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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, June 5, 2018 - 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 – April 11, 2018 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. COLLEGE PRESIDENT’S REPORT**

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

A. Treasurer’s Reports - March & April 2018

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

- A. Approval of the 2018-2019 Budget (for discussion and/or action).
- B. Approval of check to RSCCD Classified Employee of the Year (for discussion and/or action).
- C. Approval of new account with Union Bank (for discussion and/or action).

**X. BOARD MEMBER COMMENTS**

**XI. FUTURE MEETINGS**

Tuesday, September 4, 2018 8am – Board of Directors Regular Meeting

**XII. ADJOURNMENT**

The next regular and annual meeting of the Board of Directors will be held on September 4, 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.

Rancho Santiago Community College District  
 Fiscal Year: 2018

District Foundation  
 Income Statement  
 Year to Date Ending 03/31/2018

GL0020  
 Page: 1

	<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
Internal-Management Fee/Interest Policy	5,000.00	0.00	0.00	0.00	5,000.00
Interest on Banks	118.17	0.00	0.00	0.00	118.17
<b>Total Revenues</b>	<b><u>10,138.17</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>10,138.17</u></b>
<b>EXPENDITURES</b>					
Contract and Outside Services/Professional Fees	1,670.40	0.00	0.00	0.00	1,670.40
Investment and Interest Expense	120.00	0.00	0.00	0.00	120.00
<b>Total Expenditures</b>	<b><u>1,790.40</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>1,790.40</u></b>
<b>Revenue Over (Under) Expenditure</b>	<b><u>8,347.77</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>8,347.77</u></b>
<b>Beginning Net Asset Balance</b>	<b><u>32,732.83</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>39,747.58</u></b>
<b>Ending Net Assets Balance</b>	<b><u>\$41,080.60</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$7,014.75</u></b>	<b><u>\$48,095.35</u></b>

District Foundation  
 Balance Sheet  
 Year to Date Ending 03/31/2018

	<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	40,557.73	0.00	0.00	157,514.75	198,072.48
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
<b>Total Assets</b>	<b><u>\$41,080.60</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$157,514.75</u></b>	<b><u>\$198,595.35</u></b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Liabilities</b>					
Funds Held on Behalf of Others	0.00	0.00	0.00	150,500.00	150,500.00
<b>Total Liabilities</b>	<b><u>0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>150,500.00</u></b>	<b><u>150,500.00</u></b>
<b>Net Assets</b>	<b><u>41,080.60</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>48,095.35</u></b>
<b>Tot. Liabilities and Net Assets</b>	<b><u>\$41,080.60</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$157,514.75</u></b>	<b><u>\$198,595.35</u></b>

District Foundation  
 Income Statement  
 Year to Date Ending 04/30/2018

	<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
Internal-Management Fee/Interest Policy	5,000.00	0.00	0.00	0.00	5,000.00
Interest on Banks	131.34	0.00	0.00	0.00	131.34
<b>Total Revenues</b>	<b><u>10,151.34</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>10,151.34</u></b>
<b>EXPENDITURES</b>					
Contract and Outside Services/Professional Fees	2,649.60	0.00	0.00	0.00	2,649.60
Investment and Interest Expense	120.00	0.00	0.00	0.00	120.00
<b>Total Expenditures</b>	<b><u>2,769.60</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>2,769.60</u></b>
<b>Revenue Over (Under) Expenditure</b>	<b><u>7,381.74</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,381.74</u></b>
<b>Beginning Net Asset Balance</b>	<b><u>32,732.83</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>39,747.58</u></b>
<b>Ending Net Assets Balance</b>	<b><u>\$40,114.57</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$7,014.75</u></b>	<b><u>\$47,129.32</u></b>

District Foundation  
 Balance Sheet  
 Year to Date Ending 04/30/2018

	<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	39,591.70	0.00	0.00	157,514.75	197,106.45
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
<b>Total Assets</b>	<b><u>\$40,114.57</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$157,514.75</u></b>	<b><u>\$197,629.32</u></b>
<b>LIABILITIES AND NET ASSETS</b>					
<b>Liabilities</b>					
Funds Held on Behalf of Others	0.00	0.00	0.00	150,500.00	150,500.00
<b>Total Liabilities</b>	<b><u>0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>150,500.00</u></b>	<b><u>150,500.00</u></b>
<b>Net Assets</b>	<b><u>40,114.57</u></b>	<b><u>\$0.00</u></b>	<b><u>0.00</u></b>	<b><u>7,014.75</u></b>	<b><u>47,129.32</u></b>
<b>Tot. Liabilities and Net Assets</b>	<b><u>\$40,114.57</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$157,514.75</u></b>	<b><u>\$197,629.32</u></b>



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Santa Ana College • Santiago Canyon College

May 22, 2018

Enrique Perez, J.D.  
Executive Director  
RSCCD Foundation  
2323 N. Broadway  
Santa Ana, CA 92706

Dear Enrique,

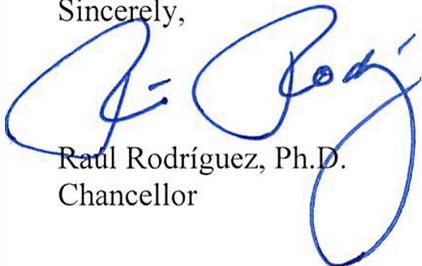
Each year the Rancho Santiago Community College District honors its classified employees during Classified Employee Week. In addition, the district selects a classified employee who works in the district office to receive the District Office Classified Employee of the Year Award. We are writing to request that the RSCCD Foundation fund an award of \$500 to be given to this year's recipient.

Maria Garcia, who works in Human Resources, has been selected as this year's District Office Classified Employee of the Year. Maria is a very deserving employee and we would appreciate the RSCCD Foundation's support in honoring her.

Thank you for your consideration of this request. We will be honoring Maria at the District Service Awards to be held on June 13 and would appreciate receiving the check by June 8.

If you should have any questions or require anything further, please contact us. We look forward to hearing from you.

Sincerely,



Raul Rodríguez, Ph.D.  
Chancellor

BOARD OF TRUSTEES:

Claudia C. Alvarez • Arianna P. Barrios • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Lobrado • Nelida Mendoza • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.



## Rancho Santiago Community College District District Office Classified Employee Award

Name of Nominee: Yana Garcia Dept. Human Resources

### Selection Criteria:

1. Nominee must be a permanent full/part-time classified employee who works at the district office
2. Nominees must have a minimum of two years of service
3. Nominees will be selected on the basis of their commitment to the district's vision and goals based on the following criteria:
  - *Professionalism in the performance of their job*
  - *A positive attitude and enthusiasm in the performance of their job*
  - *Working together with district and college personnel toward the achievement of the district's goals*
  - *Going the "extra mile" in the performance of their job*

### Nomination and Selection Procedure:

1. Complete this form.
2. Attach a letter which illustrates how the nominee meets the selection criteria. Please provide examples based on the bullet points.
3. Submit nominations to the Chancellor's Office by May 4, 2018.
4. Selection of the District Office Classified Employee of the Year will be made by members of the Chancellor's Cabinet.
5. The District Office Classified Employee of the Year will be recognized by the Board of Trustees at the June 11, 2018 Board Meeting.

Nominated by:

Judyanne Chitlik Judyanne Chitlik 4-17-18  
Printed Name Signature Date

## **2018 District Office Classified Employee of the Year**

Nominee: Maria Garcia, Human Resources Technician – 10 years + of service

Maria Garcia has performed her job with professionalism, compassion and integrity for more than 10 years in Human Resources. Her primary responsibility as a Human Resources Technician is managing the in-take desk. All prospective new hires and rehires must come into HR to begin the hiring process for all District locations including SAC/SCC/CEC/OEC and District Operations locations. Maria meets with each new hire/rehire, Classified and Academic, and provides them with our hiring packet and explains the contents of the entire packet item by item. She answers numerous questions about retirement systems, salary schedules, pay dates, and all HR related concerns which is critical for the new employee. Her strong interpersonal skills are evident in how well she manages the in-take desk with a welcoming attitude, grace and expertise.

The in-take process is demanding, time sensitive and requires focused attention to detail. During our peak hiring periods this position becomes challenging and processing in-takes can easily surpass 800 in any given year. New hires picking up or returning paperwork are non-stop. We appreciate and admire Maria's unwavering dedication and work ethics. She handles her job with confidence, grace and professionalism.

Her ability to defuse impatient and disgruntled new hires that complain about our very thorough hiring process is amazing. Her customer service to our new employees takes priority over her scheduled breaks and she will provide service even when an employee arrives at the last minute and she is ready to go home. Dedication to her position and the district along with a personal sense of responsibility encouraged Maria's involvement as a CSEA Job Steward. This has allowed her the opportunity to help fellow employees/members with the interpretation of the CSEA Agreement and in aiding them in navigating article processes.

Maria demonstrates sincere dedication to what her life and service here at the district is all about. Her professionalism, compassion and integrity is exemplary and that is why I am nominating Maria Garcia for 2018 District Office Classified Employee of the Year.



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Santa Ana College • Santiago Canyon College

May 8, 2018

Carolina Carrasco  
Senior Relationship Banker  
Union Bank  
Orange Office  
500 South Main Street  
Orange, CA 92868

In Re: Rancho Santiago Community College District Foundation

Dear Ms. Carrasco,

The RSCCD Foundation is requesting to set up an account with Union Bank to accept international wire transfers. The RSCCD Foundation is an established 501c3 with Federal Tax ID 95-3847834, as shown on the Form 990.

There are to be three (3) signers on this new account. Two are officers of the Foundation and the third is will only be an authorized signer on the account due to his fiscal responsibilities to support the Foundation due to his position with the Rancho Santiago Community College District (RSCCD).

- Enrique Perez – Executive Director of the RSCCD Foundation
- Peter Hardash – Treasurer of the RSCCD Foundation
- Adam O'Connor – Additional signer – Assistant Vice Chancellor, Fiscal Services of the RSCCD

Information on the RSCCD Foundation, and its Board of Directors, can be found at the Foundations website at: <https://www.rscdd.edu/Foundation/Pages/default.aspx>

We look forward to continuing business with Union Bank. Please contact us for anything further you might need.

Sincerely,

Enrique Perez, J.D.  
Executive Director

**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



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Santa Ana College • Santiago Canyon College

May 8, 2018

Mr. Marcos Sandoval  
Vice President/Branch Manager  
Union Bank  
500 S. Main St., Ste. 100  
Orange, CA 92868

Dear Mr. Sandoval,

The Rancho Santiago Community College District Foundation is in need of a wire transfer account with Union Bank in order to receive international wire transfers from Saudi Arabia. The RSCCD Foundation has a business relationship with the Colleges of Excellence Company and the Al Khaleej Training and Education Corporation to provide educational consulting services at technical and vocational colleges in Saudi Arabia. The expected number of wire transfers per year would be approximately four (4).

The RSCCD Foundation is a 501c3 nonprofit organization. Information on the RSCCD Foundation, and its Board of Directors, can be found at the Foundations website at:

<https://www.rscdd.edu/Foundation/Pages/default.aspx>

Attached is the complete RSCCD Foundation 2015 Form 990 for July 1, 2015 – June 30, 2016, Return of Organization Exempt Form Income Tax.

We look forward to a continuing business with Union Bank. Please contact us for anything further you might need from us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Enrique Perez".

Enrique Perez, J.D.  
Executive Director

**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