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Santa Ana College • Santiago Canyon College

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT FOUNDATION  
BOARD OF DIRECTORS REGULAR MEETING**

**AGENDA**

**Date/Time : Tuesday, December 5, 2017 - 8am**

**Location : Board Room #107**  
Rancho Santiago Community College District  
2323 North Broadway, Santa Ana, California 92706

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In compliance with the Ralph M. Brown Act, this Agenda is being posted and sent to you in advance of a scheduled meeting of the Board. All discussion, deliberation as well as action on these items needs to occur at the meeting, and should not be subject of either serial email communications outside of the agendized meeting, phone conversations or direct communications between or among Board members for the purpose of discussing or deliberating on any items.

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**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF THE AGENDA**

**Action may be taken by the Board of Directors on any item listed on this Agenda.**

- A. Amendments and Corrections (if any)
- B. Approval of Agenda

**IV. APPROVAL OF MINUTES – September 26, 2017 Regular Board Meeting**

- A. Corrections (if any)
- B. Approval of the Minutes

**FOUNDATION BOARD MEMBERS:**

Arianna Barrios • David Coffaro • Kristin Crellin • Todd O. Litfin • Richard Porras

**Ex-Officio Voting Members:** Dr. Raúl Rodríguez

**Ex-Officio Non Voting Members:** Joseph Geissler • Dr. John Hernandez • Dr. Linda Rose • Monica Zarske

**Staff:** Peter Hardash • Enrique Perez

**V. PUBLIC COMMENTS**

At this time, members of the public may address the Board of Directors regarding any item within the subject matter jurisdiction of the Board, provided that no action may be taken on off-Agenda items unless authorized by law. Comments shall be limited to **three minutes** per person and twenty minutes for all comments, unless different time limits are set the President and approved by the Board.

*Members of the community and employees wishing to address the board are asked to complete a “Public Comment” form and submit it to the board’s executive assistant **prior** to the start of open session. Completion of the information on the form is voluntary.*

**VI. EXECUTIVE DIRECTOR’S REPORT**

A. Update on the Capability Building Contract between the Rancho Santiago Community College District Foundation and the Colleges of Excellence Company.

**VII. BOARD MEMBER COMMENTS**

**VIII. COLLEGE PRESIDENT’S REPORT**

**IX. APPROVAL OF TREASURER’S REPORTS**

A. Treasurer’s Reports for months ending June, July, August, September, & October 2017

**X. ITEMS FOR DISCUSSION AND/OR ACTION**

A. Draft Audit Report

**XI. FUTURE MEETINGS**

Tuesday, March 6, 2017 8am – Board of Directors Regular Meeting

**XII. ADJOURNMENT**

The next regular meeting of the Board of Directors will be held on March 6, 2018 at 2323 North Broadway, Santa Ana, California 92706.

**Americans with Disabilities Act**

The Rancho Santiago Community College District Foundation (the “Foundation”) conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability related modification or accommodation, in order to participate in a public meeting of the Foundation, shall be made to: Enrique Perez, J.D., Executive Director, Rancho Santiago Community College District Foundation, 2323 N. Broadway, Santa Ana, California 92706, (714) 480-7460.

## **BOARD OF DIRECTORS REGULAR MEETING**

Tuesday, September 26, 2017 – 8:00am  
Board Room #107, District Office

### ***DRAFT* - M I N U T E S**

#### **I. CALL TO ORDER**

The meeting was called to order at 8:09 a.m. by Mr. Todd Litfin.

#### **II. ROLL CALL**

Members in attendance: Ms. Arianna Barrios, Ms. Kristin Crellin, Mr. Todd O. Litfin, and Mr. Richard Porras, and Dr. Raúl Rodríguez

Ex-Officio Non-Voting Members in attendance: Mr. Joe Geissler, Dr. John Hernandez, and Ms. Monica Zarske

Staff in attendance: Mr. Peter Hardash and Mr. Enrique Perez

Not Present: Mr. Dave Coffaro and Dr. Linda Rose

#### **III. APPROVAL OF THE AGENDA**

##### **A. Amendments and Corrections (if any)**

Item IX. A. was removed from the agenda. There were no Treasurer's Reports available to report on.

##### **B. Approval of Agenda**

It was moved by Ms. Barrios, seconded by Mr. Porras to approve the agenda as corrected. The motion carried with the following vote: Aye – Ms. Barrios, Ms. Crellin, Mr. Litfin, Mr. Porras, and Dr. Raúl Rodríguez.

#### **IV. APPROVAL OF MINUTES – June 20, 2017 Anual and June 20, 2017 Regular Board Meeting**

##### **A. Corrections (if any)**

None were made.

##### **B. Approval of the Minutes**

It was moved by Ms. Barrios, seconded by Ms. Crellin to approve the June 20, 2017 annual and June 20, 2017 regular Board meeting minutes. The motion carried with the following vote: Aye – Ms. Barrios, Ms. Crellin, Mr. Litfin, Mr. Porras, and Dr. Rodríguez.

#### **FOUNDATION BOARD MEMBERS:**

Arianna Barrios • David Coffaro • Kristin Crellin • Todd O. Litfin • Richard Porras

**Ex-Officio Voting Members:** Dr. Raúl Rodríguez

**Ex-Officio Non Voting Members:** Joseph Geissler • Dr. John Hernandez • Dr. Linda Rose • Monica Zarske

**Staff:** Peter Hardash • Enrique Perez

**V. PUBLIC COMMENTS**

None were made.

**VI. EXECUTIVE DIRECTOR'S REPORT**

Mr. Perez was not present.

**VII. BOARD MEMBER COMMENTS**

None were made.

**VIII. COLLEGE PRESIDENT'S REPORT**

*(Mr. Perez arrived at this time)*

Santiago Canyon College: Dr. Hernandez provided a report that included the Hawks Nest Food Pantry grant opening, the launching of the President's Circle, the Alumni Mixer and the Art Gallery grand opening and exhibit. Dr. Hernandez will forward the Foundation staff (Ms. Duenez) invitation cards to the Art Gallery Exhibit. Discussion ensued. Mr. Porras requested more information be forwarded to him on the Food Pantry.

Santa Ana College: Dr. Rose was absent. Dr. Rodríguez provided a report on her behalf. Dr. Rodríguez reported on SAC's efforts in collaborating with local food banks, the Board of Governors (BOG) visit and the positive remarks made of the SAC campus.

**IX. APPROVAL OF TREASURER'S REPORTS**

A. Treasurer's Reports for months ending June, July, and August 2017

This item was taken off the agenda.

**X. ITEMS FOR DISCUSSIONS AND/OR ACTION**

A. Update on the Capability Building Contract between the Rancho Santiago Community College District Foundation and the Colleges of Excellence Company (for discussion). Mr. Perez reported on the contract and recruitment at the Al-Baha College of Technology. Mr. Perez provided the Board a recruitment progress report (handout) dated September 19, 2017. Discussion ensued. Mr. Perez will forward the Board a letter sent by Dr. Rodriguez to the Colleges of Excellence which was received by the Colleges of Excellence with positive remarks, will share with the Board a list of priorities once provided by the ASG's of both colleges for the use of part of the monies from the CBP contract. Discussion ensued. Mr. Perez will continue to provide a summary update to the Board.

**EXECUTIVE DIRECTOR'S REPORT**

Referring back to item VI, Mr. Perez reported on efforts made to generate revenue with workforce development, the upcoming industry roundtables and partnering with the Orange County Business Council with the help of Mr. Porras, the healthcare roundtable scheduled for November 9<sup>th</sup> and the upcoming manufacturing, cyber security, and biotech roundtables. Discussion ensued. Mr. Perez will provide the Board a list of who will be present at the healthcare roundtable and requested that the Board forward him their requests for customized workforce training for their employees.

- B. Accept donation check from Chevron for \$15,000 (for discussion and/or action).  
It was moved by Mr. Litfin, seconded by Dr. Rodríguez to accept the Chevron donation check. The motion carried with the following vote: Aye – Ms. Barrios, Ms. Crellin, Mr. Litfin, Mr. Porras, and Dr. Raúl Rodríguez.
- C. Accept donation check from Chase for \$15, 000 (for discussion and/or action).  
It was moved by Ms. Barrios, seconded by Mr. Porras to accept the Chase donation check. The motion carried with the following vote: Aye – Ms. Barrios, Ms. Crellin, Mr. Litfin, Mr. Porras, and Dr. Raúl Rodríguez.
- D. Accept donation check from Ernst & Young for \$2,000 (for discussion and/or action).  
It was moved by Mr. Porras, seconded by Ms. Crellin to accept the Ernst & Young donation check. The motion carried with the following vote: Aye – Ms. Barrios, Ms. Crellin, Mr. Litfin, Mr. Porras, and Dr. Raúl Rodríguez.
- E. Approval of the check to The Center for sponsorship of Small Business Access to Capital Workshop (for discussion and/or action)  
It was moved by Ms. Barrios, seconded by Ms. Crellin to approve the check to The Center. The motion carried with the following vote: Aye – Ms. Barrios, Ms. Crellin, Mr. Litfin, Mr. Porras, and Dr. Raúl Rodríguez.

Mr. Porras reported that last week AT&T approved a corporate contribution check to SAC’s Veterans Center for \$25,000 which will be presented on November 9, 2017.

**XI. FOR INFORMATION**

Mr. Litfin thanked the Board for turning in their Conflict of Interest Statements for 2017-2018.

**XII. FUTURE MEETINGS**

Tuesday, December 5, 2017 8am – Board of Directors Regular Meeting

**XIII. ADJOURNMENT**

The next regular meeting of the Board of Directors will be held on December 5, 2017 at 2323 North Broadway, Santa Ana, California 92706.

Mr. Litfin adjourned the meeting at 8:43am

**approved:** \_\_\_\_\_

District Foundation  
Income Statement  
Year to Date Ending 06/30/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>REVENUES</b>					
Contributions, Gifts, Donations	8,500.00	0.00	0.00	13,500.00	22,000.00
Interest on Banks	170.04	0.00	0.00	0.00	170.04
Transfer In/Programs and Scholarships Support	9,246.06	0.00	0.00	0.00	9,246.06
<b>Total Revenues</b>	<u><u>17,916.10</u></u>	<u><u>\$0.00</u></u>	<u><u>0.00</u></u>	<u><u>13,500.00</u></u>	<u><u>31,416.10</u></u>
<b>EXPENDITURES</b>					
Contract and Outside Services/Professional Fees	7,737.43	0.00	0.00	38,394.11	46,131.54
Licenses, Dues, Memberships	45.00	0.00	0.00	0.00	45.00
Legal & Audit Expenses	22,724.95	0.00	0.00	0.00	22,724.95
Advertising	(220.00)	0.00	0.00	0.00	(220.00)
Other Operating Expenses/Services	0.00	0.00	0.00	1,000.00	1,000.00
Investment and Interest Expense	120.00	0.00	0.00	0.00	120.00
Transfers Out/Programs and Scholarship Support	9,246.06	0.00	0.00	0.00	9,246.06
<b>Total Expenditures</b>	<u><u>39,653.44</u></u>	<u><u>\$0.00</u></u>	<u><u>0.00</u></u>	<u><u>39,394.11</u></u>	<u><u>79,047.55</u></u>
<b>Revenue Over (Under) Expenditure</b>	<u><u>(21,737.34)</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>(25,894.11)</u></u>	<u><u>(47,631.45)</u></u>
<b>Beginning Net Asset Balance</b>	<u><u>54,470.17</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>32,908.86</u></u>	<u><u>87,379.03</u></u>
<b>Ending Net Assets Balance</b>	<u><u>\$32,732.83</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$7,014.75</u></u>	<u><u>\$39,747.58</u></u>

District Foundation  
 Balance Sheet  
 Year to Date Ending 06/30/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>ASSETS</b>					
Cash and Equivalents	26,441.91	0.00	0.00	83,514.75	109,956.66
Accounts Receivable	5,768.05	0.00	0.00	0.00	5,768.05
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
<b>Total Assets</b>	<u><u>\$32,732.83</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$83,514.75</u></u>	<u><u>\$116,247.58</u></u>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Liabilities</b>					
Funds Held on Behalf of Others	0.00	0.00	0.00	76,500.00	76,500.00
<b>Total Liabilities</b>	<u><u>0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>0.00</u></u>	<u><u>76,500.00</u></u>	<u><u>76,500.00</u></u>
<b>Net Assets</b>	<u><u>32,732.83</u></u>	<u><u>\$0.00</u></u>	<u><u>0.00</u></u>	<u><u>7,014.75</u></u>	<u><u>39,747.58</u></u>
<b>Tot. Liabilities and Net Assets</b>	<u><u>\$32,732.83</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$83,514.75</u></u>	<u><u>\$116,247.58</u></u>

District Foundation  
 Balance Sheet  
 Year to Date Ending 07/31/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>ASSETS</b>					
Cash and Equivalents	33,220.73	0.00	0.00	85,514.75	118,735.48
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
<b>Total Assets</b>	<b><u>\$33,743.60</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$85,514.75</u></b>	<b><u>\$119,258.35</u></b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Liabilities</b>					
Funds Held on Behalf of Others	0.00	0.00	0.00	78,500.00	78,500.00
<b>Total Liabilities</b>	<b><u>0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>78,500.00</u></b>	<b><u>78,500.00</u></b>
<b>Net Assets</b>	<b><u>33,743.60</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>40,758.35</u></b>
<b>Tot. Liabilities and Net Assets</b>	<b><u>\$33,743.60</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$85,514.75</u></b>	<b><u>\$119,258.35</u></b>

District Foundation  
 Income Statement  
 Year to Date Ending 07/31/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>REVENUES</b>					
Contributions, Gifts, Donations	1,000.00	0.00	0.00	0.00	1,000.00
Interest on Banks	10.77	0.00	0.00	0.00	10.77
<b>Total Revenues</b>	<u>1,010.77</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,010.77</u>
<b>Beginning Net Asset Balance</b>	<u>32,732.83</u>	<u>0.00</u>	<u>0.00</u>	<u>7,014.75</u>	<u>39,747.58</u>
<b>Ending Net Assets Balance</b>	<u>\$33,743.60</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,014.75</u>	<u>\$40,758.35</u>

District Foundation  
 Income Statement  
 Year to Date Ending 08/31/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>REVENUES</b>					
Contributions, Gifts, Donations	1,000.00	0.00	0.00	0.00	1,000.00
Interest on Banks	21.07	0.00	0.00	0.00	21.07
<b>Total Revenues</b>	<u>1,021.07</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,021.07</u>
<b>Beginning Net Asset Balance</b>	<u>32,732.83</u>	<u>0.00</u>	<u>0.00</u>	<u>7,014.75</u>	<u>39,747.58</u>
<b>Ending Net Assets Balance</b>	<u>\$33,753.90</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,014.75</u>	<u>\$40,768.65</u>

District Foundation  
 Balance Sheet  
 Year to Date Ending 08/31/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>ASSETS</b>					
Cash and Equivalents	33,231.03	0.00	0.00	85,514.75	118,745.78
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
<b>Total Assets</b>	<b><u>33,753.90</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$85,514.75</u></b>	<b><u>\$119,268.65</u></b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Liabilities</b>					
Funds Held on Behalf of Others	0.00	0.00	0.00	78,500.00	78,500.00
<b>Total Liabilities</b>	<b><u>0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>78,500.00</u></b>	<b><u>78,500.00</u></b>
<b>Net Assets</b>	<b><u>33,753.90</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>40,768.65</u></b>
<b>Tot. Liabilities and Net Assets</b>	<b><u>33,753.90</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$85,514.75</u></b>	<b><u>\$119,268.65</u></b>

District Foundation  
 Income Statement  
 Year to Date Ending 09/30/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>REVENUES</b>					
Contributions, Gifts, Donations	4,000.00	0.00	0.00	0.00	4,000.00
Fundraising	1,020.00	0.00	0.00	0.00	1,020.00
Interest on Banks	32.26	0.00	0.00	0.00	32.26
<b>Total Revenues</b>	<u>5,052.26</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,052.26</u>
<b>Beginning Net Asset Balance</b>	<u>32,732.83</u>	<u>0.00</u>	<u>0.00</u>	<u>7,014.75</u>	<u>39,747.58</u>
<b>Ending Net Assets Balance</b>	<u>\$37,785.09</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,014.75</u>	<u>\$44,799.84</u>

District Foundation  
 Balance Sheet  
 Year to Date Ending 09/30/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>ASSETS</b>					
Cash and Equivalents	37,262.22	0.00	0.00	112,514.75	149,776.97
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
<b>Total Assets</b>	<b><u>\$37,785.09</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$112,514.75</u></b>	<b><u>\$150,299.84</u></b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Liabilities</b>					
Funds Held on Behalf of Others	0.00	0.00	0.00	105,500.00	105,500.00
<b>Total Liabilities</b>	<b><u>0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>105,500.00</u></b>	<b><u>105,500.00</u></b>
<b>Net Assets</b>	<b><u>37,785.09</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>44,799.84</u></b>
<b>Tot. Liabilities and Net Assets</b>	<b><u>\$37,785.09</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$112,514.75</u></b>	<b><u>\$150,299.84</u></b>

District Foundation  
 Income Statement  
 Year to Date Ending 10/31/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>REVENUES</b>					
Contributions, Gifts, Donations	4,000.00	0.00	0.00	0.00	4,000.00
Fundraising	1,020.00	0.00	0.00	0.00	1,020.00
Interest on Banks	44.91	0.00	0.00	0.00	44.91
<b>Total Revenues</b>	<u>5,064.91</u>	<u>\$0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,064.91</u>
<b>Beginning Net Asset Balance</b>	<u>32,732.83</u>	<u>0.00</u>	<u>0.00</u>	<u>7,014.75</u>	<u>39,747.58</u>
<b>Ending Net Assets Balance</b>	<u>\$37,797.74</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,014.75</u>	<u>\$44,812.49</u>

District Foundation  
 Balance Sheet  
 Year to Date Ending 10/31/2017

	<u>Unrestricted Fund</u>	<u>Trust Fund</u>	<u>Scholarship Fund</u>	<u>Endowment Fund</u>	<u>Total All Funds</u>
<b>ASSETS</b>					
Cash and Equivalents	37,274.87	0.00	0.00	112,514.75	149,789.62
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
<b>Total Assets</b>	<b><u>37,797.74</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$112,514.75</u></b>	<b><u>\$150,312.49</u></b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Liabilities</b>					
Funds Held on Behalf of Others	0.00	0.00	0.00	105,500.00	105,500.00
<b>Total Liabilities</b>	<b><u>0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>105,500.00</u></b>	<b><u>105,500.00</u></b>
<b>Net Assets</b>	<b><u>37,797.74</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>44,812.49</u></b>
<b>Tot. Liabilities and Net Assets</b>	<b><u>37,797.74</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$112,514.75</u></b>	<b><u>\$150,312.49</u></b>