

BOARD OF DIRECTORS ANNUAL MEETING

Tuesday, June 4, 2019 - 8am

RSCCD District Office - Board Room #107

DRAFT - M I N U T E S

I. CALL TO ORDER

Mr. Litfin called the meeting to order at 8:03am.

II. ROLL CALL

Members in attendance: Ms. Arianna Barrios, Kristin Crellin, Mr. Todd O. Litfin, Dr. Raúl Rodríguez, Dr. Linda Rose, and Ms. Monica Zarske

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

Not Present: Dr. John Hernandez, Mr. Eddie Marquez and Mr. Richard Porras

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)

There were no additions or corrections to the agenda.

B. Approval of Agenda

It was moved by Ms. Crellin, seconded by Ms. Barrios to approve the agenda. The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

IV. PUBLIC COMMENTS

There were no public comments.

V. APPROVAL OF THE 2019-2020 Meeting Schedule

A. Amendments and Corrections (if any)

There were no additions or corrections to the 2019-2020 meeting schedule.

B. Approval of the 2019-2020 Meeting Schedule (for discussion and/or action).

It was moved by Ms. Crellin, seconded by Ms. Barrios to approve the agenda. The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

FOUNDATION BOARD MEMBERS:

Arianna Barrios • Kristin Crellin • Todd O. Litfin • Eddie Marquez • Richard Porras

Ex-Officio Voting Members: Dr. Raúl Rodríguez

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

Staff: Peter Hardash • Enrique Perez

VI. ITEMS FOR DISCUSSION AND/OR ACTION

A. Election of Officers for the 2019-2020 year:

President: Mr. Todd Litfin was nominated for President.
It was moved by Ms. Barrios, seconded by Dr. Rodriguez.

Vice President: Mr. Eddie Marquez was nominated for Vice President.
It was moved by Mr. Litfin, seconded by Ms. Barrios.

Secretary: Mr. Martinez was nominated for Secretary.
It was moved by Mr. Litfin, seconded by Ms. Barrios.

Treasurer: Mr. Hardash was nominated for Treasurer.
It was moved by Mr. Litfin, seconded by Ms. Crellin.

VII. FUTURE MEETINGS

Tuesday, June 2, 2020 8am – Board of Directors **Annual Meeting**

Dr. Rose arrived at this time.

VIII. ADJOURNMENT

The next **annual** meeting of the Board of Directors will be held on **June 2, 2020** at 2323 North Broadway, Santa Ana, California 92706.

Mr. Litfin adjourned the meeting at 8:07am.

Approved: _____

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

Tuesday, June 4, 2019 - 8am
RSCCD District Office - Board Room #107

DRAFT - M I N U T E S

I. CALL TO ORDER

Mr. Litfin called the meeting to order at 8:08am.

II. ROLL CALL

Members in attendance: Ms. Arianna Barrios, Kristin Crellin, Mr. Todd O. Litfin, Dr. Raúl Rodríguez, Dr. Linda Rose, and Ms. Monica Zarske

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

Not Present: Dr. John Hernandez, Mr. Eddie Marquez and Mr. Richard Porras

III. APPROVAL OF THE AGENDA

A. Amendments and Corrections (if any)

There were no additions or corrections to the agenda.

B. Approval of Agenda

It was moved by Ms. Barrios, seconded by Dr. Rodriguez to approve the agenda. The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

IV. APPROVAL OF MINUTES – March 5, 2019 Regular Board Meeting

A. Corrections (if any)

There were no corrections made to the minutes.

B. Approval of the Minutes

It was moved by Ms. Barrios, seconded by Dr. Rodriguez to approve the March 5 minutes. The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

V. PUBLIC COMMENTS

There were no public comments.

FOUNDATION BOARD MEMBERS:

Arianna Barrios • Kristin Crellin • Todd O. Litfin • Eddie Marquez • Richard Porras

Ex-Officio Voting Members: Dr. Raúl Rodríguez

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

Staff: Peter Hardash • Enrique Perez

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

Mr. Perez reported on payments received and expected payments to be received on remaining semesters. Discussion ensued on potential use of funds received, results from the polling for the district wide Bond Measure and seed money needed for the Bond, on budgeting for use of funds to colleges Associated Student Governments (ASG's) for the start of the school year to support student activities.

It was agreed that discussion of disbursement of monies to ASG's would be placed on the next meeting's agenda for discussion.

Supporting documentation for monies received, through fall 2018, from Colleges of Excellence has been requested. Mr. Perez will provide follow-up.

B. Annual Report

Mr. Perez provided a handout of a draft RSCCD Foundation annual report. The annual report shows support of projects through the Foundation, the SBDC and spotlights of success stories. It was received with positive remarks.

VII. COLLEGE PRESIDENT'S REPORT

SAC: Dr. Rose reported on commencement and 23 students graduating with Occupational Studies Bachelor's degrees with their diploma being signed by the Governor, reported on Guided Pathways, educational plans for students, Veteran students, the Veteran's event being well attended, the Honors Transfer Program event and spoke on Super Student Vin Pham and his completion of various Accounting and Paralegal programs and in his pursuit of becoming a doctor.

SCC: No report available.

VIII. APPROVAL OF TREASURER'S REPORTS

A. Treasurer's Reports – February, March & April 2019

Mr. Hardash reported on monies received and balances of accounts. Discussion ensued on restricted and unrestricted funds with examples provided.

Mr. Litfin gave commendation for keeping expenses to a minimum.

It was moved by Mr. Litfin, seconded by Ms. Crellin to approve the Treasurer's Reports.

The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

IX. ITEMS FOR DISCUSSION AND/OR ACTION

A. Accept donation check from Schools First Bank for \$500 (for discussion and/or action).

It was moved by Ms. Crellin, seconded by Ms. Barrios to accept the donation check. The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

B. Approval of check to RSCCD District Operations Classified Employee of the Year (for discussion and/or action).

It was moved by Ms. Crellin, seconded by Mr. Litfin to approve the check. The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

The Board requested a note of appreciation be forwarded to Ms. Gil.

C. Approval of the 2019-2020 Budget (for discussion and/or action).

Mr. Perez reported on the proposed budget and work being done with the OC Community Foundation (OCCF) a private foundation, on workforce development projects surrounding healthcare, charity and community activities and OCCF looking to increase customized training. Mr. Perez further reported on other supporters and Farmers & Merchants Bank being a new supporter.

Ms. Barrios proposed to add a line item to the proposed budget for ‘Student Development/Grants/Scholarships’.

It was moved by Ms. Barrios, seconded by Mr. Litfin to approve the 2019-2020 budget with the amendment to add the line item. The motion was carried with the following vote: Ms. Barrios, Ms. Crellin, Mr. Litfin, and Dr. Rodriguez.

X. BOARD MEMBER COMMENTS

Dr. Rodriguez reported that this would be his last meeting he’d be attending and further reported he threw out the first pitch at the Angels baseball game courtesy of SchoolsFirst Credit Union. Board Members thanked Dr. Rodriguez for his support and service to the Foundation, his partnership with Schools First Credit Union and for giving back to the community.

XI. FUTURE MEETINGS

Tuesday, September 3, 2019 8am – Board of Directors Regular Meeting

XII. OTHER

None.

XIII. ADJOURNMENT

The next regular meeting of the Board of Directors will be held on September 3, 2019 at 2323 North Broadway, Santa Ana, California 92706.

Mr. Litfin adjourned the meeting at 8:38am

Approved: _____

Rancho Santiago Community College District
Fiscal Year: 2019

District Foundation
Balance Sheet
Year to Date Ending 05/31/2019

	Unrestricted Fund Fund 91, 92	Temporarily Restricted Fund Fund 97	Total All Funds
ASSETS			
Cash and Equivalents	\$ 490,347.87	\$ 202,514.75	\$ 692,862.62
Total Assets	\$ 490,347.87	\$ 202,514.75	\$ 692,862.62
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
NET ASSETS	\$ 490,347.87	\$ 202,514.75	\$ 692,862.62
Total Liabilities and Net Assets	\$ 490,347.87	\$ 202,514.75	\$ 692,862.62

**District Foundation
 Income Statement
 Year to Date Ending 05/31/2019**

	Unrestricted Fund Fund 91, 92	Temporarily Restricted Fund Fund 97	Total All Funds
REVENUES			
Contributions, Gifts, Donations	\$ 4,000.00	\$ 50,500.00	\$ 54,500.00
Contracted Services Revenues	400,429.00	-	400,429.00
Management Fees Revenue	5,000.00	-	5,000.00
Interest on Banks	797.74	-	797.74
Total Revenues	\$ 410,226.74	\$ 50,500.00	\$ 460,726.74
EXPENDITURES			
Supplies	\$ 86.15	\$ -	\$ 86.15
Contracted Services	8,768.76	-	8,768.76
Audit Fees	5,950.00	-	5,950.00
Management Fees	-	5,000.00	5,000.00
Sponsorships	4,500.00	-	4,500.00
Awards	-	500.00	500.00
Bank Fees	30.00	-	30.00
Other Licenses & Fees	80.00	-	80.00
Total Expenditures	\$ 19,414.91	\$ 5,500.00	\$ 24,914.91
Revenues Over (Under) Expenditure	\$ 390,811.83	\$ 45,000.00	\$ 435,811.83
Beginning Net Asset Balance	\$ 99,536.04	\$ 157,514.75	\$ 257,050.79
Ending Net Asset Balance	\$ 490,347.87	\$ 202,514.75	\$ 692,862.62

SUMMARY OF ACTIVITIES:

RESTRICTED REVENUE

Contributions

The Foundation received \$50,000 from Union Bank on 12/18/18. This is the third installment of the Advancing Community Forward grant for the SBDC Program. The Foundation also received \$500 from Schools First Credit Union on 5/16/19 for the District's Employee of the Year Award.

UNRESTRICTED REVENUES

Contributions, Gifts, Donations

The Foundation received \$4,000 from Farmers & Merchants on 01/11/19. In May 2019, the Foundation also received payments from Al Khaleej totaling \$400,429 for work performed on the Capability Building contract with the Al Khaleej Training and Education Corporation and the Colleges of Excellence Company.

Management Fees Revenue

The Foundation's management fee is currently 10% and is applied to all restricted contributions. Management fee revenue of \$5,000 was recognized on the Union Bank contribution and recorded as revenue in the Unrestricted Fund. The expense was recorded in the Temporarily Restricted Fund.

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$797.74 from July 1, 2018 through May 31, 2019.

DISBURSEMENTS

	Fund 91, 92	Fund 97
Purchase of check stock	\$ 86.15	\$ -
Can-Achieve Education Consultants	355.60	-
Centennial College of Applied Arts	8,413.16	-
Can-Achieve Education Consultants	5,950.00	-
Can-Achieve Education Consultants	2,500.00	-
Sponsorship - OC Hispanic Chamber of Commerce	2,000.00	-
Employee of the Year Award	-	500.00
Bank/Wire fees	30.00	-
Annual CA Form 199 Fee paid to Franchise Tax Board	10.00	-
Annual Registration Renewal Fee paid to the Attorney General of CA	50.00	-
Secretary of State for SI-100 Renewal Form	20.00	-
Total Disbursements:	\$ 19,414.91	\$ 500.00
Management Fees	-	\$ 5,000.00
Total Expenditures:	\$ 19,414.91	\$ 5,500.00

Rancho Santiago Community College District
Fiscal Year: 2019

District Foundation
Balance Sheet
Year to Date Ending 06/30/2019

	Unrestricted Fund Fund 91, 92	Temporarily Restricted Fund Fund 97	Total All Funds
ASSETS			
Cash and Equivalents	\$ 497,164.57	\$ 202,514.75	\$ 699,679.32
Accounts Receivable	-	40,000.00	40,000.00
Due From Other Fund	4,000.00	-	4,000.00
Total Assets	\$ 501,164.57	\$ 242,514.75	\$ 743,679.32
LIABILITIES			
Accounts Payable	\$ 4,897.13	\$ -	\$ 4,897.13
Due To Other Fund	-	4,000.00	4,000.00
Total Liabilities	\$ 4,897.13	\$ 4,000.00	\$ 8,897.13
NET ASSETS	\$ 496,267.44	\$ 238,514.75	\$ 734,782.19
Total Liabilities and Net Assets	\$ 501,164.57	\$ 242,514.75	\$ 743,679.32

**District Foundation
 Income Statement
 Year to Date Ending 06/30/2019**

	Unrestricted Fund Fund 91, 92	Temporarily Restricted Fund Fund 97	Total All Funds
REVENUES			
Contributions, Gifts, Donations	\$ 4,000.00	\$ 90,500.00	\$ 94,500.00
Contracted Services Revenues	400,429.00	-	400,429.00
Management Fees Revenue	9,000.00	-	9,000.00
Interest on Banks	1,084.88	-	1,084.88
Total Revenues	\$ 414,513.88	\$ 90,500.00	\$ 505,013.88
EXPENDITURES			
Supplies	\$ 86.15	\$ -	\$ 86.15
Contracted Services	5,316.83	-	5,316.83
Legal	569.50	-	569.50
Audit Fees	5,950.00	-	5,950.00
Management Fees	-	9,000.00	9,000.00
Sponsorships	5,750.00	-	5,750.00
Awards	-	500.00	500.00
Bank Fees	30.00	-	30.00
Other Licenses & Fees	80.00	-	80.00
Total Expenditures	\$ 17,782.48	\$ 9,500.00	\$ 27,282.48
Revenues Over (Under) Expenditure	\$ 396,731.40	\$ 81,000.00	\$ 477,731.40
Beginning Net Asset Balance	\$ 99,536.04	\$ 157,514.75	\$ 257,050.79
Ending Net Asset Balance	\$ 496,267.44	\$ 238,514.75	\$ 734,782.19

SUMMARY OF ACTIVITIES:

RESTRICTED REVENUE

Contributions

The Foundation received \$50,000 from Union Bank on 12/18/18. This is the third installment of the Advancing Community Forward grant for the SBDC Program. The Foundation also received \$500 from Schools First Credit Union on 5/16/19 for the District's Employee of the Year Award. The Foundation received \$40,000 from Wells Fargo Foundation on 6/28/19 for the SBDC pass-through program. These restricted contributions were recorded in the Temporarily Restricted Fund.

UNRESTRICTED REVENUES

Contributions, Gifts, Donations

The Foundation received \$4,000 from Farmers & Merchants on 01/11/19. This unrestricted contribution was recorded in the Unrestricted Fund.

Contracted Services

The Foundation received \$200,215 on 5/2/19 and \$200,214 on 5/7/19 from Al Khalej for Capability Building contract performance payments.

Management Fees Revenue

The Foundation's management fee is currently 10% and is applied to all restricted contributions. Management fee revenues of \$5,000 from Union Bank and \$4,000 from Wells Fargo contributions were recognized and recorded as revenues in the Unrestricted Fund. The expense was recorded in the Temporarily Restricted Fund.

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$1,084.70 from July 1, 2018 through June 30, 2019.

DISBURSEMENTS

	<u>Fund 91, 92</u>	<u>Fund 97</u>
Purchase of check stock	\$ 86.15	\$ -
Can-Achieve Education Consultants	989.20	-
Centennial College of Applied Arts (Trinna Li)	4,327.63	-
Legal Fees- Alvarado Smith Corporation	569.50	-
Auditing Fees	5,950.00	-
Sponsorship - SA Chamber of Commerce	2,500.00	-
Sponsorship - OC Hispanic Chamber of Commerce	2,000.00	-
Sponsorship - Achievement Institute of Science	1,000.00	-
Sponsorship - ELAC President's Gala	250.00	-
Employee of the Year Award	-	500.00
Bank/Wire fees	30.00	-
Annual CA Form 199 Fee paid to Franchise Tax Board	10.00	-
Annual Registration Renewal Fee paid to the Attorney General of CA	50.00	-
Secretary of State for SI-100 Renewal Form	20.00	-
Total Disbursements:	\$ 17,782.48	\$ 500.00
Management Fees	-	\$ 9,000.00
Total Expenditures:	\$ 17,782.48	\$ 9,500.00

Rancho Santiago Community College District
Fiscal Year: 2020

District Foundation
Balance Sheet
Year to Date Ending 07/31/2019

	Unrestricted Fund Fund 91, 92	Temporarily Restricted Fund Fund 97	Total All Funds
ASSETS			
Cash and Equivalents	\$ 501,471.42	\$ 238,514.75	\$ 739,986.17
Total Assets	\$ 501,471.42	\$ 238,514.75	\$ 739,986.17
LIABILITIES			
Accounts Payable	\$ 4,897.13	\$ -	\$ 4,897.13
Total Liabilities	\$ 4,897.13	\$ -	\$ 4,897.13
NET ASSETS	\$ 496,574.29	\$ 238,514.75	\$ 735,089.04
Total Liabilities and Net Assets	\$ 501,471.42	\$ 238,514.75	\$ 739,986.17

**District Foundation
 Income Statement
 Year to Date Ending 07/31/2019**

	Unrestricted Fund Fund 91, 92	Temporarily Restricted Fund Fund 97	Total All Funds
REVENUES			
Interest on Banks	\$ 306.85	\$ -	\$ 306.85
Total Revenues	\$ 306.85	\$ -	\$ 306.85
EXPENDITURES			
None	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -
Revenues Over (Under) Expenditure	\$ 306.85	\$ -	\$ 306.85
Beginning Net Asset Balance	\$ 496,267.44	\$ 238,514.75	\$ 734,782.19
Ending Net Asset Balance	\$ 496,574.29	\$ 238,514.75	\$ 735,089.04

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$306.85 from July 1, 2019 through July 31, 2019.

DISBURSEMENTS

None

Total Disbursements:

	Fund 91, 92	Fund 97
\$	-	-
\$	-	-

From: Duenez, Patricia
To: Duenez, Patricia
Subject: FW: 53607923 - Wells Fargo and Rancho Santiago Community College District Foundation- Orange County SBDC
Date: Tuesday, August 27, 2019 11:42:58 AM

Begin forwarded message:

From: <wellsfargo@cybergrants.com>
Date: June 13, 2019 at 2:49:18 PM PDT
To: <perez_enrique@rsccd.edu>
Subject: 53607923 - Wells Fargo and Rancho Santiago Community College District Foundation- Orange County SBDC

Enrique,

We are pleased to inform you that Rancho Santiago Community College District Foundation- Orange County SBDC was approved for a grant in the amount of \$40,000.00 to support the OCSBDC Technical Assistance .

You may expect to receive the check by mail within the next 8 weeks. If you have any questions, please feel free to contact me.

When acknowledging our support, please list us as “Wells Fargo.” We encourage you to share the good news of this grant on your social media using the following hashtag: #WellsFargo

We are proud to support your organization as we work together to build stronger communities.

Thank you,

Jack Toan
Corporate Philanthropy and Community Relations
jack.toan@wellsfargo.com

Reference #: 53607923

CG/JMAIL/156245823



Remitter:
WELLS FARGO FOUNDATION
 550 S 4TH ST, MAC N9310-074
 MINNEAPOLIS MN 55415

Payor:
WELLS FARGO FOUNDATION
 301 S COLLEGE ST, TW25 MAC D1053-25
 CHARLOTTE NC 28202
 56-382/412

0236911

Pay **Date** **6/28/2019** **Pay Amount** **\$40,000.00*****
 ****FORTY THOUSAND AND XX/100 DOLLAR ****

To The Order Of **RANCHO SANTIAGO FOUNDATION**
 2323 N BROADWAY STE 201
 SANTA ANA CA 92706-1606

Richard Long
 Authorized Signature

⑈0236911⑈ ⑆041203824⑆ 9600000703⑈

WELLS FARGO & COMPANY, MINNEAPOLIS, MINNESOTA 55479 - ANY QUESTIONS: CALL 800-794-1522						Check No: 0236911	
Company	Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Paid Amount	
WF	55858005	6/27/2019	00123798	40,000.00	0.00	40,000.00	

FOUNDAT
 OCSBDC Technical Assistance

Grantee: The recipient of this grant acknowledges that no goods, services or benefits have been or will be provided to Wells Fargo & Company or any its affiliates in exchange therefore. The recipient further acknowledges that use of the Wells Fargo name or its trademarks must be in accordance with Wells Fargo's guidelines, and approved by the appropriate Wells Fargo local/regional marketing officer.

This Check is void after 90 days.

Vendor Number	Name		Total Discounts		
0000283823	RANCHO SANTIAGO FOUNDATION		\$0.00		
Check Number	Date	Total Amount	Discounts Taken	Total Paid Amount	
0236911	6/28/2019	\$40,000.00	\$0.00	\$40,000.00	

RSCCD FOUNDATION
BUDGET 2019-2020

BEGINNING BALANCE	\$ 700,920.78
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Projected Revenues

Capability Building Contract	200,000.00
Orange County Community Foundation	20,000.00
Chase	10,000.00
Union Bank	10,000.00
Wells Fargo	10,000.00
Customized Training	10,000.00
Farmers & Merchants Bank	5,000.00

TOTAL REVENUES	\$ 265,000.00
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Projected Expenditures

Orange County Community Foundation	10,000.00
Chase	9,000.00
Union Bank	9,000.00
Wells Fargo	9,000.00
Customized Training	5,000.00
Audit Fees	6,000.00
Legal Fees	15,000.00
Event Sponsorships	5,000.00
Conferences / Travel	3,000.00
Food Services (Board Expense)	1,000.00
Office Supplies & Printing	1,000.00
Licenses & Fees	100.00
Student Development/Grants/Scholarships	TBD

TOTAL EXPENDITURES	\$ 73,100.00
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ENDING BALANCE	\$ 892,820.78
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