



# Delta College Foundation

Foundation Board  
Monday, December 10, 2018  
2:00 p.m.  
Horton Administration Bldg.  
Room 103, Boardroom  
5151 Pacific Avenue, Stockton, CA 95207

## Agenda

### SJDC Foundation Board Members

Patrick Doyle, Foundation President  
Retired SJDC Faculty Member

Charles Bloch, Foundation Vice President  
Retired SJDC Faculty Member

Dr. Kathy Hart, Foundation Secretary/Treasurer  
SJDC Superintendent/President

Dr. Elizabeth Blanchard  
Stockton Ports Commissioner  
SJDC Adjunct Faculty

Steve Castellanos  
San Joaquin Delta College Board of Trustees

Susan Grube DePolo  
San Joaquin A+

Carl Toliver  
Retired, SUSD Superintendent

Tom Patti  
Businessman

Jeff Wright  
Lincoln Unified School District

Claudia Moreno  
Former SJDC Board Member

Teresa Brown, Alternate  
San Joaquin Delta College Board of Trustees

### SJDC Foundation Staff

Valerie Stewart-Green  
Executive Assistant to the  
Superintendent/President and Board of Trustees

Erica Sum  
Fiscal Specialist

1. **Call To Order and Roll Call**
2. **Public Comments and Approval of Minutes**
  - 2.1 Comments from the Public
  - 2.2 Approval of the September 17, 2018 Minutes (attached)
3. **Reports/Information**
  - 3.1 Investment Update from Morgan Stanley Representative – Sterling Dalatri
  - 3.2 Update on the search for the Delta College Foundation Coordinator (attachment)
  - 3.3 Report on the Dolores Huerta Plaque/Scholarship (attachment)
4. **New Business – Action Items**
  - 4.1 President's Update
  - 4.2 2018-2019 First Quarter Financial Report (attached)
  - 4.3 Listing of New Donations (attached)
5. **Agenda Items for Future Meetings**
6. **Foundation Board Member Questions/Announcements**



## Delta College Foundation

Monday, September 17, 2018  
Boardroom, Admin. 103  
Valerie Stewart-Green, Recorder

**Present:** Patrick Doyle, President; Charles Bloch, Vice President; Dr. Kathy Hart, Secretary/Treasurer; Dr. Elizabeth Blanchard; Carl Toliver, Tom Patti, Jeff Wright

**Absent:** Sue DePolo, Steve Castellanos, Teresa Brown, Claudia Moreno

**Guest:** None noted

### MINUTES

#### 1. Call To Order and Roll Call

The meeting was called to order at approximately 2:00 p.m.

#### 2. Public Comments and Approval of Minutes

2.1 Comments from the Public – none noted

2.2 Approval of the June 18th meeting minutes

Director Toliver motioned and Director Bloch seconded to accept the minutes as presented. Vote: 7/0; motion carried.

Yes – Doyle, Bloch, Wright, Hart, Blanchard, Toliver

No – none

Absent – Brown, Castellanos, DePolo, Moreno, Patti (not present for the vote)

#### 3. Reports/Information

3.1 Recognition of Patrick Doyle, American Baseball Coaches Association Hall of Fame 2019

Dr. Hart congratulated Foundation President Doyle on his induction into the American Baseball Coaches Association Hall of Fame 2019.

3.2 Delta College Foundation Participation in Stockton Scholars Partnership  
Stockton Unified District Board of Directors member, Lange Luntao presented a Power Point presentation on the Stockton Scholars

Partnership. The partnership will aim at high school students entering college and in need of financial assistance. The Stockton Scholars is run as a program of the Reinvent Stockton Foundation, a 501(c)3 foundation.

The program incorporates lessons from 90+ College Promise Programs across the nation with a goal of tripling the number of Stockton students who both attend and graduate from college in 10 years.

### 3.3 Understanding Guided Pathways

Director of Institutional Research and Effectiveness and Guided Pathways Tina Akers and Economics Professor and Guided Pathways Implementation Team Co-lead Joel Beutel presented a Power Point presentation, "Understanding Guided Pathways".

Delta College is one of twenty California Community Colleges that competed for selection for the California Guided Pathways Project funded by the Foundation for California Community Colleges in 2017. The College has been participating in this comprehensive institution-wide redesign project since the summer of 2017. The California Community College Chancellor's Office is also supporting Guided Pathways redesign as a state-wide initiative with funding for full implementation expected over five years.

### 3.4 Student Athlete Academic Achievement

Dean of Humanities, Social Science, Kinesiology, Education, and Athletics Dr. Daryl Arroyo and Athletic Director Tony Espinoza presented a Power Point highlighting the scholastic achievements of Delta College athletes as they compare to the overall student body.

### 3.5 Scholarship Ceremony 2018

Director of Financial Aid, Scholarships & Veterans Services gave a Power Point Presentation on the Scholarship Program.

## 4. Old Business

### 4.1 Follow-up on Sector Partnership

Dr. Hart gave an update on the Health Sector Partnership informing the Foundation directors that the partnership has been formed and that the executive director is working on relationships with United Way to manage the partnership funds. All local hospitals, skilled nursing facilities and health clinics are involved in the partnership. The main goal is to create more healthcare career pathways.

4.2 Status of Academic Scholarship Council

Dr. Hart informed the Foundation directors that she would be talking with donors this Fall to see if they are willing to continue their donations to the Delta College Foundation.

4.3 Status of Foundation Staff

Dr. Hart informed the Foundation directors that the job description for the Delta College Foundation Coordinator has gone through the process of being presented to the Planning and Budget Committee, President's Council and will be on the October 16<sup>th</sup> Board of Trustees agenda for approval.

**5. Action Items**

5.1 2017-18 Fourth Quarter Financial Report

Director Doyle motioned and Director Hart seconded to approve the 2017-18 Fourth Quarter Financial Report as presented.

Vote: 6/0; motion carried. *(Director Blanchard was not present from this point on)*

Yes –Doyle, Bloch, Hart, Patti, Wright, Toliver

No – none

Absent – Blanchard, DePolo, Castellanos, Moreno

5.2 Listing of New Donations

Director Toliver motioned and Director Patti seconded to approve the donations listed.

Vote: 6/0; motion carried.

Yes –Doyle, Bloch, Hart, Patti, Wright, Toliver

No – none

Absent – Blanchard, DePolo, Castellanos, Moreno

5.3 Budget Comparisons

Director Toliver motioned and Director Patti seconded to accept the budget comparative data report.

Vote: 6/0; motion carried.

Yes –Doyle, Bloch, Hart, Patti, Wright, Toliver

No – none

Absent – Blanchard, DePolo, Castellanos, Moreno

5. **Agenda Items for Future Meetings**

None noted

6. **Foundation Board Member Questions/Announcements**

None noted

Adjournment: 4:06 p.m.

DRAFT

**Delta College Foundation Coordinator****DESCRIPTION**

Responsible for overseeing and coordinating all administrative support aspects including the day-to-day operation of the Delta College Foundation including fundraising events, student field trips, the Delta College alumni association, and serving as staff Board secretary to the Foundation Board and the Superintendent/President. This class is distinguished from Director of Foundation as this position does not provide strategic direction and entrepreneurial leadership for the design, coordination and execution of a comprehensive development and fund raising plan for the District and the San Joaquin Delta College Foundation, this direction will come from the Superintendent/President.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Superintendent/President.

May exercise technical and function oversight of lower-level support staff and/or student workers. Will work cooperatively with President's Office Executive Assistant staff.

**RESPONSIBILITIES AND DUTIES**

1. Organize and administer the day-to day-activities of the Delta College Foundation to assure efficient and effective operations; facilitate the smooth operations of the quarterly Foundation Board meetings and subcommittee meetings, prepare Board agendas, minutes, and visual presentations and materials, keep files, calendar events, and prepare information to support the Foundation Board.
2. With input from the Superintendent/President and the Delta College Foundation Board and assistance from the President's Office staff, plan, develop, oversee, and execute at least two major fundraising events annually. Evaluate, prepare reports, and present reports on event outcomes.
3. With input from College faculty and managers and assistance from the President's Office staff, plan, develop, oversee, and execute at least two major student field trips each semester. Evaluate, prepare reports, and present reports on student field trip outcomes.
4. Assist with President's Office sponsored functions where Foundation goals can be promoted. These functions could include reunions, retirements, matters related to heritage, graduations, pinnings, commencement, certificate completions.
5. Oversee the operation of the Delta College alumni association including updating and maintaining the alumni association and Foundation donors databases. Collect biographical sketches of persons recognized as notable graduates and donors.

## **San Joaquin Delta College**

6. With input from the Superintendent/President and Delta College Foundation Board and assistance from Marketing, Communications, and Outreach staff, prepare quarterly communications to donors, potential donors, and alumni.
7. Maintain and update the Delta College Foundation's website.
8. Monitor financial transactions and process donations and approved expenditures in accordance with the Delta Foundation's by-laws and state and federal regulations.
9. Prepare and disseminate a variety of correspondence, memos, agendas, notices, and materials for presentations.
10. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Implementation and administration of programs.
- Principles and practices of complex administrative functions including project management.
- Research, evaluation, and report-writing methods.
- Event planning, implementation, coordination, and evaluation practices.
- Principles and practices of gathering data, analysis, and presentation.
- Office procedures, methods and equipment including computer processes, word processing software, spreadsheets, presentation software, and database software.
- Principles of business letter writing and basic report preparation.
- Principles and practices of filing and record keeping.
- Basic program planning and budgeting practices and procedures.
- Proper language usage, spelling, grammar, and punctuation.
- Pertinent Federal, State, and local codes, laws and regulations.

#### **Ability to:**

- Perform complex word processing, spreadsheet, and report writing tasks using a wide variety of software applications and techniques.
- Independently prepare correspondence and memoranda and ensure deadlines are met.
- Organize and schedule work to maximize efficiency.
- Work independently without supervision.
- Exercise independent judgment and discretion.
- Maintain a calendar of activities and schedule meetings, events, and field trips appropriately.
- Operate office equipment and computers, scanners, copiers, and fax machines.
- Respond to requests and inquiries from students, faculty, and staff.

## **San Joaquin Delta College**

- Work with sensitive and confidential information and issues using tact and discretion.
- Maintain a variety of manual and computerized files and records.
- Communicate clearly and concisely, both orally and in writing, with a wide variety of audiences.
- Establish and maintain effective working relationships.
- Travel within the county/District when necessary.
- Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college staff, students, and the public.

### **Education and Experience Requirements:**

#### **Education:**

Bachelor's degree from an accredited college or university.

#### **Experience:**

A minimum of three (3) years increasingly responsible administrative support, program coordination, or event planning experience required. Experience in a higher education environment or public agency preferred.

#### **License/Certificate:**

A valid Class "C: California Drivers' License

APPROVED 9/5/2018





Delta College Board of Trustees Agenda Item

### Agenda Item Details

Meeting	Nov 27, 2018 - Regular Meeting of the Board of Trustees
Category	3. Governance Process
Subject	D. Approval of Naming the Plaza: Dolores Huerta Plaza
Type	Action
Budget Source	Delta College Foundation Account for Dolores Huerta Plaza Naming
Recommended Action	The Heritage Committee and the Administration recommend that the Board of Trustees officially name the Plaza the Dolores Huerta Plaza and place a plaque on the above ground planter in the Pathway between the Shima building and the Forum buildings.

On October 23, 2018, the Heritage Committee heard a proposal from faculty members Professor Lynn Hawley and Professor Sarah Seekatz to name the Plaza in front of the Science and Mathematics building the Dolores Huerta Plaza and to place a plaque on the above ground planter in the pathway between the Shima building and the Forum buildings.

Professors Hawley and Seekatz cited Dolores Huerta's years of advocacy for farmworkers, women, Mexican Americans, and the LGBT community and her national recognition, including the Presidential Medal of Freedom, as reasons to permanently recognize and celebrate the accomplishments of this outstanding alumna of Stockton College (now San Joaquin Delta College). The faculty members presented a map identifying the planter where the plaque would be placed. They also presented letters of support from the Academic Senate, the La Raza Employees Association of San Joaquin Delta College, the M.E.Ch.A. club of San Joaquin Delta College, and a number of other individuals.

In anticipation of the Board's approval, the Administration has established a Delta Foundation account where faculty and staff can make donations to support the development of the plaque. Active fundraising will begin after the Board approves the above item.

### Motion & Voting

The Heritage Committee and the Administration recommend that the Board of Trustees officially name the Plaza the Dolores Huerta Plaza and place a plaque on the above ground planter in the Pathway between the Shima building and the Forum buildings.

Motion by Janet Rivera, second by Teresa Brown.

Final Resolution: Motion Carried

Yes: Steve Castellanos, Teresa Brown, Carlos Huerta, Catherine Mathis, Janet Rivera, Jennet Stebbins

Not Present at Vote: Marsha Fernando

Materials related to an item on this Agenda submitted to the Board of Trustees after distribution of the agenda packet are available for public inspection in the Office of the Superintendent/President in the Administration Building, Room 103, 5151 Pacific Avenue, Stockton, CA.



# Delta College Foundation

## Delta College Foundation Quarterly Report

*The following is a summary of revenue, expense, and net asset activity for the period ending September 30, 2018*

<b>Revenue and Support</b>	<u>Actuals</u>
General Fund	208,326
Gladys L. Benerd	105,328
Schultz, Earl, and Bianchi	64,539
Fundraising Revenue	36,005
Program Service Revenues	58,271
Investment Income - other programs	3,064
Gains (Losses) On Investments - other programs	28,547
Contributions and Gifts - other programs	37,329
<b>Total</b>	<u>541,408</u>
<b>Expenses</b>	
Student Scholarships and Grants	11,800
Program Support	83,642
Fundraising Expenses	22,937
General and Administrative	14,159
<b>Total</b>	<u>132,537</u>
Excess of Revenue over Expenses	408,871
Net Assets, Beginning of Year	6,020,977
Net Assets, for the period ending September 30, 2018	<u>6,429,848</u>



# Delta College Foundation

## Delta College 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, 2018

	Unrestricted	Temporarily Restricted	Total
<b>Public Support and Revenue</b>			
Contributions, Gifts and Grants	625	90,894	91,519
Market Contribution	72,702	-	72,702
Membership Contribution	-	6,435	6,435
Program Service Revenue	-	58,271	58,271
Fundraising Revenue	-	36,005	36,005
Investment Income	15,610	18,034	33,644
Gains (Losses) On Investments	59,388	183,444	242,832
<b>Total</b>	<u>148,325</u>	<u>393,083</u>	<u>541,408</u>
<b>Expenses</b>			
Student Scholarships & Grants	-	11,800	11,800
Program Support	-	83,642	83,642
Fundraising Expenses	-	22,937	22,937
General and Administrative	6,398	7,761	14,159
<b>Total</b>	<u>6,398</u>	<u>126,139</u>	<u>132,537</u>
<b>Excess of Revenue over Expenses</b>	141,927	266,944	408,871
<b>Net Assets, Beginning of Year</b>	1,587,780	4,433,197	6,020,977
<b>Net Assets for the period ending September 30, 2018</b>	<u>1,729,707</u>	<u>4,700,141</u>	<u>6,429,848</u>



# Delta College Foundation

**Delta College Foundation Summary of Investment Performance**  
*The following is a summary of investments by bank and program for the period ending September 30, 2018*

	Morgan Stanley				County		Total	
	Shultz, Earl Bianchi	Academic Scholarships	Various Councils	Treasury Councils	Bank of Stockton	Marilyn Jones Annuity		
<b>Beginning Market Value</b>	999,330	524,135	1,793,109	76,446	2,659,829	3,041,847	43,292	9,137,988
Bank Account Contributions	-	-	-	-	-	94,330	-	94,330
<b>Investment Income &amp; Growth</b>								
Investment Income	4,916	2,375	10,054	493		15,610	195	33,644
Gains & Losses	59,623	28,591	95,274	(801)		59,388	758	242,833
<b>Total Inv. Income &amp; Growth</b>	<b>64,539</b>	<b>30,967</b>	<b>105,328</b>	<b>(308)</b>	<b>-</b>	<b>74,998</b>	<b>953</b>	<b>276,477</b>
<b>Disbursements</b>								
Investment Management Fees	(1,257)	(661)	(2,256)	(1)		(6,398)	(229)	(10,801)
Withdrawals							(1,050)	(1,050)
<b>Total Disbursements</b>	<b>(1,257)</b>	<b>(661)</b>	<b>(2,256)</b>	<b>(1)</b>	<b>-</b>	<b>(6,398)</b>	<b>(1,279)</b>	<b>(11,851)</b>
<b>Ending Market Value</b>	<b>1,062,612</b>	<b>554,441</b>	<b>1,896,181</b>	<b>76,138</b>	<b>2,659,829</b>	<b>3,204,777</b>	<b>42,966</b>	<b>9,496,943</b>
Yearly Rate of Return	6.33%	5.78%	5.75%	-0.40%	0.00%	5.36%	1.67%	3.93%



# Delta College Foundation

## Delta College Market Report

for the period ending September 30, 2018

Revenue and Support	<u>Budget 18-19</u>	<u>Actuals 18-19</u>
Sales	570,000	152,274
<b>Total</b>	<u>570,000</u>	<u>152,274</u>
<b>Expenses</b>		
Salaries and Benefits	207,295	42,750
Supplies, Food, Vehicles, Gas & Oil	13,700	3,439
Management & Staff Travel	1,250	-
Advertising Promo & Contract Services	9,700	-
Printing, Duplicating & Banking Charges	1,800	1,646
Permits, Licenses, Fees & Cell Phone	250	244
Refuse Disposal	20,000	4,131
Security & Fire Systems	48,000	14,686
Software, Licenses & Equipment Rental	50,000	12,656
Repairs and Maintenance Services	6,000	-
New Equipment	-	-
Site Improvements & Other Misc Exp	450	20
<b>Total</b>	<u>358,445</u>	<u>79,572</u>
Net Market Revenue	211,555	72,702
Transfer to Passport	211,555	(72,702)
<b>Net Operating Results</b>	<u>-</u>	<u>-</u>



# Delta College Foundation

## Delta College Foundation Statement of Assets

The following is a summary of statement of assets by type and program for the period ending September 30, 2018

Endowment/Wills, Trusts	Total	Councils - Restricted Cash and Investments	Total
Benerd Fund - Endowment	\$ 1,896,181	Academic Scholarship Council - Investments	\$ 554,441
Schultz, Earl and Bianchi - Wills, Trusts	1,062,612	Council Investments (Health, Ag, Eng, & Culinary Arts) - Investments	76,138
Marilyn Jones - Annuity	42,966		
Bank of Stockton - Investments	3,204,777	<b>Other Assets</b>	
		Restricted Savings & Change Fund	2,660,679
		Amounts Due From Various	
		Scholarships&Councils	(1,154,044)
<b>Subtotal</b>	<b>\$ 6,206,536</b>	<b>Subtotal</b>	<b>\$ 2,137,213</b>
		<b>Total Foundation Cash and Investments</b>	<b>8,343,748</b>

**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't be made from this fund if the FMV is lower than \$1,001,295 at fiscal year end.

**Bianchi 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 Shulz 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.

**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 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**

	Fixed Assets	\$ -
	Cash and Investments	\$ 8,343,748
	Receivables	-
	Total Assets	8,343,748
	Liabilities	(1,913,899)
	Net Assets	\$ 6,429,848



# Delta College Foundation

## List of Donations

*The following is a summary of donations  
for the period ending September 30, 2018*

### Cash Donations

<b>Donor Name</b>	<b>Account Name</b>	<b>Actual Amount</b>
Wells Fargo	SBDC Entrepreneur Challenge	5,000
Bank of Stockton	Foundation General	600
Various	Athletics Councils	22,554
Various	Health Sector Partnership	60,000
Various	Various Councils	3,365
<b>Total Cash Donations</b>		<b>91,519</b>