

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

**Annual Minutes**

Tuesday, June 7, 2022 - 8 am – Virtual by Zoom

Mr. Marquez called the meeting to order at 8:05am

**I. CALL TO ORDER**

Mr. Marquez called the meeting to order at 8:05am.

**II. INTRODUCTION OF BOARD MEMBERS**

Board members made introductions.

**III. ROLL CALL**

Present: Juan M. Gonzalez • John M. Gutierrez • John Hanna • Todd O. Litfin •  
Eddie Marquez • Andrew Patterson • Marianela Silva • Marvin Martinez • Dr. Annebelle Nery  
Dr. Pamela Ralston • Iris I. Ingram • Craig Rutan • James Isbell  
Guests: Mark McLoughlin, Ruth Cossio-Muniz  
Patricia Duenez present as record keeper.

**IV. APPROVAL OF THE AGENDA**

A. Amendments and Corrections (if any)

No amendments or corrections made.

B. Approval of Agenda

It was moved by Mr. Martinez, seconded by Mr. Hanna to approve the June 7, 2022 annual meeting agenda.

The motion carried with the following vote: Aye – Mr. Gonzalez, Mr. Gutierrez,  
Mr. Hanna, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.

**V. PUBLIC COMMENTS**

None submitted and none made

**VI. APPROVAL OF THE 2022-2023 Meeting Schedule**

A. Amendments and Corrections (if any)

No amendments or corrections made.

B. Approval of the 2022-2023 Meeting Schedule (for discussion and/or action).\*

It was moved by Mr. Gonzalez, seconded by Mr. Gutierrez to approve the 2022-2023 meeting schedule. The motion carried with the following vote: Aye – Mr. Gonzalez, Mr. Gutierrez, Mr. Hanna, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.

**FOUNDATION BOARD MEMBERS:**

Juan M. Gonzalez • John M. Gutierrez • John Hanna • Todd O. Litfin • Eddie Marquez • Andrew Patterson • Marianela Silva

**Ex-Officio Voting Members:** Marvin Martinez

**Ex-Officio Non Voting Members:** James Isbell • Dr. Annebelle Nery • Dr. Pamela Ralston • Craig Rutan

**Staff:** Iris I.Ingram • Enrique Perez

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

**A. Election of Officers for the 2022-2023 year:**

President: Mr. Marquez nominated for President. It was moved by Mr. Gutierrez, seconded by Mr. Gonzalez.

Vice President: Mr. Gonzalez nominated for Vice President. It was moved by Mr. Gutierrez, seconded by Mr. Hanna.

Secretary: Mr. Martinez nominated for Secretary. It was moved by Mr. Gutierrez, seconded by Mr. Gonzalez.

Treasurer: Ms. Ingram nominated for Treasurer. It was moved by Mr. Gutierrez, seconded by Mr. Gonzalez.

Motions carried with the following vote: Aye – Mr. Gonzalez, Mr. Gutierrez, Mr. Hanna, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.

**VII. FUTURE MEETINGS**

Tuesday, June 6, 2023 8am is next Board of Directors Annual Meeting.

**VIII. ADJOURNMENT**

The next annual meeting of the Board of Directors will be held on June 6, 2023 at 2323 North Broadway, Santa Ana, California 92706.

It was moved by Mr. Martinez, seconded by Mr. Gonzalez to adjourn the June 7, 2022 annual meeting.

Mr. Marquez called the meeting adjourned at 8:19am.

Approved: \_\_\_\_\_

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

**Minutes**

Tuesday, June 7, 2022 - 8 am – Virtual by Zoom

**I. CALL TO ORDER**

Mr. Marquez called the meeting to order at 8:19am.

**II. INTRODUCTION OF BOARD MEMBERS**

Board members made introductions.

**III. ROLL CALL**

Present: Juan M. Gonzalez • John M. Gutierrez • John Hanna • Todd O. Litfin • Eddie Marquez • Andrew Patterson • Marianela Silva • Marvin Martinez • Dr. Annebelle Nery  
Dr. Pamela Ralston • Iris I. Ingram • Craig Rutan • James Isbell  
Guests: Mark McLoughlin, Ruth Cossio-Muniz  
Patricia Duenez present as record keeper.

**IV. APPROVAL OF THE AGENDA**

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

No amendments or corrections made.

**B. Approval of Agenda**

It was moved by Ms. Silva; seconded by Mr. Martinez to approve the June 7, 2022 agenda. The motion carried with the following vote: Aye – Mr. Gonzalez, Mr. Gutierrez, Mr. Hanna, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.  
*Dr. Annebelle Nery phoned in but was not able to stay on due to connection issues.*

**V. APPROVAL OF MINUTES – March 1, 2022 Regular Board Meeting**

**A. Corrections (if any)**

**B. Approval of the Minutes**

It was moved by Mr. Gonzalez; seconded by Mr. Gutierrez, one abstention from Mr. Hanna to approve the March 1, 2022 minutes. The motion carried with the following vote: Aye – Mr. Gonzalez, Mr. Gutierrez, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.

**VI. PUBLIC COMMENTS**

None submitted and none made.

**FOUNDATION BOARD MEMBERS:**

Juan M. Gonzalez • John M. Gutierrez • John Hanna • Todd O. Litfin • Eddie Marquez • Andrew Patterson • Marianela Silva

**Ex-Officio Voting Members:** Marvin Martinez

**Ex-Officio Non Voting Members:** James Isbell • Dr. Annebelle Nery • Dr. Pamela Ralston • Craig Rutan

**Staff:** Iris I.Ingram • Enrique Perez

## VII. EXECUTIVE DIRECTOR'S REPORT

### A. 2022 – 2023 Budget & Activities

Mr. Perez reported on history of Foundation budget; prior focus on major events like Chancellor's Ball-split between SAC & SCC. Under former chancellor, Chancellor's Ball did not continue, more focus on banking institutions, like Wells Fargo, to promote small business development. Concerns raised by college foundations, banks were already donating to district foundation. With former chancellor, started moving toward workforce development, COVID slowed things, SBDC funds have reduced from \$1.3 mil to \$300,000.

### B. Board Membership

Mr. Perez reported on recruitment efforts; goal to have full board of 11 members. Importance made to have clear plan of where Foundation is going.

### C. Strategic Planning Retreat

Mr. Perez spoke to need for retreat to plan for next 3 years on workforce development. Mr. Perez will send dates to members.

### D. Regional Conferences

Mr. Perez spoke to other colleges looking to do more on career education.

Board question made as to Saudi final payment; Mr. Perez reported remainder still pending but in communication with Saudi partners, will provide update at September's meeting.

Board question made as to which companies are interested in board membership related to CTE-Career Technical Education; Honeywell very interested. Honeywell is 1. Looking for pipeline with colleges, 2. Has equipment to train students and 3. Provides public/private partnership.

Mr. Perez reported that due to work being done with Patterson group, a certificate was developed at SCC.

Board member provided comments advocating for private/public partnerships and spoke to colleges apprenticeship programs, academic credit and need for colleges to provide attractive opportunities. Contractors want experience, having professional, business classes makes for rounded future employees.

## VIII. COLLEGE PRESIDENT'S REPORT

Dr. Ralston reported on college activities at SCC.

Mr. Martinez reported on SAC activities on behalf of Dr. Nery; SAC Commencement held at Angel's stadium. Students have outgrown Eddie West Stadium, if held at EW Stadium will need to provide tickets.

Mr. Perez spoke to colleges increasing enrollment in spring and summer.

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

A. Treasurer’s Reports – February, March, and April 2022 (action to approve only).\*

Ms. Ingram reported; overall asset base reduced by \$50,000. Expenditures at under \$2,000. It was moved by Mr. Gutierrez, seconded by Mr. Gonzalez to approve Treasurer’s reports as presented. The motion carried with the following vote: Aye – Mr. Gonzalez, Mr. Gutierrez, Mr. Hanna, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.

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

A. Approval of 2022-2023 Budget (for discussion and/or action).\*

Discussion provided under VII. A.

It was moved by Ms. Silva, seconded by Mr. Martinez to approve the 2022-2023 budget. The motion carried with the following vote: Aye – Mr. Gonzalez, Mr. Gutierrez, Mr. Hanna, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.

B. Approval of check to recipient of 2022 RSCCD District Operations Classified Employee of the Year (for discussion and/or action).\*

Mr. Perez spoke to check recipient.

It was moved by Mr. Gutierrez, seconded by Mr. Gonzalez to approve the check to recipient. Aye – Mr. Gonzalez, Mr. Gutierrez, Mr. Hanna, Mr. Litfin, Mr. Marquez, Mr. Patterson, Ms. Silva, and Mr. Martinez.

**XI. BOARD MEMBER COMMENTS**

Mr. Hanna spoke to this being his first Foundation board meeting, thanked board members.

Mr. Martinez spoke to June 7 being voting day, encouraged all to vote; awaiting governor to sign state budget, expect some resolution by mid-next week; our COLA has increased, we are very fortunate;. Monday’s board of trustees meeting agenda includes bond measure-out to voters in November. Enrollment affected by students’ options in distance education, students have more options. Adult Education has blossomed, caters to students, changing customer service program. Word of mouth specifically with adult immigrant population.

Mr. Perez spoke to Forensics Team; Foundation provides seed money and district provided additional funding.

Dr. Ralston reported Forensics Team went to Nationals and outperformed. **Dr. Ralston** will send press clipping for Board to read. Team members include 1<sup>st</sup> generation college students- these were same students that attended board of trustees meeting thanked board for seed money.

Members are in support of Workforce Development. Financial Statement included State of the City event of \$8,500, in support of using funds elsewhere.

*Dr. Ralston left meeting at this time.*

**XII. FUTURE MEETINGS**

Next regular meeting of the board scheduled for Tuesday, September 6, 2022 at 8am.

**XIII. OTHER**

A. 2022-2023 Conflict of Interest Statement\*

Ms. Duenez will forward board fillable form.

**XIV. ADJOURNMENT**

The next regular meeting of the Board of Directors will be held on September 6, 2022 at 2323 North Broadway, Santa Ana, California 92706.

It was moved by Mr. Gutierrez, seconded Mr. Martinez to adjourn the June 7, 2022 meeting.

Mr. Marquez declared the meeting adjourned at 9:09am.

Approved: \_\_\_\_\_

Rancho Santiago Community College District  
Fiscal Year: 2022

**District Foundation  
Balance Sheet  
Year to Date Ending 05/31/2022**

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>ASSETS</b>			
Cash and Equivalents	\$ 291,641.96	\$ 204,314.75	\$ 495,956.71
<b>Total Assets</b>	<b>\$ 291,641.96</b>	<b>\$ 204,314.75</b>	<b>\$ 495,956.71</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET ASSETS</b>	<b>\$ 291,641.96</b>	<b>\$ 204,314.75</b>	<b>\$ 495,956.71</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 291,641.96</b>	<b>\$ 204,314.75</b>	<b>\$ 495,956.71</b>

Rancho Santiago Community College District  
Fiscal Year: 2022

District Foundation  
Income Statement  
Year to Date Ending 05/31/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>REVENUES</b>			
Interest on Banks	\$ 2,301.41	\$ -	2,301.41
<b>Total Revenues</b>	<b>\$ 2,301.41</b>	<b>\$ -</b>	<b>\$ 2,301.41</b>
<b>EXPENDITURES</b>			
Sponsorships	\$ 9,200.00	\$ -	\$ 9,200.00
Awards	1,500.00	-	1,500.00
Audit Fees	5,200.00	-	5,200.00
Legal	335.00	-	335.00
Dues & Memberships	885.00	-	885.00
<b>Total Expenditures</b>	<b>\$ 17,120.00</b>	<b>\$ -</b>	<b>\$ 17,120.00</b>
<b>Revenues Over (Under) Expenditure</b>	<b>\$ (14,818.59)</b>	<b>\$ -</b>	<b>\$ (14,818.59)</b>
<b>Beginning Net Asset Balance</b>	<b>\$ 306,460.55</b>	<b>\$ 204,314.75</b>	<b>\$ 510,775.30</b>
<b>Ending Net Asset Balance</b>	<b>\$ 291,641.96</b>	<b>\$ 204,314.75</b>	<b>\$ 495,956.71</b>

**SUMMARY OF ACTIVITIES:**

**UNRESTRICTED REVENUES**

**Interest Income**

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$2,301.41 from July 1, 2021 through May 31, 2022.

**DISBURSEMENTS**

	Fund 91, 92	Fund 97
Sponsorship at Vision Makers Breakfast	\$ 300.00	\$ -
Sponsorship at State of the City	8,500.00	-
RSCCD Diversity Award (Junko Ishikawa)	1,000.00	-
Sponsorship at 2021 Somos HEEF	400.00	-
Eide Bailly LLP Audit Fees	5,200.00	-
AlvaradoSmith Legal Expense	335.00	-
Membership Dues, Chamber of Commerce	885.00	-
Classified Employee of the Year Award	500.00	-
<b>Total Disbursements:</b>	<b>\$ 17,120.00</b>	<b>\$ -</b>



Rancho Santiago Community College District  
Fiscal Year: 2022

District Foundation  
Balance Sheet  
Year to Date Ending 06/30/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>ASSETS</b>			
Cash and Equivalents	\$ 291,845.84	\$ 204,314.75	\$ 496,160.59
<b>Total Assets</b>	<b>\$ 291,845.84</b>	<b>\$ 204,314.75</b>	<b>\$ 496,160.59</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET ASSETS</b>	<b>\$ 291,845.84</b>	<b>\$ 204,314.75</b>	<b>\$ 496,160.59</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 291,845.84</b>	<b>\$ 204,314.75</b>	<b>\$ 496,160.59</b>

Rancho Santiago Community College District  
Fiscal Year: 2022

District Foundation  
Income Statement  
Year to Date Ending 06/30/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>REVENUES</b>			
Interest on Banks	\$ 2,505.29	\$ -	2,505.29
<b>Total Revenues</b>	<b>\$ 2,505.29</b>	<b>\$ -</b>	<b>\$ 2,505.29</b>
<b>EXPENDITURES</b>			
Sponsorships	\$ 9,200.00	\$ -	\$ 9,200.00
Awards	1,500.00	-	1,500.00
Audit Fees	5,200.00	-	5,200.00
Legal	335.00	-	335.00
Dues & Memberships	885.00	-	885.00
<b>Total Expenditures</b>	<b>\$ 17,120.00</b>	<b>\$ -</b>	<b>\$ 17,120.00</b>
<b>Revenues Over (Under) Expenditure</b>	<b>\$ (14,614.71)</b>	<b>\$ -</b>	<b>\$ (14,614.71)</b>
<b>Beginning Net Asset Balance</b>	<b>\$ 306,460.55</b>	<b>\$ 204,314.75</b>	<b>\$ 510,775.30</b>
<b>Ending Net Asset Balance</b>	<b>\$ 291,845.84</b>	<b>\$ 204,314.75</b>	<b>\$ 496,160.59</b>

**SUMMARY OF ACTIVITIES:**

**UNRESTRICTED REVENUES**

**Interest Income**

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$2,505.29 from July 1, 2021 through June 30, 2022.

**DISBURSEMENTS**

	Fund 91, 92	Fund 97
Sponsorship at Vision Makers Breakfast	\$ 300.00	\$ -
Sponsorship at State of the City	8,500.00	-
RSCCD Diversity Award (Junko Ishikawa)	1,000.00	-
Sponsorship at 2021 Somos HEEF	400.00	-
Eide Bailly LLP Audit Fees	5,200.00	-
AlvaradoSmith Legal Expense	335.00	-
Membership Dues, Chamber of Commerce	885.00	-
Classified Employee of the Year Award	500.00	-
<b>Total Disbursements:</b>	<b>\$ 17,120.00</b>	<b>\$ -</b>

Rancho Santiago Community College District  
Fiscal Year: 2023

District Foundation  
Balance Sheet  
Year to Date Ending 07/31/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>ASSETS</b>			
Cash and Equivalents	\$ 292,056.54	\$ 204,314.75	\$ 496,371.29
<b>Total Assets</b>	<b>\$ 292,056.54</b>	<b>\$ 204,314.75</b>	<b>\$ 496,371.29</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET ASSETS</b>	<b>\$ 292,056.54</b>	<b>\$ 204,314.75</b>	<b>\$ 496,371.29</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 292,056.54</b>	<b>\$ 204,314.75</b>	<b>\$ 496,371.29</b>

**District Foundation  
 Income Statement  
 Year to Date Ending 07/31/2022**

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>REVENUES</b>			
Interest on Banks	\$ 210.70	\$ -	210.70
<b>Total Revenues</b>	<b>\$ 210.70</b>	<b>\$ -</b>	<b>\$ 210.70</b>
<b>EXPENDITURES</b>			
None	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenues Over (Under) Expenditure</b>	<b>\$ 210.70</b>	<b>\$ -</b>	<b>\$ 210.70</b>
<b>Beginning Net Asset Balance</b>	<b>\$ 291,845.84</b>	<b>\$ 204,314.75</b>	<b>\$ 496,160.59</b>
<b>Ending Net Asset Balance</b>	<b>\$ 292,056.54</b>	<b>\$ 204,314.75</b>	<b>\$ 496,371.29</b>

**SUMMARY OF ACTIVITIES:**

**UNRESTRICTED REVENUES**

**Interest Income**

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$210.70 from July 1, 2022 through July 31, 2022.

Rancho Santiago Community College District  
Fiscal Year: 2023

District Foundation  
Balance Sheet  
Year to Date Ending 08/31/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>ASSETS</b>			
Cash and Equivalents	\$ 292,267.33	\$ 204,314.75	\$ 496,582.08
<b>Total Assets</b>	<b>\$ 292,267.33</b>	<b>\$ 204,314.75</b>	<b>\$ 496,582.08</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET ASSETS</b>	<b>\$ 292,267.33</b>	<b>\$ 204,314.75</b>	<b>\$ 496,582.08</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 292,267.33</b>	<b>\$ 204,314.75</b>	<b>\$ 496,582.08</b>

**District Foundation  
 Income Statement  
 Year to Date Ending 08/31/2022**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
<b>REVENUES</b>			
Interest on Banks	\$ 421.49	\$ -	421.49
<b>Total Revenues</b>	<b><u>\$ 421.49</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 421.49</u></b>
<b>EXPENDITURES</b>			
None	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
<b>Revenues Over (Under) Expenditure</b>	<b>\$ 421.49</b>	<b>\$ -</b>	<b>\$ 421.49</b>
<b>Beginning Net Asset Balance</b>	<b>\$ 291,845.84</b>	<b>\$ 204,314.75</b>	<b>\$ 496,160.59</b>
<b>Ending Net Asset Balance</b>	<b><u>\$ 292,267.33</u></b>	<b><u>\$ 204,314.75</u></b>	<b><u>\$ 496,582.08</u></b>

**SUMMARY OF ACTIVITIES:**

**UNRESTRICTED REVENUES**

**Interest Income**

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$421.49 from July 1, 2022 through August 31, 2022.

Rancho Santiago Community College District  
Fiscal Year: 2023

District Foundation  
Balance Sheet  
Year to Date Ending 09/30/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
<b>ASSETS</b>			
Cash and Equivalents	\$ 292,471.40	\$ 204,314.75	\$ 496,786.15
<b>Total Assets</b>	<b>\$ 292,471.40</b>	<b>\$ 204,314.75</b>	<b>\$ 496,786.15</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET ASSETS</b>	<b>\$ 292,471.40</b>	<b>\$ 204,314.75</b>	<b>\$ 496,786.15</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 292,471.40</b>	<b>\$ 204,314.75</b>	<b>\$ 496,786.15</b>

**District Foundation  
 Income Statement  
 Year to Date Ending 09/30/2022**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
<b>REVENUES</b>			
Interest on Banks	\$ 625.56	\$ -	625.56
<b>Total Revenues</b>	<u>\$ 625.56</u>	<u>\$ -</u>	<u>\$ 625.56</u>
<b>EXPENDITURES</b>			
None	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Revenues Over (Under) Expenditure</b>	<u>\$ 625.56</u>	<u>\$ -</u>	<u>\$ 625.56</u>
<b>Beginning Net Asset Balance</b>	<u>\$ 291,845.84</u>	<u>\$ 204,314.75</u>	<u>\$ 496,160.59</u>
<b>Ending Net Asset Balance</b>	<u>\$ 292,471.40</u>	<u>\$ 204,314.75</u>	<u>\$ 496,786.15</u>

**SUMMARY OF ACTIVITIES:**

**UNRESTRICTED REVENUES**

**Interest Income**

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$625.56 from July 1, 2022 through September 30, 2022.



# LUIS MORALES

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## EVENT AND DIGITAL COMMUNICATIONS

11068 EL AMARILLO AVE / FOUNTAIN VALLEY, CA 92708  
(714) 300-5337 LUISGRAPHICDESIGNER@GMAIL.COM

### **SCOPE OF WORK**

To provide Event and Digital Communications for the Rancho Santiago Community College District Foundation. Overseeing all visual art related tasks and projects. To provide visual and technical communications and design, in the area of advertising, layout, web design, social media assets, thematic consulting, products, facilitation of printing, signage, layouts, marketing materials and overseeing the direction of various projects and media as it relates to the **Rancho Santiago Community College District Foundation.**

Client: **Rancho Santiago Community College District Foundation**  
**2323 N. Broadway, Santa Ana, California 92706-1640**

Project Name: **Rancho Santiago Community College District CTE Spotlight Award Event**  
Project Date: **November 1, 2022 through April 30, 2023**

Client: **Rancho Santiago Community College District Foundation**

Project Name: **Rancho Santiago Community College District CTE Spotlight Award Event** Project

Date: **November 1, 2022 through April 30, 2023**

Freelance Event and Digital Communications Provider: **Luis Morales**

This freelance Event and Digital Communications contract is made on **November 1, 2022** between **Rancho Santiago Community College District Foundation** and the Provider listed above.

## PROJECT

The Designer agrees to provide event communications services as listed in the "deliverables" section below.

The Designer agrees they will remain the sole provider for the term of this project. All work will remain unique, original and free of any plagiarism.

## REVISIONS AND MODIFICATIONS

**Rancho Santiago Community College District Foundation** is granted **Unlimited** revisions or modifications to any item(s) attached to this campaign and/or project at no additional costs.

## DELIVERABLES

This freelance Event and Digital Communications contract includes but is not limited to the following deliverable items for the **2023 Rancho Santiago Community College District Foundation Special Event** :

Event Communications	Invitations	RSVP	Postcards	Itineraries	Signage
Email Blasts	Art for Web	Social Media Art	Advertisements	Digital Displays	Programs
Leave Behinds	Cards	Personal Invites	Email Signature	Social Media	Letterhead
Stage Artwork	Decorative Art	Monitor Art	Name tags	Table Tents	Podium Design
Logos	Themes	Apparel	Stationery	Mastheads	Products

The Project above shall be conducted and delivered upon payment of the below listed amounts.

All fees will be invoiced upon submission of deliverables to the Client, and will be due under **\$14,900** payment terms.

A deposit of **\$7,450** will be due to the Designer prior to the start of any work. A check made payable to:

**Luis Morales**  
**11068 El Amarillo Ave.**  
**Fountain Valley, CA 92708**

At the completion of the project, the remaining **\$7,450** will be due to the Designer.

If the Scope of work changes during the project's completion additional costs may occur, dependent on both parties agreeing to new terms.

Name	Price	Qty	Subtotal
RSCCD Foundation CTE Spotlight Award Event	\$14,900	Various	\$14,900
<b>Total</b>			<b>\$14,900</b>

## **INSURANCE**

Designer is covered under all necessary insurance requirements. (Hiscox, Inc.):

- The Insurer must have a current AM Best rating of not less than A:VII.
- General and Business Automobile Liability.
- Workers' Compensation: As required under California law. (Not applicable to a sole proprietor)
- A separate underwriter's endorsement (blanket additional party insurance)

## **CONFIDENTIALITY**

The Designer hereby acknowledges he/she may be involved in or become aware of information that relates to the client on a personal level including information related to the client's past, future, present, customer names, marketing plans, project information, and financial documents.

The Designer agrees to protect all the above information and keep any information obtained confidential.

## **CLIENT APPROVAL**

The Client will be notified and must approve any and all materials prior to project finalization and submission.

Furthermore, the Client will have permission to accept the work and request revisions if needed.

## **TERMINATION**

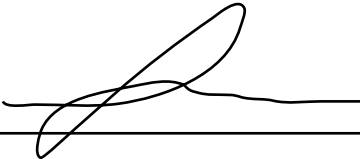
Should the Client choose to cancel this project after the project's completion, the client will remain responsible for full payment of the complete project total.

## **AGREEMENT**

By signing below, the Parties agree they have read, understood and will comply with the terms listed in this freelance event communications contract.

**Luis Morales**  
**11068 El Amarillo Ave.**  
**Fountain Valley, CA 92708**

**Rancho Santiago Community**  
**College District Foundation**  
**2323 N. Broadway**  
**Santa Ana, CA 92706**



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Luis Morales  
Event and Digital  
Communications  
DATE: 10/03/22

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Rancho Santiago Community  
College District Foundation  
Responsible Party  
DATE: 11/01/22