



BOARD OF DIRECTORS REGULAR MEETING

Wednesday, January 27, 2016 – 8:00 a.m.

Board Room #107, District Office

MINUTES

I. CALL TO ORDER

The meeting was called to order at 8:04 a.m. by Ms. Kristin Crellin.

II. ROLL CALL

Members in attendance: Ms. Arianna Barrios, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin, and Mr. Richard Porras.

Ex-Officio Voting Members in attendance: Dr. Raúl Rodríguez

Ex-Officio Non-Voting Members in attendance: Dr. Elliott Jones, Dr. Erlinda Martinez and Dr. John Weispfenning

Staff in attendance: Mr. Enrique Perez

Guests: Mr. Robert Feldhake (via phone)

Not Present: John Didion, Corrina Evett, Mr. Peter Hardash and Mr. Hector J. Infante.

III. APPROVAL OF THE AGENDA

A. Amendments and Corrections

Item XIII. C., the Master Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Foundation was omitted from the Agenda to be brought back as a first reading at the next meeting.

B. Approval of Agenda

It was moved by Mr. Litfin, seconded by Ms. Crellin to approve the Agenda, omitting item XIII. C. The motion carried with the following vote: Aye - Dr. Raúl Rodríguez, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin and Mr. Richard Porras.

IV. APPROVAL OF MINUTES

A. Corrections

No corrections were made.

B. Approval of the Minutes

It was moved by Dr. Rodríguez, seconded by Ms. Crellin to approve the September 29, 2015 regular meeting minutes. The motion carried with the following vote: Aye - Dr. Raúl Rodríguez, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin and Mr. Richard Porras.

FOUNDATION BOARD MEMBERS:

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

Ex-Officio Voting Members: Dr. Raúl Rodríguez

Ex-Officio Non-Voting Members: John Didion • Corrina Evett • Dr. Elliott Jones • Dr. Erlinda Martinez • Dr. John Weispfenning

Staff: Peter Hardash • Enrique Perez

V. **PUBLIC COMMENT**

None were made.

VI. **PRESIDENT'S REPORT**

No report was given by the President.

VII. **EXECUTIVE DIRECTOR'S REPORT**

Dr. Rodriguez provided status on the "Capability Building Project". Discussion ensued. Contract Education is being looked at for other sources of revenue while we receive confirmation of the start date for the "Capability Building Project".

(At this point Trustee Barrios arrived to the meeting.)

VIII. **COMMITTEE REPORTS**

Mr. Perez commented that a report on the International Student Recruitment Committee will be provided in Item XIII. B.

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

A. Treasurer's Reports for months ending 7/31/15, 8/31/15, 9/30/15, 10/31/15, 11/30/15, 12/31/15
It was moved by Trustee Barrios, seconded by Mr. Coffaro and carried unanimously to approve the Treasurer's Reports as presented. The motion carried with the following vote: Aye - Dr. Raúl Rodríguez, Ms. Arianna Barrios, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin and Mr. Richard Porras.

B. Investment Report – Information

X. **STAFF REPORTS**

No reports were given

XI. **COLLEGE PRESIDENT'S REPORTS**

President of Santa Ana College, Dr. Martinez, spoke on SAC's 100-year birthday party last fall and how over 7,000 people were estimated in attendance; March 12th is SAC's Open House and all were welcomed to attend; as a result of Measure Q, construction is underway to the new central plant which controls the heating and cooling system to the college; May will be the groundbreaking for a new Science Center to support the STEM Program; 30 new faculty members will be hired for the fall semester; at the Soldiers to Scholars Wine Tasting event, the Veterans Center received a corporate gift from AT&T; President Martinez thanked Mr. Porras for the donation as well as for his attendance at the event.

President of Santiago Canyon College, Dr. Weispfenning, spoke on the Intersession enrollment increase of 11%; student competitors in the women's and men's soccer teams, cross country and forensic teams, awards won by the Model United Nations Team; 20 new full time faculty being hired for the spring; the naming ceremony for the 'Lorenzo A. Ramirez Library' on February 11th at 2pm; college courses being offered at various high schools in the Orange Unified School District High Schools.

XII. **BOARD MEMBER COMMENTS**

Dr. Rodriguez spoke on the need of supplying snacks for students and the possibility of food supply locations on the college campuses. Discussion ensued and suggestions were made for partnership with food banks.

XIII. ITEMS FOR DISCUSSION AND/OR ACTION

- A. 2014-2015 AUDIT REPORT RESULTS-Accept the 2014-2015 Rancho Santiago Community College District Foundation Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2015 (action to accept only).

Topics discussed were other sources of revenue, monitoring of the budget and reimbursement of legal costs.

It was moved by Trustee Barrios, seconded by Mr. Litfin to accept the 2014-2015 Audit Report Results. The motion carried with the following vote: Aye - Dr. Raúl Rodríguez, Ms. Arianna Barrios, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin and Mr. Richard Porras.

- B. Approval of Consultant Agreement with Li Shuanghua (Trinna Li) as educational consultant in China (for discussion and/or action).

Mr. Perez commented on the Consultant Agreement and the strategies being discussed within the International Student Recruitment Committee regarding the increase in international student enrollment to both colleges. Syed Rizvi, Dean of Enrollment and Student Support Services at SCC, spoke on international recruitment issues and concerns with bank wiring procedures. Discussion ensued. Topics raised were reporting from the consultant back to the Foundation, the college's current fee structure and international domain names for the district and colleges.

It was moved by Mr. Coffaro, seconded by Todd Litfin to approve the Consultant Agreement with Li Shuanghua (Trinna Li). The motion carried with the following vote: Aye - Dr. Raúl Rodríguez, Ms. Arianna Barrios, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin and Mr. Richard Porras.

- C. Master Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Foundation (for discussion and/or action).

No action taken as this item was omitted from the Agenda, as indicated in Item III. A., corrections to Agenda.

- D. Accept donation check from SchoolsFirst Federal Credit Union of \$20,000 (for discussion and/or action).

It was moved by Trustee Barrios, seconded by Mr. Porras accept the donation check from SchoolsFirst Federal Credit Union. The motion carried with the following vote: Aye - Dr. Raúl Rodríguez, Ms. Arianna Barrios, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin and Mr. Richard Porras.

- E. Donation to Santiago Canyon College Associated Student Government (ASG) of \$5,000 (for discussion and/or action).

- F. Donation to Santa Ana College Associated Student Government (ASG) of \$5,000 (for discussion and/or action).

Items XIII E. and F. were moved to be approved together.

It was moved by Mr. Porras, seconded by Mr. Litfin to approve the donations to SCC and SAC ASG's. The motion carried with the following vote: Aye - Dr. Raúl Rodríguez, Ms. Arianna Barrios, Mr. David Coffaro, Ms. Kristin Crellin, Mr. Todd O. Litfin and Mr. Richard Porras.

Dr. Martinez left the meeting at this time.

XIV. **CLOSED SESSION**

A. **Pending or potential litigation – Faculty Association of the Rancho Santiago Community College District re alleged Brown Act violations by the Foundation Board. Govt. Code §54956.9(a), (b) and (c)**

The Board convened into closed session at 8:59am. to consider pending or potential litigation pursuant to Government Code Section §54956.9(a), (b) and (c).

XIV. **RETURN TO OPEN SESSION**

The Board reconvened at 9:11am.

Ms. Crellin reported the Board discussed pending or potential litigation and took no reportable action during closed session.

XV. **FOR INFORMATION**

Conflict of Interest Statements for 2015-2016

Ms. Crellin noted that Board members who received a Conflict of Interest Statements for 2015-2016 in their meeting packet to please turn them in to staff at the end of the meeting.

Bylaws

The Bylaws that were approved at the September 29, 2015 meeting were supplied to all members in their meeting packet.

XVI. **FUTURE MEETINGS**

Tuesday, March 22, 2016 at 8am – Board of Directors Regular Meeting

XVII. **ADJOURNMENT**

The next regular meeting of the Board of Directors will be held on March 22, 2016 at 2323 N. Broadway, Santa Ana, California 92706 at 8am.

There being no further business, Ms. Crellin adjourned the meeting at 9:12am.

Minutes Approved: _____

Rancho Santiago Community College District
Fiscal Year: 2016

District Foundation
Balance Sheet
Year to Date Ending 01/31/2016

	Unrestricted Fund	Trust Fund	Scholarship Fund	Endowment Fund	Total All Funds
ASSETS					
Cash and Equivalents	18,965.14	0.00	0.00	98,014.75	116,979.89
Accounts Receivable	0.00	0.00	0.00	30,827.19	30,827.19
Due To (From) Other Funds	0.00	0.00	0.00	0.00	0.00
Due From Affiliated Foundations	0.00	0.00	0.00	0.00	0.00
Investments, At Fair Value	905.26	0.00	0.00	0.00	905.26
Prepaid Expenses	0.00	0.00	0.00	0.00	0.00
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
Total Assets	\$20,393.27	\$0.00	\$0.00	\$128,841.94	\$149,235.21
LIABILITIES AND NET ASSETS					
Liabilities					
Accounts Payable	7,089.00	0.00	0.00	0.00	7,089.00
Due to Affiliated Foundations	0.00	0.00	0.00	0.00	0.00
Total Liabilities	7,089.00	\$0.00	0.00	0.00	7,089.00
Net Assets	13,304.27	\$0.00	0.00	128,841.94	142,146.21
Tot. Liabilities and Net Assets	\$20,393.27	\$0.00	\$0.00	\$128,841.94	\$149,235.21

Rancho Santiago Community College District
Fiscal Year: 2016

District Foundation
Income Statement
Year to Date Ending 01/31/2016

	Unrestricted Fund	Trust Fund	Scholarship Fund	Endowment Fund	Total All Funds
REVENUES					
Contributions, Gifts, Donations	25,520.00	0.00	0.00	46,000.00	71,520.00
Fundraising	0.00	0.00	0.00	0.00	0.00
Interest and Dividends	47.84	0.00	0.00	0.00	47.84
Realized/Unrealized Gains (Losses)	719.65	0.00	0.00	0.00	719.65
Transfers In	174,183.33	0.00	0.00	0.00	174,183.33
Total Revenues	200,470.82	\$0.00	0.00	46,000.00	246,470.82
EXPENDITURES					
Supplies	228.78	0.00	0.00	0.00	228.78
Contract and Outside Services	10,002.00	0.00	0.00	0.00	10,002.00
Travel and Conference Expense	1,545.33	0.00	0.00	0.00	1,545.33
Licenses, Dues, Memberships	0.00	0.00	0.00	0.00	0.00
Legal, Audit, Professional Fees	108,208.74	0.00	0.00	0.00	108,208.74
Bank Charges & Credit Card Use Fees	213.46	0.00	0.00	0.00	213.46
Other Operating Expenses/Services	142.48	0.00	0.00	0.00	142.48
Community/Public Relations	(893.41)	0.00	0.00	0.00	(893.41)
Transfers Out	151,683.33	0.00	0.00	0.00	151,683.33
Total Expenditures	272,330.71	\$0.00	0.00	22,500.00	294,830.71
Revenue Over (Under) Expenditure	(71,859.89)	0.00	0.00	23,500.00	(48,359.89)
Beginning Net Asset Balance	85,164.16	0.00	0.00	105,341.94	190,506.10
Ending Net Assets Balance	\$13,304.27	\$0.00	\$0.00	\$128,841.94	\$142,146.21

Rancho Santiago Community College District
Fiscal Year: 2016

District Foundation
Balance Sheet
Year to Date Ending 02/29/2016

	Unrestricted Fund	Trust Fund	Scholarship Fund	Endowment Fund	Total All Funds
ASSETS					
Cash and Equivalents	8,974.54	0.00	0.00	98,014.75	106,989.29
Accounts Receivable	0.00	0.00	0.00	30,827.19	30,827.19
Due To (From) Other Funds	0.00	0.00	0.00	0.00	0.00
Due From Affiliated Foundations	0.00	0.00	0.00	0.00	0.00
Investments, At Fair Value	905.26	0.00	0.00	0.00	905.26
Prepaid Expenses	0.00	0.00	0.00	0.00	0.00
Office Equipment, Net of Depreciation	522.87	0.00	0.00	0.00	522.87
Total Assets	\$10,402.67	\$0.00	\$0.00	\$128,841.94	\$139,244.61
LIABILITIES AND NET ASSETS					
Liabilities					
Accounts Payable	7,089.00	0.00	0.00	0.00	7,089.00
Due to Affiliated Foundations	0.00	0.00	0.00	0.00	0.00
Total Liabilities	7,089.00	\$0.00	0.00	0.00	7,089.00
Net Assets	3,313.67	\$0.00	0.00	128,841.94	132,155.61
Total Liabilities and Net Assets	\$10,402.67	\$0.00	\$0.00	\$128,841.94	\$139,244.61

Rancho Santiago Community College District
Fiscal Year: 2016

District Foundation
Income Statement
Year to Date Ending 02/29/2016

	Unrestricted Fund	Trust Fund	Scholarship Fund	Endowment Fund	Total All Funds
REVENUES					
Contributions, Gifts, Donations	25,520.00	0.00	0.00	46,000.00	71,520.00
Fundraising	0.00	0.00	0.00	0.00	0.00
Interest and Dividends	57.24	0.00	0.00	0.00	57.24
Realized/Unrealized Gains (Losses)	719.65	0.00	0.00	0.00	719.65
Transfers In	174,183.33	0.00	0.00	0.00	174,183.33
Total Revenues	200,480.22	\$0.00	0.00	46,000.00	246,480.22
EXPENDITURES					
Supplies	228.78	0.00	0.00	0.00	228.78
Contract and Outside Services	10,002.00	0.00	0.00	0.00	10,002.00
Travel and Conference Expense	1,545.33	0.00	0.00	0.00	1,545.33
Licenses, Dues, Memberships	0.00	0.00	0.00	0.00	0.00
Legal, Audit, Professional Fees	109,208.74	0.00	0.00	0.00	109,208.74
Bank Charges & Credit Card Use Fees	213.46	0.00	0.00	0.00	213.46
Other Operating Expenses/Services	10,142.48	0.00	0.00	0.00	10,142.48
Community/Public Relations	(893.41)	0.00	0.00	0.00	(893.41)
Transfers Out	151,683.33	0.00	0.00	0.00	151,683.33
Total Expenditures	282,330.71	\$0.00	0.00	22,500.00	304,830.71
Revenue Over (Under) Expenditure	(81,850.49)	0.00	0.00	23,500.00	(58,350.49)
Beginning Net Asset Balance	86,164.16	0.00	0.00	106,341.94	190,506.10
Ending Net Assets Balance	\$3,313.67	\$0.00	\$0.00	\$128,841.94	\$132,166.61



Hector J. Infante
Manager

Policy, Government & Public Affairs
Chevron
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Brea, CA 92821
Tel 714 671-3457
Fax 714 671-3458
hectorinfante@chevron.com

February 16, 2016

Enrique Perez
Rancho Santiago Community College
District Foundation
2323 N Broadway
Santa Ana, CA 92706

Dear Mr. Perez:

It gives Chevron great pleasure in providing support to the Rancho Santiago Community College Workforce & Small Business Development Project. The program is consistent with the values that Chevron places in STEM related education.

Enclosed is Chevron's check in the amount of \$25,000 for your grant request. We ask you to please provide a report next year on progress and impact that was achieved.

In order to comply with the Revenue Reconciliation Act of 1993, we have enclosed an IRS substantiation form. Please take a moment to complete and return the form to the address indicated on the form. Failure to return the form within thirty days of this letter may prohibit us from considering any future gifts to your organization.

Likewise, by accepting this grant payment you also acknowledge that Chevron shall be permitted and retains a right to refer to Rancho Santiago Community College and/or use Rancho Santiago Community College trademarks to identify Rancho Santiago Community College as the beneficiary and recipient of the Grant Funds.

Chevron would also appreciate you forwarding to us any publicity your organization was able to generate regarding this contribution.

On behalf of Chevron, please accept our appreciation for giving us an opportunity to support such a worthwhile program.

Sincerely,

A handwritten signature in black ink, appearing to read "Hector J. Infante", written over a horizontal line.

Hector J. Infante

Enclosure: Check #0024291671
IRS Substantiation Form

Chevron Products Company
A Division of Chevron U.S.A. Inc.
P.O. Box 9034
Concord CA 94524

CHECK DATE 11/20/2015
CHECK NO 0024291671
PAYEE REF: 0010298634
COMPANY NO: 0061
MAIL CODE 202V0

XIII. A-2



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RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT FOUNDATION
ACCOUNTING DEPT
2323 N BROADWAY 4TH FL
SANTA ANA CA 92706

ADDRESS INQUIRES TO P.O. Box 9034, Concord, CA 94524-1934
PHONE CONTACT: 925-827-7741 FAX CONTACT: 925-680-3534

INVOICE DATE	INVOICE #	OUR REFERENCE #	GROSS AMT.	DISC AMT.	NET AMT.
11/17/2015	GIFTS125015	0090040980	\$25,000.00		\$25,000.00
		TOTAL	\$25,000.00	\$0.00	\$25,000.00



SID2100254-0001_01_0001 6223-0000275 (F2J5)

DETACH AND RETAIN THIS STUB FOR YOUR RECORDS

CHECK # 0024291671 ATTACHED BELOW



Chevron Products Company
A Division of Chevron U.S.A. Inc.
P.O. Box 9034
Concord CA 94524

62-20
311

No. 0024291671

11/20/2015

PAY TO ORDER OF RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT FOUNDATION
ACCOUNTING DEPT
2323 N BROADWAY 4TH FL
SANTA ANA CA 92706

\$\$\$\$\$\$\$\$\$25,000.00

NOT VALID AFTER 1 YEAR

Chevron
AUTHORIZED SIGNATURE

Twenty-five Thousand and 00/100 Dollars

CITIBANK, N.A.
ONE PENNS WAY NEW CASTLE DE 19720

⑈0024291671⑈ ⑆031100209⑆ 38696461⑈