

San Joaquin Delta College District Foundation

Regular Meeting of the San Joaquin Delta College
Foundation Board
Monday December 14, 2015
2:00 p.m.
Horton Administration Bldg.
Room 103
5151 Pacific Avenue, Stockton, CA 95207

Agenda

SJDC Foundation Board Members

Carl Toliver, Foundation President
Retired, SUSD Superintendent

Tom Patti, Foundation Vice President
Businessman

Dr. Kathy Hart, Foundation Treasurer
SJDC Superintendent/President

Dr. Elizabeth Blanchard
Stockton Ports Commissioner
SJDC Adjunct Faculty

Susan Grupe DePolo
San Joaquin A+

Dr. Moses Elam
Kaiser Permanente Medical Group

Claudia Moreno
San Joaquin Delta College Board of Trustees

Jeff Wright
Lodi Unified School District

Richard Vasquez, Alternate
San Joaquin Delta College Board of Trustees

SJDC Foundation Staff

Valerie Stewart-Green
Acting Diversity and Community Engagement
Manager

Shelley Pierce
Senior Accountant
Business Services

I. Call To Order and Roll Call

II. Public Comments

III. Reports/Information

- A. Report on the 5th Annual Community Philanthropy Summit – Valerie Stewart-Green
- B. Update on Status of Berm Removal – Mike Hill
- C. Discussion on Guidelines Regarding Councils – Mike Hill

IV. New Business - Action Items

- A. Approval of September 14, 2015 Minutes (attached)
- B. 2015-16 First Quarter Financial Reports (attached)
- C. Listing of New Gifts and Donations (attached)

V. Agenda Items for Future Meetings

VI. Foundation Board Member Questions/Announcements

Foundation Board of Directors

San Joaquin Delta Community College District
5151 Pacific Avenue, Stockton CA 95207

ITEM III. A.

SUBJECT: Report 5th Annual Community Philanthropy
Summit

DATE: December 14, 2015

- A. RECOMMENDATION:** The 5th Annual Community Philanthropy Summit was held on Thursday, November 12, 2015. Acting Diversity and Community Engagement Manager Valerie Stewart-Green; Trustee Richard Vasquez; Foundation President Carl Toliver and Library Technician Amal Elayyan attended the conference. Valerie Stewart-Green will give a recap of the event.
- B. BACKGROUND:** This exciting annual event offers a wide variety of topics of interest to professional advisors, nonprofit executives, board members, donors and others involved in charitable giving. Additionally, the Summit provides the perfect forum to meet and network with other philanthropically minded people from around the Valley.
- C. BUDGETARY IMPLICATIONS:** No budgetary implications

Foundation Board of Directors

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ITEM III. B.

SUBJECT: Update on Status of Berm Removal

DATE: December 14, 2015

- A. RECOMMENDATION:** It is recommended that the Foundation Directors hear the Berm Removal update by consultant Mike Hill.
- B. BACKGROUND:** At the September 14, 2015 Foundation Director's meeting, Vice President of Operations Gerry Calderon gave an update on the Berm removal project which will increase the number of flea market vendor spots.
- C. BUDGETARY IMPLICATIONS:** To be discussed.

Foundation Board of Directors

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ITEM III. C.

SUBJECT: Council Guidelines

DATE: December 14, 2015

- A. BACKGROUND:** At an earlier meeting the foundation board requested an item be added to a future agenda to discuss the topic of council guidelines. Information was prepared for the September agenda but due to time constraints discussion was deferred until the December meeting.
- B. BUDGETARY IMPLICATIONS:** The only budgetary implication would be if some type of administrative fee was implemented.

Agenda Item IIIC.

December 2015

San Joaquin Delta College Foundation

Items to Be Considered in

Preparing Guidelines for Council Accounts

There are a number of council accounts that have been in place for many years. These council accounts span the various iterations of the Foundation's existence and structure. The Foundation Board wants to update the records for the foundation's tax exempt status and make sure the Foundation is supporting the intent of the councils. The following points are identified for possible inclusion in a set of guidelines related to council accounts and activities.

The list is not all inclusive but representative of the kinds of elements that should be considered. The Foundation Board does not intend to make the guidelines onerous or too intrusive into council accounts. The Board wants to encourage fund raising for departmental needs while meeting its fiduciary responsibilities as the legal tax exempt umbrella organization, within which the councils function.

After initial discussion of the list the Board will solicit input and comment from council/departmental staff before the Board considers a draft set of guidelines. It would be the board's goal to act on the guidelines by its March 2016 meeting.

Items to be considered:

1. Developing a structured document to capture basic information about each council.
 - Name of the council
 - Purpose of the council
 - General means of revenue generation anticipated
 - General uses of funds generated
 - Authorized signors (two required, one of which should be dean or administrator)
 - Directive for any unused or dormant funds upon cessation of council activities (include some options on the form)

2. Process for creating or amending a council account.

- Completion of the form described in Item #1 above
- Approval from area administrator
- Review by District fiscal office for any non-profit compliance issues

3. Should there be a periodic review or renewal of council accounts to confirm that they are still viable and needed, say every 3 years?

4. Should councils be requested to prepare brief annual reports that are provided to the foundation board?

5. Should council accounts be closed and assets reassigned if an account is dormant for some period of time (2, 3 years)? If so a notification process needs to be put in place.

6. Should there be a minimum dollar threshold for opening and maintaining a council account?

7. Should there be any type of account handling fee for council accounts?

Foundation Board of Directors

San Joaquin Delta Community College District
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ITEM IV. A.

SUBJECT: Approval of September 14, 2015 Minutes

DATE: December 14, 2015

- A. RECOMMENDATION:** It is recommended that the Foundation Board review and approve the minutes of the September 14, 2015 notwithstanding any changes.
- B. BACKGROUND:** The Board of Directors must approve all minutes of their meeting by majority voice vote. Any changes to the minutes will be implemented without another vote needed.
- C. BUDGETARY IMPLICATIONS:** No budgetary implications.



SAN JOAQUIN DELTA COMMUNITY COLLEGE FOUNDATION

MINUTES OF THE REGULAR BOARD MEETING Monday, September 14, 2015

The regular meeting of the San Joaquin Delta Community College Foundation was held on Monday, September 14, 2015 at 2:00 p.m. Public Meeting; Administration 103, 5151 Pacific Avenue, Stockton, California.

Members Present: Sue Grupe Depolo; Dr. Kathy Hart; Dr. Elizabeth Blanchard; Claudia Moreno; Tom Patti; Jeff Wright; Richard Vasquez (alternate)

Absent: Dr. Moses Elam; Carl Toliver

I. Call To Order and Roll Call

All members were present except Dr. Moses Elam and Carl Toliver

II. Public Comment

No public comments

III. Reports/Information

- A. Discussion regarding establishment of Foundation Scholarships
Consultant Mike Hill discussed the Foundation's role in the scholarship process. Consultant Hill met with staffs that currently manage the scholarship program at Delta College. Consultant Hill shared some data on the scholarship program and explained the process of the program. The Directors were told they could enhance the current program by acknowledging longtime donors and helping students with special monetary hardships.

The Directors discussed ways to acknowledge donors such as presenting them with plaques, etc. Dr. Hart inquired if the Directors wanted to develop an ad hoc committee to look further into the scholarship issue. Director Patti, Moreno and Wright agreed to take on that task.

B. Google Field Trip Report

Dr. Elizabeth Maloney reported on the latest field trip her psychology students attended at the Google campus. Some of the students were present to speak about their experience on the field trip and thanked the Foundation Directors for funding the trip.

Dr. Blanchard's grandson works at Google and was instrumental in coordinating the field trip and felt the students were great.

- C. **Update on Status of Berm Removal**
Vice President of Operations Gerry Calderon gave an update on the Berm removal project which will increase the number of flea market vendor spots.
- D. **Discussion on Guidelines Regarding Councils**
Consultant Mike Hill shared a draft of items to be considered in preparing the Guidelines for Council Accounts and asked the Directors to review the draft. The next steps are to develop draft guidelines to share with the scholarship councils; get the councils' input; act on the guidelines by the March 14, 2016 Foundation Board meeting.

Director Grupe DePolo suggested the scholarship councils' be invited to a Foundation meeting to discuss the draft guidelines.

- E. **District Trustee Appointment to Foundation Board**
1) Claudia Moreno; 2) Richard Vasquez, alternate
Board of Trustees President Steve Castellanos appointed Trustee Moreno as the Board of Trustees representative to the Foundation Board and Trustee Vasquez as the alternate representative.
- F. **Passport to College**
Dr. Ginger Holden, Dean of Planning, Research & Institutional Effectiveness gave a Power Point presentation on the current statistics regarding the Passport to College students.
- G. **Calendar of Meeting Dates**
The Directors reviewed the approved meeting dates for the 2015/2016 year.

IV. New Business - Action Items

- A. **Approval of June 8, 2015 Minutes**
Director Moreno motioned and Director Blanchard seconded to approve the minutes of the June 8th foundation meeting as presented. Vote: 6/0; motion carried.
Yes – Patti, Hart, Blanchard, Grupe DePolo, Moreno, Wright
Absent – Toliver, Elam
- B. **2014-15 Fourth Quarter Financial Reports**
Director Wright motioned and Director Patti seconded to approve the Fourth Quarter Financial Reports as presented. Vote: 6/0; motion carried.
Yes – Patti, Hart, Blanchard, Grupe DePolo, Moreno, Wright
Absent – Toliver, Elam

C. Listing of New Gifts and Donations

Director Hart motioned and Director Moreno seconded to accept the donations as presented. Vote: 6/0; motion carried.

Yes – Patti, Hart, Blanchard, Grupe DePolo, Moreno, Wright

Absent – Toliver, Elam

D. Appointment of Director #1 to complete three year term started July 1, 2015 (Seat last held by Dr. Elam)

Dr. Hart informed the Directors that she had spoken with Dr. Elam about remaining on the Foundation Board to complete the Director #1 three year term which began July 1, 2015. Dr. Elam agreed to remain on the Foundation Board. The Directors voted as follows to support Dr. Elam's new term. Vote: 5/1; motion carried.

Yes – Patti, Hart, Blanchard, Grupe DePolo, Moreno

No - Wright

Absent – Toliver, Elam

E. Foundation Goals and Program for 2015-17

Dr. Hart shared proposed foundation goals for 2016-17 and the Directors reviewed and discussed the goals. Director Wright motioned and Director Moreno seconded to accept the Goals for 2015/16 as follows:

Goals for 2015-16
September 14, 2015

- Adopt a Mission Statement.
- Create and Approve Guidelines.
- Revise and Update By-Laws.
- Hear periodic reports on Field Trips and CTE/Academic Programs of Interest.
- Hear periodic reports on Passport to College.
- Consider funding a more robust reception for scholarship donors and student scholarship recipients.
- Remove the berm to create more space for the Market.
- Establish a minimum number of annual scholarships and the guidelines for applying for them.
- Establish an annual fund-raising event that uses Delta facilities and student talent to showcase programs.
- Participate in the next Community Foundation raffle.
- Consider increasing the size of the Foundation board by including individuals from outlying areas in the District, e.g., Tracy, Mountain

House, Manteca, Lathrop, Lodi, Galt, Linden, Escalon, Valley Springs, San Andreas, Rio Vista.

Vote: 6/0; motion carried

Yes – Patti, Hart, Blanchard, Grupe DePolo, Moreno, Wright

Absent – Toliver, Elam

F. Mission Statement Discussion

Dr. Hart shared a draft foundation mission statement with the Directors that was reviewed and edited for a final draft.

Director Wright motioned and Director Patti seconded to accept the mission statement as amended. Vote: 6/0; motion carried.

Yes – Patti, Hart, Blanchard, Grupe DePolo, Moreno, Wright

Absent – Toliver, Elam

Mission Statement Draft for SJDC Foundation
9/14/2015

The Delta College Foundation collaborates with San Joaquin Delta College by nurturing relationships, building partnerships, and seeking resources to promote access to higher education and to ensure student equity and success in excellent career technical education, degree and transfer programs.

V. **Agenda Items for Future Meetings**

None noted

VI. **Foundation Board member Questions/Announcements**

None noted

Adjourned at 4:05 p.m.

Foundation Board of Directors

San Joaquin Delta Community College District
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ITEM IV. B.

SUBJECT: 2015-16 First Quarter Financial Reports

DATE: December 14, 2015

- A. RECOMMENDATION:** It is recommended that the Foundation Board receive the 2015-16 First Quarter Financial Report.
- B. BACKGROUND:** The foundation operates on a fiscal year July through June consistent with the college district. Over the course of the year quarterly reports are provided to the board. Those are helpful in measuring performance but the final year-end report is the true representation of the financial condition of the foundation. This is the first such quarterly report for the new fiscal year.
- C. BUDGETARY IMPLICATIONS:** To the degree operating results differed from what was anticipated adjustments may be necessary in the ensuing budget cycle.



Foundation

SAN JOAQUIN DELTA COLLEGE

SJDC Foundation Quarterly Report

The following is a summary of revenue, expense, and net asset activity for the period ending September 30, 2015. See separate schedule IV.B.4 for Market activity.

Revenue and Support

	Actuals
Passport to College	\$ (82,778)
Gladys L Benerd	(64,486)
Schultz, Earl, and Bianchi	(35,257)
Fundraising Revenue Restricted	27,701
Program Service Revenues Restricted	81,491
Other Revenues	-
Interest and Investment Income	3,912
Net Realized and Unrealized Gains/Losses	(30,261)
*Other Contributions and Capital Gifts	22,403
Total	(77,275)

Expenses

Passport Student Fees	-
Student Scholarships and Grants	18,000
Student Instructional Program Support	74,120
Beneficiary Payments	1,050
Fundraising Expenses	14,296
Other Program Expenses	18,501
Total	125,967

Transfers

Other Transfers In	54,824
Other Transfers Out	0
Total	54,824

Excess of Revenue over Expenses

Net Assets, Beginning of Year	(148,418)
Net Assets, Period Ending 9/30/15	5,283,218
	\$ 5,134,800

*Detail of Other Contributions and Capital Gifts

District Employee Contributions	\$ 2,558
Business and Corporations	19,407
Individuals, and Estates	158
Council Programs	280
Total	\$ 22,403

Note: Other transfers in/out reflects the reclassification of amounts due & fund balance to individual accounts.



Foundation

SAN JOAQUIN DELTA COLLEGE

SJDC Foundation Statement of Activities

The following is a summary of revenue, expense, and net asset activity by restriction type for the period ending September 30, 2015. See separate schedule IV.B.4 for Market activity.

	Unrestricted	Temporarily Restricted	Total
Public Support and Revenue			
Contributions, Gifts and Grants *	\$ 35	\$ 22,761	\$ 22,796
Program Service Revenues Restricted	-	81,491	81,491
Other Revenues	-	-	-
Unrestricted Contributions, Gifts	-	-	-
Fundraising Revenue Restricted	-	27,701	27,701
Sales	-	-	-
Net Assets Released From Restrictions	-	-	-
Total	<u>35</u>	<u>131,953</u>	<u>131,988</u>
*Includes \$22,796 pending Board approval			
Other Income			
Realized and Unrealized Gain (Loss) On Investments	-	(234,696)	(234,696)
Change In Value of Deferred Gifts	-	-	-
Interest and Dividends	-	25,433	25,433
Total	<u>-</u>	<u>(209,263)</u>	<u>(209,263)</u>
Expenses			
Student Fees	-	-	-
Student Scholarships & Grants	-	18,000	18,000
Program Services	-	93,671	93,671
General and Administrative	-	-	-
Fundraising Expenses	-	14,296	14,296
Total	<u>-</u>	<u>125,967</u>	<u>125,967</u>
Transfers			
Other Transfers In	-	54,824	54,824
Other Transfers Out	-	-	0
Total Transfers	<u>-</u>	<u>54,824</u>	<u>54,824</u>
Excess of Revenue over Expenses	35	(148,453)	(148,418)
Net Assets, Beginning of Year	71,583	5,211,635	5,283,218
Net Assets, Period Ending 9/30/15	<u>\$ 71,618</u>	<u>\$ 5,063,182</u>	<u>\$ 5,134,800</u>



Foundation

SAN JOAQUIN DELTA COLLEGE

SJDC Foundation Summary of Investment Performance

The following is a summary of investments by bank and program for the period ending September 30, 2015.

	Morgan Stanley							
	Shultz, Earl and Bianchi	Academic Scholarship	Benard	Councils	County Treasury Councils	Bank of Stockton Passport to College	Tisa Cref (Annuity) Marilyn Jones	Totals
Beginning Market Value 7/1/2015	\$ 793,641	\$ 422,340	\$ 1,465,198	\$ 62,043	\$ 2,963,751	\$ 1,606,953	\$ 51,907	\$ 7,365,833
Bank Account Contributions	-	-	-	-	(308,729)	115,387	-	(193,342)
Bank Account Withdrawals	-	-	-	-	-	-	-	-
Total	793,641	422,340	1,465,198	62,043	2,655,022	1,722,340	51,907	7,172,491
Investment Income & Growth								
Interest/Dividends	6,190	3,170	9,825	456	-	5,506	203	25,351
Sales Proceeds/Redemptions	-	-	-	-	-	-	-	-
Realized Gains/Losses	6,047	4,623	21,787	-	-	-	101	32,558
Other Credits (includes sweeps)	-	-	-	-	-	-	-	-
Total	12,237	7,793	31,612	456	-	5,506	304	57,908
Unrealized Gains/Losses	(47,493)	(25,046)	(96,098)	(7,028)	-	(88,677)	(2,914)	(267,256)
Total Investment Income & Growth	(35,256)	(17,253)	(64,486)	(6,572)	-	(83,171)	(2,610)	(209,348)
Disbursements								
Fees	(1,000)	(532)	(1,846)	-	-	(3,755)	(139)	(7,271)
Sales	-	-	-	-	-	-	-	-
Withdrawals	-	-	-	-	-	-	(1,050)	(1,050)
Purchases	-	-	-	-	-	-	-	-
Total	(1,000)	(532)	(1,846)	-	-	(3,755)	(1,189)	(8,321)
Ending Market Value	\$ 757,385	\$ 404,555	\$ 1,398,866	\$ 55,471	\$ 2,659,829	\$ 1,635,414	\$ 48,108	\$ 6,959,629
Yearly Rate of Return	-4.57%	-4.21%	-4.53%	-10.59%	-10.25%	1.77%	-5.30%	-5.51%

*Checking of \$454,552 with Investments of \$6,959,629 agrees to \$7,414,181 Statement of Assets.



Foundation
SAN JOAQUIN DELTA COLLEGE

SJDC Delta Market 15-16 Budget and 14-15 Actuals Report

Revenue and Support	Budget 15-16	Actuals 15-16
Other local revenues	\$ -	\$ -
Sales	750,000	137,415
Total	750,000	137,415
Expenses		
Salaries and Benefits	214,350	46,717
Supplies, Food, Vehicles, Gas & Oil	12,400	1,680
Management & Staff Travel	1,250	-
Advertising Promo & Contract Services	9,700	511
Printing, Duplicating & Banking Charges	1,800	485
Refuse Disposal	18,000	3,432
Security & Fire Systems	19,000	10,881
Software, Licenses & Equipment Rental	40,500	11,321
Repairs and Maintenance Services	6,000	386
Site Improvements (Berm Removal) & Other Misc Exp	352,000	7,177
Total	675,000	82,590
Net Market Revenue	75,000	54,825
Transfer to Passport	(75,000)	(54,825)
Net Operating Results	-	-



Foundation

SAN JOAQUIN DELTA COLLEGE

SJDC Foundation Statement of Assets

The following is a summary of statement of assets by type and program for the period ending September 30, 2015.

Endowment/Wills, Trusts & Passport to College	Total	Councils - Restricted Cash and Investments	Total
Benerd Fund - Endowment	\$ 1,398,866	Academic Scholarship Council	\$ 404,556
Schultz, Earl and Bianchi - Wills, Trusts	757,385	Council Investments (Health, Ag, Eng & Culinary)	55,471
Marilyn Jones - Annuity	48,108		
Passport to College - Investments	1,635,414		
Passport to College - Amounts Due	46,060		
Subtotal	\$ 3,885,833		
		Other Assets	
		Restricted Savings-Chg Fund	2,659,829
		Amounts Due From Various Scholarships and Councils	336,905
		Unrestricted Operating Cash	71,587
		Subtotal	\$ 3,528,348
		Total Foundation Cash and Investments	\$ 7,414,181

Benerd Fund

The Benerd fund investments are held at Morgan Stanley. Will states: 90% the first priority shall be for grants to students to pay for child care at the CDC center now under construction. Any remainder shall be used for scholarships for students based on faculty recommendations and financial need.

Distributions can be made from this fund if the FMV is lower than \$1,001,295 at fiscal year end.

Blanchi Fund

The Bianchi Fund investments are held at Morgan Stanley.

Will states: The estate on hand and any other property of the decedent or estate not now known or discovered should be distributed to San Joaquin Delta College, to be known as the Ruth Bianchi Scholarship Fund, the income and/or principal of said fund to be used for a student or students whose load is mostly taken in the evening on the basis of ability and need.

Joe Earl

The Joe Earl Funds are held at Morgan Stanley. These funds were given to the Delta College Foundation by Joe Earl (an adjunct faculty member) to fund scholarships. Original deposit was \$15k.

Norris and Elinor Shultz

The Norris and Elinor Shultz funds are held at Morgan Stanley. According to the will this is a revocable trust and the distribution is as follows: 1/3 to San Joaquin Delta Community College Scholarship Foundation. According to documents dated July 9, 1992, original amount of distribution is \$333,333.33.

Marilyn Jones Gift Annuity

The Marilyn Jones funds are held by the Calif. Community College League at TIAA Cref. The Community College League entered into an agreement between Marilyn P. Jones for the benefit of the Delta College Foundation. The agreement provides payments of \$4,200 annually starting on December 31, 2004 and continues for the rest of her life. According to the agreement, CCLC shall use the residuum under this agreement for the benefit of the Delta College Foundation for the purposes of funding the scholarships previously established by Marilyn P. Jones.

Passport to College

The Passport to College funds are held at the Bank of Stockton. Passport to College is funded by the Danner Trust (held at Bank of Stockton) and private donations. The Danner trust allows for distributions of up to 5% of the fair market value of the account per year.

Council Investments

These investments are held mainly at Morgan Stanley.

- 1) Culinary Arts
- 2) Health Sciences
- 3) Agriculture & Natural Resources
- 4) Engineering
- 5) Academic Scholarship Council

Restricted Savings and Amounts Due To Various Scholarships and Councils

Restricted funds which are available in accounts at Wells Fargo Bank.

Unrestricted Operating Cash

Unrestricted funds are available in accounts at Wells Fargo Bank.

Reconciliation of Net Assets

Cash and Investments	\$ 7,414,181
Receivables	850
Total Assets	7,415,031
Liabilities	(2,280,231)
Net Assets	\$ 5,134,800

Foundation Board of Directors

San Joaquin Delta Community College District
5151 Pacific Avenue, Stockton CA 95207

ITEM IV. C.

SUBJECT: New Gifts and Donations

DATE: December 14, 2015

- A. RECOMMENDATION:** It is recommended that the Foundation Board accept the gifts and donations on the attached list
- B. BACKGROUND:** One of the primary means of generating resources for the foundation is the solicitation of gifts and donations. It is important to recognize them for several reasons; to acknowledge the donor, to understand the level and type of resources coming into the foundation and maintain a formal record.
- C. BUDGETARY IMPLICATIONS:** Provide resources to help meet the goals of the foundation.



Foundation

SAN JOAQUIN DELTA COLLEGE

SJDC Foundation Donation Listing

*The following is a summary of donations activity
for the period ending September 30, 2015.*

Donor Name	Account Name	Amount
Greater Stockton	SBDC Council	500
Deputy Sector Nav.	Business Entrepreneuership Prgm	1,000
John Chiang	SBDC Council	1,500
Various	Various Councils	2,296
Premier Comm. Credit	SBDC Council	2,500
Health Plan SJCO	Health Sciences Council	2,500
Health Plan SJCO	Health Sciences Council	2,500
Valley Can	Automotive Council	5,000
Wells Fargo Bank	SBDC Council	5,000
Total		<u>\$ 22,796</u>