,698</u>	<u>\$ 1,160,224</u>

Note 6 - Beneficial Interest in Assets Held by the Foundation for California Community Colleges

The Foundation for California Community Colleges (FCCC) has created a permanent endowment fund intended to provide scholarship support to California Community College students in perpetuity. The fund began in May 2008 with a \$25 million lead gift from The Bernard Osher Foundation. The Bernard Osher Foundation will provide scholarship matching funds annually to colleges that participate. In order to take advantage of this opportunity, the College and its donors have contributed \$336,549. As of June 30, 2021 and 2020, the ending balance of the Osher Endowment Scholarship was \$463,215 and \$381,424, respectively. The Foundation receives no additional interest or dividends on the balance held at the FCCC and does not participate in the investment management of the funds. All donations to the FCCC Osher Endowment Scholarship must remain in the fund permanently and cannot be returned or used for other purposes.

Note 7 - Fair Value Measurements and Disclosures

Certain assets are reported at fair value in the financial statements. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset or liability, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities that can be accessed at the measurement date.

Level 2 - Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3 - Unobservable inputs for the asset or liability. In these situations, inputs are developed using the best information available in the circumstances.

The fair values of beneficial interests in charitable trusts are determined using present value techniques and risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the underlying assets and are based on the fair values of trust investments as reported by the trustees. The fair value of the beneficial interest in assets held by the Foundation for California Community Colleges is based on the fair values of fund investments as reported by the Foundation. These are considered to be Level 3 measurements.

Assets and Liabilities Recorded at Fair Value on a Recurring Basis

The following table presents the balances of the assets measured at fair value on a recurring basis as of June 30, 2021. The Foundation did not have any liabilities measured at fair value on a recurring basis as of June 30, 2021.

	Level 1	Level 2	Level 3	Total
Investment Assets				
Equity	\$ 15,353,462	\$ -	\$ -	\$ 15,353,462
Bonds	640,758	14,546,602	-	15,187,360
Mutual Funds	1,450,098	-	-	1,450,098
U.S. Treasuries	-	790,207	-	790,207
Exchange Traded Funds	1,043,311	-	-	1,043,311
Other Assets	127,345	-	-	127,345
Beneficiary Remainder Trust	-	-	158,228	158,228
FCCC Osher Endowment Scholarship Fund	-	-	463,215	463,215
Total	<u>\$ 18,614,974</u>	<u>\$ 15,336,809</u>	<u>\$ 621,443</u>	<u>\$ 34,573,226</u>

The following table presents the balances of the assets measured at fair value on a recurring basis as of June 30, 2020. The Foundation did not have any liabilities measured at fair value on a recurring basis as of June 30, 2020.

	Level 1	Level 2	Level 3	Total
Investment Assets				
Equity	\$ 10,873,852	\$ -	\$ -	\$ 10,873,852
Bonds	10,829,145	6,636,834	-	17,465,979
Mutual Funds	1,853,973	-	-	1,853,973
U.S. Treasuries	-	-	-	-
Exchange Traded Funds	774,901	-	-	774,901
Other Assets	82,917	-	-	82,917
Beneficiary Remainder Trust	-	-	168,020	168,020
FCCC Osher Endowment Scholarship Fund	-	-	381,424	381,424
Total	<u>\$ 24,414,788</u>	<u>\$ 6,636,834</u>	<u>\$ 549,444</u>	<u>\$ 31,601,066</u>

Note 8 - Equipment

Property and equipment are summarized as follows at June 30,:

	2021	2020
Assets being depreciated	\$ 23,638	\$ 23,638
Accumulated depreciation	(23,638)	(23,598)
Total	<u>\$ -</u>	<u>\$ 40</u>

Depreciation expense was \$40 and \$1,744 at June 30, 2021 and 2020, respectively.

Note 9 - Split Interest Agreements

The Foundation has a beneficial interest in various irrevocable charitable remainder trusts and pooled income funds including a pooled income fund administered by the Community College League of California. The assets are held in various stocks, bonds, and other assets in the names of the individual donors' trusts, and are accounted for in net assets with donor restrictions. The trusts provide for payments to the grantor or other designated beneficiary over the trust's terms. At the end of the trust's term, the remaining assets are available to the Foundation. Fair value is based on the present value of the estimated future benefits to be received, which take into account required annual distributions to the donor, the donor's life expectancy, and the assumed rate of return on the investments over the years. The trusts are revalued on an annual basis, and the change in the present value of the trusts' assets is recorded as a gain or loss in the statements of activities.

A summary of the changes in split interest agreements is summarized as follows for June 30,:

	2021	2020
Beginning Balance	\$ 168,020	\$ 147,051
Contributions	-	55,617
Total	<u>\$ 168,020</u>	<u>\$ 202,668</u>
Amounts received during the year	\$ (48,060)	\$ (48,060)
Net changes in current fair market values	38,268	13,412
Ending Balance	<u>\$ 158,228</u>	<u>\$ 168,020</u>

Note 10 - Endowments

The Foundation's endowment (the Endowment) consists of approximately 73 individual funds established by donors to provide annual funding for specific activities and general operations.

The Board of Directors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. At June 30, 2021 and 2020, there were no such stipulations. As a result of this interpretation, the Foundation retains in perpetuity (a) original value of initial and subsequent gift amounts (including promises to give net of discount and allowance for doubtful accounts) donated to the Endowment and (b) any accumulations to the Endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. Donor-restricted amounts not retained in perpetuity are subject to appropriation for expenditure in a manner consistent with the standard of prudence prescribed by UPMIFA. The following factors are considered in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund
- The purposes of the Foundation and the donor-restricted endowment fund
- General economic conditions
- The possible effect of inflation and deflation
- The expected total return from income and the appreciation of investments
- Other resources of the Foundation
- The investment policies of the Foundation

Endowment net asset compositions by type of fund are as follows as of June 30,:

	2021	2020
	With Donor Restrictions	With Donor Restrictions
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor	\$ 19,565,558	\$ 19,414,806
Accumulated investment gains	7,708,302	4,533,330
	<u>\$ 27,273,860</u>	<u>\$ 23,948,136</u>

From time to time, the fair value of assets associated with the individual donor-restricted endowment funds may fall below the level that the donor of the UPMIFA required the Foundation to retain as a fund of perpetual duration ("below water endowments"). In accordance with accounting principles generally accepted in the United States of America, there were no deficiencies of this nature reported as of June 30, 2021.

Investment and Spending Policies

The Foundation has adopted an investment policy, approved by the Board of Directors, for endowment assets that attempts to provide a predictable stream of funding to programs supported by its endowment funds while also maintaining the purchasing power of those endowment assets over the long term. Therefore, the Foundation expects its endowment assets, over time, to exceed the average annual return of the applicable benchmark index with a lower than benchmark volatility over a three to five year rolling time period. Actual returns in any given year may vary from this expectation. Investment risk is measured in terms of the total endowment fund; investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk.

The Foundation's Board-approved spending policy was created to protect the values of the endowments. The Board of Directors approved a policy that all endowments are first subject to an annual administrative fee of two percent calculated at the end of each month, based on the market value balance that is deposited into the operating fund of the Foundation. The total endowment spending rate of no more than five percent per year is determined by the investment committee at the annual meeting using the average market value of the funds on June 30 for each of the three years immediately preceding the fiscal year the payout is to be made.

Changes in endowment net assets are as follows for June 30,:

	2021	2020
	With Donor Restrictions	With Donor Restrictions
Beginning Balance	\$ 23,948,136	\$ 23,746,663
Contributions	155,502	-
Investment income	3,859,696	958,314
Amounts appropriated for expenditures	(689,474)	(756,841)
Ending Balance	<u>\$ 27,273,860</u>	<u>\$ 23,948,136</u>

Note 11 - Board Designated Net Assets

Net assets without donor restrictions that have been board designated consist of the following at June 30,:

	2021	2020
General Reserves	\$ 500,000	\$ 500,000
Pledge Program	250,000	-
	<u>\$ 750,000</u>	<u>\$ 500,000</u>

Note 12 - Paycheck Protection Program (PPP) Loan

The Foundation was granted a \$97,545 loan under the PPP administered by a Small Business Administration (SBA) approved partner. The loan is uncollateralized and is fully guaranteed by the Federal government. The Foundation has elected to account for the funding as a conditional contribution by applying ASC 958-605, *Not-for-Profit – Revenue Recognition*. The Foundation initially recorded the loan as a refundable advance and subsequently recognized contribution revenue in accordance with guidance for conditional contributions, that is, once the measurable performance or other barrier and right of return of the PPP loan no longer existed. The Organization has recognized \$97,545 as contribution revenue for the year ended June 30, 2021.

Note 13 - Related Party Transactions**Desert Community College District**

Desert Community College District (the District) charges administrative services to the Foundation. Salaries and benefits for the Executive Director, administrative staff, and other services are paid by the District and reimbursed by the Foundation. Accordingly, at June 30, 2021 and 2020, the Foundation owed the District \$91,576 and \$188,112, respectively, for all services. The District collects employee contributions on behalf of the Foundation through the payroll process. Accordingly, at June 30, 2021 and 2020, the District owed the Foundation \$2,296 and \$0, respectively. The District maintains a balance of Foundation funds for purposes of student emergency awards. The balances of the funds as of June 30, 2021 and 2020, amounted to \$5,000 and \$5,000, respectively.

In addition, the District provides office space for employees who perform services for the Foundation at no charge. The donated facilities for the fiscal years 2021 and 2020 amounted to \$33,334 and \$62,926, respectively, and have been reflected in the financial statements as in-kind revenue.

Desert Community College District Auxiliary Services

Desert Community College District Auxiliary Services (the Auxiliary) provides services for the Foundation in the form of passing through scholarships issued by the Foundation to student accounts. These scholarships are recorded in the Foundation financials under program expenses.

Note 14 - Lease Commitments

The Foundation leases a copier under a 48-month operating lease agreement that commenced April 2019 and expires March 2023.

For leases as of June 30, 2021, minimum required future rental payments are as follows:

<u>Year Ending June 30,</u>	<u>Total Payments</u>
2022	\$ 7,183
2023	<u>5,388</u>
Total	<u>\$ 12,571</u>

Note 15 - Subsequent Events

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements through October 13, 2021, which is the date the financial statements were available to be issued.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Foundation is included in Note 1 to the financial statements. As described in Note 1, the Foundation implemented the provisions of Accounting Standards Update (ASU) 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASU 2018-08) applicable to contributions made. The adoption of ASU 2018-08 did not have a significant impact on the Foundation's statement of financial position, results of its activities, or cash flows. Also described in Note 1, the Foundation implemented the provisions of ASU 2018-13, *Fair Value Measurement* (ASU 2018-13). The adoption of ASU 2018-13 did not have a significant impact on the Foundation's statement of financial position, results of its activities, cash flows, or disclosures. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. No such significant accounting estimates were identified.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Foundation's financial statements relate to revenue recognition as described in Note 1 and fair value estimates of financial assets as described in Note 7 based on the observable and/or the unobservable inputs when measuring the fair value.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. There were no uncorrected misstatements or reversals of prior year uncorrected misstatements as of and for the year ended June 30, 2020.

The following misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management.

Overstatement of net assets with donor restriction	\$152,455
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Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated October 13, 2021.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Foundation, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Foundation's auditors.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Directors and management of the Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.



Rancho Cucamonga, California

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

To: Board of Directors, College of the Desert Foundation

From: Best Best & Krieger, LLP, General Counsel

Subject: A Resolution to Continue Fully or Partially Virtual Public Meetings (AB 361)

Staff Recommendation:

It is recommended that the Board of Directors adopt Resolution No. 2021 - ____ to continue fully or partially virtual public meetings.

Background:

The Brown Act generally allows for teleconference or virtual meetings, provided that the physical locations of the board members joining by teleconference are posted on the agenda, that those locations are open to the public and that a quorum of the board members is located within the jurisdictional boundaries. Newly enacted AB 361 provides an exception to these procedures in order to allow for fully virtual meetings during proclaimed emergencies, including the COVID-19 pandemic.

In March of 2020, Governor Newsom issued Executive Order N-29-20, which suspended portions of the Brown Act relating to teleconferencing, enabling fully virtual meetings without having to post the location of the board members attending virtually. Many public agencies have been holding public meetings using virtual platforms since this time. In June of 2021, Governor Newsom issued Executive Order N-08-21, which provided that the exceptions contained in EO N-29-20 would sunset on September 30, 2021.

On September 10, 2021, the Legislature adopted AB 361, which allows public agencies to hold fully virtual meetings under certain circumstances. Governor Newsom signed the bill into law on September 16, 2021. Because it contained an urgency provision, it took immediate effect. The Governor then suspended AB 361 until October 2, allowing a transition period from the prior Executive Order.

Under AB 361, public agencies can hold meetings without a public meeting space and without providing notice of the board members' teleconference locations if there is a Governor-proclaimed state of emergency and either state or local officials are imposing or recommending measures to promote social distancing or the Board determines that meeting in person will be unsafe for attendees. If the virtual meeting is due to social distancing recommendations, the Board does not have to make any findings at its first meeting under AB 361. However, to continue meeting virtually, the Board must find that state or local officials still at least recommend measure to promote social distancing. The findings must be made within 30 days of the first meeting and every thirty days thereafter.

Discussion/Analysis:

On March 4th, 2020, the Governor proclaimed a state of emergency due to the COVID-19 pandemic. The state of emergency remains in effect as of the publication of this report.

Virtual meetings are currently allowed under AB 361 because state and local officials are continuing to recommend measures to promote social distancing. In the case of the pandemic, the requisite standards for holding virtual meetings are low. The Board would only have to find that any state or local official is recommending measures to promote social distancing. Under the plain language of the statute, there does not have to be an order requiring social distancing, and the recommendation only needs to come from a state or local official. Nothing in the bill requires that the recommendation be a formal recommendation of a local health officer or in any sort of formal guideline.

Under AB 361, the “local agency” may utilize virtual meetings if the “legislative body” makes the required findings. As defined in the Brown Act, a “legislative body” includes both the main legislative body and all committees and commissions. Because the Board is the most appropriate body to make findings and policy decisions on behalf of the College of the Desert Foundation, the proposed resolution contains a two-pronged approach: It provides that all commissions and committees shall be authorized to utilize virtual meeting procedures for 30 days, and authorizes each individual commission or committee to make findings in support of virtual meetings if the Board has not renewed or terminated the resolution. Thus, the proposed resolution provides the Board with the flexibility to allow its commissions and committees to host virtual meetings, while still maintaining the Board’s jurisdiction to require in-person meetings as warranted.

AB 361 allows the use of fully virtual meetings under the foregoing conditions, but it does not prohibit hybrid meetings. By adopting the proposed resolution, and continuing to renew it as conditions warrant, the Board and any subordinate committees are not precluded from holding meetings that have some traditional components and some virtual or telephonic components. The Board (and other committees) may hold meetings where some members join in person and some members join virtually. The Board may also continue to allow both live and virtual public comments, together with reduced capacity in the meeting room as conditions warrant. For any hybrid meetings, AB 361 requires that members of the public be able to make live public comments directly to the Board or other committee using telephonic or electronic means and that the agenda identify the means for making public comments.

As noted above, by adopting the proposed Resolution, the Board is not prohibited from returning to fully in-person meetings. The Resolution is intended to provide the option to utilize the AB 361 procedures in lieu of the Brown Act’s standard teleconferencing requirements. At future Board meetings, a consent calendar item will be placed on each agenda to reconsider and potentially renew the Resolution.

Attachment:

Resolution No. 2021- _____



COLLEGE
of the DESERT
FOUNDATION

COMMITTEE CHAIR REPORTS



Committee Chairs Reports October 27, 2021

Audit Committee Report – Diane Rubin

The Audit Committee met on September 27 and reviewed the 2020-2021 audited statements which will go for approval at the Board Planning Session scheduled on October 27, 2021.

Academic Angels Committee Report - Marge Dodge

The Academic Angels Welcome Back Member tea is scheduled on November 18, 2021 from 3PM to 5PM at Barbara Fromm's house in Indian Wells. The Committee will work on getting additional attendees and a reminder might be sent next week to the invitees.

Committee members are working on getting everything ready for the event. Coeta Barker Foundation will be sponsoring the event and cover the cost of the catering. Speakers for the event include Dr. Martha Garcia, Catherine Abbott, Matt Durkan, Aurora Wilson, Kate Spates, Shawn Abramowitz from Leadership Coachella Valley, and the four students selected for the Learning to Lead program.

The Committee agreed to send the Academic Angels membership renewal email blast on December 1, 2021 to the current and expired members.

The four students selected for "Learning to Lead" program have now started the program and will have their first session on Friday, October 15.

The Committee discussed the possibility to set up a Holiday Lunch in December and agreed to only keep the November tea and the April event this year, due to many other events already happening around December.

The Committee will organize a themed fundraising event on Wednesday, February 16 for approximately 100 guests.

Diversity Committee Report – Norma Castaneda

No report available as the Committee did not meet.

Finance & Investment Committee Report - Tom Minder

This report will be provided next month.

Legacy Leaders Report – Carol Bell Dean & Peggy Cravens

No report available as the Committee did not meet.

Nominating Committee Report – Barbara Fromm

Prospective candidates to be informed of time, committee work and financial commitment as well as community involvement.

Also awareness of how many positions are open and that the COD Foundation Board will be voting on who will be joining us. We will be working on term limits, which will require a change to the by-laws.

Diversity, to be inclusive for our Board, is a major goal. We will be working with Norma Castaneda to create a collegial and productive effort. I have been in touch with Norma and will report further at our committee's 1st meeting which is on Mon, November 15th at 2:00 PM.

We have a great committee, with a depth of knowledge that will have us be very productive!!

President's Circle Membership Committee Report – Bill Chunowitz

The President's Circle Membership Committee met on October 12 and discussed the President's Circle membership benefit levels, as well as the renewal letters to be sent to the Members in November. They also discussed the option to increase the number of Committee members, and will reach out to people that might be interested in joining.

President's Circle Events Committee Report – Carol Bell Dean

The President's Circle Events Committee is working on the following events:

- **November 11, 2021 – "Victories for Vets" Veteran's Day event at home of Carol & Ed Dean:**

The invitations to the "Victories for Veterans Event" to the Committee members and indicated that will were sent to the Committee members for review before being sent to the President's Circle members. Matt Durkan contacted Lulu's catering and Carol Bell Dean selected the canapés and the equipment needs for the bartender, high top tables, tablecloths, wine glasses and sodas. They will provide him with an estimate within the next two days. The budget available for this even it \$4,000. The program for the afternoon would include information on Veteran's day, on the Veterans Resource Center. Carol Bell Dean would introduce Dale Landon, who was one of the first person to create the

scholarship for the veterans. Carol Bell Dean will provide the wine and Lulu will provide the catering. 50 attendees are expected.

- **November 19, 2021 – J. McLaughlin Shopping on El Paseo Event**

The Committee discussed the J. McLaughlin Shopping on El Paseo Event scheduled on November 19, 2021 from 12PM to 6PM. They will provide the canapés, wine and will play music and modeling. 15% of the proceed will go to the College of the Desert.

The Committee members will attend as follow:

- Carol Bell Dean - 12PM to 6PM.
- Christine Anderson - 1PM to 2PM
- Leslie Usow at 2PM
- Rob Moon at 3PM
- Tom Minder and Barbara Foster Monachino are out of town

The J. McLaughlin Shopping will handle all the invitations and Matt Durkan should forward Carol Bell Dean a list of special guests (large donors) to invite, for Carol to send to J. McLaughlin Shopping.

- **January, 2022 – “Meet and Greet” at the Cork Tree Restaurant**

Carol Bell Dean informed the group that Marlene O’Sullivan was handling this process and she is currently away for health issues.

- **February 10, 2022 – Roadrunner Cabaret – CV Rep**

Barbara Foster Monachino informed the Committee that the Roadrunner Cabaret at CV – Rep on February 10, 2022 would now become the pre-event for Stepping Out for College of the Desert, for people who signed up for sponsorship. That event will therefore no longer be a President’s Circle event and will budgeted under Stepping Out. Willie Rhine will be doing the catering for this event.

- **April 12, 2022 – Rob Moon’s dinner party**

Rob Moon and his husband Bob offered to host at the April President’s Circle. The Committee agreed to move the date to April 8, 2021 due to a lack of availability on the original proposed date. The hosts can accommodate up to 100 people.

This will be catered and the hosts offered to cover the cost of the alcohol and possibly the valet parking if needed. They offered to do either a cocktail party or a Garden Party.

The committee discussed setting up a theme for the event, and possibly tying it up with the architectural program, given that Rob Moon and his spouse’s house was designed by Steve Chase, and it is architecturally

significant and includes a great art collection. The budget for this event is approximately \$5,000. The Committee looked into ways to reduce the labor cost from this event by maybe hiring a bartender with two bars and having food stations for instance.

Stepping Up for College of the Desert Committee Report - Barbara Foster Monachino and Jane Saltonstall

Catherine Abbott and Tom Minder, who is taking over for Marlene O'Sullivan, met with the McCallum Theater. The McCallum will be responsible for meeting Ann Hampton Callaway's requests. They discussed other items such as a teleprompter and banners, which will be decided. The MOU has a clause to get out of the contract because of COVID.

The starting time of the event has been moved up to 7:00PM and tickets will go on sale after on November 15. If the Foundation Directors have any hotel suggestions where we can obtain at a discount, they should let the McCallum know.

There will not be any eating or drinking allowed in the theater. Masks cannot be removed and all guests need to provide proof of vaccination. If the Foundation uses the box seats, which was done in the past as a Suite Deal, there is an ability to provide service of canapés and drinks for those seats only.

Diane Rubin shared that her Had-Hoc Committee met and discussed the benefit forms. It was decided that the pricing scale and benefits remain where they have been for the past two years prior. This Had-Hoc Committee felt that reconnection with the donor community and our ability to offer them a nice evening as well as a chance to meet the new President and hear about College of the Desert, was of utmost importance after our two year hiatus.

The pre/post events Ad-Hoc Committee recommended moving up the show to start at 7:00PM. After much discussion about a pre-party, it was decided that we would combine with President's Circle and have a pre-event, at the Road Runner Cabaret, on February 10th. This will be an elegant cocktail party where a few College of the Desert students will perform. The format will be similar to Cabaret 88 only at CV REP. This will be offered as a benefit to our sponsors. We will also continue to offer our sponsors a meet and greet with Ann Callaway in the Founder's room, after the performance. Ann Callaway has also agreed to conduct a Master Class for College of the Desert students at a small fee, which the group felt was well worth it.

The Save the Date was mailed. The Sponsorship brochure is in process and will be ready to mail in November. We have a new PR firm who has already

been working on this collateral material. This firm will also help us with the video, which will be shown before the performance.

Jake Wuest and Rob Moon have volunteered to help with Business Sponsorships. We had a meeting to discuss how to go about gathering businesses to approach for sponsorships. This ad hoc committee is in process of determining benefits and drafting the cover letter.

We had a brief discussion on whether to honor someone. It was decided that we hold this idea for the 40th!

We need the support of Foundation Directors as we gather donors....both business and personal.

BY-LAWS



By-Laws
Approved March
24, 2021

ARTICLE IV

Committees

All committee meetings, procedures and votes will be conducted in accordance with the Ralph

M. Brown Act (Government Code Section 54950 et seq.).

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

1. Standing Committees:

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

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

2. Chairman of Committee:

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

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

3. Vacancies:

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

4. Quorum:

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

5. Rules:

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

Standing Committees:

1. Executive Committee:

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

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

2. Finance & Investment Committee:

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

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

3. Nominating Committee:

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

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

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

4. Audit Committee:

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

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

5. Resource Development Committee:

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

6. Academic Angels: (formerly the Auxiliary)

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

Ad Hoc Committees

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



COLLEGE
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FOUNDATION

COMMITTEE ASSIGNMENTS 2021-22

2021-2022 STANDING COMMITTEES OF THE BOARD

Academic Angels (Admin Support – Eve)

Marge Dodge – *Chair*
Norma Castaneda
Peggy Jacobs
Cynthia Cottrell – *Non-voting*
Nancy Harris – *Non-voting*
Linda Weakley – *Non-voting*

Audit Committee (Admin Support – Juli)

Diane Rubin – *Chair*

Barbara Foster Monachino
Jim Greene
Jim Johnson
John Ramont – *Ex-Officio*
Jane Saltonstall

Development Committee (Admin Support – Juli)

Joanne Mintz – *Chair*

Peggy Cravens
Carol Bell Dean
Carol Fragen
Jim Greene
Jim Johnson
Jane Saltonstall
Marlene O'Sullivan
Leslie Usow
Jim Williams

Diversity Committee (Admin Support – Eve)

Norma Castaneda – *Chair*

Peggy Cravens
Barbara Fromm
Jane Saltonstall
Jim Williams

Finance & Investment Committee (Admin Support – Juli)

Tom Minder – *Chair*

Barbara Fromm
Paul Hinkes
Dale Landon
Jim Williams
John Ramont – *Ex-Officio*
Jake Wuest

Legacy Committee (Admin support – Juli)

Peggy Cravens – *Co-Chair*
Carol Bell Dean – *Co-Chair*

Liz Chambers – Non-Voting
Catherine Abbott – *Non-Voting*

Executive Committee (Admin Support – Eve)

Christine Anderson - *President*
Bill S. Chunowitz – *Past President*
Diane Rubin - *Vice President & Audit Com Chair*
Marge Dodge – *Secretary & Aca. Angels Com Chair*
Tom Minder– *Treasurer & Fin. & Invest. Com Chair*
Joanne Mintz – *Dev. Committee Chair*
Jane Saltonstall – *President's appointment*
Barbara Foster Monachino– *President's Appointment*
Barbara Fromm – *President's Appointment*

Catherine Abbott –*Executive Director*
Martha Garcia – *COD Superintendent/President*
John Ramont – *Vice President Admin. Services*
Bonnie Stefan – *Board of Trustees Rep.*

Nominating Committee (Admin Support – Eve)

Barbara Fromm - *Chair*

Bill Chunowitz
Carol Fragen
Rob Moon
Diane Rubin
Jane Saltonstall

President's Circle Events Committee (Admin Support – Juli)

Carol Bell Dean – *Chair*

Barbara Foster Monachino
Tom Minder
Rob Moon
Marlene O'Sullivan
Leslie Usow

President's Circle– Membership Committee (Admin

Support – Juli)
Bill Chunowitz – *Chair*

Rob Moon
Marlene O'Sullivan
Leslie Usow

Stepping Out for COD Committee (Admin Support – Juli)

Barbara Foster Monachino – *Co-Chair*
Jane Saltonstall – *Co-Chair*
Marge Dodge
Carol Fragen
Peggy Jacobs
Tom Minder
Marlene O'Sullivan
Joanne Mintz
Rob Moon
Diane Rubin
Leslie Usow

2021-2022 AD-HOC COMMITTEES OF THE BOARD

Ad Hoc Committees of Stepping Out for College of the Desert Committee

ENTERTAINMENT

- Marlene O'Sullivan - Chair
- Tom Minder – Interim Chair
- Carol Fragen

MANDATE: Review and monitor the contract and MOU with McCallum. Work with staff to support them when needed. Begin to explore entertainment for next year's gala and if possible, wrap this up by Summer 2022.

SPONSORSHIPS

- Diane Rubin - Chair
- Marge Dodge
- Peggy Jacobs
- Leslie Usow

MANDATE: Review marketing materials and other event collateral. Matt Durkan will provide all drafts to date. He will also collect previous publicity from Ann Hampton Callaway. Work with the new PR firm and representative, and with COD Marketing on branding issues. Also, check legal issues for photos, and obtain Ann's approval. Please bring your options and recommendations to the committee on October 5th so we can keep with our timeline and move them into printing.

Once this material has been decided on, bring back to the full Committee to review our donor list and strategize around "asks". Support Matt Durkan as he solicits donations and move forward to meet our financial goal.

PRE/POST EVENT

- Joanne Mintz - Chair
- Carol Fragen
- Rob Moon
- Marge Dodge

MANDATE: Explore options for these events, including acquiring bids from other venues to host the pre-event. (Founders room?) Please bring options and recommendations to the committee on October 5th. Create, monitor budget with Kirstien. We will need to refer to pre/post benefits in the Sponsorship benefits. Pre/Post event location needs to be determined, so it can be listed in Sponsorship Benefits. This needs to be decided by October 5th, or earlier if possible, so Sponsorship Packets can be approved, printed and mailed.

BUDGET/FINANCE

- Tom Minder - Chair
- Barbara Foster Monachino
- Kirstien Renna

MANDATE: Create budget, monitor expenses.



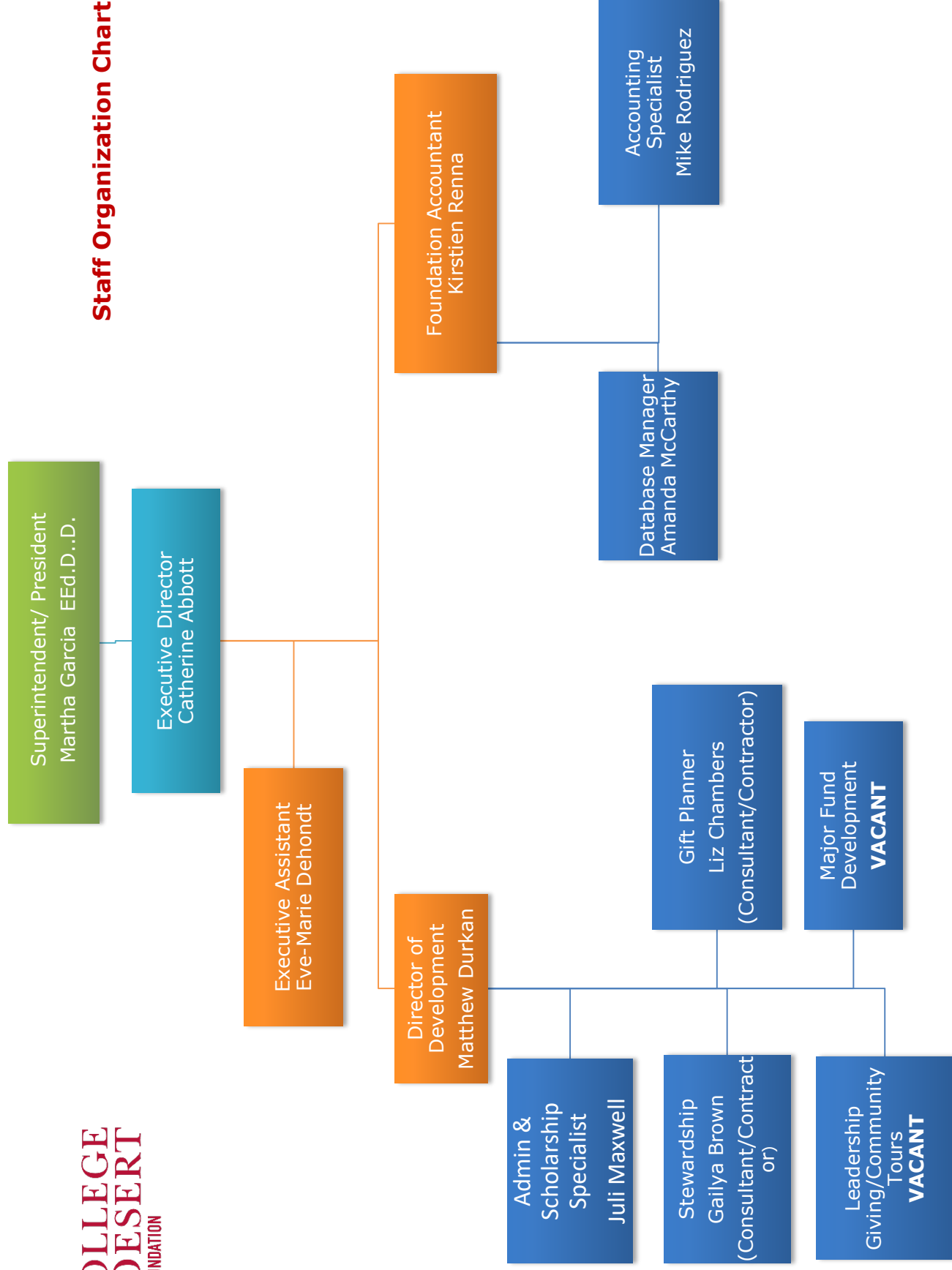
COLLEGE
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FOUNDATION

ORGANIZATIONAL CHART





Staff Organization Chart





COLLEGE
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FOUNDATION

BOARD MANUAL UPDATES



2021-22 Foundation Board Manual Changes Memo –

Updates as of October 27, 2021

Updates:

Calendars

No Change since September 2021:

Articles of Incorporation

Committees

Directories

Master Agreement

Bylaws

Brown Act

Donor Bill of Rights

IRS Letter

Organizational Charts

Policies & Forms

Role of Foundation Board Members

Role of Foundation Staff

Financial Statements

COD Information

APPENDICES

COMMITTEE MEETING MINUTES SINCE SEPTEMBER 2021





Foundation Stepping Up for COD Committee Meeting

Minutes for Tuesday, September 9, 2021

2:00PM

Meeting Recording:

<https://cccconfer.zoom.us/rec/share/03Dmb07VajU4mrlybqFGbtOZKqRSrCdhSFD-xgWt-Nx4J2SJkOvKWRXfeu16nkLJ.HafXQvYyRT-y2ryf?startTime=1631220912000>

Meeting Participants

Voting Committee Members Present:

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

Voting Committee Members Absent:

Marlene O'Sullivan

Guests:

Kirstien Renna, Matthew Durkan, Eve Dehondt, Chris Anderson

Recorder

Juli Maxwell

Meeting Minutes

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 September 9, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to

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

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Stepping Up for COD Committee Meeting of September 9, 2021 with any addition, correction or deletions.

Diane Rubin moved to approve the agenda. Joanne Mintz seconded.

Motion carried.

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

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – May 4, 2021.

Barbara Foster Monachino moved to approve the minutes as presented, and Leslie Usow seconded. The minutes were approved.

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

4. Comments from the Public

4.1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 8, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion / Action Items

5.1 Welcome and Introductions – Barbara Foster Monachino, Jane Saltonstall
Goal of the committee is to raise the \$500k for the Foundation, raise awareness of 'Stepping Out' after a 2 year absence and position 'Stepping Out for 2023 – the 40th Anniversary of the Foundation. The committee took turns and introduced themselves to the rest of the committee and spoke of a committee that they worked on that was successful.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

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5.2 Review of Brown Act – Matthew Durkan

Matthew Durkan shared the most important components of the Brown Act with the committee.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

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5.3 Overview of entertainment – Barbara Foster Monachino, Jane Saltonstall

Barbara Foster Monachino shared an overview of the entertainment, that was forwarded on to her by Marlene O’Sullivan. Mandy Patinkin and Jason Alexander were some of the entertainers that were considered. After much discussion, Ann Hampton Calloway was decided upon for the 2022 event, and is now under contract. Members of the ad hoc committee decided on Ms. Calloway without full committee consideration. This was not optimal and it was agreed that in future years the selection of entertainer would be subject to approval of the whole committee. Catherine Abbott will be working on the MOU with the McCallum Theatre when she returns from vacation. Calloway will consider a meeting and greet in the green room and a Master Class with students, depending on the status of COVID-19. The Committee agreed that the ad-hoc entertainment committee start working on the entertainer for the 40th anniversary event, so that we can secure a big-name entertainer. Committee suggested hiring a professional (Debbie Green for instance) to help get the talent for 2023. For the 40th anniversary, if the committee wants the event to be a big draw, committee needs to consider the appeal of the entertainment on a broader age range and demographic. The Committee agreed that the entertainment ad-hoc committee would start work on securing the entertainment for the following year in early 2022 so that the full committee can vote on the proposed selection before the current ‘Stepping Out’ committee is reorganized after the annual meeting.

Committee members that volunteered for this committee include: Tom Minder, Carol Fragen, Marlene O’Sullivan

5.3 Follow-up Items

5.3 Task of

5.3 Due by

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5.4 Budget overview / fundraising goal – Kirstien Renna, Matthew Durkan

Kirstien Renna presented the proposed draft budget as a starting point and stated that it will be going back to the Finance committee to lower the budgeting entertainer amount, since the cost of the entertainer was substantially lower than anticipated. Current budget is \$190K, but this should be pulled back to \$160K.

This is just a starting point for a budget and needs to be refined according to what the committee accesses to be the need. Tom Minder had a question as to why the budget increased to \$190k to be able to pay for a big-name entertainer, and now that the entertainer's fee is so much less, the new budget is not reflecting that, so where did these extra expenses come from, that were not shared in the Executive Committee meeting. Kirstien Renna explained that due to inflation and other fees that were not accounted for originally such as the event producer, the budget was inflated to reflect that. Tom would like to see the actual expenses from the past two events, so that he can explain this to the Finance and Investment Committee. Kirstien Renna will provide the analysis for the last Stepping Out event to the Finance and Investment Committee.

Kirstien Renna shared that in the past, the McCallum Theatre gave input on ticket prices based on the price that the Foundation agreed upon for the artist that will be performing. She also reminded committee that the collateral material produced, show the fair market value of the tickets so that the individual sponsoring knows what is tax-deductible is and what is not.

5.4 Follow-up Items

5.4 Task of

5.4 Due by

Provide the expenses from 2019 Stepping Out for COD to the Finance and Investment Committee.	Kirstien Renna	9/22/2021
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5.5 Event Timeline – Barbara Foster Monachino, Diane Rubin

Matthew Durkan presented the committee with the revised draft timeline, with tentative dates. Committee is right on schedule with the timeline, besides the MOU with the McCallum, which Catherine Abbott will be working on when she returns from vacation. Marge Dodge had an addition – “coordination of ushers and security”. Committee suggested that the due date for promotional materials be moved from October 1 to November 1.

5.5 Follow-up Items

5.4 Task of

5.4 Due by

Add “coordination of ushers and security” to the Stepping Out for COD timeline.	Matthew Durkan	October 5, 2021
Move due date for promotional materials, from 10/2 to 11/1.	Matthew Durkan	October 5, 2021

5.6 Draft overview of sponsorships and benefits – Matthew Durkan

Matthew Durkan presented the new sponsor form to the committee. ~~Matthew~~ He recommended that the names of the levels be changed, and some of the amounts also be changed. The committee can decide how to move forward. Jane Saltonstall let the committee know that the details regarding sponsorships will go to an ad-hoc committee. Matthew stated that this ad-hoc committee needs to do a projection of how many presenting sponsors we need to secure (Diamond, Gold, etc.), to meet the \$500k goal. This committee would also be looking at collateral for the event.

Committee was concerned that the public may be under the impression that Linda Rondstadt would be performing, since her photo is prominently displayed on the marketing material. Committee was in full agreeance that the photo of Linda Rondstadt be removed from the materials. Matthew Durkan will get previous examples of how Ann Hampton Calloway used Linda Rondstadt in past advertisements.

Joanne Mintz made a motion to hold off on the "Save the Date" and send to ad-hoc committee for discussion on photo of Linda Ronstadt included in the material.

Carol Fragen seconded.

Motion passed.

Committee members that volunteered for this committee include: Marge Dodge, Diane Rubin, Peggy Jacobs, Leslie Usow

5.6 Follow-up Items

5.4 Task of

5.4 Due by

Get previous examples of how Ann Hampton Calloway is advertised in past performances regarding Linda Ronstadt.	Matthew Durkan	10-5-2021
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5.7 Overview of previous year's pre and post events – Barbara Foster Monachino and Marge Dodge

Marge Dodge shared that the pre-event is usually held at Cuistot's and in the past, it has been at the Founders room. Cuistot is a big draw, there were about 100 people in 2019. Post-event and meet and greet is held in the Founders room. Committee would like to get bids on where to have the pre-event. Leslie Usow asked if COVID will be addressed. Matthew Durkan to confirm McCallum's policy on vaccinations, and this needs to be included on all event materials. The Committee agreed that the discussion regarding the level of sponsorships that will be invited to the pre-event will be taken to the pre/post-event ad-hoc committee. Kirstien Renna to provide the breakdown of pre-event expenses.

Committee members that volunteered for this committee include: Carol Fragen, Joanne Mintz, Rob Moon

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

Confirm the policy of McCallum Theatre regarding COVID-19 vaccinations	Matthew Durkan	10/5/2021
Provide pre/post-event committee with the expenses for 2019 pre-event.	Kirstien Renna	10/5/2021

5.8 Marketing Overview- Matthew Durkan, Barbara Foster Monachino

Joanne Mintz made a motion to move this item to the October meeting. Carol Fragen seconded.
Motion passed.

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

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5.9 Proposed Ad Hoc Committees or Sub-Committees – Matthew Durkan, Barbara Foster Monachino, Jane Saltonstall

Committee will choose which ad-hoc they would like to be a part of, and email Jane Saltonstall their choices.

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

Email Jane Saltonstall with committee choices.	Entire committee.	10/05/2021
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5.10 Communication and schedule of meetings – Barbara Foster Monachino, Jane Saltonstall

The Committee did not discuss this item.

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

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6. Future Agenda Items

There were no future agenda items proposed.

7. Adjournment

The Committee Chair adjourned the meeting at 3:51PM.

Next Meetings: Tuesday, October 5, 2021, at 2:00 pm



**Foundation Academic Angels Committee Meeting
Minutes for Tuesday, September 14, 2021
2:00PM**

Meeting Participants

Committee Members Present

Marge Dodge (Chair) and Peggy Jacobs

Non-Voting Committee Members Present

Nancy Harris

Committee Members NOT Present

Norma Castaneda, Cynthia Cottrell and Linda Weakley

Guest(s)

Catherine Abbott, Christine Anderson, Gailya Brown and Matt Durkan

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Roll Call

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

2. Action Items

2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of September 14, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of

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

2.1 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of September 14, 2021 with any addition, correction or deletions.

2.1 Conclusion

Peggy Jacobs moved to approve the agenda as presented, Nancy Harris 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 May 18, 2021. The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 13, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments received from the public.

5. Discussion Items

5.1 Angels Newsletter Update

The Committee received a copy of the latest Academic Angels Newsletter in their meeting packets. Marge Doge acknowledged Amanda McCarthy, Linda Weakley and Catherine Abbott for their hard work on this project. The latest edition received a great and positive response, and brought new Academic Angels memberships.

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

5.2 Update on In-Person Welcome Back Membership Tea – 11/18/2021

The welcome back membership tea is scheduled on November 18, 2021 from 3PM to 5PM at Barbara Fromm's house in Indian Wells. Christine Anderson reported that Barbara Fromm, who could not attend this meeting, informed her that she was looking forward to hosting the meeting at her place.

Coeta Barker Foundation donated \$5,000 to support this event. In the past, they purchased the wine, champagne and water at BEVMO for approximately \$400 for 70 attendees. They are still working on the valet, heaters and/or extra chairs.

Marge Dodge will schedule a Zoom meeting for her, Barbara Fromm and Nancy Harris to discuss the preparations for the event the first week of October. Then, they will set up a walk through at Barbara Fromm's home, to see what will be needed in terms of tables, heaters, valet, etc.

Nancy Harris indicated that the catering contract with Lulu's California Bistro was signed by the Coeta Barker Foundation last week and sent to the College of the Desert Foundation's office. The guaranteed number of attendees is set at 50; however, this number can easily be updated.

Marge Dodge indicated that she has invited Jan Harnik who will be talking about the Learning to Lead program. Matt Durkan and Marge Dodge are scheduled to meet the four students who were selected to be part of the program this week, and they will invite them to the Membership Tea then. The entire staff from the Leadership Coachella Valley has also been verbally invited.

Formal invitations for the event should be sent by October 1 from the Foundation.

The event will comprise a presentation from Jan Harnik and Shawn Abramowitz, an acknowledgment from Marge Dodge on the members' support, and the introduction of the four students selected for the Learning to Lead program. Invitees will be reminded that memberships run annually and invited to renew theirs for the upcoming year. This will be a short program of approximately 45mn. The event will also be an opportunity to fundraise for the Academic Angels.

Marge Dodge will invite Dr. Martha Garcia, the new College of the Desert President/Superintendent, to be a guest.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Marge Dodge will organize a meeting for her, Barbara Fromm and Nancy Harris to	Marge Dodge	First week of October 2021

discuss the preparations for the event the first week of October.		
Marge Dodge will organize a walk through at Barbara Fromm's house.	Marge Dodge	November 2021
Marge Dodge and Matt Durkan to invite the selected student to the Membership Tea	Marge Dodge/Matt Durkan	September 16, 2021
Formal invitations for the event will be sent on October 1 st from the Foundation.	Catherine Abbott	October 1, 2021
Finalize the agenda for the meeting	Marge Dodge/Catherine Abbott	October 2021
Marge Dodge to invite Dr. Martha Garcia to the event	Marge Dodge	September 2021

5.3 Membership Update

The current number of Academic Angels members is 40. As previously agreed by the Committee, the Academic Angels memberships run annually from January to December.

The Committee agreed that any new member joining at this time of the year would see their membership extend to the end of the next calendar year (December 2022)

Marge Dodge will work with Eve-Marie Dehondt to send out an email mid-November to all members asking them to renew their memberships.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Any new member joining at this time of the year will see their membership extend to the end of the next calendar year (December 2022)	Amanda McCarthy	December 2021
Marge Dodge will work with Eve-Marie Dehondt to send out an email mid-November to all members asking them to renew their memberships.	Marge Dodge/Eve-Marie Dehondt	Mid-November 2022

5.4 Update on Learning to Lead Program

Marge Dodge thanked Catherine Abbott for bringing this program to life, as it brought revitalization to the Academic Angels and provided them with a purpose. The Foundation received 37 applications for the Learning to Lead program, and 4 students were selected:

- Dakota De La Torre
- Vanessa Mejia
- Sergio R. Munoz
- Matthew Rubio

Short bios of the students were provided in the meeting material.

The Committee agreed to focus on raising funds for the Leadership Coachella Valley for the next ten months, while the program is ongoing for its first year. The great number of application received represent a great tool to convey the need for additional funding next year.

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

5.5 Proposed Seminars and Goal Coaches to enhance Learning to Lead

The Committee agreed to focus their efforts on raising funds for the program at this time. They will reconsider organizing seminars and goal coaches for the next group of students, after the program has run for a year and more info has been gathered on their needs.

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

5.6 Holiday Lunch Event (December)

The Committee discussed the possibility of organizing a holiday lunch event in December, but agreed to focus their efforts on the November Membership Tea. This item will be reconsidered at the October Committee meeting and should be added to the agenda.

5.6 Follow-up Items	5.5 Task of	5.5 Due by
Add back the Holiday Luncheon Event (December) to the October 12, 2021 Committee meeting agenda.	Eve-Marie Dehondt	October 12, 2021

5.7 Spring 2022 Luncheon

The Committee discussed the possibility of organizing a luncheon in the Spring of 2022, as this is a historical event. The Committee agreed that a Citizen of Distinction luncheon would not be considered this year, and a smaller event should be organized around late April, after the Stepping Out for College of the Desert Event. Catherine Abbott suggested that the Committee should consider collaborating with a College event, or a Leadership Coachella Valley event that would take place around that time of the year, if possible.

5.7 Follow-up Items	5.7 Task of	5.7 Due by
This agenda item will be added back to the October Committee meeting agenda.	Eve-Marie Dehondt	October 12, 2021

5.8 Frequency of Academic Angels Committee Meetings

The Committee agreed to keep meeting every second Tuesday of each month at 2PM. They will work on keeping the meeting under 30 minutes.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
None	None	None

6. Adjournment

The Committee Chair adjourned the meeting at 2:34 PM.

Next Meeting: Tuesday, October 12, 2021 – 2PM



Foundation Regular Executive Committee Meeting

Minutes for Tuesday, September 14, 2021

3:00PM

Zoom Video:

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

Meeting Participants

Voting Committee Members Present

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

Non-Voting Committee Members Present

Catherine Abbott and Martha Garcia

Committee Members Not Present

Barbara Fromm, John Ramont and Bonnie Stefan

Recorder

Eve-Marie Dehondt

Guests

Kirstien Renna

Martha Garcia left the meeting at 3:17PM.

Diane Rubin left the meeting at 3:28PM.

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

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

1.2 Welcoming the new College Superintendent/President, Martha

Garcia, Ed.D.

Dr. Christine Anderson officially introduced and welcomed Dr. Martha Garcia, College of the Desert new President/Superintendent. Dr. Garcia indicated that she is committed to serve the students as needed and she looks forward to meeting and working closely with the Foundation Board.

2. Action Items

2.1 Approval of Agenda: Foundation Regular Executive Committee Meeting of September 14, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Regular Executive Committee Meeting of September 14, 2021 with any addition, correction or deletions.

Item 5.5 of the agenda was tabled to the next Executive Committee meeting, as Barbara Fromm was not in attendance.

2.1 Conclusion

Bill Chunowitz moved to approve the agenda as amended, Joanne Mintz seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
Item 5.5 of the agenda "Nominating Committee update" was tabled to the next Executive committee meeting.	Eve-Marie Dehondt	October 13, 2021

3. Minutes

3.1 Approval of the Special Foundation Executive Committee Meeting Minutes – August 24, 2021

Tom Minder asked for the following updates of the minutes:

- **Item 5.2.1 “Approval of Marketing Contract with Competitive Advantage”:**

Update the paragraph to read “The Foundation should pay Competitive Advantage for the work done (under \$25,000), and they should complete their work on Stepping Out for College of the Desert. The Foundation will revisit the contract after information about the conflict of interest has been received and after other bids are received.”

- **Item 5.3 “Endowment of \$18M from Mackenzie Scott”:**

Update the sentence of the second paragraph from “Legally, she could not” to “According to the letter received by the Foundation, she could not”.

The minutes were approved as updated.

Barbara Foster Monachino and Marge Dodge abstained from voting, as they were not present at the meeting.

4. Comments from the Public

4. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 13, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion & Action Items

5.1 Foundation Update (Catherine Abbott)

5.1.1 Overview of College of the Desert and College of the Desert Foundation

Catherine Abbott provided an overview of the College of the Desert and College of the Desert Foundation recent activities to the Executive Committee.

She reported that the Desert Sun recently concluded its Summer Bruce Fessier Internship Program for three College of the Desert students, which was funded through the Bruce Fessier Internship Scholarship Fund and during which, students had the chance to cover news and write news stories. She shared some of the student’s highlights during their internship programs.

Catherine Abbott indicated that Liz Chambers, Planned Giving Consultant, added another couple to the Legacy Leader program, and that she will provide an update during the next Board Meeting.

Catherine Abbott shared that she had the pleasure of a brief introduction with Dr. Martha Garcia who is committed to support the students. Her words to her short-term goals were to “engage, engage and engage!”

A calendar of the year will be provided to the Board members along with their Board packets in September. This calendar includes all the events, committee, and board meetings information for the Foundation and for the College. It will be updated throughout the year. Christine Anderson acknowledged Joanne Mintz who suggested the creation of such a calendar to keep the Foundation Board organized and informed.

5.1.1 Follow-up Items	5.1.1 Task of	5.1.1 Due by
None	None	None

5.1.2 Campus Access for Board Member Process

Catherine Abbott provided information on the process for campus access for Board members. The campus police will ask individuals to complete a test on the “Sway” application, which can be downloaded from App Stores using the code “96639”. The application will ask to answer a list of questions, including a report of the individual’s temperature. The campus police will also take the individual’s temperature at the entrance, check that the application has been completed ahead of time, and will provide a bracelet to wear on Campus before giving permission to enter. The only entrance for the Palm Desert Campus is currently on Fred Waring Dr., and it is preferable to avoid entering campus at 8 AM as delays happen with people arriving early.

The Committee discussed the option of having the Committee meeting held in person in the Foundation Office this Fall. Catherine Abbott indicated that due to the requirement of social distancing, the room was not able to accommodate the Committee meetings requiring more than seven people seated. As well, the Cravens multipurpose room has been deemed not spacious enough to host the Board meetings, and therefore, a contract has been signed with Desert Willow Golf Resort to host the October Board Planning Session. The Committee agreed to host the September Board meeting on Zoom as many members will not have returned to the Valley by then.

The Foundation Board will be asked to follow the Desert Willow’s Covid practice requirements during their October meeting. More information will be obtained and provided to the Board ahead of time. Catherine Abbott also reminded the Committee that committee and board meetings are public, and therefore, need to be hosted in a place that would allow public participation.

5.1.2 Follow-up Items	5.1.2 Task of	5.1.2 Due by
None	None	None

5.1.3 Support for Vaccine Incentive

Catherine Abbott reported that with possible vaccine mandates on the horizon, the College Leadership is considering an incentive plan for students to get their shots. This discussion came prior to the Biden's administration announcement, encouraging States to offer \$100 per individual to stop the spread of the virus, as cases are on the rise. Catherine Abbott will discuss further with Dr. Martha Garcia on this topic and will get back to the Foundation Board on whether they will enquire their supports in addition to the Federal funding.

5.1.3 Follow-up Items	5.1.3 Task of	5.1.3 Due by
None	None	None

5.2 Audit Update (Diane Rubin and Kirstien Renna)

Diane Rubin indicated that an audit draft has been received and reviewed by her and Kirstien Renna. She was pleased to report that the net asset went from \$33 million to \$55 million. The net income for the year is \$21,870,000. The Audit Committee meeting where the audit will be reviewed is scheduled on September 27, 2021. It will then be brought to the full Board for approval. Diane Rubin acknowledged Kirstien Renna and Mike Rodriguez for their hard work on the audit.

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

5.3 Marketing RFP Update (Catherine Abbott)

Three marketing proposals will be brought to the Finance & Investment Committee meeting on September 22 for review from the following firms:

- Eldertree
- CV Strategies
- Competitive Advantage (subsidiary of HR Advantage, owned by Norma Castaneda)

As contracting Competitive Advantage might look like a conflict of interest, the Foundation Conflict of Interest policy states the following: *"not all conflict of interest are necessarily prohibited or harmful. However, full disclosure of all actual and potential conflicts and a determination by the disinterested board members - with the interested Board member recused from participating in debates and voting on the matter - are required. All actual and potential conflict 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, so the board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy."*

Catherine Abbott confirmed with the auditors that contracting Competitive Advantage would not constitute an issue, as long as the Conflict of Interest policy is followed and adequate disclosure is provided.

The Committee discussed the potential risk to go in contract with a Board member, in case issues arise which would cause them to resign from the Board. They all agreed that receiving competitive bids are important, and represent the appropriate documentation and records, in the event that the Foundation chooses a firm with a potential conflict of interest. The records would then ensure that the Foundation made a reasonable decision.

The Committee confirmed that the bids should be easily comparable for a decision to be made, by using per hour basis charges for instance. They agreed that for the next year, an appropriate and transparent RFP should be done for the marketing firms. As the process could take up to six months, this should be started in early 2022. At this time, Theresa Maggio from Competitive Advantage is doing some work for the Foundation on a needed basis, but no official contract has been signed.

Christine Anderson pointed out that there might be no RFP requirements for professional services or freelancers, but that this should be verified to ensure proper procedure is followed.

5.3 Conclusion

The Executive Committee agreed that this topic should be discussed at the Finance and Investment Committee meeting first, then come back to the Executive Committee to identify if there is a conflict of interest, and then go to the Board for final approval.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
The Foundation should verify if RFPs are required for professional services/freelancers such as marketing firms.	Catherine Abbott	September 2021
This agenda item should be brought to the September 22 Finance and Investment Committee meeting	Catherine Abbott	September 22, 2021

5.4 Budget Update (Kirstien Renna)

Kirstien Renna provided an update on the Budget and a presentation on the documents distributed in the Executive Committee meeting material packet.

The Committee discussed the Stepping Out for College of the Desert budget, which still shows \$75,000 available, despite the Executive Committee's decision to increase it to \$190,000 in July 2021.

Kirstien Renna explained that in order to update the budget, this first needed to be taken this to the Finance & Investment Committee at their meeting on September 22, as it is not real a budget increase per say, but rather an adjustment to it. Therefore, the Finance & Investment Committee needs to provide input on what other line items should be adjusted to accommodate this increase to the Stepping Out budget.

Secondly, she indicated that the entertainment contract that was signed for the Stepping Out for College of the Desert event was significantly lower than anticipated, whereas the budget was originally increased to accommodate a more expensive contract. This will need to be discussed by the Finance & Investment Committee for them to adjust appropriately the budget for Stepping Out for College of the Desert.

Kirstien Renna also noted that there are currently \$75,000 dedicated to the special events, and an additional \$40,000 for the marketing for all special events, which makes the initial budget for Stepping Out at \$115,000. She made a five-year comparison of the expenditures for Stepping Out, which showed an average of \$150,800, and therefore, she projected that \$160,000 would be necessary for this year.

5.4 Conclusion

The Executive Committee made the recommendation to the Finance & Investment Committee to adjust the Stepping Out for College of the Desert Budget to an average of \$160,000 for this year and next.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
The Executive Committee made the recommendation to the Finance & Investment Committee to adjust the Stepping Out for College of the Desert Budget to an average of \$160,000 for this year and next.	Kirstien Renna	September 22, 2021

5.5 Nominating Committee Update (Barbara Fromm)

This item was tabled to the next meeting as Barbara Fromm was not present.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
This item was tabled to the next meeting as Barbara Fromm was not present	Eve-Marie Dehondt	October 13, 2021

5.6 Stepping out for College of the Desert Update (Barbara Foster Monachino & Jane Saltonstall)

Barbara Foster Monachino provided an update on Stepping Out for College of the Desert. She indicated that the contract with entertainer Ann Hampton Callaway has been signed. The Stepping Out for College of the Desert Committee members were not pleased that the entertainer was chosen during the summer, without consultation at the Committee level. However, Barbara Foster Monachino indicated that the contract's signature had to be done quickly in order to ensuring securing a great artist within the budget range before all options were no longer available.

The Memorandum of Understanding with the McCallum Theater is being looked after. The Stepping Out Committee set out the goal for the Committee to raise \$500,000 for this year's event. The event needs to be a success in order to be well positioned for the 2023 gala, which will celebrate the Foundation's 40th year anniversary.

The Committee formed four Ah-hoc Committees as follows:

- Entertainment: will monitor the agreement and look into entertainment for 2023, for the Foundation's 40th anniversary.
- Sponsorships
- Pre & Post Events
- Budget/Finance

Tom Minder agreed to step in as Chair of the Entertainment Ad-hoc committee as Marlene O'Sullivan, who had agreed to chair originally, had to step out temporarily for health reasons.

The Stepping Out Committee is looking into where to host their pre and post events, which are benefits of the sponsorships. Marge Dodge agreed to help trying to figure it out.

Barbara Foster Monachino also reported some challenges with the "Save the date" material in terms of the information that is allowed to be displayed, according to Ann Hampton Callaway's contract. Matt Durkan is looking into this with her representatives on this topic. Ms. Callaway agreed to do a meet and greet and a master class with the students, if possible with Covid restrictions. Jane Saltonstall pointed out other challenges with the marketing material, as it currently contains a picture of Linda Ronstadt, which may cause the confusion to the sponsors that Linda Ronstadt will be performing along with Ms. Calloway, when in fact, Ms. Calloway is only performing Linda Ronstadt's Songbook. The Ad-Hoc Committee will be looking into this shortly.

The Ad-Hoc Committees are expected to meet prior to the next Stepping out Committee meeting scheduled on October 5th and to report on their actions and solutions to all these challenges.

5.6 Follow-up Items	5.6 Task of	5.6 Due by
None	None	None

5.7 Academic Angels (Marge Dodge)

Marge Dodge provided an update on the quarterly Academic Angels newsletter, which helped increasing membership. She thanked Amanda McCarthy, Linda Weakley and Catherine Abbott for their hard work on this project.

Marge Dodge thanked Catherine Abbott for bringing the Leadership Coachella Valley program to life, as it brought revitalization to the Academic Angels and provided them with a purpose. The Foundation received 37 applications for the Learning to Lead program for this 10-month program, and 4 students were selected:

- Dakota De La Torre
- Vanessa Mejia
- Sergio R. Munoz
- Matthew Rubio

The Academic Angels cover the \$950 entry fee to the program, and provide an additional \$1000 scholarship. The Academic Angels Committee agreed to focus on

raising funds for the Leadership Coachella Valley for the next ten months, while the program is ongoing for its first year. The great number of application received represent a great tool to convey the need for additional funding next year.

The welcome back membership tea is scheduled on November 18, 2021 from 3PM to 5PM at Barbara Fromm's house in Indian Wells. Coeta Barker Foundation donated \$5,000 to support this event, which will cover the catering from Lulu's California Bistro. Formal invitations for the event should be sent by October 1 from the Foundation. The event will comprise a presentation from Jan Harnik and Shawn Abramowitz, an acknowledgment from Marge Dodge on the members' support, and the introduction of the four students selected for the Learning to Lead program.

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

5.8 Student Board Member

Christine Anderson reported that she has reached out to Carlos Maldonado, Interim Associate Dean, Student Services, Student Success, and she will provide an update on the Student Board Member when she hears back from him.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
Christine Anderson will provide an update on the Student Board Member when she hears back from Carlos Maldonado.	Christine Anderson	When information is received

5.9 Reminder of the Board planning Session on October 27, 2021

The Committee was reminded of the Board Planning Session that is scheduled on Wednesday, October 27, 2021 from 9AM to 5PM at the Desert Willow Golf Resort.

5.9 Follow-up Items	5.9 Task of	5.9 Due by
None	None	None

6. Adjournment

The Chair adjourned the meeting at 4:20PM.

Next meeting: Wed, October 13 at 1PM Via Zoom



Foundation Finance & Investment Committee Meeting Minutes for September 22, 2021

3:00PM

Zoom Video:

<https://cccconfer.zoom.us/rec/share/sAjtAXg0T9mAqJg5XbJDssFLyL1huiIXGAFQD9ioiPPp17ruU8FVjgF9owPXA4u.mXKSKtcuXq-i2k0J?startTime=1632347893000>

Meeting Participants

Committee Members Present

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

Committee Members Absent:

Paul Hinkes

Non-Voting Committee Members (total #): 1

John Ramont

Non-Voting Committee Members Absent

Guest(s)

Catherine Abbott, Kirstien Renna, Mike Rodriguez, Christine Anderson, Ronda Edwards

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

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

2. Action Items

2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee Meeting of September 22, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the

members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Finance & Investment Committee Meeting of September 22, 2021 with any addition, correction or deletions.

Catherine Abbott asked to add "Creation of a budget ad hoc committee" to the agenda as 6.9

Tom Minder asked to add "Choosing by RFP, a new bank for the Foundation" as item 6.8

Barbara Fromm moved to approve the agenda with additions, Jim Williams seconded. Motion carried.

3. Minutes

3.1 Approval of regular Finance & Investment Committee Meeting Minutes – May 19, 2021.

Paul Hinkes moved to approve the minutes from May 19, 2021 and Jim Williams seconded.

Motion carried.

4. Comments from the Public

4.1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until September 21, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Investment Portfolio Update – Ronda Edwards, Merrill Lynch

- Ronda Edwards discussed the current market conditions and how Merrill Lynch is overseeing and adjusting the Foundation's portfolio to protect the managed portfolio during uncertain market conditions, then Ms. Edwards reviewed the Foundations portfolio performance for the period ending March 31, 2021 with an update as of August 31, 2021. Tom Minder invited Ms. Edwards to come back for the next Finance & Investment committee meeting, to discuss alternative investments. Ronda will send research reports to every committee member. Tom explained to the committee

the status of the \$18M gift from Ms. Scott and where and how these funds are currently managed and he explained that in order to invest these funds in the endowed asset fund per the Foundation's Investment Policy Statement, a policy had to be created for Board-designated quasi-endowed funds, as the Board did not currently have such a policy. He stated that this committee would be reviewing the proposed Board Designated Quasi-Endowment policy later in this meeting.

6. Discussion & Action Items

6.1 Review and Approve Financial Statements for the period ended May 31, 2021.

Discussed and approved in 6.2 below.

6.2 Review the Financial Statements for the period ended May 31, 2021 and fiscal year ended June 30, 2021

Kirstien Renna presented the financial statements for the period and fiscal year ended June 30, 2021. For the sake of the new members, Kirstien gave a broad overview of the various giving levels. The committee noted that Foundation would not have reached its goal of 2.3M without the gift from Mackenzie Scott.

Barbara Fromm moved to approve the financial statements for the periods ending May 31, 2021 and June 30, 2021 as presented, Jake Wuest seconded.

Motion carried.

6.3 Review Financial Statements for the period ended July 31, 2021

Kirstien Renna presented the financial statements for the period ended July 31, 2021. . Kirstien discussed that as this is the first month of the current fiscal year, the activities as of July 31st reflect the anticipated seasonal low in fundraising activities due to the nature of donors just returning to the desert.

Jake Wuest moved to approve the financial statements for the period ended July 31, 2021 as presented, Jim Williams seconded.

Motion carried.

6.4 Review and Approve proposed 2021/22 Budget Adjustments

6.4.1 Review Five Year Analysis of Stepping Out for COD Expenditures

Tom Minder gave an overview of the initial approval by the Executive Committee to increase the Stepping Out budget to \$190K. He explained that the request for the increase was due to the need to acquire talent that was

projected to come in at \$100k+. When the talent was found the cost was significantly less than predicted, so even though the budget was increased to \$190k including the marketing expense, it has now been reduced to \$150k which is more accurate for the expected level of expenses based on a study after Kirstien Renna did a 5-year analysis of the expenditures for the event. Kirstien shared her analysis with the committee.

Jake Wuest moved to approve the proposed 2021/22 Budget Adjustments as presented, Jim Johnson seconded.

Motion carried.

6.5 Review Six Year Analysis of Messaging/Marketing Overview

This topic was discussed in 6.4.1.

6.6 Review and Approve request for proposals for Marketing Firms

6.6.1 Eldertree Marketing/Messaging Proposal

6.6.2 HR Advantage Marketing/Messaging Proposal

6.6.3 CV Strategies 2020/21 Marketing/Messaging Contract (for comparison)

Tom Minder gave background on challenges that the Foundation had with the former marketing firm, CV Strategies. Catherine Abbott shared information on each of the proposed marketing firms, and why she would like to move forward with Competitive Edge (HR Advantage). Tom states that this company's owner is also a Foundation board member (Norma Castaneda) so the Foundation must be very circumspect in awarding a contract to a company that is owned by a member of our board. Catherine Abbott stated that the conflict of interest policy does allow a board member's business to be in contract with the Foundation. A couple of caveats to that is it must be fully disclosed by the board member and the board member must recuse themselves before voting on anything that has to do with budgeting for marketing, and, the Executive Committee has to "bless" the contract and the board member's participation in the contract, with the Foundation. Catherine stated that the Foundation would like to move forward with this firm. Tom shared that the firm has already done some work due to time constraints with the Stepping Out event, but this is not part of the contract. After much discussion the committee agreed that Competitive Advantage would be the right choice.

Barbara Fromm moved to approve Competitive Advantage Marketing as the, Foundation's marketing firm. Dale Landon seconded. Motion carried.

6.7 Review and Approve proposed Foundation Quasi-Endowment Policy

At the recommendation by the Foundation's audit firm Eide Bailly to create a Board Restricted Quasi-Endowment Policy for the \$18M gift received, Kirstien Renna brought a proposed Board Restricted Quasi-Endowment policy to the Finance and Investment Committee for consideration. Tom Minder shared that without this policy, we cannot put the \$18M anywhere. This policy has been vetted by Diane Rubin and by Kirstien Renna and it is something we need to pass today. The Foundation currently does not have the correct policy in effect to invest the \$18M in anything other than "short term nothings".

Tom Minder moved to approve the proposed foundation quasi-endowment policy, Barbara Fromm seconded.

Motion carried.

6.8 Choosing by RFP, a new bank for the Foundation"

Tom Minder shared that Kirstien Renna has communicated to him that she is unhappy with the current bank because of mistakes being made, and would like to go out to RFP for a new one.

Jim Williams moved to go out to RFP for a new bank for the Foundation, Paul Hinkes seconded.

Motion carried.

6.9 Creation of a budget ad hoc committee

Tom Minder shared that the reason for forming this committee is due to the specific issue of program expenses that really are not an expense. This new committee would decide whether items should or should not be in the budget.

Jim Williams, Paul Hinkes, and Jake Wuest will be on this committee.

6.0 Follow-up Items	5.2 Task of	5.2 Due by

7. Adjournment

The Committee Chair adjourned the meeting at 5:10 pm.

Next Meeting: October 19, 2021 – 3pm



Foundation Development Committee Meeting

Minutes for Thursday, September 23, 2021

2:00PM

Zoom Video

https://cccconfer.zoom.us/rec/share/isZgHHHhY1hi5jJFHNeCtms1K9EPqK7gAGl8xsBvPwP_uoh-BmnrfqobmTIHkWU.47ciwAh-3PQdT6cM?startTime=1632430854000

Meeting Participants

Committee Members Present

Joanne Mintz (Chair), Leslie Usow, Carol Bell Dean, Jim Johnson, Carol Fragen, Jim Williams, Jim Greene, Peggy Cravens,

Committee Members Absent:

Jane Saltonstall, Marlene O'Sullivan

Guest(s)

Matthew Durkan, Liz Chambers, Catherine Abbott

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

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

2. Action Items

2.1 Approval of Agenda: Foundation Development Committee Meeting of September 23, 2021
Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Development Committee Meeting of September 23, 2021 with any addition, correction or deletions.

2.2 Conclusion

Leslie Usow moved to approve the agenda as presented. Jim Johnson seconded.

Motion carried unanimously.

2. Follow-up Items

2. Task of

2. Due by

None	None	None
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3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes – April 15, 2021.

The minutes were approved as presented.

3. Follow-up Items

3. Task of

3. Due by

None	None	None
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4. Comments from the Public

4.1 Comments From The Public: Comments from the Public: 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 and will be accepted no later than 5pm on September 22, 2021, to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Personal Introductions

The committee introduced themselves to the other members.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

None	None	None
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6. Stepping Out for COD 2022

Matthew Durkan gave the committee an update on the Stepping Out committee meeting. The “Save the Date” went out today. Committee is currently working on sponsorship materials to be approved in October.

Sponsorship packages will roll-out in stages. First to businesses, then they will be going out to individuals and new prospects.

The performer for the event is Ann Hampton Calloway. The McCallum Theatre is requiring vaccine cards

and all guests, including the entertainment, must wear a mask the entire time.

6.1. Follow-up Items

6.1 Task of

6.1 Due by

None	None	None
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7. President's Circle – Carol Bell Dean

Carol Bell Dean reported that they are working on a Veterans event for November 11, at the home of Carol Bell Dean and will include introductions, Catherine Abbott will speak about the Veterans program, Matt will also speak and wine and Hors' devours will be served. The event will have guest "Veteran" speakers.

On November 19, J. McGlaughlin on El Paseo will be hosting an event with 15% of the proceeds from that event, going to COD. Corktree Restaurant is planning a meet and greet sometime in early January with 50 people max, outdoors. This event will be offered to the "big donors" first. Road Runner Cabaret is scheduled for February 10, 2022 and hoping to get some COD music students to perform.

April 12th is planned for a progressive dinner at Rob Moon's home, or possibly a casual pizza party at Barbara Foster Monachino's home.

All events associated with COD will have to abide by the school's COVID-19 protocols including vaccines for all attendees, or show a negative test taken within 72 hours.

President's Circle events are part of stewardship for members. All events will be on the community calendar and state the vaccination requirements. Executive Committee is recommending President's Circle budget be increased from \$10k to \$15k. This will go before the full board at the next board meeting.

Carol stated that she will need to get catering costs bids for these events.

7.1 Follow-up Items

7.1 Task of

7.1 Due by

Get catering bids for President's Circle events	Carol Bell Dean	10/14/2021
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8. Goals of the Development Committee – Who are we and what do we do?

This was not discussed.

8.1 Follow-up Items

8.1 Task of

8.1 Due by

None	None	None
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9. 2021-2022 Development Plan

Matthew Durkan presented the Foundations Development Plan for 2021-2022. Matthew asked the committee to each come up with 2 names of potential donors, that Matthew can reach out to. Committee discussed the annual report. New collateral will include a newsletter each month, which will culminate in an annual report at the end of the year.

Peggy Cravens informed the committee about an editorial in the Desert Sun regarding “throwing money at community colleges”. Committee asked that this editorial be sent to them.

9.1 Follow-up Items	9.1 Task of	9.1 Due by
Send Desert Sun editorial article to committee	Foundation Staff	9/27/2021

10. Talking points when talking to a potential donor

Matthew Durkan shared that he will be doing training at the October Board meeting regarding this topic. Matthew will be compiling an elevator speech for meeting people and sharing about COD. Catherine Abbott shared that she recently joined a statewide board for the network for community college foundations and was sent talking points about community colleges and the impacts they make on their students. Catherine will send this to the committee and also share with the board at the next board meeting.

10.1 Follow-up Items	10.1 Task of	10.1 Due by
Send committee talking points from the community college foundations network meeting.	Catherine Abbott	ASAP

11. Future Agenda Items

- Legacy Leaders events
- Donor gifts and recognition –Christine Anderson suggested that an ad hoc committee be formed to discuss this. Joanne Mintz and Catherine Abbott to meet at another time to discuss.

9.1 Follow-up Items	9.1 Task of	9.1 Due by
Joanne Mintz and Catherine Abbott to meet regarding donor gifts and recognition	Catherine Abbott	10/14/2021

The Chair adjourned the meeting at 3:20 PM.

Next Meeting: October 14, 2021, 2:00 pm