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Santa Ana College • Santiago Canyon College

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT FOUNDATION BOARD OF DIRECTORS REGULAR MEETING

AGENDA

Tuesday, June 6, 2023 - 8 am

Rancho Santiago Community College District
#114 Executive Conference Room
2323 North Broadway, Santa Ana, California 92706

The Rancho Santiago Community College District Foundation, Board, staff, and the public will participate in the June 6, 2023 regular meeting via in-person and teleconference (Hybrid). The district strongly encourages all visitors attending the meeting in-person, regardless of vaccination status, to wear a mask while in our buildings. If you do not have a mask and wish to wear one, one can be provided to you. To participate in the meeting via teleconference, dial (669) 444-9171, 85039161530# US or by copying this link: <https://us06web.zoom.us/j/85039161530> and pasting in a web browser.

Should you wish to address the board during public comment, you may speak when authorized by the Board President at the meeting. To advise of your request to speak, those attending the meeting in-person are asked to complete a “Public Comment” form and submit it to the assistant of the vice chancellor prior to the start of open session. Members of the public who attend the meeting via web browser or telephone should raise their hand if participating via Zoom or use *9 to raise your hand using your phone.

Comments are limited to three minutes per person. The Board President may, at their discretion, expand or limit the total number of speakers addressing a particular subject, reduce the minutes allowed per person or extend additional time to a speaker.

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.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF BOARD MEMBER VIRTUAL MEETING ATTENDANCE DUE TO ‘JUST CAUSE’ - ASSEMBLY BILL (“AB” 2449)

FOUNDATION BOARD MEMBERS:

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

Ex-Officio Voting Members: Marvin Martinez

Ex-Officio Non Voting Members: James Isbell • Dr. Jeannie Kim • Dr. Annebelle Nery • Craig Rutan

Staff: Iris Ingram • Enrique Perez

IV. 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

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

- A. Corrections (if any)
- B. Approval of the Minutes

VI. PUBLIC COMMENTS

Should you wish to address the board during public comment, you may speak when authorized by the Board President at the meeting. To advise of your request to speak, those attending the meeting in-person are asked to complete a “Public Comment” form and submit it to the assistant of the vice chancellor prior to the start of open session. Members of the public who attend the meeting via web browser or telephone should raise their hand if participating via Zoom or use *9 to raise your hand using your phone.

Comments are limited to three minutes per person. The Board President may, at their discretion, expand or limit the total number of speakers addressing a particular subject, reduce the minutes allowed per person or extend additional time to a speaker.

VII. EXECUTIVE DIRECTOR’S REPORT

- A. 2023-2024 Budget & Activities
- B. Update on the Capability Building Contract between the Rancho Santiago Community College District Foundation and the Colleges of Excellence Company
- C. Board Membership
- D. Strategic Planning Retreat

VIII. COLLEGE PRESIDENT’S REPORT

IX. APPROVAL OF TREASURER’S REPORTS

- A. Treasurer’s Reports – October, November, December 2022, January, February, March, and April 2023 (action to approve only).*

X. ITEMS FOR DISCUSSION AND/OR ACTION

- A. 2021-2022 AUDIT REPORT RESULTS-Accept the 2021-2022 Rancho Santiago Community College District Foundation Financial Statements and Independent Auditors’ Report for the Fiscal Year Ended June 30, 2022 (action to accept only).*
- B. Approval of 2023-2024 Budget (for discussion and/or action).*
- C. Accept check from Farmers & Merchants Bank (for discussion and/or action).*
- D. Accept check from SchoolsFirst Credit Union (for discussion and/or action).*

- E. Approval of check to recipient of 2023 RSCCD District Operations Classified Employee of the Year (for discussion and/or action).*
- F. Approval of Proposal with CCS Consulting for Strategic Planning (for discussion and/or action).*

XI. BOARD MEMBER COMMENTS

XII. FUTURE MEETINGS

Tuesday, September 5, 2023 8am – Board of Directors Regular Meeting

XIII. OTHER

XIV. ADJOURNMENT

The next regular meeting of the Board of Directors will be held on September 5, 2023 at 2323 North Broadway, Santa Ana, California 92706.

**supporting information attached*

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 FOUNDATION
BOARD OF DIRECTORS REGULAR MEETING**

Draft Minutes

Tuesday, November 1, 2022 - 8 am – Virtual by Zoom

8:09am - Introductions made by all present.

I. CALL TO ORDER

Mr. Marquez called the meeting to order at 8:13am.

II. 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
• Craig Rutan • James Isbell

Guests: Adriene Davis, Nhadira Brathwaite, Mark McLoughlin, Ruth Cossio-Muniz, Christina
Romero and three (3) guests connected by phone.

Patricia Duenez present as record keeper.

III. 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. Gonzalez to approve the November 1,
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.

**IV. APPROVAL OF MINUTES – June 7, 2022 Annual and June 7, 2022 Regular Board
Meeting***

A. Corrections (if any)

None made.

B. Approval of the Minutes

It was moved by Mr. Gutierrez; seconded by Mr. Martinez to approve the June 7, 2022
annual and June 7, 2022 regular meeting minutes. 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 • Enrique Perez • Craig Rutan

Staff: Iris L.Ingram

V. PUBLIC COMMENTS

None submitted, none made.

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 CoE will be in U.S. and is meeting with various colleges they worked with, will be meeting with Mr. Perez to review performance and indicators of contract week of December 26, 2022. Mr. Perez will provide update to final payment on contract at March meeting.

B. Board Membership

Mr. Perez reported on recruitment efforts for new members and spoke to need for board to convene a Strategic Planning Retreat to work on a 3 year Strategic Plan with focus on vision and mission. Board focus has been on small business development for workforce development projects. Colleges are working to be more aligned to workforce development. Working on bringing in consultant for Retreat.

Discussion ensued related to district partnerships with trades and apprenticeship training grants.

Mr. Perez reiterated need for strategic plan and will report back on consultant at future meeting.

C. Strategic Planning Retreat

Mr. Perez reported on this with item VI. B.

D. CTE Spotlight Awards Event

Dr. Davis **shared screen** of 'Save the Date' announcement for CTE Spotlight Awards Event and outlined features of the event. Event scheduled for Thursday, April 2023 evening, no firm date as event is still in planning stages. This event would recognize accomplishments of elected officials who have been involved in advocacy for our district and colleges, industry and business leaders, administrators, faculty, classified and student honorees. Ceremony as academic Oscars. A silent auction would be included along with dinner, ceremony and presentation. List of potential sponsorships was **screen shared**. Event an opportunity to present college programs, spoke to Applied Learning Project and opportunity for student scholarship recipients. Event will have program booklet. Additional streams of revenue from ticket sales and advertisement sales.

VII. COLLEGE PRESIDENT'S REPORT

Dr. Nery reported on enrollment and college activities.

Mr. Perez reported on enrollment and college activities.

Mr. Marquez requested invitations of college events be forwarded to board members.

VIII. APPROVAL OF TREASURER'S REPORTS

A. Treasurer's Reports – May, June, July, August, September 2022 (action to approve only).*

It was moved Mr. Martinez; seconded by Mr. Gutierrez 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.

IX. ITEMS FOR DISCUSSION AND/OR ACTION

A. Approval of Contract with Luis Morales for Professional Services (for discussion and/or action).*

Dr. Davis reported on contract and services to be provided related to content on foundation website and platform for donations.

Ms. Brathwaite reported on services contractor to provide.

It was moved by Mr. Gutierrez; seconded by Mr. Hanna to approve contract with Luis Morales for professional services. 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. BOARD MEMBER COMMENTS

Mr. Martinez spoke to the November 8 visit of 20 persons from State Chancellor's office 'Listening Tour' which includes Daisy Gonzalez; visit to SAC first then SCC. State eager to learn about our improvements to enrollment. Also shared November 8th is Election Day and 3 Trustees are up for election. Trustee Hanna also running for re-election.

Mr. Hanna expressed district need for public/private partnerships and public/public partnerships. State conversations include Chancellor Martinez and Dr. Nery's great work being done and thanked board members for years of service.

Mr. Gutierrez shared details of December 15 OC Chamber of Commerce toy drive. Various organizations in Santa Ana and Orange County will benefit; invited members to attend. Location of event: 701 venue in Santa Ana (previously Original Mike's).

Mr. Marquez shared other upcoming OC Chamber events.

Mr. Patterson looking forward to planning retreat.

Mr. Perez spoke to scaling partnerships.

XI. FUTURE MEETINGS

Due to proximity of next scheduled meeting, it was agreed to remove the Tuesday, December 6, 2022 regular meeting of the board from the calendar. Next regular meeting of the board is scheduled for March 7, 2023.

XII. OTHER

Nothing to report

XIII. ADJOURNMENT

The next regular meeting of the Board of Directors will be held on March 7, 2023 at

2323 North Broadway, Santa Ana, California 92706.

It was moved by Mr. Marquez; seconded by Mr. Gonzalez to adjourn the meeting. 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.

Mr. Marquez adjourned the meeting at 9:03am.

Approved: _____

Rancho Santiago Community College District
Fiscal Year: 2023

District Foundation
Balance Sheet
Year to Date Ending 10/31/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
ASSETS			
Cash and Equivalents	\$ 285,232.37	\$ 204,314.75	\$ 489,547.12
Total Assets	\$ 285,232.37	\$ 204,314.75	\$ 489,547.12
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
NET ASSETS	\$ 285,232.37	\$ 204,314.75	\$ 489,547.12
Total Liabilities and Net Assets	\$ 285,232.37	\$ 204,314.75	\$ 489,547.12

**District Foundation
 Income Statement
 Year to Date Ending 10/31/2022**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
REVENUES			
Interest on Banks	\$ 836.53	\$ -	836.53
Total Revenues	<u>\$ 836.53</u>	<u>\$ -</u>	<u>\$ 836.53</u>
EXPENDITURES			
Contracted Service	\$ 7,450.00	\$ -	\$ 7,450.00
Total Expenditures	<u>\$ 7,450.00</u>	<u>\$ -</u>	<u>\$ 7,450.00</u>
Revenues Over (Under) Expenditure	<u>\$ (6,613.47)</u>	<u>\$ -</u>	<u>\$ (6,613.47)</u>
Beginning Net Asset Balance	<u>\$ 291,845.84</u>	<u>\$ 204,314.75</u>	<u>\$ 496,160.59</u>
Ending Net Asset Balance	<u><u>\$ 285,232.37</u></u>	<u><u>\$ 204,314.75</u></u>	<u><u>\$ 489,547.12</u></u>

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$836.53 from July 1, 2022 through October 31, 2022.

DISBURSEMENTS

Luis Morales, Event & Digital Communications for CTE Spotlight Awards

Total Disbursements:

	<u>Fund 91, 92</u>	<u>Fund 97</u>
	\$ 7,450.00	\$ -
	<u>\$ 7,450.00</u>	<u>\$ -</u>

Rancho Santiago Community College District
Fiscal Year: 2023

District Foundation
Balance Sheet
Year to Date Ending 11/30/2022

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
ASSETS			
Cash and Equivalents	\$ 279,297.99	\$ 204,314.75	\$ 483,612.74
Total Assets	\$ 279,297.99	\$ 204,314.75	\$ 483,612.74
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
NET ASSETS	\$ 279,297.99	\$ 204,314.75	\$ 483,612.74
Total Liabilities and Net Assets	\$ 279,297.99	\$ 204,314.75	\$ 483,612.74

**District Foundation
 Income Statement
 Year to Date Ending 11/30/2022**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
REVENUES			
Interest on Banks	\$ 1,039.65	\$ -	1,039.65
Total Revenues	\$ 1,039.65	\$ -	\$ 1,039.65
EXPENDITURES			
Contracted Service	\$ 7,450.00	\$ -	\$ 7,450.00
Audit Fees	5,300.00	-	5,300.00
Legal	837.50	-	837.50
Total Expenditures	\$ 13,587.50	\$ -	\$ 13,587.50
Revenues Over (Under) Expenditure	\$ (12,547.85)	\$ -	\$ (12,547.85)
Beginning Net Asset Balance	\$ 291,845.84	\$ 204,314.75	\$ 496,160.59
Ending Net Asset Balance	\$ 279,297.99	\$ 204,314.75	\$ 483,612.74

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$1,039.65 from July 1, 2022 through November 30, 2022.

DISBURSEMENTS

Luis Morales, Event & Digital Communications for CTE Spotlight Awards
 Eide Bailly LLP, Audit Fees
 AlvaradoSmith, Legal Expense

	<u>Fund 91, 92</u>	<u>Fund 97</u>
	\$ 7,450.00	\$ -
	5,300.00	-
	837.50	-
Total Disbursements:	\$ 13,587.50	\$ -

Rancho Santiago Community College District
Fiscal Year: 2023

District Foundation
Balance Sheet
Year to Date Ending 12/31/2022

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
ASSETS			
Cash and Equivalents	\$ 279,504.16	\$ 204,314.75	\$ 483,818.91
Total Assets	<u>\$ 279,504.16</u>	<u>\$ 204,314.75</u>	<u>\$ 483,818.91</u>
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET ASSETS	<u>\$ 279,504.16</u>	<u>\$ 204,314.75</u>	<u>\$ 483,818.91</u>
Total Liabilities and Net Assets	<u><u>\$ 279,504.16</u></u>	<u><u>\$ 204,314.75</u></u>	<u><u>\$ 483,818.91</u></u>

**District Foundation
 Income Statement
 Year to Date Ending 12/31/2022**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
REVENUES			
Interest on Banks	\$ 1,245.82	\$ -	1,245.82
Total Revenues	\$ 1,245.82	\$ -	\$ 1,245.82
EXPENDITURES			
Contracted Service	\$ 7,450.00	\$ -	\$ 7,450.00
Audit Fees	5,300.00	-	5,300.00
Legal	837.50	-	837.50
Total Expenditures	\$ 13,587.50	\$ -	\$ 13,587.50
Revenues Over (Under) Expenditure	\$ (12,341.68)	\$ -	\$ (12,341.68)
Beginning Net Asset Balance	\$ 291,845.84	\$ 204,314.75	\$ 496,160.59
Ending Net Asset Balance	\$ 279,504.16	\$ 204,314.75	\$ 483,818.91

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$1,245.82 from July 1, 2022 through December 31, 2022.

DISBURSEMENTS

Luis Morales, Event & Digital Communications for CTE Spotlight Awards
 Eide Bailly LLP, Audit Fees
 AlvaradoSmith, Legal Expense

	<u>Fund 91, 92</u>	<u>Fund 97</u>
	\$ 7,450.00	\$ -
	5,300.00	-
	837.50	-
Total Disbursements:	\$ 13,587.50	\$ -

Rancho Santiago Community College District
Fiscal Year: 2023

District Foundation
Balance Sheet
Year to Date Ending 01/31/2023

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
ASSETS			
Cash and Equivalents	\$ 277,824.30	\$ 204,314.75	\$ 482,139.05
Total Assets	\$ 277,824.30	\$ 204,314.75	\$ 482,139.05
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
NET ASSETS	\$ 277,824.30	\$ 204,314.75	\$ 482,139.05
Total Liabilities and Net Assets	\$ 277,824.30	\$ 204,314.75	\$ 482,139.05

**District Foundation
 Income Statement
 Year to Date Ending 01/31/2023**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
REVENUES			
Interest on Banks	\$ 1,450.96	\$ -	1,450.96
Total Revenues	\$ 1,450.96	\$ -	\$ 1,450.96
EXPENDITURES			
Contracted Service	\$ 7,450.00	\$ -	\$ 7,450.00
Audit Fees	5,300.00	-	5,300.00
Legal	837.50	-	837.50
Dues & Memberships	1,885.00	-	1,885.00
Total Expenditures	\$ 15,472.50	\$ -	\$ 15,472.50
Revenues Over (Under) Expenditure	\$ (14,021.54)	\$ -	\$ (14,021.54)
Beginning Net Asset Balance	\$ 291,845.84	\$ 204,314.75	\$ 496,160.59
Ending Net Asset Balance	\$ 277,824.30	\$ 204,314.75	\$ 482,139.05

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$1,450.96 from July 1, 2022 through January 31, 2023.

DISBURSEMENTS

Luis Morales, Event & Digital Communications for CTE Spotlight Awards
 Eide Bailly LLP, Audit Fees
 AlvaradoSmith, Legal Expense
 Santa Ana Chamber of Commerce, Dues
 Santa Ana Chamber of Commerce, President's Circle Bronze Membership

	<u>Fund 91, 92</u>	<u>Fund 97</u>
Luis Morales, Event & Digital Communications for CTE Spotlight Awards	\$ 7,450.00	\$ -
Eide Bailly LLP, Audit Fees	5,300.00	
AlvaradoSmith, Legal Expense	837.50	-
Santa Ana Chamber of Commerce, Dues	885.00	
Santa Ana Chamber of Commerce, President's Circle Bronze Membership	1,000.00	
Total Disbursements:	\$ 15,472.50	\$ -

Rancho Santiago Community College District
Fiscal Year: 2023

District Foundation
Balance Sheet
Year to Date Ending 02/28/2023

	Unrestricted Fund 91, 92	Temporarily Restricted Fund 97	Total All Funds
ASSETS			
Cash and Equivalents	\$ 278,009.23	\$ 204,314.75	\$ 482,323.98
Total Assets	\$ 278,009.23	\$ 204,314.75	\$ 482,323.98
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	\$ -	\$ -	\$ -
NET ASSETS	\$ 278,009.23	\$ 204,314.75	\$ 482,323.98
Total Liabilities and Net Assets	\$ 278,009.23	\$ 204,314.75	\$ 482,323.98

**District Foundation
 Income Statement
 Year to Date Ending 02/28/2023**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
REVENUES			
Interest on Banks	\$ 1,635.89	\$ -	1,635.89
Total Revenues	\$ 1,635.89	\$ -	\$ 1,635.89
EXPENDITURES			
Contracted Service	\$ 7,450.00	\$ -	\$ 7,450.00
Audit Fees	5,300.00	-	5,300.00
Legal	837.50	-	837.50
Dues & Memberships	1,885.00	-	1,885.00
Total Expenditures	\$ 15,472.50	\$ -	\$ 15,472.50
Revenues Over (Under) Expenditure	\$ (13,836.61)	\$ -	\$ (13,836.61)
Beginning Net Asset Balance	\$ 291,845.84	\$ 204,314.75	\$ 496,160.59
Ending Net Asset Balance	\$ 278,009.23	\$ 204,314.75	\$ 482,323.98

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$1,635.89 from July 1, 2022 through February 28, 2023.

DISBURSEMENTS

	<u>Fund 91, 92</u>	<u>Fund 97</u>
Luis Morales, Event & Digital Communications for CTE Spotlight Awards	\$ 7,450.00	\$ -
Eide Bailly LLP, Audit Fees	5,300.00	
AlvaradoSmith, Legal Expense	837.50	-
Santa Ana Chamber of Commerce, Dues	885.00	
Santa Ana Chamber of Commerce, President's Circle Bronze Membership	1,000.00	
Total Disbursements:	\$ 15,472.50	\$ -

Rancho Santiago Community College District
 Fiscal Year: 2023

**District Foundation
 Balance Sheet
 Year to Date Ending 03/31/2023**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
ASSETS			
Cash and Equivalents	\$ 278,694.22	\$ 204,314.75	\$ 483,008.97
Total Assets	<u>\$ 278,694.22</u>	<u>\$ 204,314.75</u>	<u>\$ 483,008.97</u>
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET ASSETS	<u>\$ 278,694.22</u>	<u>\$ 204,314.75</u>	<u>\$ 483,008.97</u>
Total Liabilities and Net Assets	<u><u>\$ 278,694.22</u></u>	<u><u>\$ 204,314.75</u></u>	<u><u>\$ 483,008.97</u></u>

**District Foundation
 Income Statement
 Year to Date Ending 03/31/2023**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
REVENUES			
Contributions, Gifts, Donations	\$ 500.00	\$ -	\$ 500.00
Interest on Banks	1,840.88	-	1,840.88
Total Revenues	\$ 2,340.88	\$ -	\$ 2,340.88
EXPENDITURES			
Contracted Service	\$ 7,450.00	\$ -	\$ 7,450.00
Audit Fees	5,300.00	-	5,300.00
Legal	837.50	-	837.50
Dues & Memberships	1,885.00	-	1,885.00
Other Licenses & Fees	20.00	-	20.00
Total Expenditures	\$ 15,492.50	\$ -	\$ 15,492.50
Revenues Over (Under) Expenditure	\$ (13,151.62)	\$ -	\$ (13,151.62)
Beginning Net Asset Balance	\$ 291,845.84	\$ 204,314.75	\$ 496,160.59
Ending Net Asset Balance	\$ 278,694.22	\$ 204,314.75	\$ 483,008.97

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Contributions, Gifts, Donations

The Foundation received \$500 from Farmers & Merchants Bank in March 2023. This unrestricted contribution was recorded in the Unrestricted Fund.

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$1,840.88 from July 1, 2022 through March 31, 2023.

DISBURSEMENTS

	<u>Fund 91, 92</u>	<u>Fund 97</u>
Luis Morales, Event & Digital Communications for CTE Spotlight Awards	\$ 7,450.00	\$ -
Eide Bailly LLP, Audit Fees	5,300.00	
AlvaradoSmith, Legal Expense	837.50	-
Santa Ana Chamber of Commerce, Dues	885.00	
Santa Ana Chamber of Commerce, President's Circle Bronze Membership	1,000.00	
CA Secretary of State SI-100 Form	20.00	-
Total Disbursements:	\$ 15,492.50	\$ -

Rancho Santiago Community College District
Fiscal Year: 2023

District Foundation
Balance Sheet
Year to Date Ending 04/30/2023

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
ASSETS			
Cash and Equivalents	\$ 278,892.72	\$ 204,314.75	\$ 483,207.47
Total Assets	<u>\$ 278,892.72</u>	<u>\$ 204,314.75</u>	<u>\$ 483,207.47</u>
LIABILITIES			
Accounts Payable	\$ -	\$ -	\$ -
Total Liabilities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET ASSETS	<u>\$ 278,892.72</u>	<u>\$ 204,314.75</u>	<u>\$ 483,207.47</u>
Total Liabilities and Net Assets	<u>\$ 278,892.72</u>	<u>\$ 204,314.75</u>	<u>\$ 483,207.47</u>

**District Foundation
Income Statement
Year to Date Ending 04/30/2023**

	<u>Unrestricted Fund 91, 92</u>	<u>Temporarily Restricted Fund 97</u>	<u>Total All Funds</u>
REVENUES			
Contributions, Gifts, Donations	\$ 500.00	\$ -	\$ 500.00
Interest on Banks	2,039.38	-	2,039.38
Total Revenues	\$ 2,539.38	\$ -	\$ 2,539.38
EXPENDITURES			
Contracted Service	\$ 7,450.00	\$ -	\$ 7,450.00
Audit Fees	5,300.00	-	5,300.00
Legal	837.50	-	837.50
Dues & Memberships	1,885.00	-	1,885.00
Other Licenses & Fees	20.00	-	20.00
Total Expenditures	\$ 15,492.50	\$ -	\$ 15,492.50
Revenues Over (Under) Expenditure	\$ (12,953.12)	\$ -	\$ (12,953.12)
Beginning Net Asset Balance	\$ 291,845.84	\$ 204,314.75	\$ 496,160.59
Ending Net Asset Balance	\$ 278,892.72	\$ 204,314.75	\$ 483,207.47

SUMMARY OF ACTIVITIES:

UNRESTRICTED REVENUES

Contributions, Gifts, Donations

The Foundation received \$500 from Farmers & Merchants Bank in March 2023. This unrestricted contribution was recorded in the Unrestricted Fund.

Interest Income

The Foundation has one bank account with Farmers & Merchants. Cash in banks has generated \$2,039.38 from July 1, 2022 through April 30, 2023.

DISBURSEMENTS

	<u>Fund 91, 92</u>	<u>Fund 97</u>
Luis Morales, Event & Digital Communications for CTE Spotlight Awards	\$ 7,450.00	\$ -
Eide Bailly LLP, Audit Fees	5,300.00	-
AlvaradoSmith, Legal Expense	837.50	-
Santa Ana Chamber of Commerce, Dues	885.00	-
Santa Ana Chamber of Commerce, President's Circle Bronze Membership	1,000.00	-
CA Secretary of State SI-100 Form	20.00	-
Total Disbursements:	\$ 15,492.50	\$ -



December 7, 2022

The Board of Directors
Rancho Santiago Community College District Foundation
Santa Ana, California

We have audited the financial statements of Rancho Santiago Community College District Foundation (the Foundation), as of and for the year ended June 30, 2022, and have issued our report thereon dated December 7, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our letter dated June 1, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Foundation solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

As stated in our auditor’s report, professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as “significant risks”. We have identified the following as significant risks.

Management Override of Controls – Professional standards require auditors to address the possibility of management overriding controls. Accordingly, we identified as a significant risk that management of the Foundation may have the ability to override controls that the Foundation has implemented. Management may override the Foundation’s controls in order to modify the financial records with the intent of manipulating the financial statements to overstate the Foundation’s financial performance or with the intent of concealing fraudulent transactions.

Revenue Recognition – We identified revenue recognition as a significant risk due to financial and operational incentives for the Foundation to overstate revenues.

Net Asset Classification – We identified the classification of net assets as a significant risk due to the risk of potential misclassification of restricted donations for purposes of benefiting the Foundation’s operations.

Qualitative Aspects of the Entity’s Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Foundation is included in Note 1 to the financial statements. The Foundation has adopted FASB Accounting Standards Codification Topic 958, *Presentation and Disclosures by Non-Profit Entities for Contributed Nonfinancial Assets* in the fiscal year ending June 30, 2022. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments. No such significant accounting estimates were identified.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. There were no financial statement disclosures that we consider to be particularly sensitive or involve significant judgement.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit. There were no uncorrected or corrected misstatements identified as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. We did not identify any circumstances that affect the form and content of the auditor's report.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated December 7, 2022.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Foundation, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Foundation's auditors.

This report is intended solely for the information and use of the Board of Directors and management of the Rancho Santiago Community College District Foundation, and is not intended to be, and should not be, used by anyone other than these specified parties.

Eide Sully LLP

Rancho Cucamonga, CA



Financial Statements

June 30, 2022 (With Summarized Totals for 2021)

**Rancho Santiago Community College
District Foundation**

Rancho Santiago Community College District Foundation

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June 30, 2022

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Independent Auditor's Report

The Board of Directors
Rancho Santiago Community College District Foundation
Santa Ana, California

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Rancho Santiago Community College District Foundation (the Foundation) (a California nonprofit corporation), which comprise the statement of financial position as of June 30, 2022, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the 2021 financial statements of Rancho Santiago Community College District Foundation, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 3, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.



Rancho Cucamonga, California
December 7, 2022

Rancho Santiago Community College District Foundation
 Statements of Financial Position
 June 30, 2022
 (With Summarized Totals for 2021)

	2022	2021
Assets		
Current assets		
Cash and cash equivalents	\$ 496,161	\$ 510,775
Net Assets		
Without donor restrictions	\$ 291,846	\$ 306,460
With donor restrictions	204,315	204,315
Total net assets	\$ 496,161	\$ 510,775

Rancho Santiago Community College District Foundation
 Statements of Activities
 Year Ended June 30, 2022
 (With Summarized Totals for 2021)

	2022			2021
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues				
Contributions	\$ -	\$ -	\$ -	\$ 4,000
Contracted services	-	-	-	800
Donated salaries and benefits	60,458	-	60,458	53,668
Total revenues	60,458	-	60,458	58,468
Expenses				
Program services	11,585	-	11,585	46,710
Management and general	65,993	-	65,993	59,090
Total expenses	77,578	-	77,578	105,800
Other Income				
Interest	2,506	-	2,506	2,654
Change in Net Assets	(14,614)	-	(14,614)	(44,678)
Net Assets, Beginning of Year	306,460	204,315	510,775	555,453
Net Assets, End of Year	\$ 291,846	\$ 204,315	\$ 496,161	\$ 510,775

Rancho Santiago Community College District Foundation

Statements of Cash Flows

Year Ended June 30, 2022

(With Summarized Totals for 2021)

	2022	2021
Operating Activities		
Change in net assets	\$ (14,614)	\$ (44,678)
Adjustments to reconcile change in net assets to net cash flows from operating activities		
Changes in assets and liabilities		
Accounts receivable - related party	-	12,238
Accounts payable	-	(4,269)
	(14,614)	(36,709)
Net Operating Activities	(14,614)	(36,709)
Cash and Cash Equivalents, Beginning of Year	510,775	547,484
Cash and Cash Equivalents, End of Year	\$ 496,161	\$ 510,775

Rancho Santiago Community College District Foundation
 Statements of Functional Expenses
 Year Ended June 30, 2022
 (With Summarized Totals for 2021)

	2022			2021
	Program	Management and General	Total	Total
Donated salaries and benefits	\$ -	\$ 60,458	\$ 60,458	\$ 53,668
Foundation funded programs	-	-	-	36,675
Sponsorships	9,200	-	9,200	8,500
Professional services	-	5,535	5,535	5,402
Dues, memberships, and subscriptions	885	-	885	1,035
Other licenses and fees	-	-	-	20
Awards	1,500	-	1,500	500
	<u>11,585</u>	<u>65,993</u>	<u>77,578</u>	<u>105,800</u>
Total expenses	<u>\$ 11,585</u>	<u>\$ 65,993</u>	<u>\$ 77,578</u>	<u>\$ 105,800</u>

Note 1 - Nature of Organization and Summary of Significant Accounting Policies**Organization and Nature of Activities**

Rancho Santiago Community College District Foundation (the Foundation) is a nonprofit organization founded in 1998 for the purpose of receiving contributions for the support and advancement of education on behalf of Rancho Santiago Community College District (the District). The primary purpose of the Foundation is to enhance the economic development of their region and to generate revenue to supplement the resources of the District and its two colleges, Santa Ana College and Santiago Canyon College.

Financial Statement Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The Financial Accounting Standards Board (FASB) has established the Accounting Standards Codification (ASC) as the source of authoritative accounting principles to be applied in the preparation of financial statements in accordance with GAAP. The financial statements include the accounts maintained by and directly under the control of the Foundation. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting.

The Foundation and the District are financial interrelated organizations as defined by ASC Topic 958-605, *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. Under ASC Topic 958-605, the Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with the Foundation's audited financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Net Assets

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor or grantor restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions - Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. Net assets without donor restrictions represents all resources over which the Board of Directors has discretionary control for use in operating the Foundation.

Net Assets with Donor Restrictions - Net assets subject to donor (or certain grantor) restrictions. Some donor imposed (or grantor) restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Foundation reports contributions restricted by donors as increases in net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Revenue and Revenue Recognition

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. In the years ended June 30, 2022 and 2021, the Foundation did not receive any conditional promises to give.

Contributions are measured at their fair value at the date of contribution and are reported as an increase in net assets. The Foundation reports gifts of cash or other assets in the category designated by the donor. The Foundation reports gifts of goods and equipment as net assets without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Absent explicit donor stipulation about where the contributions are to be spent, the Foundation reports these contributions as net assets without donor restrictions.

Donated Services and In-Kind Contributions

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by generally accepted accounting principles. Contributed goods are recorded at fair value at the date of donation. Donated services are recorded at the respective fair values of the services received (Note 4). No significant contributions of such goods were received during the year ended June 30, 2022.

Donated services include the value of Foundation services paid for by the District as part of its master agreement with the Foundation. At June 30, 2022, services were valued at \$60,458. Donated services are based on the fair value of comparable services provided by third parties. Donated services were recognized in the financial statements as in-kind donation revenue and in-kind services and allocated to all of the Foundation's programs.

Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires the Foundation to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Income Taxes

The Foundation is a charitable, not-for-profit, tax-exempt organization qualified under provisions of Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b)(A)(vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. There was no unrelated business activity income for the year ended June 30, 2022.

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in an interest bearing checking account. The Foundation maintains cash balances in financial institutions which are insured by the Federal Deposit Insurance Corporation (FDIC) limits. Deposit concentration risk is managed by placing cash balances with financial institutions believed by the Foundation to be creditworthy. Management believes credit risk is limited.

Functional Allocation of Expenses

The costs of providing program and supporting services activities have been summarized on a functional basis in statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, there are no shared costs among the program and supporting services that require allocation.

Administrative Fee

Contributions with donor restrictions received by the Foundation are subject to a ten percent administrative fee of the value of the contributed asset. Revenues received from these related fees are used by the Foundation to further advancement efforts on behalf of the Rancho Santiago Community College District.

Change in Accounting Principle

As of July 1, 2021, the Foundation adopted the provisions of Accounting Standards Update (ASU) 2020-07, Not for-Profit Entities (Topic 958) Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The standard requires enhanced presentation and disclosure of contributed nonfinancial assets. Management has adopted the amendments of this update on a retrospective basis because it provides increased and more transparent disclosure around contributed nonfinancial assets.

Note 2 - Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position comprise of the following:

Cash and cash equivalents	\$ 496,161
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Liquidity Management

To manage liquidity, the Foundation structures its financial assets to be available as its general expenditures, liabilities and other obligations come due. District staff on behalf of the Foundation management monitor daily cash balances.

Additionally, on behalf of the Foundation, the District has implemented cash management procedures, that include the monthly reconciliation of banked cash deposits and disbursements to related receipts and disbursement records.

Note 3 - Restrictions on Net Asset Balances

Donor-restricted net assets with time and/or purpose restrictions consist of the following at June 30, 2022:

Various donor-restricted funds	\$ 204,315
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Note 4 - Related Party Transactions

Rancho Santiago Community College District

During the year, Rancho Santiago Community College District (the District) staff and administrators donate significant amounts of time and services to the Foundation in an effort to advance the programs and objectives of the Foundation. As of June 30, 2022, the Foundation recognized \$60,458, in the financial statements as donated salaries and benefits. In addition, office space and other District services were provided by the District. The value of the donated space and donated indirect cost has not been determined and is not recognized in the financial statements.

Note 5 - Subsequent Events

The Foundation’s management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from June 30, 2022 through December 7, 2022, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

RSCCD FOUNDATION
BUDGET 2023-2024

DRAFT

BEGINNING BALANCE	\$ 480,707.47
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Projected Revenues

Capability Building Contract	200,000.00
Customized Training	30,000.00
Regional Conferences	50,000.00

TOTAL REVENUES	\$ 280,000.00
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Projected Expenditures

Customized Training	5,000.00
Audit Fees	5,000.00
Legal Fees	5,000.00
Event Sponsorships	10,000.00
Conferences / Travel	2,000.00
Food Services (Board Expense)	1,000.00
Office Supplies & Printing	1,000.00
Licenses & Fees	100.00
Regional Conferences	10,000.00

TOTAL EXPENDITURES	\$ 39,100.00
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ENDING BALANCE	\$ 721,607.47
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approved: _____



MERRY CHRISTMAS

Mr. Enrique Perez
Executive Director
Rancho Santiago Community College - District Foundation
2323 N. Broadway
Santa Ana, CA 92706

Dear Enrique,

Since our founding in 1907, Farmers & Merchants Bank has been grounded and guided by the Christian principles and morals of our founder, C.J. Walker. It was his firm conviction that F&M Bank should dedicate itself to serving the needs of its community and should provide its support to religious and humanitarian institutions. Thus, the tradition of the Christmas donation was created – to honor those who nurture our neighbors and are the foundation of our communities.

The succeeding generations of F&M management have proudly upheld our founder's principles and traditions, and have ensured that CJ's philosophy of giving will continue by constantly adding to the financial strength of F&M Bank.

There has always been and will continue to be a strong bond that only neighbors like us can share, and we here at F&M Bank are truly blessed to call you friends. Therefore, it is our sincere honor and pleasure to enclose this gift in appreciation for your contributions to the community, and to enable you to continue serving those in need.

We extend to you and those whom you serve our sincere blessings and warmest good wishes for a prosperous New Year. Thank you for the opportunity to make a difference in our community together.

Sincerely,

Daniel K. Walker
Chairman of the Board & CEO

W. Henry Walker
President

John W. H. Hinrichs
EVP/Chief Financial Officer

Phil Bond
EVP/Chief Credit Officer

Melissa Lanfre
EVP/Chief Operating Officer

Kevin M. Tiber
EVP/Investment Officer



Farmers & Merchants Bank of Long Beach
302 Pine Avenue, Long Beach, CA 90802

90-119
1222

141536

DATE 11/10/2022

EXPENSE CHECK

ACCOUNT NUMBER

141536


FIVE HUNDRED and 00/100*****

AMOUNT

\$500.00

PAY
TO
THE
ORDER OF

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


AUTHORIZED SIGNATURE

SAFERUNDO SEC
SAFERUNDO SEC

⑈0141536⑈ ⑆122201198⑆ 01 70005 7⑈

May 11, 2023

Elvia Garcia
Rancho Santiago Community College District
2323 N. Broadway, Ste 410
Santa Ana, Ca 92706

Dear Ms. Garcia,

SchoolsFirst Federal Credit Union is pleased to support Rancho Santiago Community College District Foundation with a donation in the amount of \$500.00 for the District Office Employee of the Year program. Enclosed is a check for this commitment.

Our relationship with the Rancho Santiago Community College District is one the credit union values and is always looking to enhance in order to make it most beneficial for your organization and our core Membership—school employees. It is through support such as yours, and our educational community partners, that we're able to ensure beneficial growth and focus on delivering world-class financial products and services to school employees and their immediate family members as we build the future for those who build the future.

It is a pleasure working with you and I look forward to our increased collaboration in service to the Rancho Santiago Community College District and our many school employee Members of the Credit Union.

In the event you would like to acknowledge the credit union's donation, I respectfully request it be addressed to our CEO, Mr. Bill Cheney, at the address noted on this letterhead. As always, if you have any questions regarding the enclosed donation, or if I can be of any further assistance, please contact me at my direct line at 714.466.8572.

Sincerely,



Josh Smith
Senior Vice President, Community & Membership Development

Cc: Marvin Martinez, Chancellor, Rancho Santiago Community College District

Enclosure

SCHOOLSFIRST
FEDERAL CREDIT UNION

Attn: Accounts Payable
15442 Newport Ave.
Tustin, CA 92780
(714) 258-4000
accounts payable@schoolsfirstfcu.org

ACCOUNTS PAYABLE CHECK

235615

03 0000235615

49-55
1031

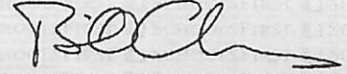
05/05/23

Pay *** FIVE HUNDRED DOLLARS AND 00 CENTS ***

500.00

To The
Order Of: **RSCCD FOUNDATION**

DRAWER: SCHOOLSFIRST FEDERAL CREDIT UNION



MP

ISSUED BY: MONEYGRAM PAYMENT SYSTEMS, INC.
P.O. BOX 9476, MINNEAPOLIS, MN 55480
DRAWEE: BOKF, NA
EUFAULA, OK

⑈ 235615⑈ ⑆ 103100551⑆ ⑆ 0160310062863⑈



RANCHO SANTIAGO
Community College District

Building the future through quality education

2323 North Broadway • Santa Ana, CA 92706-1640 • (714) 480-7300 • www.rsccd.edu

Santa Ana College • Santiago Canyon College

May 8, 2023

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.

Sherri Basham, who works in Payroll, has been selected as this year's District Operations Classified Employee of the Year. Sherri 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 Sherri at the May 30, 2023 Board of Trustees meeting and would appreciate the check being delivered to Irene Glomba in People & Culture by May 22, 2023, so we may send the check to the recipient with her certificate.

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

Sincerely,

Alistair Winter
Assistant Vice Chancellor, People & Culture

BOARD OF TRUSTEES:

Tina Arias Miller, Ed.D. • David Crockett • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado • Sal Tinajero • Phillip E. Yarbrough

CHANCELLOR:

Marvin Martinez



District Operations Classified Employee Award 2023

Name of Nominee: Sherri Basham Dept. Payroll

Selection 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
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 Irene Glomba by 5:00 pm on Tuesday, May 2, 2023.
4. Selection of the District Operations Classified Employee of the Year will be made by members of the Chancellor's Cabinet.
5. The District Operations Classified Employee of the Year will be recognized by the Board of Trustees at the May 15, 2023, Board Meeting.

Nominated by:

Nancy Tanner
Printed Name

Nancy Tanner
Signature

04/25/2023
Date

District Operations Classified Employee Nomination 2023

Sherri Basham, Sr. Payroll Specialist (CE)

Sherri's professionalism and customer service is above and beyond most. She is always available to assist our employees when they call/email with questions or concerns regarding their pay. She has been on the phone with employees for over 30 minutes making sure they understand how their pay is calculated, taxed, and paid.

Her dedication to her job and to making sure our employees are paid accurately shows in her willingness to learn and grow in this ever-changing environment.

She always has a positive out-look, and it shows in her dealings with not only the payroll Team but other departments as well.

She is willing to take on extra duties for the greater good of the department and that makes for happy employees.

Sherri is the "go-to" person in regarding to teachers pay. Not only does she assist with questions but makes suggestions regarding reports, forms and procedures.

She is an integral part of the payroll department.

RSCCD FOUNDATION

VENDOR NO: 1028072 NAME: SHERRI A. BASHAM

CHECK NO: 0014783
CHECK DATE: 05/15/23

ACCCOUNT	PO NUMBER	INVOICE NUMBER	NET AMOUNT	DESCRIPTION
91_0000_910000_54112_5805		22/23 CL AWARD		22/23 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: 0014783

PAY
FIVE HUNDRED & 00/100

Date 05/15/23

TO THE ORDER OF SHERRI A. BASHAM
2323 N. Broadway
Santa Ana CA 92706

Amount *****500.00

RSCCD FOUNDATION

VENDOR NO: 1028072 NAME: SHERRI A. BASHAM

CHECK NO: 0014783
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ACCCOUNT	PO NUMBER	INVOICE NUMBER	NET AMOUNT	DESCRIPTION
91_0000_910000_54112_5805		22/23 CL AWARD		22/23 CL Award Winner
TOTAL			500.00	

THIS CHECK IS VOID WITHOUT A BLUE & RED BACKGROUND AND A WATERMARK - HOLD UP TO THE LIGHT TO VERIFY

VOID UNLESS PRESENTED WITHIN 6 MONTHS

RSCCD FOUNDATION

2323 North Broadway
Santa Ana, CA 92706

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

CHECK NO: 0014783

Date 05/15/23

PAY
FIVE HUNDRED & 00/100

Amount *****500.00

TO THE ORDER OF SHERRI A. BASHAM
2323 N. Broadway
Santa Ana CA 92706


AUTHORIZED SIGNATURES REQUIRED

CHECK IS PRINTED ON SECURITY PAPER WHICH INCLUDES A MICROPRINT BORDER & FLUORESCENT FIBERS

⑈014783⑈ ⑆122201198⑆ 06 07390 5⑈ 08



Rancho Santiago Community College District Foundation

Proposal for Professional Services



About CCS

Established in 1947, CCS designs and implements successful, transformative development initiatives for leading nonprofits across all sectors including education, health, faith-based initiatives, cultural, global initiatives, associations, environment/conservation, and human services. The organizations we serve - large and small, community-based and global in scale - are united in their purpose to impact their communities and constituencies in a positive way.

Mission and Values

Our mission is to help nonprofits elevate theirs by providing fundraising counsel, development services, and strategic consulting. In helping extraordinary people champion inspirational causes, we adhere to our core values of integrity, collaborative partnership, and excellence in service.

Integrity - Our service to our clients, our community, and our employees begins with the highest ethical standards in every aspect of our business. We are committed to attracting, teaching, and deploying the highest caliber professionals; providing responsible, informed, and thoughtful counsel; and ensuring effective and sustainable practices to advance the missions of our clients and our firm.

Excellence - Client satisfaction is not enough - we seek to achieve client delight. CCS thrives by helping our clients to champion inspirational causes that improve lives and communities. We believe that striving for excellence in all our efforts on behalf of our clients and the firm is our personal and professional responsibility. Our reputation requires it, and our clients' missions demand it.

Partnership - At CCS, we believe in the power of *We*. This idea represents our commitment to collaboration, partnership, and teamwork in all facets of our work. CCS fosters collaborative relationships with our nonprofit partners by employing the full resources of our firm to ensure success. Our partnerships succeed through the depth of understanding and experience of our firm's principals, executives, and directors.

We hold steadfast to these values as a collective group of diverse, committed fundraising professionals working cohesively to grow, nurture, and maintain our firm and provide a collegial and professional environment for our employees. Since our founding in 1947, we have been guided by our values and invested in the success of the organizations we serve.

Commitment to Diversity, Equity, and Inclusion

Woven into our mission to partner with organizations for transformational change is our commitment to foster broader change throughout our own community. As a firm comprised of highly talented, mission-driven professionals, we embrace our responsibility to incorporate Diversity, Equity, and Inclusion into the fabric of our firm's culture and mission.

Diverse experiences and perspectives strengthen our firm, our client service, our industry, and our communities. We know that CCS can only serve our partners when we empower and support our people. We are dedicated to fostering and ensuring a respectful and inclusive culture where everyone can be their best and truest selves and where our global team of compassionate professionals reflect the world and communities in which we live.

While we commit to these values today, we will also regularly evaluate our progress for sustainable change. We are steadfast in our ability to review progress, learn, adapt, and continually recommit to advancing a more diverse, equitable, and inclusive work culture and philanthropic world.

The CCS Difference

CCS has distinguished itself over the years by building a base of experience and knowledge beneficial to our partnership with RSCCD Foundation. Below we have detailed many of the ways that CCS can be a strategic partner for your project.



Relevant Experience



Catalina Island Conservancy, Avalon/Long Beach, CA

Catalina Island Conservancy is one of the oldest private land trusts in Southern California and protects 88% of Catalina Island, including more than 62 miles of unspoiled beaches and secluded *coves* - the longest publicly accessible stretch of undeveloped coastline left in Southern California. CCS was retained in October 2014 to conduct a campaign planning study to help evaluate the organization's readiness and capacity to undertake and succeed in a campaign focused on funding key elements of the strategic plan *IMAGINE CATALINA*. Upon completion of the study, the Conservancy retained CCS to guide and manage its first-ever campaign effort to fund a new visitor's center in Avalon and expand the trails system through the *IMAGINE CATALINA* Campaign. CCS remained on-site through the end of 2017, helping raise over \$15.6 million towards a \$16.3 million goal. The campaign will exceed its goal by the time the visitor center opens in summer 2018. CCS also provided interim development, communications, and marketing management services through a period of transition until a new Chief Development Officer was hired.



Chesapeake Bay Outward Bound School, Baltimore, MD

Chesapeake Bay Outward Bound School (CBOBS) engaged CCS to conduct a comprehensive strategic planning process that engaged all levels of stakeholders both within and outside the organization. The in-depth analysis consisted of staff focus groups, strategic discussions with over forty stakeholders, and a market assessment of local and aspirational peers. CCS also designed and facilitated an in-person Visioning Retreat for staff and board. CCS provided CBOBS internal and external versions of a three-year strategic plan will help the organization focus its program efforts, expand and diversify audiences, attract new donors, and increase fundraising and program revenue.



Holy Trinity Catholic Church, Fort Dodge, IA

Holy Trinity Community is composed of Holy Trinity Church & Parish, St Edmond Catholic School, and Marian Village & Retirement Home. These entities provide opportunities across the entirety of the human lifecycle for faith-filled Catholic experiences. CCS partnered with Clergy and senior faithful leadership to create a multi-institution plan focused on how to embrace a campus-wide approach, amplifying opportunities for integration and amplification of Ministries; increased evangelization to the broader community; and leveraging the more accessible Clergy and faithful leaders with Parishioners, students, parents, faculty, and older adults across a now-contiguous Campus. CCS's deliverables and processes included Visioning Sessions; strategic interviews and focus groups; facilitation of workshops with a core leadership team of staff and Clergy; facilitation of a Working Group of community stakeholders; creation of a campus-wide Mission Statement; and creation of final public and internal versions of the Strategic Plan. By pursuing a holistic Strategic Plan across three contiguous campus' entities, Holy Trinity Community is doubling down on their integrative approach to Catholic life across Webster County. The unique campus dynamic will increasingly create a seamless experience for Parishioners and the broader community.

CCS Reference:

Rev. Msgr. Kevin McCoy
frkevin@fdcatholic.com
(515) 573-7669



MLK Community Health Foundation, Los Angeles, CA

Martin Luther King, Jr. Community Healthcare (MLKCH) is a private, nonprofit, safety-net community health organization serving 1.3 million residents in South Los Angeles. The organization's anchor, a state-of-the-art 131-bed hospital, opened in 2015 through a unique public-private partnership with the County of Los Angeles, the University of California, and other healthcare providers. MLKCH has truly established excellence in its young history with a reputation built on a commitment to providing quality care that is equal to or better than care provided by hospitals in more affluent areas. The organization partnered with CCS in 2020 to conduct a multi-phase Leadership Awareness Study with regional, statewide, and national funders to test its vision and initiative-based strategic fundraising plan to expand its continuum of community-based care. Over the course of two phases, CCS conducted 25 strategic conversations with foundations and corporations to identify and refine areas of support for special fundraising initiatives, totaling \$100 million over 5 years. The strategic conversations resulted in individual, detailed narrative summaries shared with MLKCH providing highlights of feedback and guidance for relationship development, as well as a final report of recommendations designed to secure major gift support from study participants.

CCS Reference: Dyan Sublett, President
dyan@mlk-chf.org
(424) 338-8686



National Association of Cancer Center Development Officers, Buffalo, NY

National Association of Cancer Center Development Officers (NACCCDO) is a cooperative venture of academically-based comprehensive, clinical, basic, and consortium cancer centers that are designated by the National Cancer Institute (NCI), or who have investigators that receive NCI grant funds. The network was created to share information and resources among the development programs of the cancer centers and to address collectively critical development issues of common concern. CCS has been a strategic partner with NACCCDO since 2001. Since 2005, CCS has partnered with NACCCDO on its Benchmarking Survey and Report, the only annual review of giving trends at cancer centers across the United States and Canada. This report has become an invaluable resource for cancer center development resource programs. The report includes data from 60+ cancer centers and examined trends and new vehicles for cancer center fundraising, staffing, giving by source and type, and campaign activity. More recent iterations continue to focus on Grateful Patient Fundraising, Medical Concierges programs, and Physician engagement. CCS is in the process of conducting its third strategic planning exercise with NACCCDO leadership.

CCS Reference: Tricia Bruning, Executive Director at Abramson Cancer Center at the University of Pennsylvania
Past NACCCDO Chair
tbruning@upenn.edu



Pasadena City College, Pasadena, CA

Pasadena City College is part of California's 112 community colleges and has had well over one million students attend classes since its founding. CCS partnered with PCC to complete a comprehensive feasibility study and planning as part of its effort to raise funds for a new Center for the Arts complex on its campus. The campaign, the first major capital campaign for the 85-year-old institution, was designed to supplement \$60 million in local taxpayer funds for the construction of the 66,000-square-foot structure. Within the first two months of engagement, CCS produced a detailed campaign plan, recruited leadership, developed the prospect list,

produced materials, and initiated solicitation activity. CCS managed the campaign the initial phases of the \$3.5 million campaign. During CCS's tenure, more than \$2 million was raised and the institution's campaign efforts were placed on a very solid foundation. The campaign was completed successfully. Today, Pasadena City College is enjoying its new 240-seat recital hall, 99-seat Black Box theater, and art gallery made possible through funds contributed to the campaign.

San Bernardino
Valley College

San Bernardino Valley College Foundation, *San Bernardino, CA*

Established in 1926, San Bernardino Valley College is the 25th oldest California community college. Through its work, the San Bernardino Valley College Foundation supports SBVC in providing access to quality education and services that support a diverse community of learners. The College and Foundation retained CCS in September 2013 to undertake a thorough review of the organization's fundraising activities and programs. Through data collection, strategic conversations with board members and College/Foundation staff, and community college fundraising program comparisons, CCS produced a series of recommendations, an enhanced case for support, and a three-year development plan to provide a roadmap for building philanthropic support to sustain and advance the mission of the College and Foundation. CCS was then retained to provide interim development management services through a period of transition from one Foundation Executive Director to another. During that time, CCS quadrupled contributed income, established new community events, developed annual and legacy appeals, and assisted with the developed of policies and systems.



Santa Ana College, *Santa Ana, CA*

For over 100 years, Santa Ana College (SAC) has provided high-quality academic and professional resources that help students raise their game in the world of work and in the game of life. Ranked as one of the nation's top two-year colleges awarding associate degrees to Latino and Asian students, the college is also recognized throughout the state for its comprehensive workforce training programs for nurses, firefighters, law enforcement and other medical personnel. Yet with the bar set ever higher for students to achieve a college education, the college knew it was time to raise its game and ensure that no student should be denied the opportunity to pursue their dreams due to financial constraints. *Raising the Game* is a \$6 million, three-year comprehensive campaign effort to expand student scholarships, increase resources for high-impact programming, and create new academic and community funding for the arts. In Fall 2020, CCS conducted a Leadership Awareness Study for *Raising the Game*, engaging 41 major gift prospects in strategic conversations to test the case for support, determine potential support for funding opportunities, and strengthen and expand the campaign's prospect universe. Each conversation resulted in individual, detailed narrative summaries shared with SAC leadership providing highlights of feedback and guidance for relationship development, as well as a final report of study results and recommendations for building a culture of philanthropy at SAC through *Raising the Game*. CCS continued its partnership with SAC through August 2021 to implement strategic campaign priorities, including the development of customized cultivation and solicitation plans, major gift proposals, creating key pieces of campaign infrastructure, and building a planned giving program. During this time, the SAC Foundation received its largest-ever philanthropic donation of \$1.25 million.

CCS Reference:

Christina Romero, Executive Director
romero_christina@sac.edu
(714) 564-6095

South Coast Botanic Garden Foundation, *Palos Verdes Peninsula, CA*

Founded in 1960, the South Coast Botanic Garden is a vital community treasure featuring an 87-acre Botanic Garden with more than 2,500 different species of plants. The South Coast Botanic Garden and Foundation partnered with CCS in May 2014 to conduct a comprehensive development assessment of all fund development activities, looking both at past results and future opportunities. CCS provided strategic recommendations and elements of a three-year development plan to build the organization's fundraising capacity over time. CCS's plan focused on staffing, board development, special initiative fundraising, and revenue projections. Through its work with the South Coast Botanic Garden Foundation, CCS also developed a job description for the organization's first-ever Director of Development, a board nomination process and board expectations document, and a case for support for its key fundraising initiative: The Rose Garden. CCS was subsequently brought back in May 2021 to conduct a philanthropy enhancement study designed to take a comprehensive look at its fundraising plans, create a roadmap for annual growth and campaign work, and develop a short- and longer-term staffing plan to elevate the organization's philanthropy.

CCS Reference: Danielle Brown, Chief Development Officer
danielle@scbgf.org
(310) 544-1948



Regis High School, *New York, NY*

Founded in 1914 by an anonymous benefactor, Regis High School offers tuition free education to Roman Catholic young men from the New York metropolitan area who demonstrate superior intellectual and leadership potential. CCS initially partnered with Regis on a development assessment and the school's first-ever comprehensive strategic planning effort in 2017. A year later, CCS conducted a campaign planning study to evaluate the feasibility of a \$75 million campaign to fund needs identified in the strategic plan, including growing the endowment and capital improvements to the building. As part of the Study process, CCS completed over 70 interviews with Trustees, alumni, parents, and friends. Starting in March 2019 and continuing through 2021, CCS worked with Regis to organize and implement the leadership and major gifts phase of their campaign.

CCS Reference: James Kennedy, Director of Development
jkennedy@regis.org
(212) 288-1100



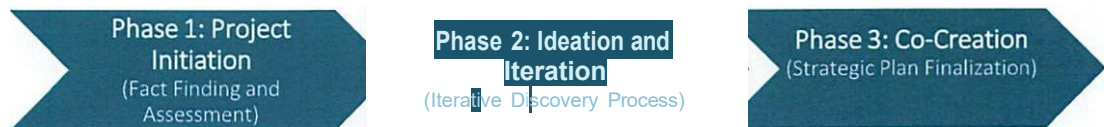
Proposed Scope of Work

In this proposal, we outline our three-phased approach to strategic planning. We will pair fact-finding and assessment with interviews, visioning and working sessions, and surveys resulting in a plan that is rooted in the vision and goals of the organization as well as the realities of RSCCD Foundation's current situation, including external factors that might impact your work.

Characteristics of the strategic plan will include:

Organizational structure and sustainability	Management/operational systems	Human and financial resources
Governance	Communications/marketing	Fund development
Partnerships	Board and staff succession	Diversity, equity, and inclusion

To create a well-conceived and dynamic strategic plan, CCS recommends a three-phase approach that will seek to distill the goals and objectives of RSCCD Foundation into a tactical living document that will serve as a roadmap for the administrative, fundraising, and programmatic direction of the organization for the next three years.



At the end of the engagement, our final deliverables will include an achievable and consensus-driven, five-year strategic plan that can easily be summarized into one page.

PHASE 1: PROJECT INITIATION

PRELIMINARY CONSULTATION

CCS will work closely with the Board of Directors and RSCCD Foundation leadership to refine the project work plan and ensure there is consensus on the primary objectives, process, and roles and responsibilities. We will share our recommendations for constituents to include at the onset and throughout the process. We know that for strategic planning to be successful in implementation, there needs to be a high level of buy-in from key groups and leaders. We will advise on who to engage, and at what junctures to invite participation of various constituents. This approach ensures maximum endorsement, expands opportunities to deepen existing relationships, and facilitates new connections.

INFORMATION GATHERING AND ASSESSMENT

To ground our work, CCS will begin by learning what is happening now and understanding the current context. We will conduct a period of data collection and assessment of RSCCD Foundation's current operations, historical fundraising results, organizational chart, board

charter, financial statements, and previous strategic plans to formulate a SWOT analysis. We would complement this internal intelligence with in-depth landscape research to better understand external political, economic, social, and technological opportunities and constraints impacting RSCCD Foundation's work.

PERFORM INTERNAL ANALYSIS AND CONDUCT ENVIRONMENTAL SCAN

After gathering all relevant information, CCS will begin an internal and external assessment of strengths, weaknesses, challenges, and opportunities, and review the capacity needed to execute. We will leverage our broad industry experience partnering with nonprofit organizations to outline prospective internal needs, staff composition, and resources that are necessary to pursue targeted strategies. An environmental scan will be initiated through benchmarking with peer organizations to understand external trends and provide a new perspective on programs, strategies, direction, and resources. Ultimately, CCS will aim to determine what external and internal factors might impact RSCCD Foundation's strategy and activity, and what type of response is needed.

RECRUITMENT AND ACTIVATION OF A TASK FORCE

To help guide the project and provide credibility for ultimate implementation of the plan, CCS encourages the formation of a Task Force. We will confer with you about whether there are board members who may be good to involve in the process. The goal is to involve the optimum group of individuals to help ensure a seamless adoption and implementation of the strategic plan upon completion. The Task Force will meet at least once during Phase 1 and once during Phase 2. CCS will help facilitate individual involvement between meetings.

Their role will include the following:

- Provide overall advice and feedback;
- Assume a leadership role in communication with other board members about the planning process;
Help secure strategic conversations for CCS in Phase 2; and
Provide recommendations on continued monitoring of implementation of the strategic plan.

PHASE 1 DELIVERABLES

SWOT analysis and emerging themes

Environmental scan results

Preliminary plan testing document to guide discussions during Phase 2

PHASE 2: IDEATION AND ITERATION

STRATEGIC CONVERSATIONS

CCS will conduct 20 - 25 private, on-on-one conversations with key internal and external constituents, including leadership, staff, faculty, students/alumni, and major donors to determine which emerging priorities generate excitement and where internal blind spots may exist. These conversations will help inform the process, generate ideas, and lay the foundation for moving forward. We would focus on gauging interest in overall growth, ideas for long-term direction and vision, and understanding what key strategic shifts would motivate involvement in this next chapter for RSCCD Foundation. Key topics for discussion include:

- Overall perceptions
- Relationship with RSCCD Foundation
- Climate, culture, and stewardship
- Differentiators from peer orgs
- Mission achievement
- Vision and goals for the future

- Areas of opportunity
- Successes and challenges
- Communications
- Role of leadership

VISIONING RETREAT

Building from the period of information gathering and strategic conversations, we will focus on designing a Visioning Retreat either in-person or virtually, as appropriate. We will use insights gleaned previously to develop guiding questions to assess the mission, vision, goals, and long-term considerations. We will convene the Board to gather reactions toward future plans and collectively build a strategy that unites them all under one vision. CCS will drive these sessions, which include developing the pre-work, facilitating the meetings, developing the agenda and materials, capturing the key findings, and executing any follow-up tasks.

ESSENTIAL QUESTIONS

This is a selection of the types of questions CCS will ask during our strategic conversations and Visioning Retreat.

1. Is the current model sustainable? What aspects of the current model are critical? What aspects could be modified or altered?
2. What could a future state look like? What would growth and success look like?
 - a. If you had a magic wand, what would RSCCD Foundation accomplish in the next three years?
 - b. What would it take for RSCCD Foundation to accomplish the goals in the next three years? What resources will be needed?
3. How can RSCCD Foundation attract and retain new students and/or faculty/staff?
 - a. How can RSCCD Foundation most effectively recruit and engage others in this work?
 - b. What might be new approaches to both recruitment and retention?
4. How can RSCCD Foundation inspire philanthropy?
 - a. What is the profile of a likely donor?
 - b. How can RSCCD Foundation most effectively identify and engage prospective donors?
 - c. What are the most compelling messages regarding RSCCD Foundation?
5. What are RSCCD Foundation's biggest obstacles to achieving a desired future state?
6. What milestones or benchmarks will demonstrate progress and momentum towards achievement of the desired future state? How will you celebrate accomplishments?

TASK FORCE MEETING AND CONSENSUS BUILDING

At the end of Phase 2, we will reconvene the Task Force to reflect and digest community feedback and results to determine a feasible direction for the organization before drafting the comprehensive strategic plan. During this meeting, we will plot opportunities in a matrix according to impact and cost, and discuss sequencing based on opportunities and impact/financial needs. This should result in consensus about RSCCD Foundation's optimal future profile and path forward.

PHASE 2 DELIVERABLES

Initial findings and draft recommendations to workshop with Task Force members

PHASE 3: CO-CREATION

DEVELOPMENT OF FINAL STRATEGIC PLAN

Focus will be on implementing the recommendations of the Task Force and leaders into a draft final report and strategic plan. The full draft plan will be reviewed by RSCCD Foundation leaders before a strategic summary of action points are sent to the Task Force, which would conduct a final review and brainstorming session. CCS would then develop the final plan with clear recommendations on its implementation, both in the near term and over the next three years.

FINAL STRATEGIC PLAN

At the conclusion of the engagement, CCS will draft a five-year strategic plan that affirms feedback, opinions, and attitudes about RSCCD Foundation's future. The unifying objective will be to agree upon three-year goals and performance metrics and to create a set of strategies and plans that will fulfill the future vision in a relevant, accessible, and effective format. This will equip RSCCD Foundation leadership with a systematic, sequenced, and resourced plan for growth, along with the knowledge and messaging to articulate the need for philanthropic support for program and operational priorities. The plan will include:

- Executive summary
- Review of strategic planning procedures:
 - List of participants in committees and personal strategic conversations
 - Summary of visioning retreat
 - Summary of internal audit and SWOT analyses
 - Summary of environmental scan
- Narrative focused on key areas:
 - Organizational structure and sustainability
 - Management/operational systems
 - Human and financial resources
 - Governance
 - Communications/marketing
 - Fund development
 - Partnerships
 - Board and staff succession
 - Diversity, equity, and inclusion
- Planning documents
 - Action items, engagement recommendations, performance metrics and benchmark/milestone goals for each area for the next three years
 - Headcounts, expense budgets, revenue forecasts, core strategies, and supporting tactics
- Appendix: all documents used in the strategic planning process

FINAL DELIVERABLES

Three-year strategic plan - initial draft plan; final editable plan, and executive summary

Recommendations for sequencing activities and deliverables for initial implementation

Distillation of other relevant findings

Bi-weekly status reports

TIMELINE

We estimate a 16-week (or four-month) process to complete the strategic plan. The table below lists the anticipated timelines for key project-related activities.

Key	W	W	W	W	W	W	W	W	W	W	W	W	W	W
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Project Initiation (Fact Finding and Assessment)	[Dark Grey Bar]													
Preliminary Consultation	[Dark Grey Bar]													
Information Gathering and Assessment	[Dark Grey Bar]													
Internal Analysis & Environmental Scan	[Dark Grey Bar]													
Recruitment and Activation of a Task Force	[Dark Grey Bar]													
Phase 2: Ideation & Iteration (Iterative Discovery Process)	[Dark Grey Bar]													
Strategic Conversations	[Dark Grey Bar]													
Visioning Retreat	[Dark Grey Bar]													
Task Force Meeting and Consensus Building	[Dark Grey Bar]													
Phase 3: Co-Creation (Strategic Plan Finalization)	[Dark Grey Bar]													
Development of Strategic Plan	[Dark Grey Bar]													
Final Strategic Plan	[Dark Grey Bar]													



Professional Fees

CCS's professional fee for the deliverables outlined in the proposal is \$56,000. The professional service fee will be prorated monthly.

The professional service fee does not include project expenses, which shall be paid separately, at cost. CCS will confer with RSCCD Foundation to assist in the preparation of a budget for all project-related expenses.

Project expenses incurred by CCS executives and assigned staff include but are not limited to reasonable project-related travel, transportation, mileage, lodging, office, printing, courier, and other related ancillary costs. Other additional project-related costs such as postage, materials production, and local travel for the CCS director will be paid by RSCCD Foundation directly to vendors. In cases where local expenses incurred by the CCS professional staff cannot be paid directly to the vendor, CCS will submit receipts to RSCCD Foundation for direct reimbursement.