Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING
Thursday, November 1, 2018
8:00 – 10:00 A.M.
8045 E. Chapman Ave., Room E-107
Orange, CA 92869

Santiago Canyon College Foundation Mission Statement
The mission of the Santiago Canyon College Foundation is to sponsor various gift-giving opportunities, increase public awareness, and participate in campaigns needed to provide for the scholarships, programs, and capital needs of the College.

AGENDA

1.0 PROCEDURAL MATTERS
1.1. Call to Order and Roll Call – Larry Cohn
1.2. Approval of Consent Calendar – Larry Cohn
   • Agenda
   • Minutes from the Regular Board Meeting – July 26, 2018
   • Financial Statements, April – June 2018
   • Approval of 2018-2019 Conference Travel Request from Ralph Castellanos and Jared Kubiacka-Miller
1.3. Public Comments - At this time, members of the public may address the board regarding any item within its jurisdiction, provided that it is understood that no action may be taken on off-agenda items. Comments shall be limited to three minutes per person and fifteen minutes for all comments. However, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

2.0 REVIEW OF GENERAL ITEMS
2.1. Board Member Term Approvals/Renewals – Larry Cohn
   2.1.1. Jordan Kahf to Initial Three-Year Term
   2.1.2. Beatriz (Betty) Valencia to Initial Three-Year Term
2.2. 2018-19 Final Budget Review and Approval – Syed Rizvi
2.3. Authorization to Contract With Third-Party Accounting Services Provider
2.4. Board Development Updates
2.5. 2020 Fundraising Campaign

3.0 INFORMATIONAL ITEMS & ORAL REPORTS
3.2. Presentation by Dr. Loretta Jordan, Associate Dean of Student Development and Maria Hernandez-Figueroa, Guardian Scholars Program Coordinator – An Update on the Guardian Scholars (Emancipated Foster Youth) Program at SCC
3.3. Report from Attendees on the CASE Community Colleges Conference, October 3-5
3.4. College President’s Report – John Hernandez
3.5. Board President’s Report – Larry Cohn
3.6. Quarterly Financial Briefing – Syed Rizvi
3.7. Executive Director’s Report – Syed Rizvi
4.0 **ADJOURNMENT** – The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on **Thursday, January 24, 2018 from 4:00 – 4:15 pm**, immediately followed by the annual board retreat. **Venue TBA.**

**2018-19 GENERAL BOARD MEETINGS DATES**
- Thursday, January 24, 2019, 4:00 – 4:15 pm, immediately followed by Board Retreat, Venue TBA
- Thursday, April 25, 2019, 8:00 – 10:00 am

*All meetings take place in E-107, unless otherwise noted.*

**2018-19 EXECUTIVE COMMITTEE MEETING DATES**
These meetings are open to all board members to attend
- Thursday, August 16, 2018
- Thursday, September 20, 2018
- Thursday, October 18, 2018
- Thursday, December 6, 2018
- Thursday, January 17, 2019
- Thursday, March 21, 2019
- Thursday, April 18, 2019
- Thursday, June 20, 2019

*All meetings take place in E-107, unless otherwise noted.*

**2018-19 SCC CALENDAR OF EVENTS**
- **“Joy” Holiday Concert, Saturday, November 10, 2018, 7:00 p.m., Gymnasium**
- **Spring Convocation – Friday, February 8, 2019, Humanities Building, H-106**
- **Community Science Night – Friday, March 22, 2019, SCC**
- **Hawks 19th Annual Golf Tournament “Changing Students Lives” – Friday, April 26, 2019, Tustin Ranch Golf Club**
- **Student Art Acquisition Selection – April (TBA), Art Gallery**
- **Scholarship Donor Reception – Thursday, May 23, 2019, 4:00 p.m., Humanities Building, 2nd Floor Foyer**
- **Scholarship Ceremony – Thursday, May 23, 2019, 5:30 p.m., Humanities Building, H-106**
- **Art Show Opening Reception/Awards – Thursday, May 23, 2019, 6:30 p.m., Art Gallery**
- **Commencement – Thursday, June 6, 2019, SCC**
Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING
Thursday, July 26, 2018
8:05 – 10:00 A.M.
8045 E. Chapman Ave., Room E-107
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MINUTES

1.0 PROCEDURAL MATTERS
1.1. Call to Order
The meeting was called to order at 8:15 a.m. by Larry Cohn

1.2. Roll Call
Board Members in Attendance: Larry Cohn, Dr. Jim D’Agostino, Kyle Kneubuhl, Mary McMullin, Mark Schmidt, Michelle Scolaro, Bill Underwood, Snover Uppal
Ex Officio Voting Members in Attendance: Syed Rizvi
Staff in Attendance: Karen Bustamante, Gayle Sapak-Winder

1.3. Approval of Consent Calendar
- Agenda
- Minutes from the Regular Board Meeting – April 26, 2018
- Financial Statements
  June – September 2017
  October – December 2017
  January – March 2018
- Signature Authority for Schools First Federal Credit Union
- Executive Director’s Recommendations for 2018-2019 Mini-Grants

Action: Kyle Kneubuhl moved to approve the Consent Calendar, Snover Uppal seconded, and the motion was carried without dissent.

1.4. Public Comments – There were no public comments.

2.0 REVIEW OF GENERAL ITEMS
2.1. Approval of 2018-2019 Budget - Syed Rizvi presented the 2018/2019 tentative budget. The budget will be finalized following the fourth quarter reconciliation and presented at the next General Board meeting in October 25, 2018. Mr. Rizvi explained that to simplify the monthly cash reconciliation process all cash held at GrandPoint Bank was transferred to SchoolsFirst Federal Credit Union, and the account at GrandPoint was closed. Mary McMullin requested clarification regarding unfunded needs and software licenses and fees. Mr. Rizvi explained that unfunded needs are unforeseen expenditures that may arise; software licensing fees are the fees for the annual contract with Blackbaud for Raiser’s Edge, Netcommunity and everydayhero. Mr. Rizvi announced he is regularly reviewing account balances and will be closely monitoring the budget throughout the first quarter. Kyle Kneubuhl noted the budget is a living document which is constantly changing and is a good representation for where we are throughout the year.
Action: Kyle Kneubuhl moved to approve the 2018/19 tentative budget, Michelle Scolaro seconded, and the motion passed unanimously.

2.2. Approval of 2018-2019 Conference Travel Request from Cindy Partida – Mr. Rizvi presented the conference travel request for Cindy Partida to attend a conference unfunded by other means. In the future, conference travel requests will be included in the consent calendar.
Action: Jim D’Agostino moved to approve the conference travel request, Michele Scolaro seconded, and the motion passed unanimously.

2.3. Approval of Updates to Investment Policy – Bill Underwood presented the revised Statement of Investment Policy (SIP) and reviewed the changes from the previous SIP, dated October 5, 2017. A significant change was made to the definitions for the “investment advisor” and “fund manager” which is reflected throughout the document. There were also minor adjustments to the investment allocation mix. Mr. Underwood noted the proposed portfolio is moderately conservative; however, the board has the power to request that Payden & Rygel take a less risk-averse stance. The Board agreed to all proposed edits to the Statement of Investment Policy. Kyle Kneubuhl commended Mr. Underwood for his service and recognized his accomplishments as the Treasurer.
Action: Mr. Kneubuhl moved to approve the revised Statement of Investment Policy, Syed Rizvi seconded, and the motion passed unanimously.

2.4. Approval of Changes to the Bylaws – Syed Rizvi presented the changes to the bylaws as follows:

- Article V, Board of Directors, Section 4: Selection and Tenure - New verbiage was added to align board terms and board committee commitments to the end of June 30 of the third year.
  Current:
  “...All subsequent Directors shall have three (3) year terms.”

  Proposed:
  “...All subsequent Directors shall have three (3) year terms, ending on June 30 of the third year.”

- Article IX, Committees and Advisory Boards, Sections 1 and 2: The responsibility to appoint chairs of committees and advisory groups has been transferred from the President of the College to the Foundation Executive Director in concert with the Foundation Board President.
  Current: (Section 1, Paragraph 2)
  “The President of the College shall appoint the Chairs of all committees from among the member thereof.”

  Proposed: (Section 1, Paragraph 2)
  “The Foundation Director in concert with the President of the Foundation Board shall appoint the Chairs of all committees from among the members thereof.”
Current: (Section 2)
“The President of the College shall appoint the Chairs of all Advisory boards.”

Proposed: (Section 2)
The Foundation Director in concert with the President of the Foundation Board shall appoint the Chairs of all Advisory boards.”

Follow Up: The Executive Committee will update the board terms document and include examples for better clarification. The revised board term document will be presented at the next General Board meeting on October 25, 2018.
Action: Bill Underwood moved to accept the changes to the bylaws as presented, Michelle Scolaro seconded, and the motion passed unanimously.

2.5. Recruiting New Board Members – Larry Cohn stated that the focus throughout this past year has been on recruiting new board members. At this stage of the process, the board is in need of people who possess either a financial background or marketing/advertising expertise. Mr. Cohn reported that Executive Committee members review a list of prospective board members at each meeting and provide updates on their progress in cultivating their prospects for the board. The Boards maximum membership is 21 volunteer members and Mr. Cohn proposed each board member recruit one new board member in the next year.
Follow Up: Karen Bustamante will send the updated board member recruitment brochure to all members. In addition, an item will be added to the October 25 general board meeting agenda to review a list of prospective board members.

2.6. Foundation Future Goals Discussion – Syed Rizvi reported that his focus for the past few months has been on bringing the financial reporting up to date and creating accurate quarterly reports. His next focus will be to update the recruitment brochure and packet for new board members, review the onboarding process and establish orientations for new board members, increase fundraising efforts, and set milestones, in addition to planning the next retreat. Hence, the $5,000 budgeted for unfunded needs.

3.0 INFORMATIONAL ITEMS & ORAL REPORTS
3.1. Board President’s Report – Larry Cohn reported he is happy with the direction in which the board is moving. The Board is better organized and more active, and it is a good time to think about long-term goals for the Foundation. The Board discussed ideas for future fundraising, including raising funds for the SCC Fine & Performing Arts Center, which is already included in the Facilities Master Plan for the College but currently lacks funding to proceed.

3.2. Executive Director’s Report – Syed Rizvi reported on the following:
• Intermediate Clerk – The job announcement for the part-time intermediate clerk position is scheduled for approval at the next Chancellor’s Cabinet meeting on August 6, 2018.
• New Foundation Accounting Firm - Mr. Rizvi is considering moving to QuickBooks for Non-Profits and hiring an outside accounting firm to streamline
• the accounting process. The projected cost is approximately $1,000 per month. Mr. Rizvi and Karen Bustamante will begin meeting with potential accounting firms in the coming months. The Finance and Investment and Executive Committees will be included in decisions. The advantages would include reduced risk of reporting gaps from staff turnover, more convenient check processing, and easier and better financial reporting.

• The President’s Circle Luncheon - September 21, 2018 from 11:30 a.m. – 1:00 p.m. Invitations will be mailed in mid-August.

• Annual Retreat - Mr. Rizvi and Mr. Cohn will begin discussions for the next board retreat. It is important to tie fundraising efforts to campus priorities and provide updates on the impact of fundraising on student success.

• New Board Members – Rebecca Martinez will be an asset to the SCCF Board and Mr. Rizvi is looking forward to working with her. Mr. Rizvi and Larry Cohn will be meeting with two other potential board members the week of July 23, to discuss their interest in SCCF Board membership.

• CASE Conference – This year’s conference will be in Palm Springs from October 3-5, 2018. Funding is available for 3 sponsored participants: Karen Bustamante, Kyle Kneubuhl and Mr. Rizvi.

3.3. Foundation Board Committee Reports

• Executive Committee – Mr. Cohn stated a new chair is needed to reactivate the Marketing and Outreach Committee to help plan fundraising events. He recommended a second fundraising event be established, in addition to the Annual Golf Tournament.

• Finance & Investment Committee – Bill Underwood reported all funds have been transferred from Morgan Stanley to Payden & Rygel and are being invested. The Audit Sub-Committee has been formed and in need of committee members. Mr. Underwood announced that SCCF board members are covered under the district’s insurance policy for liability incurred while performing official business on behalf of the foundation.

Follow Up: Karen Bustamante will distribute a copy of the District’s Liability Coverage.

• Marketing & Outreach Committee – Currently suspended

4.0 ADJOURNMENT – The meeting adjourned at 10:02 a.m. The next REGULAR meeting of the SCC Foundation Board of Directors will be held on Thursday, October 25, 2018, 8:00 to 10:00 a.m. in E-107 Conference Room.
## SANTIAGO CANYON COLLEGE FOUNDATION
### CASH ACCOUNTS
#### STATEMENT OF FINANCIAL POSITION
2017-2018 Q4 Year to date as of 06/30/2018

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Fund (91)</th>
<th>Scholarship Fund (95)</th>
<th>Restricted Fund (97)</th>
<th>Total SFFCU and Grand Point Banks (91, 95 &amp; 97)</th>
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</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
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<tr>
<td>Cash and Cash Equivalents</td>
<td>3,892.70</td>
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<td>99,119.59</td>
<td>257,924.78</td>
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<tr>
<td>Accounts Receivable</td>
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<td>Investments</td>
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<td>Prepaid Expenses</td>
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<td>Accum Deprec.--Equip</td>
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<tr>
<td><strong>Total Assets</strong></td>
<td>3,892.70</td>
<td>154,912.49</td>
<td>99,119.59</td>
<td>257,924.78</td>
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<tr>
<td><strong>LIABILITIES AND NET ASSETS</strong></td>
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<td><strong>LIABILITIES</strong></td>
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<td>Accounts Payable</td>
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<td>1,826.14</td>
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<td>Accruals</td>
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<td>Due to Organizations</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>1,209.45</td>
<td>-</td>
<td>616.69</td>
<td>1,826.14</td>
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<td><strong>NET ASSETS</strong></td>
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<td>Fund Balance--Unrestricted (91)</td>
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<td>13,591.26</td>
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<td>Fund Balance--Unrestricted Invested (92)</td>
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<tr>
<td>Fund Balance--Scholarships (95)</td>
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<td>Fund Balance--Scholarships Invested (96)</td>
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<td>Fund Balance--Restricted Programs (97)</td>
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<td>53,116.04</td>
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<td>Fund Balance--Endowment (99)</td>
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<tr>
<td>Change in Net Assets</td>
<td>(10,908.01)</td>
<td>19,476.58</td>
<td>45,386.86</td>
<td>53,965.43</td>
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<tr>
<td><strong>Total Net Assets</strong></td>
<td>2,683.25</td>
<td>154,912.49</td>
<td>98,502.90</td>
<td>256,098.64</td>
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<tr>
<td><strong>Total Liability and Net Assets</strong></td>
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<td>154,912.49</td>
<td>99,119.59</td>
<td>257,924.78</td>
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<td><strong>Difference</strong></td>
<td>-</td>
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## SANTIAGO CANYON COLLEGE FOUNDATION
### CASH ACCOUNTS
### STATEMENT OF ACTIVITIES
#### 2017-2018 Q4-Year to date as of 06/30/18

<table>
<thead>
<tr>
<th>Liabilities and Net Assets</th>
<th>Unrestricted Fund (91)</th>
<th>Scholarship Fund (95)</th>
<th>Restricted Fund (97)</th>
<th>Total SFFCU and Grand Point Banks (91,958,987)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Accounts Payable+Fund Balance)</td>
<td>14,800.71</td>
<td>135,435.91</td>
<td>53,732.73</td>
<td>203,969.35</td>
</tr>
</tbody>
</table>

### Revenue:
- Contributions, Gifts, Donations: 6,626.05
- Contributions (PR): 63,703.21
- Fundraising: 63,703.21
- Interest & Investment Income: 23,835.00
- Bank Interest: 10,304.00
- Realized/Unrealized Gains (Losses): 126.48
- Intra/Inter Transfer In: 47,790.03
- Total Revenue: 455,563.02

### Expenditures:
- Salaries & Benefits: 4,983.51
- Non-Instructional Supplies: 3,399.95
- Food & Food Services: 10,446.61
- Contract Services: 21,139.08
- Conference, Mileage & Parking Expenses: 2,469.10
- Institutional Dues & Memberships: 231.95
- Advertising: 231.95
- Awards & Incentives: 3,933.00
- Bank/Credit Card Use Fees: 1,979.40
- Community/Public Relations: 2,205.00
- Donor Cultivation/Stewardship: 285.35
- Foundation Funded Programs: 21,127.74
- Investment & Interest Expense: 21,127.74
- Other Licenses & Fees: 140.00
- Postage: 167.16
- Reproduction/Printing Expenses: 2,254.59
- Software Licenses and Fees: 11,140.60
- Equipment/Software: 11,140.60
- Fees & Other Exp Paid for Students: 3,200.00
- Board Expenses: 902.62
- Infrastructure: 902.62
- Board Funded Programs: 300,150.67
- Scholarships: 300,150.67
- Intra/Inter Transfers Out: 15,391.21
- Total Expenditures: 401,607.59

### Q4 Revenue Over (Under) Expenditures: 
- (10,908.01) or -10,908.01
- 18,476.58
- 45,386.86
- 53,955.43

### Q4 Balance: 
- 3,892.70
- 154,912.49
- 99,119.59
- 257,924.78

### Notes:
- *6,626.05 Includes audit recommendation $11,914 to recognize the donations and transfers from the on-line account to the checking account. Q4 total Contributions, gifts and donations is $18,540.05
- **$15,230.03 transfer out to fund other scholarships.
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### INVESTMENT ACCOUNTS
#### STATEMENT OF FINANCIAL POSITION
2017-2018 Q4 Year to date as of 06/30/18

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<thead>
<tr>
<th>Assets</th>
<th>Unrestricted Invested Fund (92)</th>
<th>Scholarship Invested Fund (96)</th>
<th>Total Morgan Stanley (92&amp;96)</th>
<th>Other Endowment Fund (99)</th>
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<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
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<tr>
<td>Investments</td>
<td>896,840.78</td>
<td>501,617.48</td>
<td>1,398,458.26</td>
<td>107,719.98</td>
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<td>Prepaid Expenses</td>
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<th>Liabilities and Net Assets</th>
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<td>Liabilities</td>
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<td>Accounts Payable</td>
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<th>Net Assets</th>
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<tr>
<td>Fund Balance--Unrestricted Invested (92)</td>
<td>875,305.03</td>
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<td>875,305.03</td>
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<tr>
<td>Fund Balance--Scholarships Invested (96)</td>
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<td>657,182.56</td>
<td>657,182.56</td>
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<td>Fund Balance--Endowment (99)</td>
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<td>115,907.88</td>
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<tr>
<td>Change in Net Assets</td>
<td>21,535.75</td>
<td>(155,565.08)</td>
<td>(134,029.33)</td>
<td>(8,187.90)</td>
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<tr>
<td>Total Net Assets</td>
<td>896,840.78</td>
<td>501,617.48</td>
<td>1,398,458.26</td>
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2017-2018 Q4-Year to date as of 06/30/18

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<th>Other Endowment Fund (99)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities and Net Assets</strong> (Accounts Payable+Fund Balance)</td>
<td>875,305.03</td>
<td>657,182.56</td>
<td>1,532,487.59</td>
<td>115,907.88</td>
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<tr>
<td><strong>Revenue:</strong></td>
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<td>Contributions, Gifts, Donations</td>
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<td>Contributions (PR)</td>
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<tr>
<td>Fundraising Sponsorship</td>
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<tr>
<td>Interest &amp; Investment Income</td>
<td>26,767.36</td>
<td>19,597.12</td>
<td>46,364.48</td>
<td>(5,826.36)</td>
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<tr>
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<td>Realized/Unrealized Gains (Losses)</td>
<td>30,867.49</td>
<td>(73,858.70)</td>
<td>(42,991.21)</td>
<td>-</td>
</tr>
<tr>
<td>Intra/Inter Transfer In</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>57,634.85</td>
<td>(54,261.58)</td>
<td>3,373.27</td>
<td>(5,826.36)</td>
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<tr>
<td><strong>Expenditures:</strong></td>
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<tr>
<td>Salaries &amp; Benefits</td>
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<tr>
<td>Non-Instructional Supplies</td>
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<tr>
<td>Food &amp; Food Services</td>
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<td>Contract Services</td>
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<tr>
<td>Conference, Mileage &amp; Parking Expenses</td>
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<td>-</td>
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<tr>
<td>Institutional Dues &amp; Memberships</td>
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<tr>
<td>Rental-Facility/Equipment (Short Term)</td>
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<tr>
<td>Advertising</td>
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<td>Awards &amp; Incentives</td>
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<tr>
<td>Bank/Credit Card Use Fees</td>
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<tr>
<td>Community/Public Relations</td>
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<tr>
<td>Donor Cultivation/Stewardship</td>
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<tr>
<td>Foundation Funded Programs</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Investment &amp; Interest Expense</td>
<td>8,099.10</td>
<td>4,188.32</td>
<td>12,287.42</td>
<td>2,361.54</td>
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<tr>
<td>Other Licenses &amp; Fees</td>
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<td>Postage</td>
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<td>Reproduction/Printing Expenses</td>
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<tr>
<td>Software Licenses and Fees</td>
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<td>Equipment/Software</td>
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<td>Fees &amp; Other Exp Paid for Students</td>
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<td>Board Expenses</td>
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<td>Scholarships</td>
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<td>-</td>
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<td>Intra/Inter Transfers Out</td>
<td>28,000.00</td>
<td>97,076.00</td>
<td><strong>125,076.00</strong></td>
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<td><strong>Total Expenditures</strong></td>
<td>36,099.10</td>
<td>101,264.32</td>
<td>137,363.42</td>
<td>2,361.54</td>
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<td><strong>Q4 Revenue Over (Under) Expenditures</strong></td>
<td>21,535.75</td>
<td>(155,525.90)</td>
<td>(133,990.16)</td>
<td>(8,187.90)</td>
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<tr>
<td><strong>Q4 Balance</strong></td>
<td>896,840.78</td>
<td>501,855.69</td>
<td>1,398,497.44</td>
<td>107,719.98</td>
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**Notes** *(73,858.70) includes $98K Audit Recommendation to correct FY17/18 journal entries related to the Pirtle contribution. Q4 Realized/Unrealized Gains are $24,141.30*

**$97,076 Intra/Inter Transfers Out includes $98K Audit recommendation.
Santiago Canyon College Foundation
2018 - 2019 CONFERENCE TRAVEL FUNDING REQUEST

<table>
<thead>
<tr>
<th>Name and Date of Conference:</th>
<th>Requested By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSCFA Coaches Conference</td>
<td>Ralph Castellanos</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount Requested (limit is $750):</th>
<th>Have you secured funding from other sources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$980.00</td>
<td>☑ Yes ☐ No</td>
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</table>

Please summarize:
Personal finances and SCC's forensics travel budget

Brief description of purpose of the conference and your role. Please provide a copy of conference brochure, if available:
This conference is where all rules and calendars associated with Forensics competition in Southern California are decided. In order for SCC's Forensics program to be a voice in the competitive community SCC's coaches need to be in attendance.

Benefits to students and the college of your participation in this conference:
As a coach of SCC's Forensics team, it is critical I attend in order to have a voice in the tournament decisions that will be made at this conference. The decisions made at this conference directly impact the SCC students who travel to PSCFA tournaments. Additionally, it is imperative that coaches are aware of current trends and rules that are discussed in detail at this conference so we can relay this information back to our students and create our program successfully.

How does your participation in this conference align with your department's goals and objectives? Within our DPP some objectives include:
- Visiting other communication departments and forensic programs throughout the California Community College system.
- Institutionalizing the Forensic Team
- Providing coaching for and participation in select competitive tournaments in both the fall and spring semesters.

In order to accomplish all of these, attendance at the coaches conference is required.

Please provide an overall budget for this conference, including travel, lodging and registration fees.
$200 - lodging
$60 - transportation
$120 - meals

Applicant's Signature/Date  9/3/18  
Dean/Vice President Signature/Date  9/3/18

REVIEW, SIGN PAGES 1 AND 2, AND RETURN COMPLETED APPLICATION TO GAYLE SAPAK IN A-201
The SCC Foundation serves Santiago Canyon College by providing supplemental dollars to support conference travel that enhances professional development for members of the college community. Funds provided for this purpose are made available to qualified faculty, staff, and administrators at the discretion of the SCC Foundation Board of Directors through a formalized request process outlined below. The procedures below pertain specifically to grants for conference travel.

GUIDELINES

1. Only requests from Santiago Canyon College employees (staff, faculty, or administrators) will be considered and only for travel related to the applicant's employment with the College.
2. For the 2018-19 academic year up to $750.00 may be requested.
3. In awarding conference travel grants, priority consideration will be given to applicants who meet the following conditions:
4. The applicant will present a published/publishable paper and/or ongoing research.
5. The applicant has already secured any required additional funding from other sources.
6. Participation in the conference clearly aligns with the goals and objectives of the applicant's department.
7. Grants are subject to availability of funds, as determined by the foundation Board of Directors.
8. All approved funds must be expended within one year of the official award date. All funds not expended must be returned to the SCC Foundation’s general operating account.
9. Applicants may apply for a travel grant individually or as part of a group.
10. An individual is limited to one grant of up to $750 per fiscal year.
11. If necessary, applicants may be asked to provide additional clarifying information to support their request.
12. All applications must be approved by the appropriate Dean/Vice President prior to submission.
13. The Santiago Canyon College Foundation reserves the right to terminate funding should the terms of the travel request substantially change without prior Foundation approval.

PROCEDURES

1. All requests must be submitted on the appropriate grant application form to Gayle Sapak in Room A-201.
2. Funding requests will be considered for approval by the Foundation Board of Directors at the first general foundation board meeting that occurs after the application is submitted. Meetings take place quarterly in July, October, January, and April.
3. Approved requests will be processed through the SCC Foundation office and a check will be issued to the conference participant within two weeks of approval.

I have read and understand the SCC Foundation Conference Travel Funding Guidelines and Procedures as written.

Signature/Date: [Signature] [Date]

REVIEW AND SIGN BOTH PAGES OF THIS APPLICATION AND RETURN TO GAYLE SAPAK IN A-201

<table>
<thead>
<tr>
<th>Foundation Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Application Received:</td>
</tr>
<tr>
<td>Amount Approved:</td>
</tr>
</tbody>
</table>
Coaches Conference

2018 Coaches Conference August Update

Coaches Conference
Pacific Southwest Collegiate Forensics Association

July 2, 2018

Hello, PSCFA!
We want to extend an invitation to the 2018 Pacific Southwest Collegiate Forensics Coaches Conference. We will be returning to our home away from home, the Omni Rancho Las Palmas in Rancho Mirage, California September 7th-9th.
Bryan has worked tirelessly to ensure that we received the same room and conference rates that we did last year, so a huge thank you to Bryan for all of his hard work.
This year the room rate is $149 per night with only a $5 resort fee, which includes nightly parking, in-room wireless internet, access to the fitness center, and entrance into Splashtopia! Please book your rooms by 5:00 PM on August 14, 2018. We cannot guarantee the group rate beyond this date.
You can, of course, call to make your reservations, but you can also use this link:

Included is the tentative schedule for the conference. At this point in time, I am looking for potential session topics. So, If you have something in mind for panel discussions, please let me know and I can either set up times for you to present, or I can contact some folks who might be able to run a session on whatever subject matter you would like to see at the conference.
Also, please see the attached Fee Sheet, which reflects the new conference fees that were passed at the Cool-Off last year.
We hope you are having a wonderful summer!
See you in September,
Roger, along with the PSCFA Executive Committee
Contact information for the hotel:
Omni Rancho Las Palmas
41000 Bob Hope Dr. Rancho Mirage, CA 92270760-568-2727
(when booking the hotel please indicate you are with PSCFA)

Pacific Southwest Collegiate Forensics Association

2018 Coaches Tentative Conference Schedule

Friday, September 7th

3:00-4:15
Session IA – Alternative Debate and Related Formats

-John Meany, Claremont McKenna College

Session IB – Open

4:15-5:30
Session IIA – Forensics IRL (Working Title)

-April Griffin, Cerritos College & Jules French, Irvine Valley College

Session IIB – Open

Saturday, September 8th

9:00-10:15
Session IA – Finance Meeting

- Bryan Malinis and Das Nugent (PSCFA Treasurers), San Diego Mesa College

Session IB – New Coach Orientation

- PSCFA Executive Committee

https://pscfa.org/coaches-conference/
10:30-12:00
Session IIA – *Representation (Coaching Equity and Diversity)*
– Jasmine McLeod, Mt. SAC & DeRod Taylor, ELAC
Session IIB – *Best Recruiting Practices*
– Kim Perigo, San Diego Mesa College & Ryan Smith, ELAC

12:00-1:30 Lunch Break

1:45-3:15
Session IIIA – *Business Discussions: Proposing New Ideas*
  - PSCFA Executive Committee
Session IIIB – *Open*

3:30-5:00
Session IVA – *Coaching LD: Best Practices*
  - Francesca Bishop, El Camino College
Session IVB – *Readers Theater Panel*
  - Roger Willis-Raymondo, Mt. Sac & Shaw Davari, Orange Coast College

Tapas Social – Location TBA

**Sunday, September 10th**

8:30am-9:00am
Fees collection

9:00am-12:00pm
Voting Business Meeting

Pacific Southwest Collegiate Forensics Association
September 7-9, 2017 Fee Sheet
Omni Rancho Las Palmas 41000 Bob Hope Dr. Rancho Mirage, CA 92270
Conference Fee (per school) $50.00
Facilities Fee (per school) $50.00
Subject to change. Estimate based on the current number of schools registered to attend.
As with previous conferences, wireless internet in meeting rooms is NOT provided.
Total $100.00

PLEASE NOTE: All schools attending the PSCFA Coaches Conference will be assessed fees, including those that only attend the Voting Business Meeting.
<table>
<thead>
<tr>
<th>Name and Date of Conference:</th>
<th>Requested By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSCFA Coaches Conference</td>
<td>Jared Kubicka-Miller</td>
</tr>
<tr>
<td>Amount Requested (limit is $750): $</td>
<td>Have you secured funding from other sources:</td>
</tr>
<tr>
<td>$480.00 $425.00</td>
<td>Please summarize:</td>
</tr>
<tr>
<td></td>
<td>Personal finances</td>
</tr>
</tbody>
</table>

Brief description of purpose of the conference and your role. Please provide a copy of conference brochure, if available:
As head coach of SCC's forensics team it is imperative I attend the Pacific Southwest Collegiate Forensics Association Coaches Conference that is held every year at the beginning of our competitive season. Tournament calendars, rules, trends and criteria are discussed and decided by the coaches at this conference.

Benefits to students and the college of your participation in this conference:
The decisions made at this conference directly impact the SCC students who travel to all the tournaments we travel to in the Fall semester. Additionally, it is imperative that coaches are aware of current trends and rules that are discussed in detail at this conference so we can relay this information back to our students and create our program successfully. Forensics is an SCC signature program.

How does your participation in this conference align with your department's goals and objectives? Within our DPP some objectives include:
- Visiting other communication departments and forensic programs throughout the California Community College system.
- Institutionalizing the Forensic Team
- Providing coaching for and participation in select competitive tournaments in both the fall and spring semesters.

In order to accomplish all of these, attendance at the coaches conference is required.

Please provide an overall budget for this conference, including travel, lodging and registration fees.
$100 - conference fees
$200 - lodging
$60 - transportation
$120 - meals

Applicant's Signature/Date
[Signature]

Dean/Vice President Signature/Date 8/31/18

REVIEW, SIGN PAGES 1 AND 2, AND RETURN COMPLETED APPLICATION TO GAYLE SAPAK IN A-201
Santiago Canyon College Foundation
2018-2019 GRANT APPLICATION FOR CONFERENCE TRAVEL
Funding Guidelines & Procedures

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   5. The applicant has already secured any required additional funding from other sources.
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I have read and understand the SCC Foundation Conference Travel Funding Guidelines and Procedures as written.

Signature/Date: [Signature] 8/29/18

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<thead>
<tr>
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Pacific Southwest Collegiate Forensics Association

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Session IB – Open

4:15-5:30
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- April Griffin, Cerritos College & Jules French, Irvine Valley College

Session IIB – Open

Saturday, September 8th

9:00-10:15
Session IA – Finance Meeting
- Bryan Malinis and Das Nugent (PSCFA Treasurers), San Diego Mesa College

Session IB – New Coach Orientation
- PSCFA Executive Committee
10:30-12:00

Session IIA – *Representation (Coaching Equity and Diversity)*
- Jasmine McLeod, Mt. SAC & DeRod Taylor, ELAC

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12:00-1:30 Lunch Break

1:45-3:15

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Session IVB – *Readers Theater Panel*
- Roger Willis-Raymondo, Mt. Sac & Shaw Davari, Orange Coast College

Tapas Social – Location TBA

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8:30am-9:00am

Fees collection

9:00am-12:00pm
Voting Business Meeting

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