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Santa Ana College • Santiago Canyon College

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

Tuesday, March 5, 2019 – 8:00am Board Room #107, District Office

### DRAFT - MINUTES

#### I. CALL TO ORDER

Mr. Litfin called the meeting to order at 8:05 a.m.

### II. ROLL CALL

Members in attendance: Ms. Arianna Barrios, Mr. Todd O. Litfin, Mr. Eddie Marquez, Mr.

Richard Porras and Dr. Raúl Rodríguez

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

Guest: Mr. Ruben Smith

Not Present: Ms. Kristin Crellin, Mr. Joe Geissler, Dr. Linda Rose, Dr. John Hernandez, and

Ms. Monica Zarske

#### 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 Mr. Porras, seconded by Ms. Barrios to approve the agenda. The motion was carried with the following vote: Ms. Barrios, Mr. Litfin, Mr. Marquez, Mr. Porras, and Dr. Rodriguez.

#### IV. APPROVAL OF MINUTES – January 23, 2019 Regular Board Meeting

A. Corrections (if any)

There were no corrections made to the minutes.

#### B. Approval of the Minutes

Mr. Litfin deferred action on approval of the minutes so that board members could have more time to review them.

Minutes were motioned for approval at agenda item X.II.

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

#### V. PUBLIC COMMENTS

There were no public comments.

#### 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 the status of the project, status of payment to be received and future payments. Mr. Perez is waiting for a report from COE on how payment was calculated based on their performance through fall 2018. Discussion ensued. Payment for the fall 2019 performance period is expected.

## B. Update on Economic Development Projects

Mr. Perez reported on VI.B. first before VI. A.

Mr. Perez reported on over \$300,000 funds raised in workforce opportunities and on presenting an annual report on community projects to be presented at the next board meeting.

#### VII. COLLEGE PRESIDENT'S REPORT

There was no representation from the college presidents.

#### VIII. APPROVAL OF TREASURER'S REPORTS

A. Treasurer's Reports – January 2019

Mr. Hardash reported on the January 2019 Treasurer's Report.

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

#### IX. BOARD MEMBER COMMENTS

Mr. Litfin welcomed returning board member Mr. Marquez.

Ms. Barrios commented on being named to the Leadership Council for the Small Business Association.

Dr. Rodriguez commented that pending his retirement, he was invited to throw out the first pitch at the May 17<sup>th</sup> Angels baseball game.

Mr. Perez thanked Ms. Barrios for the introduction to the Siemens USA Corporation in conjunction with workforce development opportunities.

Mr. Perez asked Mr. Marquez to speak on his position at the Union Roofing Contractors Association. Mr. Marquez spoke on working with large scale commercial projects, workforce development and partnering with high schools and community colleges to generate interest in the various trades and to recognize the value of union labor.

#### X. CLOSED SESSION

The board convened into closed session at 8:21am to consider the following items:

A. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9(b), (c), and (d)(2) (1 case).

## XIV. RETURN TO OPEN SESSION

The board reconvened at 8:37am.

Mr. Litfin reported that no action was taken.

#### XI. FUTURE MEETINGS

The next meetings are scheduled for Tuesday, June 4, 2019 8am - Board of Directors Annual and Regular Meeting.

# XII. OTHER

Item IV. B. was approved at this time.

# XIII. ADJOURNMENT

There being no further business, Mr. Litfin declared the meeting adjourned at 8:39am.

Approved:_		

# Rancho Santiago Community College District

Fiscal Year: 2019

# District Foundation Balance Sheet Year to Date Ending 02/28/2019

	Unrestricted Fund Fund 91, 92		Temporarily Restricted Fund Fund 97		Total All Funds	
ASSETS						
Cash and Equivalents	\$	103,289.38	\$	202,514.75	\$	305,804.13
Total Assets	\$	103,289.38	\$	202,514.75	\$	305,804.13
LIABILITIES						
Accounts Payable	\$		\$	<u>-</u>	\$	-
Total Liabilities	\$	-	\$	-	\$	-
NET ASSETS	\$	103,289.38	\$	202,514.75	\$	305,804.13
Total Liabilities and Net Assets	\$	103,289.38	\$	202,514.75	\$	305,804.13

Fiscal Year: 2019

#### District Foundation Income Statement Year to Date Ending 02/28/2019

	_	estricted Fund Fund 91, 92	Tempora	rily Restricted Fund Fund 97		Total All Funds
REVENUES Contributions, Gifts, Donations	\$	4,000.00	\$	50,000.00	\$	54,000.00
Management Fees Revenue	Ψ	5,000.00	Ψ	-	Ψ	5,000.00
Interest on Banks		305.09		-		305.09
Total Revenues	\$	9,305.09	\$	50,000.00	\$	59,305.09
EXPENDITURES						
Supplies	\$	86.15	\$	-	\$	86.15
Contracted Services		355.60		-		355.60
Audit Fees		5,050.00		-		5,050.00
Other Licenses & Fees		60.00		-		60.00
Management Fees		-		5,000.00		5,000.00
Total Expenditures	\$	5,551.75	\$	5,000.00	\$	10,551.75
Revenues Over (Under) Expenditure	\$	3,753.34	\$	45,000.00	\$	48,753.34
Beginning Net Asset Balance	\$	99,536.04	\$	157,514.75	\$	257,050.79
Ending Net Asset Balance	\$	103,289.38	\$	202,514.75	\$	305,804.13

#### **SUMMARY OF ACTIVITIES:**

#### **REVENUE**

#### Contributions, Gifts, Donations

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 restricted contribution was recorded in the Temporarily Restricted Fund.

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

#### **Management Fees Revenue**

The Foundation's management fee is currently 10% and is applied to all restricted contributions received by the Foundation. 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 currently has two bank accounts, Schools First and Farmers & Merchants. Cash in banks has generated \$305.09 from July 1, 2018 through February 28, 2019.

#### **EXPENDITURES**

Purchase of check stock	\$ 86.15
Can-Achieve Education Consultants	\$ 355.60
Audit fees paid to Clifton Larson Allen LLP	\$ 5,050.00
Annual CA Form 199 Fee paid to Franchise Tax Board	\$ 10.00
Annual Registration Renewal Fee paid to the CA Attorney General	\$ 50.00
Total Expenditures:	\$ 5,551.75

# Rancho Santiago Community College District

Fiscal Year: 2019

# District Foundation Balance Sheet Year to Date Ending 03/31/2019

	Unrestricted Fund Fund 91, 92		Temporarily Restricted Fund Fund 97		Total All Funds	
ASSETS						
Cash and Equivalents	\$	99,953.71	\$	202,514.75	\$	302,468.46
Total Assets	\$	99,953.71	\$	202,514.75	\$	302,468.46
LIABILITIES						
Accounts Payable	\$		\$		\$	-
Total Liabilities	\$	-	\$	-	\$	-
NET ASSETS	\$	99,953.71	\$	202,514.75	\$	302,468.46
Total Liabilities and Net Assets	\$	99,953.71	\$	202,514.75	\$	302,468.46

Fiscal Year: 2019

#### District Foundation Income Statement Year to Date Ending 03/31/2019

	Unrestricted Fund Fund 91, 92		Temporarily Restricted Fund Fund 97		Total All Funds	
REVENUES		una 51, 52		Tuliu 37		All I ulius
Contributions, Gifts, Donations	\$	4,000.00	\$	50,000.00	\$	54,000.00
Management Fees Revenue		5,000.00		-		5,000.00
Interest on Banks		389.42		-		389.42
Total Revenues	\$	9,389.42	\$	50,000.00	\$	59,389.42
EXPENDITURES						
Supplies	\$	86.15	\$	-	\$	86.15
Contracted Services		355.60		-		355.60
Audit Fees		5,950.00		-		5,950.00
Other Licenses & Fees		80.00		-		80.00
Management Fees		-		5,000.00		5,000.00
District Business Sponsorship		2,500.00		-		2,500.00
Total Expenditures	\$	8,971.75	\$	5,000.00	\$	13,971.75
Revenues Over (Under) Expenditure	\$	417.67	\$	45,000.00	\$	45,417.67
Beginning Net Asset Balance	\$	99,536.04	\$	157,514.75	\$	257,050.79
Ending Net Asset Balance	\$	99,953.71	\$	202,514.75	\$	302,468.46

#### **SUMMARY OF ACTIVITIES:**

#### **REVENUE**

#### Contributions, Gifts, Donations

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

**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 currently has two bank accounts, Schools First and Farmers & Merchants. Cash in banks has generated \$389.42 from July 1, 2018 through March 31, 2019.

#### **EXPENDITURES**

Purchase of check stock	\$ 86.15
Can-Achieve Education Consultants	\$ 355.60
Audit fees paid to Clifton Larson Allen LLP	\$ 5,950.00
Annual CA Form 199 Fee paid to Franchise Tax Board	\$ 10.00
Annual Registration Renewal Fee paid to the CA Attorney General	\$ 50.00
Secretary of State for SI-100 Renewal Form	\$ 20.00
District Sponsorship - Santa Ana Chamber of Commerce on 4/11/19	\$ 2,500.00
Total Expenditures:	\$ 8,971.75

# Rancho Santiago Community College District

Fiscal Year: 2019

# District Foundation Balance Sheet Year to Date Ending 04/30/2019

	Unrestricted Fund Fund 91, 92		Temporarily Restricted Fund Fund 97		Total All Funds	
ASSETS						
Cash and Equivalents	\$	98,083.28	\$	202,514.75	\$	300,598.03
Total Assets	\$	98,083.28	\$	202,514.75	\$	300,598.03
LIABILITIES						
Accounts Payable	\$		\$		\$	
Total Liabilities	\$	<del>-</del>	\$	<u> </u>	\$	<del>-</del>
NET ASSETS	\$	98,083.28	\$	202,514.75	\$	300,598.03
Total Liabilities and Net Assets	\$	98,083.28	\$	202,514.75	\$	300,598.03

Fiscal Year: 2019

#### District Foundation Income Statement Year to Date Ending 04/30/2019

	Unrestricted Fund Fund 91, 92		Temporarily Restricted Fund Fund 97		Total All Funds	
REVENUES		una 51, 52		Tuna 37		All I dilds
Contributions, Gifts, Donations	\$	4,000.00	\$	50,000.00	\$	54,000.00
Management Fees Revenue		5,000.00		-		5,000.00
Interest on Banks		518.99		-		518.99
Total Revenues	\$	9,518.99	\$	50,000.00	\$	59,518.99
EXPENDITURES						
Supplies	\$	86.15	\$	-	\$	86.15
Contracted Services		355.60		-		355.60
Audit Fees		5,950.00		-		5,950.00
Other Licenses & Fees		80.00		-		80.00
Management Fees		-		5,000.00		5,000.00
District Business Sponsorship		4,500.00		-		4,500.00
Total Expenditures	\$	10,971.75	\$	5,000.00	\$	15,971.75
Revenues Over (Under) Expenditure	\$	(1,452.76)	\$	45,000.00	\$	43,547.24
Beginning Net Asset Balance	\$	99,536.04	\$	157,514.75	\$	257,050.79
Ending Net Asset Balance	\$	98,083.28	\$	202,514.75	\$	300,598.03

#### **SUMMARY OF ACTIVITIES:**

#### **REVENUE**

#### Contributions, Gifts, Donations

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

**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 currently has two bank accounts, Schools First and Farmers & Merchants. Cash in banks has generated \$518.99 from July 1, 2018 through April 30, 2019.

#### **EXPENDITURES**

Purchase of check stock	\$ 86.15
Can-Achieve Education Consultants	\$ 355.60
Audit fees paid to Clifton Larson Allen LLP	\$ 5,950.00
Annual CA Form 199 Fee paid to Franchise Tax Board	\$ 10.00
Annual Registration Renewal Fee paid to the CA Attorney General	\$ 50.00
Secretary of State for SI-100 Renewal Form	\$ 20.00
District Sponsorship - Santa Ana Chamber of Commerce	\$ 4,500.00
Total Expenditures:	\$ 10,971.75



# Building the future through quality education

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## Chancellor's Office Memorandum

Date: May 14, 2019

To: Enrique Perez

From: Debra Gerard

Subject: District Classified of the Year

# Enrique,

Enclosed is a check in the amount of \$500 made payable to the RSCCD Foundation earmarked to fund the check given by the RSCCD Foundation to the District Operations Classified Employee of the Year.

We've also enclosed a copy of the letter requesting a check for the 2019 recipient of this award, Maria Gil, which will be presented to her at the June 13 District Office Service Awards luncheon.

Thanks for your assistance. Please contact us if you should have any questions.

#### Enclosures

Attr. Accounts Payable
Tius DOCUMENT HAS A TRUE WATERMARK. THE FRONTOF THE DOCUMENT HAS A MICRO-PRINT SIGNATURE LINE ABSENCE OF THESE FEATURES WILL INDICATE A COPY.

Aftr. Accounts Payable
Tusin. CA 92780
Tusin. CA 92780
11-49 258-40000
accountspayable@schoolsfirstfcu.org

ACCOUNTS PAYABLE CHECK
211630
05/03/19

ACCOUNTS PAYABLE CHECK
205/03/19

BILLINGS, MT

# 211630# #:092005411#:0160310062863#



# Building the future through quality education

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May 7, 2019

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 district operations to receive the District Operations 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 Gil, who works in Resource Development, has been selected as this year's District Operations 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

Rau Rodríguez, Ph.D. Chancellor



# Rancho Santiago Community College District District Operations Classified Employee Award

Name	of Nominee: Dept
	ion Criteria:
1.	Nominee must be a permanent full/part-time classified employee who works in district operations
2.	Nominees must have a minimum of two years of service
	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
Nomi	nation 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 April 26, 2019.
4.	
5.	The District Operations Classified Employee of the Year will be recognized by the Board of Trustees at the May 28, 2019 Board Meeting.
Nomir	lated by:  Sarah Sanfoyo

Signature

Date

Printed Name

Dear Nomination and Selection Committee Members,

I am nominating Maria Gil for the Classified Employee Award. Maria is an outstanding employee whose excellence is widely recognized by administrators and staff at the district, the colleges, the state, and all those who have the opportunity to work with her.

What is written below is an attempt to convey how outstanding Maria is, and how recognition of her character and performance is well deserved and due.

• Professionalism in the performance of their job

Everyone who works with Maria is impressed by the quality of her work and professional demeanor. People go out of their way to come up to me or email me to express their respect for her, and share how her help was critical to resolving their issues or saving them from difficult situations. Her skills and knowledge are widely respected and recognized by the colleges and district administrators and staff that work with her. Maria is consistent in patiently helping those who need it, multiple times. She is service-oriented and contributes to maintaining that general spirit and approach in our department.

Maria demonstrates exceptional professionalism. She is thorough and considerate in the performance of her work, as she sets a high standard for herself. Our fiscal agent grants are complex with multiple (up to 100s) of partners, with different budgets, multiple funding years, in various states of approval, completion and modification. Maria is able to effectively manage this complexity and guide the field through clear and effective guidance and communication. Leaders at the state, colleges, and Key Talent respond to her work, because what she delivers is of such high quality that it instills confidence, reliability and trust in those who work with her.

RSCCD is widely recognized for its successful Resource Development Department. There is a team working behind the scene to make it happen. All in our department would agree that Maria is a key factor in our success. We are blessed with a strong team of dedicated professionals, of high integrity, and deep knowledge and experience. Among such an amazing team, Maria is recognized as the cornerstone of our department, the go-to person for guidance and problem-solving, and the one to lead and represent the staff.

• A positive attitude and enthusiasm in the performance of their job

Grants projects are change agents tied to strict rules and performance expectations, which makes for challenging environments. Maria is always up for the challenge, and innovative in figuring out how to solve problems that emerge. She is always positive and helpful and contributes to the overall feeling of well-being in our office.

When assigned something new or when a question is raised, Maria goes out of her way to investigate and learn all she can about a situation, because she has a natural curiosity and interest in her work. This characteristic is one of the reasons that she is so well-informed and effective. She is interested in what we do, and committed to doing it well. She is also considerate, and goes out of her way to help project directors and staff members to find solutions and move forward.

• Working together with district and college personnel toward the achievement of the district's goals

Maria serves on the Fiscal Resource Committee as the district office's classified representative. In that role she is able to apply her extensive knowledge about budgeting and fiscal processes to contribute to shared governance.

• Going the "extra mile" in the performance of their job

Maria prioritizes the work. She will do what it takes to get it done, when it needs to be done. One aspect of being knowledge about grant programs and district processes is to know the consequence of a day's delay or inaccuracy. Her dedication is a professional commitment to optimal performance; to avoid creating problems by investing the time to do it right. This often shows up in staying late, or restructuring her vacation. The vast amount of work and dedication, all provided with a can-do attitude, should be broadly recognized, lauded, and inspire others.

I am humbled by Maria's professionalism and dedication. What I wrote does not do justice to her years of dedicated professionalism and or show how beloved she is by our team. I hope to have the opportunity to stand with others to honor her and shine light on her achievements and her character.

Sincerely,

Sarah Santoyo

Asst. Vice Chancellor, Educational Services

RSCCD FOUNDATION

VENDOR NO: 1028109 NAME: MARIA N. GIL

NET INVOICE **ACCCOUNT** DESCRIPTION NUMBER AMOUNT NUMBER 91\_9042\_910000\_54112\_5805 18/19 CL AWARD 18/19 Cl Award Winner TOTAL 500.00

RSCCD FOUNDATION 2323 North Broadway Santa Ana, CA 92706

Farmers and Merchants Bank 5101 Lakewood Blvd, Lakewood, CA 90712 90-119/1222

**CHECK NO**: 0014724

**CHECK NO**: 0014724 **CHECK DATE**: 05/21/19

FIVE HUNDRED & 00/100

order of  $\,^{\,\text{MARIA}}\,\,\text{N.}\,\,\text{GIL}$ 

2323 North Broadway Santa Ana CA 92706

05/21/19 Amount \*\*\*\*\*\*500.00

#### RSCCD FOUNDATION

VENDOR NO: 1028109 NAME: MARIA N. GIL

**CHECK NO:** 0014724 **CHECK DATE**: 05/21/19

		011201(D1(12) 03/21/17		
ACCCOUNT	PO NUMBER	INVOICE NUMBER	NET AMOUNT	DESCRIPTION
91_9042_910000_54112_5805		18/19 CL AWARD		18/19 Cl Award Winner
		TOTAL	500.00	

RSCCD FOUNDATION

2323 North Broadway Santa Ana, CA 92706

**VOID UNLESS PRESENTED WITHIN 6 MONTHS** 

**Farmers and Merchants Bank** 5101 Lakewood Blvd, Lakewood, CA 90712 90-119/1222

**CHECK NO: 0014724** 

Date

05/21/19 Amount \*\*\*\*\*\*500.00

**PAY** 

FIVE HUNDRED & 00/100

TO THE MARIA N. GIL

ORDER OF 2323 North Broadway

Santa Ana CA 92706

\*\*\*\* FILE COPY \*\*\*\*

\*\*\*\* FILE COPY \*\*\*\*

AUTHORIZED SIGNATURES REQUIRED