



LOS RIOS

COMMUNITY
COLLEGE
DISTRICT

Los Rios CCD

2015-2016 UNIT PLAN

SUPPORT SERVICES

Unit: Los Rios Foundation

Submitted by:

Beverly "Babs" Sandeen

Submitter

6/01/2015

Date

Approved for Submission:

Beverly "Babs" Sandeen

Unit Administrator

6/01/2015

Date

Plan Approved:



Chancellor/District ALO

6/1/15

Date

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I. Unit Plan

Definition of a Support Services Department/Unit

For purposes of this planning document, a support services unit is defined as a District department which is responsible for providing services throughout the District in a manner which creates and maintains an optimal learning environment for students and/or provides services necessary to support the overall operation of the District and colleges.

Unit Plan Purpose

Unit plans are annual documents created and used by District units to develop and maintain high quality services to support student learning and District and college operations. This operational plan allows the department/unit to appropriately implement its specific responsibilities to support accreditation standards, the LRCCD Vision/Mission/Values Statement, the LRCCD Strategic Directions document, changes to federal and state laws that impact the colleges and District, annual LRCCD executive staff goals, and other major district plans. Plan implementation is supported by allocations provided in the annual District Budget. Together these documents make up a major portion of the ongoing institutional planning, implementation, and evaluation cycle necessary to ensure continuous program and service improvement. The Accrediting Commission's Standard 1.B.3-4 states:

The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data.

The institution provides evidence that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.

The Role of Unit Plans in the Overall Institutional Evaluation, Planning, and Improvement Cycle

LRCCD supports the concept of evaluating current services to determine opportunities for improvement. Unit plans are used by units to identify growth and improvement needs at the operational level, and then provide information to the appropriate administrative and governance levels about the resources and activities required to meet the identified needs.

The District recognizes that its current rate of change, increased enrollment demand, unstable state budget allocations, ongoing facility expansion, changing technology requirements and the rapid growth and demographic changes in its surrounding communities require both short-term and long-term planning efforts. Therefore, unit plans focus on a 1-year time frame directly linked to resource allocations, while also encouraging departments/units to reference or append long-term plans where appropriate.

Plan Due Date

Unit plans are required to be updated annually by June 1 of each year and use this template. A copy of the review will be maintained in the unit and the Office of Education and Technology.

II. Mission Statement

Provide your unit's mission statement below. Your statement must align with the District's mission statement.

Enter your mission statement in the self-expanding text box, below.

The mission of the Los Rios Foundation is to invest in the students of the Los Rios Community Colleges to help them achieve their aspirations through education.

For reference, the following are LRCCD's Vision and Mission statements.

Vision Statement

We, the Los Rios community colleges, provide outstanding programs and services so that all students meet and exceed their educational, career, personal and social goals. We meet the social and economic needs of the community.

Mission Statement

Relying on their professional and organizational excellence, the Los Rios community colleges:

- Provide outstanding undergraduate education, offering programs that lead to certificates, associate degrees, and transfer;
- Provide excellent career and technical educational programs that prepare students for job entry and job advancement through improved skills and knowledge, including the demands of new technologies;
- Provide a comprehensive range of student development programs and services that support student success and enrich student life;
- Provide educational services that address needs in basic skills, English as a second language, and lifelong learning; and
- Promote the social and economic development of the region by educating the workforce and offering responsive programs such as service learning, business partnerships, workforce literacy, training, and economic development centers.

III. Unit Responsibilities and Projects

List your unit's primary assigned responsibilities including those related to creating and/or supporting an effective learning environment. Also, identify any expected changes in responsibilities or major new projects (e.g. opening of new facilities, IT infrastructure upgrades, etc.) for the next academic year (summer, fall, spring). Please reference any LRCCD Strategic Plan strategies, accreditation standards or policies, or changes to state or federal laws that are informing your changes in primary responsibilities or new projects.

List your unit's primary responsibilities (ongoing)

The Los Rios Foundation and the Resource Development Office are responsible for fundraising strategy and implementation for the Los Rios Community College District. The unit seeks to gain financial support from corporations, foundations, governmental agencies, and individuals to benefit students and to meet institutional goals. The Foundation maintains donor records in a global database and has fiduciary responsibility for investing and managing endowed funds as a separately incorporated 501(c)3 organization.

List any new or expected changes in primary responsibilities this year (ongoing)

The Foundation plans to help increase visibility of the Los Rios District and its colleges in order to secure additional private support for the district, its colleges, and our students.

New projects this year (one-time only)

The launch of a distinguished alumni and outstanding philanthropist program in conjunction with the district's 50th anniversary.

IV. Unit Plans

Based on your unit's listed responsibilities and projects, most recent Program Review, and any additional information provided by the appropriate administrator and/or DIR, use the following question prompts and linked forms to document how your unit will complete your assigned responsibilities and projects. State your unit's plans to:

- A. Identify appropriate **equipment, software, supplies** needed to support new projects, expanded responsibilities, and necessary upgrades.

1. **Website/communications support**
2. **IT/research assistance to build online giving platform**

- B. Identify appropriate **staffing** needed to support new projects or expanded responsibilities.

Support for the director of grants and special projects; launch of an intern program to add additional capacity

- C. Identify **new buildings or major renovations** needed to support the completion of unit responsibilities.

None

- D. Identify **minor remodels or alterations** needed to support the completion of unit responsibilities.

None

- E. Identify **professional development** activities that help unit members stay current with their job requirements. Please list expected individual and department requests for professional development activities.

Staff members plan to participate in Council for Advancement and Support of Education and related organizations training activities through conferences, webinars, conference calls, and written materials. Additionally, training for college advancement directors and executive staff will continue to be offered as well.

- F. Ensure required **safety and information security procedures** are followed to create and maintain a safe work environment. If individuals in your unit require training, please refer to the LRCCD Human Resources online safety and information security training opportunities.

We have C-CERT and ACES trained staff and are current with all training requirements.

- G. Ensure unit members participate, and provide **leadership** to the district, in their areas of expertise.

Unit members are encouraged to interact with other advancement officers and staff, college faculty and staff, and district colleagues in a cooperative manner at the level required by the situation. They are encouraged to offer assistance when needed and/or requested. We help coordinate fundraising and grants activities and create strategies in these areas for increased resource development. We participate in leadership meetings and on teams across the district.

- H. Ensure that the results from **assessments on quality and satisfaction** are used to improve services.

Briefly describe the techniques/assessments currently used to ensure quality or required external standards (e.g., audits, inspections). Also, describe techniques/assessments being developed for use next fiscal year.

A yearly financial audit is done in conjunction with General Accounting. General Accounting provides oversight for internal procedures. The Foundation also makes efforts to anticipate needed procedural changes on an ongoing basis.

- I. Ensure unit members know where and how to **refer employees or members of the public** needing support assistance not provided by your unit. Briefly describe what is being done in this regard.

After listening carefully to the request, the appropriate referral is made based on the global address book, college phonebooks, or websites.

- J. State how your department/unit encourages participation in **individual service activities** and volunteerism supporting students (e.g., access/success, e-recycling, presentations, leading workshops, district committees, etc.).

We administer a student emergency fund program and several scholarship programs. The Foundation participates in district wide opportunities for volunteerism and education, introduces its volunteer board members to students, and promotes inclusion of students in all activities.

- K. State your unit's plans to develop and implement **any special or long term projects**, including those identified in your most recent Program Review (if applicable) and the LRCCD Strategic Plan (if applicable). If project plan(s) are contained in another document, list each plan below and attach a copy to your unit plan. For all other project plans, briefly describe projects and indicate implementation timelines below.

Specific Foundation project planning and grant development on a district-wide level is ongoing.

L. Please provide any **suggestions for improving** the District's unit plan process, including how to more effectively align with other District and college processes (strategic plan, other planning, resource allocation, etc.).

None

V. Appendix

List your unit's accomplishments based on completion of last year's unit plan.

We subscribed to an intensive online development training program that was used by all district fundraising staff. We continued to produce monthly fundraising dashboards to assist colleges and fundraising staff with the ability to review fundraising to-date. We kept our online fundraising tool-kit refreshed for the fundraising staff. We provided training via the Council for the Advancement and Support of Education webinar series. We recruited new volunteers to the Los Rios Foundation board with deep connections in the community. We served on the planning committee for the Council for the Advancement and Support of Education's Conference on Community College Advancement. We reinvigorated the Chancellor's Circle program. We applied for numerous grants and continued to seek out new opportunities.

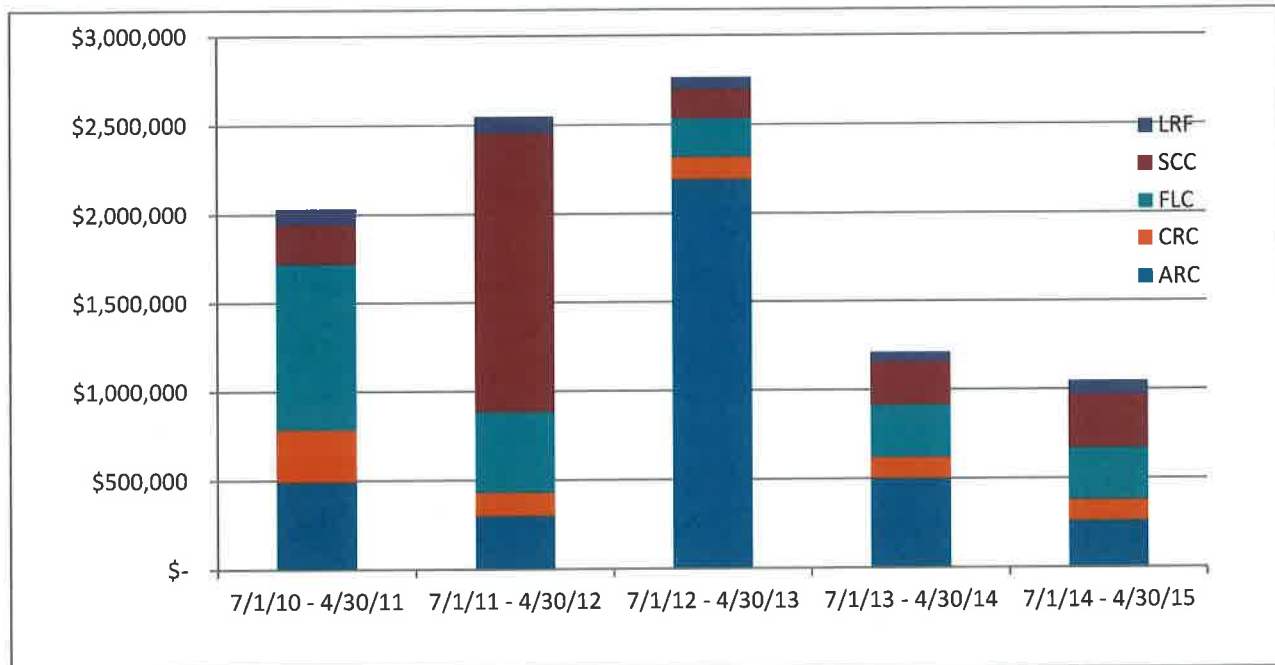
List sources you used to support your unit plan statements.

- 1. Quarterly investment reports for the Foundation investment portfolio.**
- 2. Los Rios Foundation board minutes.**

Attach supporting documents (Supporting Data from the DIR, etc.) following this page, identifying those you have attached in the text box, below.

- 1. Sample fundraising dashboard.**
- 2. Los Rios Foundation Board roster.**
- 3. Most recent quarterly investment report for the Foundation investment portfolio.**
- 4. Most recent Los Rios Foundation board meeting minutes.**

Los Rios Foundation Fundraising Dashboard Fiscal Year Comparisons Year-to-Date



ALL Gifts Year to Date (Comparison)

Date	ARC	CRC	FLC	SCC	LRF	Total
7/1/10 - 4/30/11	\$ 493,722	\$ 291,747	\$ 937,168	\$ 220,951	\$ 89,343	\$ 2,032,931
7/1/11 - 4/30/12	\$ 299,902	\$ 132,637	\$ 450,937	\$ 1,575,224	\$ 90,710	\$ 2,549,409
7/1/12 - 4/30/13	\$ 2,193,964	\$ 125,147	\$ 215,553	\$ 163,969	\$ 67,748	\$ 2,766,381
7/1/13 - 4/30/14	\$ 502,828	\$ 117,246	\$ 292,896	\$ 242,125	\$ 55,312	\$ 1,210,409
7/1/14 - 4/30/15	\$ 262,940	\$ 113,835	\$ 292,731	\$ 296,736	\$ 80,662	\$ 1,046,904
	\$ 3,753,357	\$ 780,611	\$ 2,189,285	\$ 2,499,005	\$ 383,775	\$ 9,606,033

Top Gifts -ALL (Historical)

Gift Amount	Donor	Gift Date	Gift Type	*Entity
\$ 1,597,500.00	The Andy Warhol Foundation for the Visual Arts, Inc.	9/28/2012	Gift-in-Kind	ARC
\$ 1,375,000.00	Hulda M. Stone	4/26/2012	Cash	SCC
\$ 350,000.00	Neva J. Cimaroli	1/19/2011	Cash	FLC
\$ 300,000.00	Sutter Health Sacramento Sierra Region	12/19/2003	Cash	LRF
\$ 250,000.00	Anonymous	8/25/2004	Cash	LRF/SCC
\$ 250,000.00	City of Folsom	12/17/2007	Pledge Payment	FLC
\$ 250,000.00	Molly M. Evangelisti	9/6/2006	Pledge Payment	ARC
\$ 230,554.00	George Kambara	2/8/1988	Cash	SCC
\$ 223,300.00	Sutter Health Sacramento Sierra Region	6/5/2012	Cash	LRF
\$ 200,000.00	Charles F. Block	5/30/2000	Cash	SCC
\$ 200,000.00	City of Folsom	4/14/2011	Pledge Payment	FLC
\$ 200,000.00	Sutter Health Sacramento Sierra Region	5/5/2003	Cash	LRF

*Entity reflects unit to which donor directed funds.

Top Gifts - ALL (YTD)

Gift Amount	Donor	Gift Date	Gift Type	*Entity
\$ 100,000.00	Anonymous	12/31/2014	Cash	SCC
\$ 33,240.00	El Dorado Community Foundation	12/19/2014	Cash	FLC
\$ 30,000.00	The Robert S. and Star Pepper Foundation, Inc.	12/19/2014	Pledge Payment	FLC
\$ 26,000.00	The Robert S. and Star Pepper Foundation, Inc.	7/8/2014	Pledge Payment	FLC
\$ 20,800.00	Dignity Health	7/28/2014	Pledge Payment	FLC
\$ 18,000.00	Foundation for California Community Colleges	1/16/2015	Cash	ARC
\$ 18,000.00	Gayland Jordan	2/3/2015	Gift-in-Kind	SCC
\$ 12,000.00	Craig M. Stroh	12/16/2014	Cash	SCC
\$ 10,000.00	BloodSource	7/7/2014	Cash	LRF
\$ 10,000.00	Fred Bookey	7/21/2014	Cash	FLC
\$ 10,000.00	John D. Ellis	12/18/2014	Cash	CRC
\$ 10,000.00	Merrilee R. Engel	12/1/2014	Cash	CRC
\$ 10,000.00	Inductive Automation	7/1/2014	Cash	FLC
\$ 10,000.00	Kaiser Foundation Health Plan, Inc.	3/27/2015	Cash	LRF
\$ 10,000.00	Western Health Advantage	8/27/2014	Cash	LRF

4/2015 Gifts Over \$500 - ALL

Gift Amount	Donor	Gift Date	Gift Type	*Entity
\$ 6,689.00	Lesley May dba Boyden Enterprises	4/13/2015	Cash	SCC
\$ 5,000.00	Diane E. McGarry	4/21/2015	Cash	CRC
\$ 5,000.00	Diane E. McGarry	4/21/2015	Cash	CRC
\$ 4,999.00	Craig Robinson	4/7/2015	Gift-in-Kind	SCC
\$ 3,500.00	Timothy Tutt	4/30/2015	Gift-in-Kind	ARC
\$ 1,600.00	Fred C. Evangelisti	4/20/2015	Cash	ARC
\$ 1,428.57	Guild Mortgage Company	4/17/2015	Pledge Payment	FLC
\$ 1,250.00	Gilbert Associates, Inc.	4/2/2015	Pledge Payment	LRF
\$ 1,200.00	Jacob Groth	4/24/2015	Gift-in-Kind	SCC
\$ 1,200.00	Intel Corporation Charitable Match Trust	4/2/2015	Cash	ARC
\$ 1,000.00	Lois Finch	4/6/2015	Cash	ARC
\$ 1,000.00	James K. Mar	4/20/2015	Cash	ARC
\$ 1,000.00	Deon K. Shortz	4/28/2015	Cash	FLC
\$ 1,000.00	Soroptimist International of Sacramento North	4/6/2015	Cash	ARC
\$ 1,000.00	Soroptimist International of Sacramento North	4/6/2015	Cash	ARC
\$ 900.00	Independent Order of Odd Fellows, Sacramento	4/9/2015	Cash	CRC
\$ 900.00	Independent Order of Odd Fellows, Sacramento	4/15/2015	Cash	SCC
\$ 708.00	Nor-Cal Publishing Services	4/13/2015	Cash	SCC
\$ 540.00	The Sacramento Bee	4/28/2015	Cash	SCC
\$ 500.00	Elaine R. Ader	4/13/2015	Cash	SCC
\$ 500.00	Robert M. Frew	4/20/2015	Cash	ARC
\$ 500.00	Michael Hanamura	4/8/2015	Cash	FLC
\$ 500.00	Sharon Krause	4/30/2015	Cash	FLC
\$ 500.00	Dixie L. Meixner	4/8/2015	Cash	SCC
\$ 500.00	Susan Miglore	4/2/2015	Cash	FLC
\$ 500.00	Glenn A. Pico	4/30/2015	Cash	ARC
\$ 500.00	Marcia Pryluck	4/13/2015	Cash	SCC
\$ 500.00	Pat Richards	4/6/2015	Cash	FLC
\$ 500.00	Joyce R. Schaeuble	4/13/2015	Cash	SCC
\$ 500.00	Joyce R. Schaeuble	4/17/2015	Cash	SCC
\$ 500.00	Linda Wark	4/14/2015	Cash	SCC
\$ 500.00	Tami D. Wooden	4/20/2015	Cash	ARC

*Entity reflects unit to which donor directed funds.



Los Rios Foundation Board of Directors

Officers

David Younger, Lionakis
David Diepenbrock, Diepenbrock Elkin
James Allen, Credit Union
Marty Katz, SMUD
Jean Foster, C.P.A
Beverly "Babs" Sandeen, LRCCD
Kristin Frame, LRCCD

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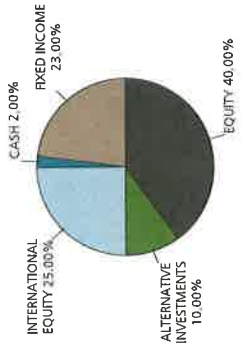
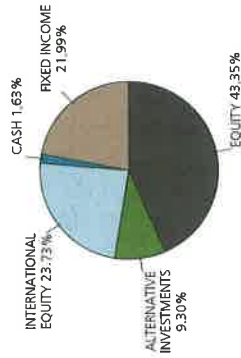
TOTAL FUND SUMMARY MARCH 31, 2015



Asset Allocation Analysis

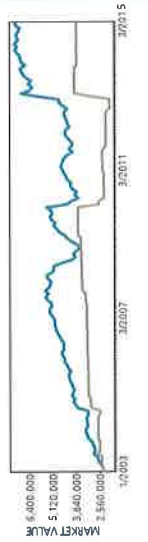
Asset Allocation as of March 31, 2015

Target Allocation



Portfolio Growth

Source of Portfolio Growth
January 31, 2003 Through March 31, 2015

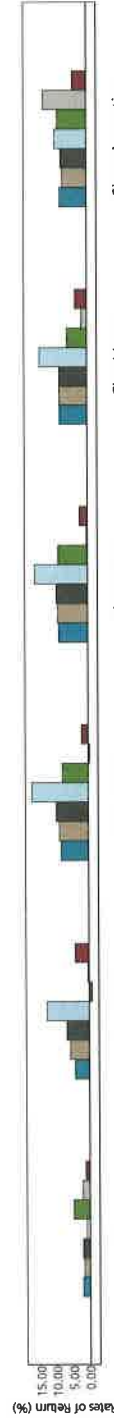


— Portfolio Market Value
— Beginning Market Value & Net Contributions

	Dollars	
	Latest Quarter	Since Inception
Beginning Value	2,394,654	1,415,714
Net Contribution	1	3,310,194
Investment Return	135,478	7,120,561
Ending Value	7,120,561	7,120,561

Portfolio Returns

Name	Incept. Date	Current Allocation	Portfolio Returns					Comparative Index	Latest Quarter	One Year	Two Years	Three Years	Five Years	Since Incept
			Latest Quarter	One Year	Two Years	Three Years	Five Years							
Total Portfolio	08/02/04	34.5%	1.74	12.13	17.47	16.04	14.59	8.97	1.80	12.37	17.38	16.43	14.71	8.82
Parametric R3000	10/08/08	9.6%	(0.21)	4.60	16.48	16.61	13.08	17.13	(0.51)	8.94	15.12	16.30	13.66	13.77
Snow Capital ACV	07/20/06	18.3%	1.51	4.99	1.84	3.10	4.29	6.34	1.45	4.20	2.09	2.40	3.61	4.80
Breckinridge Intrm Fixed	10/04/05	9.2%	5.92	3.16	8.77	8.13	6.33	6.01	4.89	2.09	6.56	7.52	6.11	5.82
Hansberger Intl	03/25/09	8.3%	4.06	(3.75)	6.24	6.97	5.18	11.89	2.24	(3.26)	5.20	6.20	4.42	12.91
JP Morgan Intl Value	06/15/12	2.2%	6.01	(1.85)	11.46	-	-	17.25	4.43	(2.75)	9.07	9.85	8.52	14.42
Brandes Intl Sm Cap	06/15/12	4.2%	(1.57)	(7.50)	(3.06)	-	-	3.35	2.24	0.44	(0.50)	0.31	1.75	3.80
Brandes EM	09/23/10	4.1%	3.75	12.05	6.20	7.89	-	7.67	3.38	10.81	5.76	6.96	7.92	7.03
Spectrum Preferred Secs	11/27/12	1.3%	2.14	(45.18)	(32.02)	-	-	(27.12)	(2.54)	(10.02)	(7.10)	(4.59)	(2.16)	(5.69)
Structured Products-Currency	04/29/13	8.1%	2.54	2.41	-	-	-	0.65	0.01	0.03	0.03	0.05	0.07	0.03
Liquid Alternatives	01/01/03	100.0%	2.17	4.32	8.38	8.91	8.42	8.21	1.76	5.71	8.82	9.16	8.53	7.47
Total Portfolio														



- Total Portfolio
- Composite Benchmark
- 40%SF500/25%EAFE/25%BCIAg/10%FOF
- S&P 500 Index
- MSCI Net EAFE
- MSCI Net EM
- Barclays Internr Agg

LOS RIOS FOUNDATION

Board of Directors Meeting

Wednesday, April 22, 2015

11:30 a.m. - 1:30 p.m.

American River College

4700 College Oak Drive, Sacramento, California

MINUTES

Directors In Attendance: Stephanie Bray, Leslie Dougherty, Kristin Frame, Thomas Greene, Pamela Haynes, Sergey Ivannikov, Kathryn Jeffery, Marty Katz, David Lowe, Theresa Paige, Alena Quintero, Rachel Rosenthal, Doug Rowley, Babs Sandeen, Kathy Steuer, Alex Taghavian, Whitney Yamamura, Dave Younger

Guests: Merlene Bendixen (LRF), Kirsten DuBray (ARC), Ken Cooper (CRC), Sally Howard (FLC), Mary Leland (SCC)

CALL TO ORDER:

The meeting was called to order at 12:00 p.m. by Los Rios Foundation Chair Dave Younger.

1. **ORAL COMMUNICATIONS:** Dave Younger asked if there were any non-agenda items or public comments and there were none.
2. **CONSENT CONSIDERATIONS:**
 - a) Approval of Previous Meeting Minutes
 - b) Approval of Form 990
 - c) Approval of Quarterly Foundation Expense Reports
 - d) Acceptance of Investment Portfolio Summary

Dave Younger asked if there were any comments on the consent consideration items, copies of which were sent out in advance of the meeting, and there were none. Dave Younger asked for a motion of approval. Alex Taghavian motioned to approve the Consent Items. Kathy Steuer seconded the motion. All were in favor and the motion carried.

3. COMMITTEE REPORTS/TRIPLE-A BOARD ACTIONS:

a. **Executive Committee Report**

Dave Younger updated the board on the upcoming Board Retreat to be held on June 17th from 9:00a-4:00p at Sacramento City College. Kay Sprinkel Grace, author of "The AAA Way to Fundraising" will be the keynote speaker for the morning session, followed by the annual scholarship awards luncheon, an update from the Chancellor and board business. He also reminded the board that Big Day of Giving is coming up again on May 5th and encouraged them to consider making their annual contribution this way if they have not already done so.

b. **Finance Committee Report**

Babs Sandeen filled in for Jim Allen, and reported that the focus of the Finance committee had been approving the 990 and reviewing the Foundation's investments. Brian Sharpes from UBS will be at the Retreat.

c. **Scholarship Committees**

- a. **Business Industry Association:** Marty Katz chaired this committee, and thanked Pat Derickson for helping to select 8 excellent candidates to receive \$1,000 scholarships. He gave a brief overview of each awardee.
- b. **California Retired Teachers Association:** Theresa Paige chaired this committee, and thanked Kären Woodruff, Sergey Ivannikov, and Kathy Steuer for their help in selecting 4 candidates to receive this \$1,500 scholarship. She gave a brief overview of each winner.
- c. **Sutter Health:** David Lowe chaired this committee, and served with Stephanie Bray. David Lowe announced the 4 winners of the \$2,000 scholarship, and gave brief overviews of each.

d. **Stewardship & Events Committee Report**

Marty Katz updated the board on the work of the Stewardship and Events Committee. The committee has selected the eight honorees (two from each college) that will be recognized with much thanks to the hard work to the AOs and College Presidents. Staff is strategizing on how to best connect with each nominee. He emphasized that the event will serve as a stewardship and visibility opportunity more than a fundraising event.

4. **COLLEGE UPDATES:** Thomas Greene (ARC), Rachel Rosenthal (FLC), Ken Cooper (CRC) and Kathryn Jeffery (SCC) presented updates about their colleges.
5. **ADJOURN BUSINESS MEETING:**
Dave Younger adjourned the meeting at 1:25 p.m.

Minutes prepared by Kristin Frame, Secretary, Los Rios Foundation.