

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
Jt. Meeting w/ COC Foundation & Business Meeting
Wednesday, May 28, 2025
(Approved - 6/11/25)

Board Member Attendees:

Edel Alonso, Fred Arnold, Carlos Guerrero, Sharlene Johnson, Darlene Trevino, Student Trustee – Sanjana Sudhir

COC Foundation Board of Directors:

Lisa Burke, Thea Alvarado, David Andrus, Monica Lee Copeland, Mike DeLorenzo, Shawn Fonder, Tamara Gurney, Steve Corn, Shawn Fonder, William Harwood, Jason Hinkle, Gary Horton, Edward Masterson. Jesse McClure, Leticia Meza-Guerrero, Shawna Mann, Jeremy G. Patrich, Scott Schauer

Staff Attendees:

Jasmine Ruys, Mary Ramirez, Desiree Dodd, Shawn Irwin, Jason Burgdorfer, Erin Tague, Cassidy Butow, Melayn Poladian, Eric Harnish, Paul Wickline, Harriet Happel, Daylene Meuschke, Dora Lozano, Dylan Mahoney

1. PRELIMINARY FUNCTIONS**1.1 Call to Order/Establishment of a Quorum**

Ms. Johnson opened the meeting at 4:12pm. She asked Mrs. Ramirez to establish a quorum of the Board by initiating "roll call."

1.2 Welcome

Ms. Johnson welcomed attendees to the meeting.

1.3 Flag Salute

Ms. Johnson asked Mr. Eric Harnish to lead the flag salute.

1.4 Approval of Agenda

Move Approval of the Agenda.

Motion by Carlos Guerrero, Seconded by Darlene Trevino

Final Resolution: Motion Carries

Roll Call was held with the following results:

Aye: Student Trustee – Sanjan Sudhir

Aye: Edel Alonso, Fred Arnold, Carlos Guerrero, Sharlene Johnson, Darlene Trevino

1.5 Recognition ~ 2024/25 Outgoing Student Trustee, Sanjana Sudhir

The Board of Trustees read a special resolution for Student Trustee, Sanjana Sudhir and gave her a gift.

1.6 Up Close & Personal ~ English Department, Here's Why We're Awesome!

Ms. Delaney and Ms. Dimakos shared a PowerPoint presentation with the Board of Trustees highlighting the following:

- Cul-de-Sac
- Annual Poets & Writers literary reading, and
- Celebrating the Humanities.

1.7 Comments by Members of the Audience on Any Item NOT ON THE AGENDA

None.

2. BOARD OF TRUSTEES BUSINESS MEETING – CONSENT CALENDAR

- 2.1 SS - Approval of the 2026-2027 Academic Calendar
- 2.2 SS - Approval of the Family Planning, Access, Care, and Treatment (Family PACT) Electronic Billing Services and Business Associate Agreement between the Santa Clarita Community College District and Medical Billing Technologies (MBT), Inc.
- 2.3 SS - Approval of Associated Student Government (ASG) Spring 2025 Travel Schedule
- 2.4 SS - Approval of International Travel Authorizations Schedule T – 24/25 – 12

Move Approval of all Consent Calendar items on the Board agenda according to the recommended action on each item.

Motion by Fred Arnold, Seconded by Carlos Guerrero

Final Resolution: Motion Carries

Roll Call was held with the following results:

Aye: Student Trustee – Sanjana Sudhir

Aye: Edel Alonso, Fred Arnold, Carlos Guerrero, Sharlene Johnson, Darlene Trevino

The Board adjourned their business meeting at 4:47pm and took a break before returning for the joint meeting with the COC Foundation.

3. ADJOURNMENT OF BUSINESS MEETING & RECONVENE JOINT MEETING WITH COC FOUNDATION BOARD

- 3.1 Call to Order/Establishment of a Quorum & Approval of the Agenda (ACTION for COC FOUNDATION)

The Board of Trustees and the COC Foundation Board reconvened at 5:35pm for their joint meeting.

- 3.2 JT. MTG – Student Spotlight

Ms. Lozano introduced scholarship recipient Austin M. Taylor-Uku.

Mr. Taylor-Uku shared inspirational comments with the Board and the COC Foundation regarding his journey at COC.

- 3.3 JT. MTG – Update on Santa Clarita Community College District Facilities Planning

Mr. Andrus shared a PowerPoint Presentation highlighting the capital projects that are currently under facilities planning review.

- 3.4 JT. MTG – Update on COC Foundation’s Silver Spur Event

Ms. Mann shared highlights on the Silver Spur event.

The Silver Spur video on the nursing program was shown.

- 3.5 JT. MTG – Update on COC Foundation’s Efforts and Areas of Support

Ms. Mann shared highlights on the efforts and areas of support of the foundation.

Ms. Copland shared highlights of the strategic plan that is currently in progress with the Foundation.

- 3.6 JT. MTG – Update on COC Foundation’s Endowment Efforts

Ms. Mann provided an update on the Foundation's efforts.

4. ANNOUNCEMENT OF NEXT BOARD OF TRUSTEES MEETING

4.1 Business Meeting & Tentative Budget Workshop - Wednesday, June 11, 2025; 4:00pm – Closed Session, 5:00pm - Open Session; UCEN 301

There being no further business, the meeting was adjourned at 7:38pm.

COLLEGE OF THE CANYONS FOUNDATION
Dianne G. Van Hook University Center, Room 258
Rockwell Canyon Road, Santa Clarita CA 91355

College of the Canyons Foundation Board of Directors
Meeting - Minutes
Wednesday, May 28, 2025, at 5:00 PM

Members David Andrus, Gary Horton, ML Copeland, Tamara Gurney, Jesse McClure, Scott Schauer, Ed Masterson, Jason Hinkle, Matt Sreden, Lisa Burke, Shawna Mann, William Harwood, Thea Alvarado

Members Absent:

Foundation Staff Shawna Mann (Executive Director), Monica Lee Copeland (Chief Development Officer), Desiree Dodd (Director of Development and Engagement), Melayn Poladian (Foundation Coordinator), Dylan Mahoney (Events and Marketing Coordinator)

District Staff

Present:

Affiliated Guests

Present:

Guests:

5. ADJOURNMENT OF JOINT MEETING WITH BOARD OF TRUSTEES AND RE-CONVENE COLLEGE OF THE CANYONS FOUNDATION BOARD MEETING

5.1 Call to Order/Establishment of a Quorum

Gary Horton

Sharlene Johnson adjourned the joint Board of Trustees and Foundation Board meeting at 7:39 pm. Gary Horton reconvened the meeting of the Foundation Board of Directors at 7:39 pm.

5.2 Approval of Meeting Minutes: March 25, 20245

Gary Horton

Gary Horton requested a motion to approve the meeting minutes from the last Board of Directors meeting on March 25, 2025.

Motion to Approve:

Monica Lee Copeland

Second:

Ed Masterson

Voting Yes:

David Andrus,
Gary Horton, ML
Copeland,
Tamara Gurney,
Jesse McClure,
Scott Schauer, Ed
Masterson,
Jason Hinkle,
Matt Sreden,
Lisa Burke,

Abstention:

Thea Alvarado

Shawna Mann,
William Harwood

6. PUBLIC COMMENT

6.1 Comments by Members of the Audience NOT on the Agenda

Gary Horton

There were no comments made by members not on the agenda.

7. INFORMATION AND ITEMS APPROVED BY EXECUTIVE COMMITTEE

7.1 Financial Statements as of March 31, 2025

Lisa Burke

Lisa Burke deferred to Jason Hinkle to provide a brief overview of the Foundation's current investment performance. He shared that overall performance has been strong, and endowments have been growing steadily.

Expenses were on track, and we identified savings with our salaries and benefits as well as development fundraising. Silver Spur has an expected net income of at least \$40,000.

The group also discussed available interest from Fund 82 that could be used to support operations if needed.

7.2 Professional Service Agreements

Shawna Mann

- **Anthony Shaw – Auctioneer for Silver Spur - \$1000 – CANCELLED**
- **Brooke Ritter Photography – Photographer for Silver Spur - \$1,175**
- **Barnes and Noble – Gift Card Promotion for SCV Bookfair - \$0**
- **Masato Nakada – The Kevin Jenkins Memorial Lecture Series - \$600**
- **Tacos Jimenez, Inc. – Food Vendor for SCV Bookfair - \$0**

Shawna Mann briefly presented the professional service agreements above to the Board.

7.3 2023-2024 990 – IRS Tax Exempt Organization Filing

Shawna Mann

Shawna Mann provided an overview of the 2023–2024 IRS Form 990. The document was submitted for informational purposes and included no major changes or issues. Shawna noted that the complete document could be found online.

7.4 Foundation Credit Cards

Shawna Mann

- **Add Monica Lee Copeland and Dylan Mahoney to the cards**
- **Change to Shawna Mann's name (still listed under Lubs)**
- **Change of Account Holders**

The Board briefly reviewed the need for administrative updates to Foundation credit cards.

7.5 Changes to Bank Accounts

Shawna Mann

- **Change of Signers**
- **Update name on account**

The Board briefly reviewed the need for administrative updates to Foundation bank accounts.

8. **APPROVAL**

8.1 **Tentative Budget for the 2025-2026 Fiscal Year** **Shawna Mann**

Shawna Mann presented the tentative budget for the 2025-2026 Fiscal Year, noting that totals have been kept the same as the previous year. The budget is subject to change as the strategic development plan is finalized. Jason Hinkle noted that the tentative budget gives the Foundation spending authority as the new budget is developed

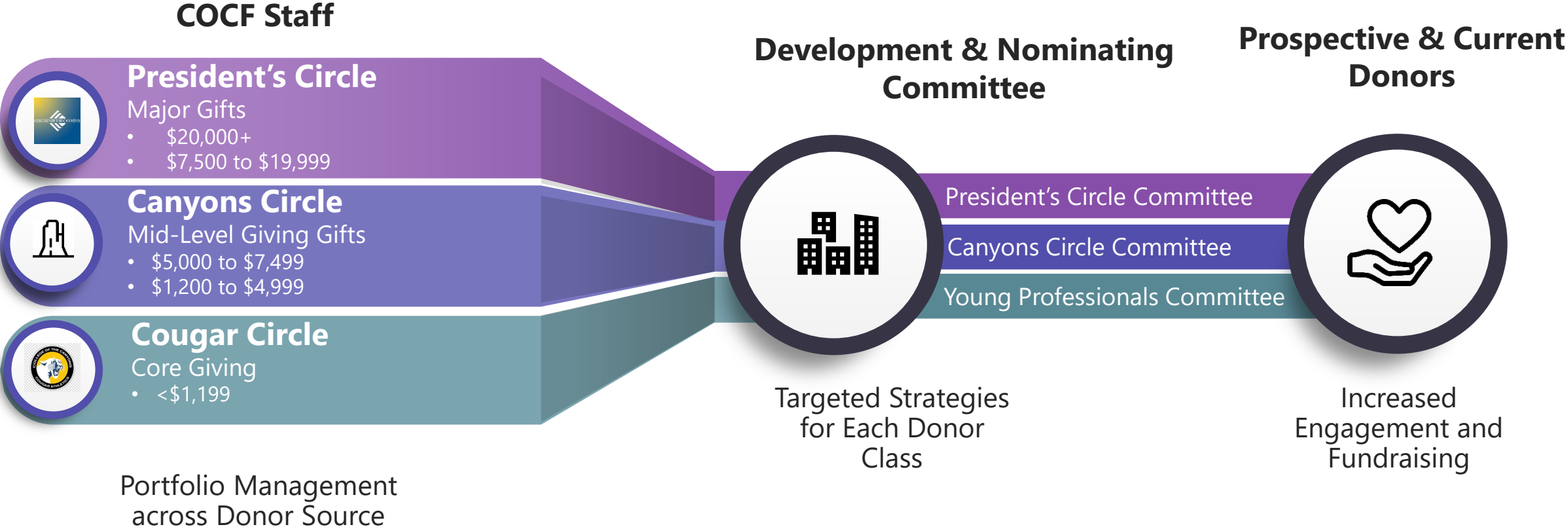
Motion to Approve:	Second:	Voting Yes:	Voting No:
Monica Lee Copeland	Ed Masterson	David Andrus, Gary Horton, ML Copeland, Tamara Gurney, Jesse McClure, Scott Schauer, Ed Masterson, Jason Hinkle, Matt Sreden, Lisa Burke, Shawna Mann	William Harwood

9. **ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING**

9.1 **Adjournment** **Gary Horton**

Gary Horton adjourned the meeting at 7:53 pm

Fundraising Workflow Slide



Donor Benefits

	Alumni & Friends	Business
<div>President's Circle: Medallion Level \$20,000</div> <div>(\$600)</div>	<ul style="list-style-type: none">• Annual President's Balcony Reception• Annual Leadership Conference Call• Annual Parking Pass• 6 POA Pre-Shows + 1 Master Class for Two• 4 Tickets to All Foundation Signature Receptions– VIP Status• <i>and italicized items below</i>	<ul style="list-style-type: none">• Title Sponsorship for a COCF Event or Two Weeks of Marquee Access• Complimentary Use of the UCEN for One Day (8.5 hours)• Annual President's Balcony Reception• Annual Parking Pass• 4 Tickets to All Foundation Signature Receptions—VIP Status• <i>and italicized items below</i>
<div>President's Circle: Mace Level \$7,500</div> <div>(\$225)</div>	<ul style="list-style-type: none">• 4 POA Pre-Show Events + 1 Master Class for Two• 2 Tickets to All Foundation Signature Receptions – VIP Status• <i>Lunch for two at the iCUE</i>• <i>2 Tickets to Silver Spur Donor Recognition Event</i>• <i>Private Foundation & Student-Led Annual Campus Tour</i>• <i>and italicized items below</i>	<ul style="list-style-type: none">• Secondary Event Sponsorship or One Week of Marquee Access*• Complimentary Use of the UCEN for a Half Day (4 hours)• Annual President's Balcony Reception• 2 Tickets to All Foundation Signature Receptions—VIP Status• <i>2 Tickets to Silver Spur Donor Recognition Event</i>• <i>and italicized items below</i>
<div>Canyons Circle: Sierra Level \$5,000</div> <div>(\$150)</div>	<ul style="list-style-type: none">• 4 POA Pre-Show Events• 2 Tickets to three Foundation Signature Receptions• Discounted Tickets to Silver Spur Donor Recognition Event• Canyons Circle Guided Campus Tour• <i>4 Tickets to any Athletic Event</i>• <i>and italicized items below</i>	<ul style="list-style-type: none">• Complimentary Use of the UCEN for Two-Hour Meeting• Two Tickets to three Foundation Signature Receptions• Discounted Tickets to Silver Spur Donor Recognition Event• <i>Stadium Banner</i>• <i>Name mentioned on Foundation URL</i>• <i>Special Invitations to Blackbox and Campus Events</i>
<div>Canyons Circle: Honor Grove Level \$1,200</div> <div>(\$36)</div>	<ul style="list-style-type: none">• 4 POA Pre-Show Events• 2 Tickets to two Foundation Signature Receptions• <i>Special Invitations to Black Box Events</i>• <i>Advance Season Purchase for POA Events</i>• <i>and italicized items below</i>	<div>*Use of Marquee at Business Mace Level is additional \$2,500</div>
<div>Cougars Circle: Top Cats \$600</div> <div>(\$18)</div>	<ul style="list-style-type: none">• 2 Tickets to any athletic event• <i>Name mentioned on Foundation URL</i>• <i>Cougar License Plate</i>• <i>COC Logo Cup</i>	<div>COCF Signature Receptions</div> <p>COCF will host four receptions annually highlighting our wide array of student-focused programming.</p> <div>Homecoming Football Pre-Game Reception An Intercultural Event Reception A Canyon Country Star Party Reception COC Spring Musical Reception</div>

Bylaws Update: Development & Nominating Committee

Amended and Restated Bylaws

Article 7

COMMITTEES AND ADVISORY BOARDS

Section 7.1

(e) **Development and Nominating Committee.** The Development and Nominating Committee is chaired by a nominated member of the Board of Directors and the Chief Development Officer. Its membership should consist of at least three directors and the committee size should not exceed more than ten members. The Development and Nominating Committee will meet two to three times a year.

It has at its core the following tasks and may take on other assignments as designated by the Board of Directors: 1) Work with the Chief Development Officer and senior development staff to help shape advancement strategies and plans, including the Annual Giving, Planned Giving, Capital Giving, Social Fundraising Events, and Stewardship events; 2) Recruit, nominate and secure volunteers to serve as directors and fundraising committee members according to our Nominating Policies; 3) Review Board of Director Give and Get Policies and encourage directors to make a personally significant annual gift to the Foundation; 4) Ensure Board of Director participation in annual training retreats, orientations, and fundraising events.

Bylaws Update: Personal Significant Gift

Amended and Restated Bylaws

Article 4

BOARD OF DIRECTORS

Section 4

Section 4.11. Personally Significant Gift

All directors are required to make a personally significant annual gift to the Foundation. The “Give” threshold for directors is two thousand five hundred dollars (\$2,500). The Foundation shall reserve two (2) community director positions for board directors who have active board service and were current in their giving to the Foundation at the prior giving threshold of fifteen hundred dollars (\$1,500). Additionally, the Foundation will offer the community give threshold to two (2) Junior directors nominated from the Young Professionals Circle.

In addition to a personally significant contribution, directors are responsible for supporting fundraising efforts at the committee level. The “Get” threshold is determined by the goals of the fundraising committee.

Bylaws Update: Board Appointment

Amended and Restated Bylaws

Article 4.2

APPOINTMENT OF DIRECTORS

With the exception of Ex Officio Directors, who shall serve by virtue of their position with the District or Foundation, new Directors may be recommended by any other member of the Foundation's Board, as well as college staff, and community members. Directors must submit their recommendations to the **Development and Nominating Committee** for initial review. **The Nominee review will be based on criteria in the Board and Committee Member Nomination Process.** Candidates will be presented to the Executive Committee and after its review, the Executive Committee will forward its recommendation to the Board of Directors for appointment by majority vote of the Board members present at a duly noticed Board Meeting at which a quorum is present.



**College of the Canyons Foundation
Financial Statements
Fiscal Year 2024-2025
Period Ending: May 31, 2025**

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College of the Canyons Foundation

Financial Statements Overview

Period Ending: May 31, 2025

Overview

The Adopted Budget included revenues of \$267,700 and expenses of \$267,500, with net revenue of \$200.

As of May 31, 2025, we are 92% of the way through the fiscal year. Both revenues and expenses are tracking below budget with revenues of \$221,406 at 83% and expenses of \$213,494 at 80% bringing the net revenue to \$7,912.

2024-25	Adopted Budget	YTD Actuals	Variance to Adopted Budget	Actuals as a % of Budget
Revenues	\$267,700	\$221,406	(\$46,294)	83%
Expenses	(\$267,500)	(\$213,494)	\$54,006	80%
Net Revenue	\$200	\$7,912	\$7,712	

Revenues

Revenues are at 83% of budget with the Golf Tournament held in October 2024 and Silver Spur held in May 2025.

Below are highlights of year to date revenues:

	Adopted Budget	Current Budget	5/31/25 Actuals	Variance of 5/31/25 Actuals to Current Budget	% to Current Budget
• Interest/Dividends: 3rd Qtr LACOE interest at 3.63%	\$5,000	\$5,000	\$4,212	(\$788)	84%
• Change in Life Insurance Cash Value: Annual year end adjustment from insurance statements	\$4,000	\$4,000	\$0	(\$4,000)	0%
• Change in Irrevocable Planned Gift Value: Annual year end adjustment from IRS table	\$700	\$700	\$0	(\$700)	0%
• Interfund Transfers: Fund 82 interest sweep	\$30,000	\$30,000	\$0	(\$30,000)	0%
• Interfund Transfers-Admin Fees: Admin fee on donations of \$20,000 and over	\$5,000	\$5,000	\$1,000	(\$4,000)	20%
• Annual Fund Appeal: Appeals sent in Fall and Spring to all constituents: alumni, board members, community members and friends	\$15,000	\$15,000	\$8,529	(\$6,471)	57%
• Development Fundraising: Community donations/payroll deductions	\$4,000	\$4,000	\$1,941	(\$2,059)	49%
• Alumni Development: Alumni outreach/events: 3x3 Basketball event held April 2025	\$4,000	\$4,000	\$2,940	(\$1,060)	74%
Subtotal	67,700	67,700	18,622	(49,078)	28%
Special Events					
• Golf Tournament: Event held November 2024	\$70,000	\$70,000	\$79,735	\$9,735	114%
• President's Circle: New memberships/renewals	\$50,000	\$50,000	\$12,874	(\$37,126)	26%
• Silver Spur: Event held May 2025	\$80,000	\$80,000	\$110,175	\$30,175	138%
Special Events Subtotal	\$200,000	\$200,000	\$202,784	\$2,784	101%
REVENUES TOTAL	\$267,700	\$267,700	\$221,406	(\$46,294)	83%

College of the Canyons Foundation

Financial Statements Overview

Period Ending: May 31, 2025

Expenses

Expenses are at 80% of budget with a number of variances both above and below budget due to timing. Below are highlights of year to date expenses:

	Adopted Budget	Current Budget	5/31/25 Actuals	Variance of 5/31/25 Actuals to Current Budget	% to Current Budget
• Salaries & Benefits					
o Classified Employee (Inc. Benefits): December - mid May payroll for Events & Marketing Coordinator	\$88,000	\$88,000	\$33,822	(\$54,178)	38%
o Short Term Employee (Inc. Benefits): Payroll for hourly employee	\$0	\$0	\$18,138	\$18,138	n/a
o Contract Services: Temporary staff through Street Consulting	\$0	\$0	\$11,771	\$11,771	n/a
Salaries & Benefits Subtotal:	\$88,000	\$88,000	\$63,731	(\$24,269)	72%
• Development Fundraising					
o Contract Services: Raisers Edge NXT subscription	\$11,200	\$11,200	\$9,499	(\$1,701)	85%
o Mileage: No expenses to date	\$500	\$500	\$0	(\$500)	0%
o Conferences: No expenses to date	\$2,000	\$2,000	\$0	(\$2,000)	0%
o Event/Meeting Attendance: Networking events: SCV Economic Outlook and SCV Chamber of Commerce	\$2,000	\$2,000	\$820	(\$1,180)	41%
o Memberships: SCV Chamber of Commerce	\$800	\$800	\$340	(\$460)	43%
o Advertising/Marketing: Constant Contact subscription	\$5,200	\$5,200	\$4,919	(\$281)	95%
o Board Designated: No expenses to date; Programs TBD	\$5,000	\$5,000	\$0	(\$5,000)	0%
o Other Expenses: Meetings and donor recognitions	\$9,500	\$9,500	\$6,229	(\$3,271)	66%
o Alumni Development: Insurance for Alumni Banner event, Board Holiday party and 3x3 Basketball event	\$4,000	\$4,000	\$752	(\$3,248)	19%
o Planned Giving: No expenses to date	\$4,000	\$4,000	\$0	(\$4,000)	0%
Development Fundraising Subtotal:	\$44,200	\$44,200	\$22,559	(\$21,641)	51%
• General Operations					
o Office Supplies: General office supplies	\$1,500	\$1,500	\$1,232	(\$268)	82%
o Contract Services: Financial advisor fees	\$15,000	\$15,000	\$12,170	(\$2,830)	81%
o Mileage: No expenses to date	\$200	\$200	\$0	(\$200)	0%
o Postage: Postage for mailings	\$600	\$600	\$350	(\$250)	58%
o Other Expenses: Bank fees, payroll fees, and board development/member meetings	\$5,500	\$5,500	\$4,231	(\$1,269)	77%
o Credit Card Fees: Merchant fees from July - May	\$8,000	\$8,000	\$9,364	\$1,364	117%
General Operations Subtotal:	\$30,800	\$30,800	\$27,347	(\$3,453)	89%
• Special Events					
o Golf Tournament: Event held October 2024	\$40,000	\$40,000	\$35,116	(\$4,884)	88%
o President's Circle: Advertising banner and member benefit	\$18,000	\$18,000	\$180	(\$17,820)	1%
o Silver Spur: Event held May 2025	\$45,000	\$45,000	\$61,561	\$16,561	137%
o Scholarly Presentation: Event held November 2024	\$1,500	\$1,500	\$3,000	\$1,500	200%
Special Events Subtotal:	\$104,500	\$104,500	\$99,857	(\$4,643)	96%
EXPENSES TOTAL	\$267,500	\$267,500	\$213,494	(\$54,006)	80%
NET REVENUE	\$200	\$200	\$7,912	\$7,712	

College of the Canyons Foundation

Financial Statements Overview

Period Ending: May 31, 2025

Special Events/Fundraising

Golf Tournament – Event held October 28, 2024						
	Adopted Budget	Current Budget	Actuals	Variance of Actuals to Current Budget	% of Budget	Achieved net income of \$14,619 above budget
Donor Contributions	\$70,000	\$70,000	\$79,735	\$9,735	114%	
Expenses	(\$40,000)	(\$40,000)	(\$35,116)	\$4,884	88%	
Net Income	\$30,000	\$30,000	\$44,619	\$14,619	149%	

President's Circle – Ongoing new memberships/renewals						
	Adopted Budget	Current Budget	Actuals	Variance of Actuals to Current Budget	% of Budget	No event held; Net income of (\$19,306) below budget
Donor Contributions	\$50,000	\$50,000	\$12,874	(\$37,126)	26%	
Expenses	(\$18,000)	(\$18,000)	(\$180)	\$17,820	1%	
Net Income	\$32,000	\$32,000	\$12,694	(\$19,306)	40%	

Silver Spur – Event held May 17, 2025						
	Adopted Budget	Current Budget	Actuals	Variance of Actuals to Current Budget	% of Budget	Revenues/expenses pending
Donor Contributions	\$80,000	\$80,000	\$110,175	\$30,175	138%	<u>Projected:</u> \$115,000 Revenues (\$ 64,000) Expenses \$ 51,000 Net Income
Expenses	(\$45,000)	(\$45,000)	(\$61,561)	(\$16,561)	137%	
Net Income	\$35,000	\$35,000	\$48,614	\$13,614	139%	

Scholarly Presentation – Event held November 21, 2024						
	Adopted Budget	Current Budget	Actuals	Variance of Actuals to Current Budget	% of Budget	Expenses for two presenter fees (used savings from prior fiscal year due to no presenter fees expensed)
Expenses	(\$1,500)	(\$1,500)	(\$3,000)	(\$1,500)	200%	

Fund/Cash Balance Reconciliation

• Budgeted Beginning Fund Balance at 7/1/24:	\$314,102	
• Fair Market Value Adjustment:	\$7,018	
• Net Revenue Below Budget at 5/31/25:	\$7,912	
	<u>Fund Balance at 5/31/25</u>	<u>\$329,032 123%</u>
• Fund Balance at 5/31/25:	\$329,032	
• Donated Life Insurance Cash Value: From annual statements (Booked at 6/30/11 per VTD, adjusted annually per insurance statements)	(\$99,181)	
• Irrevocable Planned Gift: Valued using IRS NPV rate calculation (Booked 6/30/21 per Eide Bailey, will be adjusted annually)	(\$33,290)	
• Accounts Receivable: LACOE 2024-25 3rd Qtr interest	(\$1,127)	
• Prepaid Expenses: 2025-26 Blackbaud software subscription and venue deposit for Golf Tournament	(\$17,050)	
	<u>Discretionary Cash Balance at 5/31/25</u>	<u>\$178,384 67%</u>

College of the Canyons Foundation

Financial Statements Overview

Period Ending: May 31, 2025

Fund Balances

Fund	Fund Description	Beginning Fund Balance at 7/1/24	Ending Fund Balance at 5/31/25	YTD Variance
Fund 81	Operating Fund	\$314,102	\$329,032	\$14,930
Fund 82	Program Fund	\$1,958,121	\$2,070,918	\$112,797
Fund 83	Capital Campaigns	\$9	\$9	\$0
Fund 84	Expendable Scholarships	\$662,273	\$832,410	\$170,137
Fund 85	Major Gifts	\$4,674	\$4,998	\$324
Fund 86	Endowed Scholarships	\$1,270,067	\$1,384,668	\$114,601
Fund 87	Endowments	\$1,047,070	\$1,076,333	\$29,263
Fund 88	OSHER - CCC Scholarships	\$247,838	\$226,503	(\$21,335)
Fund 89	OSHER - CCC Endowments	\$1,041,613	\$1,041,613	\$0
Total for Funds 81 - 89		\$6,545,767	\$6,966,484	\$420,717

Raymond James Investments

May 31, 2025			
	Endowed Scholarships (Fund 86) <i>Inception Date: 6/17/15</i>	Other Endowments (Fund 87) <i>Inception Date: 12/18/14</i>	Sati & Ram Manvi Trust (Fund 86) <i>Inception Date: 11/30/22</i>
Original Contributions	\$280,000	\$380,000	\$582,056
Total Contributions Life to Date	\$699,392	\$989,083	\$613,201
Investment Value at 6/30/24	\$797,494	\$1,111,142	\$675,364
Additional Contributions in 2024-25	\$16,175	\$27,321	\$31,145
Investment Value at 5/31/25	\$884,396	\$1,238,063	\$742,935
<u>Unrealized Gain</u>			
Life to Date			
Net Gain/(Loss)	\$185,004	\$248,980	\$129,734
Percent Increase/(Decrease)	26.45%	25.17%	21.16%
Fiscal Year to Date 7/1/24 - 5/31/25			
Unrealized Gain/(Loss)	\$70,727	\$99,600	\$36,426
Percent Increase/(Decrease)	2.23%	3.26%	5.13%
<u>Realized Dividends</u>	(Fund 84 - LACOE)	(Fund 82 - LACOE)	(Fund 84 - LACOE)
Life to Date Dividends at 6/30/24	\$148,004	\$174,010	\$23,498
Fiscal Year to Date 7/1/24 - 5/31/25			
Dividends Received	\$16,652	\$19,895	\$12,071
Realized Dividends Total at 5/31/25	\$164,656	\$193,905	\$35,569

College of the Canyons Foundation

Financial Statements

Period Ending: May 31, 2025

Fund 82 - Program Fund:

Instructional Programs, various Campus Departments and Clubs, and Athletic Support

	24/25 Fundraising Goals	YTD Actual as of 5/31/25	Amount of Fund Raising Goal over(under)	% of Fundraising Goal Achieved
<u>Revenues</u>				
Interest Income and Other				
LACOE Interest- Programmatic Funds (82)	-	50,168.03	50,168.03	a
LACOE Interest - Endowments Other** (87)	-	70.03	70.03	b
Dividends/Realized Gains - Endowments Other** (87)	-	19,895.34	19,895.34	b
Unrealized Gains/Losses (87)	-	-	-	b
Transfer to POA from PAC Endowment Interest	-	3,000.00	3,000.00	
Transfer to Athletic Hall of Fame from Men's Basketball	-	150.00	150.00	
Transfer to Golf Department from Fund 81 Golf Tournament	-	2,000.00	2,000.00	
Subtotal: Interest Income and Other	-	75,283.40	75,283.40	
Foundation Fundraising Programs				
Advanced Technology Center	1,000,000.00	-	(1,000,000.00)	
BANC - Basic Needs Center	72,500.00	3,103.00	(69,397.00)	4.28%
Foundation Mini Grant Program	-	20,000.00	20,000.00	
Cougar Club	-	-	-	
Cougars Care Emergency Grant	10,000.00	2,025.00	(7,975.00)	
Dr. Van Hook Innovation Award	-	-	-	
Patrons of the Arts	25,000.00	15,890.08	(9,109.92)	63.56%
Roger Van Hook Raising the Bar	25,000.00	1,240.00	(23,760.00)	4.96%
Subtotal: Foundation Supported Programs	1,132,500.00	42,258.08	(1,090,241.92)	3.73%
General Programs				
All Other Instructional Programs	55,000.00	47,372.03	(7,627.97)	86.13%
All Other Campus Depts/Clubs	100,000.00	73,134.88	(26,865.12)	73.13%
Athletics - all teams	10,000.00	37,525.62	27,525.62	375.26%
Subtotal: General Programs	165,000.00	158,032.53	(6,967.47)	95.78%
Subtotal Fundraising and General Programs	1,297,500.00	200,290.61	(1,097,209.39)	15.44%
Total Revenues	1,297,500.00	275,574.01	(1,021,925.99)	21.24%

Expenses

Instructional Programs - Expenses	56,665.65
Campus Depts/Clubs - Expenses	127,355.35
Athletics - Expenses	40,026.64
Interest - PAC Endowment	-
Transfer from PAC Endowment Interest to POA	3,000.00
Transfer from COC Endowment Interest to COC Endowment-Fund 87	9,450.96
Transfer from Academic Senate to Emeriti Scholarship-Fund 84	1,058.07
Transfer from Men's Basketball to Athletic Hall of Fame	150.00
Transfer from Foundation Mini Grant to Admin Fee-Fund 81	1,000.00
Total Expenses	238,706.67
Net Income	36,867.34

Fund Balance Summary

Beginning Fund Balance	1,958,120.58
Net Income/(Loss)	36,867.34
Fair Market Value Adj on Cash in County	75,930.00
Ending Fund Balance	2,070,917.92 *

***Fund Balance**

Foundation Fundraising Programs	611,007.09
General Programs	1,459,910.83
	2,070,917.92

***Fund Balance by Balance Sheet Accounts**

Cash from Donations	1,616,535.07
Cash from Interest Earned at LACOE	176,144.75
Unrealized Gain/(Loss) - Fund 87 Endowment Invested at Raymond James	149,380.21
Board Designated - Roger Van Hook Raising the Bar	23,649.00
Interest Receivable	16,012.56
Pledges Receivable	89,196.33
	2,070,917.92

** Due to FAS117-1, all Fund 87 (Endowed Other) accumulated interest and current year interest earnings are recorded in Fund 82, a temporarily restricted fund.

College of the Canyons Foundation

Financial Statements

Period Ending: May 31, 2025

Fund 83 - Capital Campaigns Fund:

Funds donated to assist with the construction of capital projects

	24/25 Fundraising Goals	YTD Actual as of 5/31/25	Remaining Fund Raising Goal vs YTD
<u>Revenues</u>			
LACOE Interest	-	0.25	
Total Revenues	-	0.25	-
<u>Expenses</u>			
Capital Campaign	-	-	
Total Expenses	-	-	
Net Income	-	0.25	

Fund Balance Summary

Beginning Fund Balance	8.78
Net Income	0.25
Ending Fund Balance	9.03 *

***Fund Balance Summary by Balance Sheet Accounts**

Cash	8.95
Interest Receivables	0.08
Ending Fund Balance	9.03

***Fund Balance Summary by Campaign**

Culinary Contributions from inception to date	897,883.99	**
Interest Earned	6,056.46	
Pledge Discounts/Bank Fees/Pledge Allowance	(4,541.50)	
Admin Fees	(32,750.00)	
Funds Transferred to District for Construction	(866,639.92)	
Ending Fund Balance	9.03	

** Note that Fund 81 also provided \$50,000 to the District through Board Designated

College of the Canyons Foundation

Financial Statements

Period Ending: May 31, 2025

Fund 84 - Expendable Scholarships Fund:

Scholarships are awarded from the principal balance of the fund. Donors may establish these funds with a minimum gift of \$500 or may pledge to designate a scholarship with a gift of \$100 and make pledge payments to build it to \$500 within 12 months. Donors may elect to maintain these funds over time by making continuing gifts. Note that this fund also includes Osher Expendable Scholarships from the initial Osher gift to FCCC.

	24/25 Fundraising Goals	YTD Actual as of 5/31/25	Remaining Fund Raising Goal vs YTD
<u>Revenues</u>			
LACOE Interest - Expendable Scholarships	-	14,109.21	
LACOE Interest - Endowed Scholarships ****(86)	-	36.24	
Dividends/Realized Gains - Endowed Scholarships ****(86)	-	16,651.67	
Dividends/Realized Gains - Manvi Trust ****(86)	-	12,070.85	
Transfer from Academic Senate to Emeriti Scholarship	-	1,058.07	
Donor Contributions to Scholarships			
External 3rd Party Scholarships**	65,000.00	193,757.90	-
Osher Expendable Scholarships	-	21,750.00	
All Other New & Existing Expendable Scholarships	150,000.00	112,957.24	(37,042.76)
Total Revenues	215,000.00	372,391.18	-
<u>Expenses</u>			
External 3rd Party Scholarships**		194,288.85	
Osher Expendable Scholarship Expenses		24,650.00	
All Other Expendable Scholarship Expenses***		4,476.89	
Endowed Scholarship Expenses		1,000.00	
Total Expenses		224,415.74	
Net Income		147,975.44	

Fund Balance Summary

Beginning Fund Balance	662,273.33
Net Income	147,975.44
Fair Market Value Adj on Cash in County	22,161.00
Ending Fund Balance	832,409.77 *

***Fund Balance Summary by Balance Sheet Accounts**

Cash from Donations	532,769.18
Cash from Interest Earned at LACOE	91,046.66
Unrealized Gain/(Loss) Fund 86 Endowed Investments - Raymond James	207,584.69
Interest Receivable	5,009.24
Scholarships Due to Students	(4,000.00)
Ending Fund Balance	832,409.77

Included in fund balance:	
Fd 84 LTD LACOE interest for exp sch. funds	100,318.30
Fd 86 - LTD div/unrealized gains for Endowed sch.	183,920.36
Fd 86 Manvi Trust - LTD div/unrealized gains	120,554.22

**External 3rd Party Scholarships does not include any Foundation fundraising efforts. Third party donors to aid students.

***Includes scholarship awards and external 3rd party scholarships which is a check received by the Foundation from the Financial Aid office ear-marked for a specific student.

****Due to FAS117-1, all Fund 86 (Endowed Scholarships) accumulated interest, current year interest earnings and current year scholarships awarded are recorded in Fund 84, a temporarily restricted fund.

College of the Canyons Foundation

Financial Statements

Period Ending: May 31, 2025

Fund 85 - Major Gifts Fund:

Large gifts that can either be restricted or designated to wherever the need is greatest.

	24/25 Fundraising Goals	YTD Actual as of 5/31/25	Remaining Fund Raising Goal vs YTD
<u>Revenues</u>			
LACOE Interest	-	140.49	
Total Revenues	-	140.49	-
<u>Expenses</u>			
Major Gifts		-	
Alumni Software		-	
Total Expenses		-	
Net Income		140.49	

Fund Balance Summary

Beginning Fund Balance	4,673.85
Net Income	140.49
Fair Market Value Adj on Cash in County	184.00
Ending Fund Balance	4,998.34 *

***Fund Balance Summary by Balance Sheet Accounts**

Cash	4,953.85
Interest Receivables	44.49
Ending Fund Balance	4,998.34

College of the Canyons Foundation

Financial Statements

Period Ending: May 31, 2025

Fund 86 - Endowed Scholarships Fund:

Endowed scholarship funds are permanently restricted donations, the principal of which cannot be expended. Scholarships are awarded from the annual interest earned on the principal of donations. Interest earnings and scholarship payments are recorded in Fund 84 per FAS117-1. Endowed scholarships are established with a minimum of \$10,000 per policy.

(Note: Bernard Osher Endowed Scholarships are recorded in Fund 89)

	24/25 Fundraising Goals	YTD Actual as of 5/31/25	Remaining Fund Raising Goal vs YTD
<u>Revenues</u>			
Donor Contributions to Scholarships			
New & Existing Endowed Scholarships	50,000.00	113,745.00	-
Total Revenues	50,000.00	113,745.00	-
<u>Expenses</u>			
Endowed Scholarship Expenses		-	
Total Expenses		-	
Net Income		113,745.00	

Fund Balance Summary

Beginning Fund Balance	1,270,066.91
Net Income	113,745.00
Fair Market Value Adj on Cash in County	856.00
Ending Fund Balance	1,384,667.91 *

***Fund Balance Summary by Balance Sheet Accounts**

LACOE - Cash held in county treasury	69,425.00
Raymond James - Brokerage account	1,312,593.59
Pledges Receivable	2,649.32
	1,384,667.91

College of the Canyons Foundation

Financial Statements

Period Ending: May 31, 2025

Fund 87 - Endowments - Other:

Endowed other funds are permanently restricted for earmarked programs, currently Library, PAC, Track, Agajanian, TLC LAB, POA, and COC Foundation.

	24/25 Fundraising Goals	YTD Actual as of 5/31/25	Remaining Fund Raising Goal vs YTD
<u>Revenues</u>			
Donor Contributions to Endowments			
Advanced Technology Center Endowment	-	-	
Performing Arts Center Endowment	-	-	
COC Foundation Endowment	100,000.00	525.00	
John Turturro Architecture & Interior Design	-	17,550.00	
Transfer in from COC Foundation Endowment Interest	-	9,450.96	
Total Revenues	100,000.00	27,525.96	-
<u>Expenses</u>			
COC Foundation Endowment		-	
Total Expenses		-	
Net Income		27,525.96	

Fund Balance Summary

Beginning Fund Balance	1,047,069.76
Net Income	27,525.96
Fair Market Value Adj on Cash in County	1,737.00
Ending Fund Balance	1,076,332.72 *

***Fund Balance Summary by Balance Sheet Accounts**

LACOE - Cash held in county treasury	205.00
Raymond James - Brokerage account	989,082.68
Pledges Receivable	87,045.04
	1,076,332.72

Library	240,052.76
PAC	302,912.68
Track	16,864.49
Agajanian	14,246.75
TLC	3,181.73
Learning Resource	4,147.70
POA	130,000.00
COC Foundation	209,975.96
Adv Tech Center	92,045.04
M.Jenkins Leadership	45,355.61
J. Turturro Arch & Int Des	17,550.00
	1,076,332.72

* Expenses related to the restricted purpose of the donation can be utilized from the annual interest earned on the fund (recorded in Fund 82).

College of the Canyons Foundation

Financial Statements

Period Ending: May 31, 2025

Fund 88 - California Community Colleges Scholarship Awards:

The California Community Colleges (CCC) Scholarship Endowment program being administered by the Foundation for California Community Colleges (FCCC) guarantees a minimum scholarship payment of 5% on both the COC Foundation donations (recorded in Fund 89) and the CCC match dollars.

	24/25 Fundraising Goals	YTD Actual as of 5/31/25	Remaining Fund Raising Goal vs YTD
<u>Revenues</u>			
LACOE Interest	-	(0.01)	
Recognize Receipt of Osher Scholarship Contribution	91,350.00	91,350.00	-
Total Revenues	91,350.00	91,349.99	-
<u>Expenses</u>			
Osher Student Scholarships		113,100.00	
Total Expenses		113,100.00	
Net Income		(21,750.01)	

Fund Balance Summary

Beginning Fund Balance	3,281.66
Net Income/(Loss)	(21,750.01)
Assets Held by Others - FCCC Endowed Scholarship	244,556.84 **
Fair Market Value Adj on Cash in County	415.00
Ending Fund Balance	226,503.49 *

***Fund Balance Summary by Balance Sheet Accounts**

Cash	(10,803.35)
Assets Held by Others - FCCC Endowed Scholarship	237,306.84 **
Interest Receivables	-
Ending Fund Balance	226,503.49

** New accounting treatment to reflect fair market value of ending balance of Osher funds held by the FCCC.

Fund 89 - California Community Colleges Scholarship Endowment:

The donors contribution remains on the COC Foundation accounting records, but is invested by the FCCC. Scholarship payments are recorded in Fund 88.

Fund Balance Summary

Beginning Fund Balance	1,041,613.36
Revenue - FCCC Scholarship Contribution	-
Ending Fund Balance	1,041,613.36

College of the Canyons Foundation**Fund 81 - Operating Fund****Disbursement Report**

Period Covered: April 2025 - May 2025

Payee	Date	Description	Account	Amount
Payroll	04/10/2025	Events & Marketing Coordinator Salary & Benefits	Various	3,656.94
Payroll	04/25/2025	Events & Marketing Coordinator Salary & Benefits	Various	3,663.70
Payroll	05/09/2025	Events & Marketing Coordinator Salary & Benefits	Various	3,656.94
Payroll	05/23/2025	Events & Marketing Coordinator Salary & Benefits	Various	3,663.70
Quartermaster	05/31/2025	Payroll Fees: April - May	81-65890-00-930006-1000	152.32
US Bank	05/31/2025	Credit Card Merchant Fees: April - May	81-65895-00-930006-1000	3,372.19
Abate	05/31/2025	District Reimbursement for CalPERS	81-53220-00-930000-1000	(1,034.92)
Total disbursements from Journal Entries and Cash Sessions				17,130.87
Total disbursements from Paid Vouchers Register (activities listed on the attached report)				49,487.42
TOTAL DISBURSEMENTS				66,618.29

College of the Canyons Foundation
Fund 81 - Operating Fund
Paid Vouchers Register
Period Starting: 04/01/2025 - Period Ending: 05/31/2025

Payee	Date	Description	Account Number	Amount	Expense Category	Activity
Ashley J. Bassett	05/05/2025	FNDT C25-050, CLASSIFIED AWARD	81-65890-00-930006-1000	100.00	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
		Ashley J. Bassett Total		100.00		
Brooke Edwards	05/16/2025	FNDT C25-046, SILVER SPUR PHOTOGRAPHER	81-65890-00-940003-1000	1,125.00	OTHER EXPENSES	SILVER SPUR
		Brooke Edwards Total		1,125.00		
Caroline Escobar	05/16/2025	FNDT C25-045, SILVER SPUR FLOWERS	81-65890-00-940003-1000	1,800.00	OTHER EXPENSES	SILVER SPUR
		Caroline Escobar Total		1,800.00		
Edwin Bizarro	05/05/2025	FNDT C25-051, CLASSIFIED AWARD	81-65890-00-930006-1000	100.00	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
		Edwin Bizarro Total		100.00		
John M. Proulx	05/16/2025	FNDT C25-053, SILVER SPUR PIANO PLAYER	81-65890-00-940003-1000	600.00	OTHER EXPENSES	SILVER SPUR
		John M. Proulx Total		600.00		
Kim Kuroswky	05/29/2025	FNDT C25-058, SCHOLARSHIP RECEPTION BALLOONS	81-65890-00-930006-1000	241.45	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
		Kim Kuroswky Total		241.45		
Lisette Godinez	05/05/2025	FNDT C25-047, CLASSIFIED AWARD	81-65890-00-930006-1000	300.00	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
		Lisette Godinez Total		300.00		
Meredith Hamilton	05/05/2025	FNDT C25-049, CLASSIFIED AWARD	81-65890-00-930006-1000	100.00	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
		Meredith Hamilton Total		100.00		
Michelle Goodman	05/05/2025	FNDT C25-052, CLASSIFIED AWARD	81-65890-00-930006-1000	100.00	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
		Michelle Goodman Total		100.00		
Pacific Huntington Hotel Corp	04/14/2025	FNDT C25-039, SILVER SPUR VENUE	81-65890-00-940003-1000	14,900.00	OTHER EXPENSES	SILVER SPUR
Pacific Huntington Hotel Corp	05/16/2025	FNDT C25-055, SILVER SPUR VENUE	81-65890-00-940003-1000	22,359.15	OTHER EXPENSES	SILVER SPUR
		Pacific Huntington Hotel Corp Total		37,259.15		
Raul H. Quiroz	05/13/2025	FNDT C25-040, SCHOLARSHIP CELEBRATION CATERING	81-65890-00-930006-1000	2,092.90	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
		Raul H. Quiroz Total		2,092.90		
Raymond James Financial	05/01/2025	FNDT C25-042, FEES	81-65130-00-930006-1000	929.24	CONTRACT SERVICES	FOUNDATION GENERAL OPERATIONS
Raymond James Financial	05/02/2025	FNDT C25-043, FEES	81-65130-00-930006-1000	768.32	CONTRACT SERVICES	FOUNDATION GENERAL OPERATIONS
Raymond James Financial	05/02/2025	FNDT C25-044, FEES	81-65130-00-930006-1000	1,327.12	CONTRACT SERVICES	FOUNDATION GENERAL OPERATIONS
		Raymond James Financial Total		3,024.68		
Robert A Kerl Jr	05/20/2025	FNDT C25-056, SILVER SPUR PROGRAM BINDING	81-65890-00-940003-1000	253.77	OTHER EXPENSES	SILVER SPUR
		Robert A Kerl Jr Total		253.77		
The Trophy Emporium	04/14/2025	FNDT C25-038, NAME TAGS	81-64550-00-930006-1000	57.49	NON-INSTR. SUPPLIES	FOUNDATION GENERAL OPERATIONS
		The Trophy Emporium Total		57.49		
Wells Fargo	04/21/2025	ACCT#0083, OFFICE SUPPLIES	81-64550-00-930006-1000	12.94	NON-INSTR. SUPPLIES	FOUNDATION GENERAL OPERATIONS
Wells Fargo	04/21/2025	ACCT#7835, SCV CHAMBER OF COMMERCE EVENT	81-65222-00-930004-1000	30.00	EVENT/MTG ATTENDANCE	DEVELOPMENT FUNDRAISING
Wells Fargo	04/21/2025	ACCT#0083, BOARD MEETING REFRESHMENTS	81-65890-00-930006-1000	30.97	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
Wells Fargo	04/21/2025	ACCT#7835, SILVER SPUR INVITATIONS	81-65890-00-940003-1000	45.54	OTHER EXPENSES	SILVER SPUR
Wells Fargo	04/21/2025	ACCT#7835, BOARD MEMBER ORIENTATION FOOD	81-65890-00-930006-1000	93.80	OTHER EXPENSES	FOUNDATION GENERAL OPERATIONS
Wells Fargo	04/21/2025	ACCT#7835, MEETINGS AND DATA SUBSCRIPTION	81-65890-00-930004-1000	169.70	OTHER EXPENSES	DEVELOPMENT FUNDRAISING
Wells Fargo	04/21/2025	ACCT#7835, WATER AND OFFICE SUPPLIES	81-64550-00-930006-1000	170.87	NON-INSTR. SUPPLIES	FOUNDATION GENERAL OPERATIONS
Wells Fargo	04/21/2025	ACCT#7835, CONSTANT CONTACT SUBSCRIPTION	81-65860-00-930004-1000	289.00	ADVERTISING	DEVELOPMENT FUNDRAISING
Wells Fargo	04/21/2025	ACCT#0083, MEETINGS	81-65890-00-930004-1000	360.76	OTHER EXPENSES	DEVELOPMENT FUNDRAISING
Wells Fargo	04/21/2025	ACCT#0083, SILVER SPUR STAMPS	81-65890-00-940003-1000	394.44	OTHER EXPENSES	SILVER SPUR
Wells Fargo	05/20/2025	ACCT#0083, BASKETBALL TOURNAMENT REFRESHMENTS	81-65890-00-930001-1000	41.20	OTHER EXPENSES	ALUMNI DEVELOPMENT
Wells Fargo	05/20/2025	ACCT#7835, VALLEY INDUSTRIAL EVENT	81-65222-00-930004-1000	45.00	EVENT/MTG ATTENDANCE	DEVELOPMENT FUNDRAISING
Wells Fargo	05/20/2025	ACCT#0083, VALLEY INDUSTRIAL EVENT	81-65222-00-930004-1000	45.00	EVENT/MTG ATTENDANCE	DEVELOPMENT FUNDRAISING
Wells Fargo	05/20/2025	ACCT#0083, MEETINGS	81-65890-00-930004-1000	80.00	OTHER EXPENSES	DEVELOPMENT FUNDRAISING
Wells Fargo	05/20/2025	ACCT#7835, WATER AND OFFICE SUPPLIES	81-64550-00-930006-1000	100.82	NON-INSTR. SUPPLIES	FOUNDATION GENERAL OPERATIONS

College of the Canyons Foundation
Fund 81 - Operating Fund
Paid Vouchers Register
Period Starting: 04/01/2025 - Period Ending: 05/31/2025

Payee	Date	Description	Account Number	Amount	Expense Category	Activity
Wells Fargo	05/20/2025	ACCT#7835, MEETINGS AND DATA SUBSCRIPTION	81-65890-00-930004-1000	133.94	OTHER EXPENSES	DEVELOPMENT FUNDRAISING
Wells Fargo	05/20/2025	ACCT#7835, CONSTANT CONTACT SUBSCRIPTION	81-65860-00-930004-1000	289.00	ADVERTISING	DEVELOPMENT FUNDRAISING
Wells Fargo Total				2,332.98		
Grand Total				49,487.42		

College of the Canyons Foundation

Fund 82 - Fund 89

Disbursement Report

Period Covered: April 2025 - May 2025

Payee	Date	Fund	Account Name	Description	Amount
Wells Fargo - ARC Valencia	05/20/2025	82	ARCHITECTURE & INTERIOR DESIGN	J. Tuturro Lab Naming Digital Prints	306.91
Wells Fargo - Santa Fe Brewing	04/21/2025	82	ATHLETIC HALL OF FAME PROJECT	2025 Hall of Fame Keg	193.50
Wells Fargo - Sam's Club	04/21/2025	82	ATHLETIC HALL OF FAME PROJECT	2025 Hall of Fame Alcohol	87.69
Wells Fargo - Walmart	04/21/2025	82	ATHLETIC HALL OF FAME PROJECT	2025 Hall of Fame Alcohol/Napkins/Sterno Flames	93.06
Wells Fargo - Wood Ranch	04/21/2025	82	ATHLETIC HALL OF FAME PROJECT	2025 Hall of Fame Catering	1,468.75
Wells Fargo - American Assoc. for Paraleg	05/01/2025	82	PARALEGAL STUDIES	LEX Honoree Memberships	950.00
Porto's Bakery - D. Mahoney	05/01/2025	82	PATRONS OF THE ARTS	POA Pre-Show Refreshments	71.75
Wells Fargo - Sam's Club	04/21/2025	82	PATRONS OF THE ARTS	Art Gallery Refreshments	79.59
Wells Fargo - Porto's Bakery	04/21/2025	82	PATRONS OF THE ARTS	Pre-Show Refreshments	111.93
Wells Fargo - Sam's Club	04/21/2025	82	PATRONS OF THE ARTS	Pre-Show Alcohol	48.53
Wells Fargo - Sprouts	04/21/2025	82	PATRONS OF THE ARTS	Pre-Show Refreshments	84.98
Wells Fargo - Sprouts	05/20/2025	82	PATRONS OF THE ARTS	Pre-Show Refreshments	49.99
Wells Fargo - Kindred Spirits	05/20/2025	82	PATRONS OF THE ARTS	Going Away Celebration Refreshments for Dean	219.34
Wells Fargo - Total Wine	05/20/2025	82	PATRONS OF THE ARTS	Going Away Gift for Dean	49.46
Total disbursements from Journal Entries and Check Requests					3,815.48
Transfer from Foundation Mini Grant to Admin Fee					1,000.00
Transfer from Academic Senate to Emeriti Scholarships					1,058.07
Transfer from COC Endowment Interest to COC Endowment					9,450.96
Cancellation of Check to Downtown Hospitality Group					(3,000.00)
Total disbursements from Special Grants Register (activities listed on the attached report)					84,613.62
TOTAL DISBURSEMENTS					96,938.13

College of the Canyons Foundation
Fund 82 - Fund 89
Special Grants Register
Period Starting: 04/01/2025 - Period Ending: 05/31/2025

Date	Account Name	Payee	Description	Amount	Account Total
FUND 82					
<u>INSTRUCTIONAL PROGRAMS</u>					
04/25/2025	CULINARY ARTS	Michelle Lynn Razzano	Pizza for Lunch & Discussion	213.91	
05/29/2025	CULINARY ARTS	Chefswarehouse West Coast	Food for Taste of the Town	369.51	
05/29/2025	CULINARY ARTS	Worldwide Produce	Food for Taste of the Town	443.15	
			CULINARY ARTS Total		1,026.57
05/13/2025	KEVIN JENKINS MEMORIAL FUND	Epic Layers Inc.	Guest Speaker for Keven Jenkins Memorial Lecture	600.00	
			KEVIN JENKINS MEMORIAL FUND Total		600.00
05/16/2025	MEDICAL LABORATORY TECH. PROG	College of the Canyons	Chemistry Analyzer for MLT	18,962.72	
			MEDICAL LABORATORY TECH. PROG Total		18,962.72
05/27/2025	VAPA PERCUSSION PROGRAM FUND	Alan M. Bruni	Facilitator for Drum Circle	250.00	
			VAPA PERCUSSION PROGRAM FUND Total		250.00
			INSTRUCTIONAL PROGRAMS TOTAL		20,839.29
<u>CAMPUS DEPARTMENTS AND CLUBS</u>					
04/17/2025	ALPHA DELTA NU	Jim Coleman, Ltd.	Pins for Nursing Honor Society	465.00	
05/13/2025	ALPHA DELTA NU	Gaspard Ltd	Cords for Nursing Honor Society	707.63	
			ALPHA DELTA NU Total		1,172.63
05/13/2025	CANYON COUNTRY CAMPUS	Maria T. Sanchez	Pizza for Star Party	109.20	
05/16/2025	CANYON COUNTRY CAMPUS	Anthony Michaelides	Water for Star Party	14.59	
			CANYON COUNTRY CAMPUS Total		123.79
04/14/2025	CLASSIFIED SENATE	College of the Canyons	Banners for Canyons Care	22.34	
04/14/2025	CLASSIFIED SENATE	Joanna C. Kelly	Pots for New Classified Employee Gifts	72.24	
			CLASSIFIED SENATE Total		94.58
04/14/2025	EMPLOYMENT CENTER	College of the Canyons	Golf Cart for Employment Center	7,457.51	
05/02/2025	EMPLOYMENT CENTER	Alexandra Y. Baghestani	Cover for Golf Cart	67.76	
05/02/2025	EMPLOYMENT CENTER	Alexandra Y. Baghestani	Refreshments for March Resume Madness	36.78	
05/02/2025	EMPLOYMENT CENTER	Alexandra Y. Baghestani	Refreshments for Santa Clarita Job Fair	318.07	
05/13/2025	EMPLOYMENT CENTER	Alexandra Y. Baghestani	Refreshments for Santa Clarita Job Fair	52.20	
05/13/2025	EMPLOYMENT CENTER	Hiba Edgheim	Lunch & Gift Cards for Santa Clarita Job Fair	2,318.86	
05/16/2025	EMPLOYMENT CENTER	Coffee Kiosk	Coffee for Santa Clarita Job Fair	600.00	
			EMPLOYMENT CENTER Total		10,851.18
05/02/2025	FOUNDATION MINI GRANT	Brittany Applen	Supplies for Disconnect to Reconnect	251.13	
05/02/2025	FOUNDATION MINI GRANT	Amy A. Foote	Supplies for MESA Skills Lab Initiative	948.99	
			FOUNDATION MINI GRANT Total		1,200.12
05/02/2025	FUNDS FOR THE FUTURE	Caroline Escobar	Flowers for Family of Community Member	150.00	
			FUNDS FOR THE FUTURE Total		150.00
05/05/2025	GLORIA JACKSON MEMORIAL FUND	Blanca Schreier	Award for Classified Appreciation	100.00	
			GLORIA JACKSON MEMORIAL FUND Total		100.00
05/13/2025	MESA PROGRAM	Alonso Munoz	Student Award	250.00	
05/13/2025	MESA PROGRAM	Daniel Begel	Student Award	250.00	
05/13/2025	MESA PROGRAM	Juliana Teresa Susas	Student Award	250.00	
05/13/2025	MESA PROGRAM	Marina Nasr	Student Award	250.00	
			MESA PROGRAM Total		1,000.00
04/17/2025	NATIONAL STUDENT NURSE ASSOC	COC Associated Students	Trf to ASG for Pinning Ceremony	2,500.00	
05/16/2025	NATIONAL STUDENT NURSE ASSOC	Alexa Gabrielle Empleo	Student Award	100.00	
05/16/2025	NATIONAL STUDENT NURSE ASSOC	Kayle Isabelle Siccuan	Student Award	100.00	
05/16/2025	NATIONAL STUDENT NURSE ASSOC	Lizbeth Arellano	Student Award	100.00	
05/16/2025	NATIONAL STUDENT NURSE ASSOC	Shanice Chelsea Conson	Student Award	100.00	
05/16/2025	NATIONAL STUDENT NURSE ASSOC	Taylor R. Roberge	Student Award	100.00	
			NATIONAL STUDENT NURSE ASSOC Total		3,000.00
04/14/2025	PATRONS OF THE ARTS	College of the Canyons	Student Sponsorship for Concert	300.00	
04/14/2025	PATRONS OF THE ARTS	Juliana Rivas	Travel Stipend for Sponsored Student	500.00	
04/14/2025	PATRONS OF THE ARTS	Maddy Hollingshead	Travel Stipend for Sponsored Student	600.00	
04/14/2025	PATRONS OF THE ARTS	Max Mendoza	Travel Stipend for Sponsored Student	600.00	
04/17/2025	PATRONS OF THE ARTS	College of the Canyons	Student Sponsorship for Master Class	7,500.00	
04/17/2025	PATRONS OF THE ARTS	College of the Canyons	Student Sponsorship for Concert	1,595.00	
04/25/2025	PATRONS OF THE ARTS	College of the Canyons	Student Sponsorship for Comedy Show	504.00	
05/20/2025	PATRONS OF THE ARTS	Jennifer Overdevest	Refreshments for MEA Multimedia Showcase	546.09	
			PATRONS OF THE ARTS Total		12,145.09
04/14/2025	VETERAN'S ALLIANCE ORG (VALOR)	Ruth S. Rassool	Supplies for SCV Book Festival	58.99	
05/16/2025	VETERAN'S ALLIANCE ORG (VALOR)	Gold Metropolitan Media	Banner for SCV Book Festival	900.03	
05/16/2025	VETERAN'S ALLIANCE ORG (VALOR)	Kim Kuroswky	Balloons for SCV Book Festival	290.84	
05/16/2025	VETERAN'S ALLIANCE ORG (VALOR)	Via Promotionals, Inc.	Supplies for SCV Book Festival	1,000.37	
			VETERAN'S ALLIANCE ORG (VALOR) Total		2,250.23
04/14/2025	VOLUNTEER BUREAU & STUDENT EMP	Yasser Issa	Gift Card for Employee of the Month	50.00	
			VOLUNTEER BUREAU & STUDENT EMP Total		50.00
			CAMPUS DEPARTMENTS AND CLUBS TOTAL		32,137.62
<u>ATHLETICS</u>					
04/14/2025	ATHLETIC HALL OF FAME PROJECT	Chad A. Peters	Lunch for Hall of Fame Committee	307.52	
04/01/2025	ATHLETIC HALL OF FAME PROJECT	SMI Awards, LLC	Watches for Hall of Fame Inductees	705.51	
			ATHLETIC HALL OF FAME PROJECT Total		1,013.03
04/14/2025	FOOTBALL	COC Associated Students	Trf to ASG for Expenses	1,200.00	
			FOOTBALL Total		1,200.00
			ATHLETICS TOTAL		2,213.03
			FUND 82 - GRAND TOTAL		55,189.94

College of the Canyons Foundation

Fund 82 - Fund 89

Special Grants Register

Period Starting: 04/01/2025 - Period Ending: 05/31/2025

Date	Account Name	Payee	Description	Amount	Account Total
FUND 84					
<u>EXPENDABLE SCHOLARSHIPS</u>					
05/16/2025	EXPENDABLE SCHOLARSHIPS	College of the Canyons	Student Scholarships	500.00	
04/01/2025	EXTERNAL 3RD PARTY SCHOLARSHIPS	College of the Canyons	Student Scholarships	500.00	
04/25/2025	EXTERNAL 3RD PARTY SCHOLARSHIPS	College of the Canyons	Student Scholarships	1,000.00	
04/25/2025	EXTERNAL 3RD PARTY SCHOLARSHIPS	College of the Canyons	Student Scholarships	536.95	
04/25/2025	EXTERNAL 3RD PARTY SCHOLARSHIPS	College of the Canyons	Student Scholarships	537.45	
05/16/2025	EXTERNAL 3RD PARTY SCHOLARSHIPS	College of the Canyons	Student Scholarships	535.83	
05/20/2025	EXTERNAL 3RD PARTY SCHOLARSHIPS	College of the Canyons	Student Scholarships	800.00	
05/29/2025	EXTERNAL 3RD PARTY SCHOLARSHIPS	College of the Canyons	Student Scholarships	538.45	
04/14/2025	OSHER FOUNDATION SCHOLARSHIPS	College of the Canyons	Student Scholarships	5,075.00	
05/16/2025	SPANISH AMERICAN INSTITUTE NC	College of the Canyons	Student Scholarships	2,000.00	
EXPENDABLE SCHOLARSHIPS TOTAL					12,023.68
FUND 84 - GRAND TOTAL					12,023.68
FUND 88					
<u>OSHER SCHOLARSHIPS</u>					
04/14/2025	OSHER CCC SCHOLARSHIP ENDOW	College of the Canyons	Student Scholarships	17,400.00	
OSHER SCHOLARSHIPS TOTAL					17,400.00
FUND 88 - GRAND TOTAL					17,400.00
FUNDS 82 - 89 DISBURSEMENTS GRAND TOTAL					<u>84,613.62</u>

Fund 82 Program Account Balances as of May 31, 2025

Instructional Programs, various Campus Departments and Clubs, and Athletic Support

Authorized Signature	Program	Activity	Program Name	Amount
<u>FOUNDATION FUNDRAISING PROGRAMS</u>				
Justine Wallace	Instructional	950164	ADVANCED TECHNOLOGY CENTER	93,545.04
Jasmine Ruys	Campus Dpts/Clubs	950640	BANC - BASIC NEEDS CENTER	36,133.87
Monica Marshall	Campus Dpts/Clubs	950558	CIRCLE OF FRIENDS	8,237.53
Chad Peters	Athletics	950718	COUGAR CLUB	25,659.57
COC Foundation	Campus Dpts/Clubs	950670	COUGARS CARE EMERGENCY GRANT	24,675.00
COC Foundation	Campus Dpts/Clubs	950667	DR. VAN HOOK INNOVATION AWARD	38,305.50
Dept Chair	Campus Dpts/Clubs	950565	FOUNDATION MINI GRANT	27,617.21
Peter Hepburn	Campus Dpts/Clubs	950560	LIBRARY ASSOCIATES	29,586.05
COC Foundation	Campus Dpts/Clubs	950662	MICHELE JENKINS BRIDGING THE CANYON	1,825.00
Jennifer Smolos Steele	Campus Dpts/Clubs	950561	PATRONS OF THE ARTS	33,617.50
COC Foundation	Campus Dpts/Clubs	950661	ROGER VAN HOOK RAISING THE BAR	255,304.82
COC Foundation	Campus Dpts/Clubs	950664	SRSF-NEWHALL FAMILY FOUNDATION	36,500.00
FOUNDATION FUNDRAISING PROGRAMS TOTAL				611,007.09
<u>COC FOUNDATION</u>				
COC Foundation	Campus Dpts/Clubs	950552	CAMPUS DEVELOPMENT	120.00
COC Foundation	Campus Dpts/Clubs	950545	EARTHQUAKE	632.78
COC Foundation	Campus Dpts/Clubs	950512	FACULTY FIELD TRIPS	673.00
COC Foundation	Campus Dpts/Clubs	950581	FRIENDS OF THE GARDEN	5,839.15
COC Foundation	Campus Dpts/Clubs	950563	GLORIA JACKSON MEMORIAL FUND	1,235.00
COC Foundation	Campus Dpts/Clubs	950516	GREAT TEACHERS SEMINAR	2,914.00
COC Foundation	Campus Dpts/Clubs	950570	INSTITUTE OF TEACHING & LEARNI	4,000.00
COC Foundation	Campus Dpts/Clubs	950629	JACK SHINE MEMORIAL FUND	880.00
COC Foundation	Campus Dpts/Clubs	950535	LA TIMES INTERLUDE ACCOUNT	4,763.13
COC Foundation	Campus Dpts/Clubs	950601	LEARNING RSRC PRGRM DNR RCGNTN	120.00
COC Foundation	Campus Dpts/Clubs	950618	MAKER SPACE	1,211.00
COC Foundation	Campus Dpts/Clubs	950542	PRINTING - J LECRIVAN	200.00
COC Foundation	Campus Dpts/Clubs	950605	SPONSOR A STUDENT	8,734.32
COC Foundation	Campus Dpts/Clubs	950522	TEACH	100.00
COC Foundation	Campus Dpts/Clubs	950549	TEACHING IMPROVEMENT	449.11
COC Foundation	Campus Dpts/Clubs	950579	TRIP TEXTBOOK RENTAL PROGRAM	811.29
COC FOUNDATION TOTAL				32,682.78
<u>INSTRUCTIONAL PROGRAMS</u>				
Lisa Malley	Instructional	950132	ANTHROPOLOGY	801.13
Jason Oliver	Instructional	950156	ARCHITECTURE & INTERIOR DESIGN	2,219.31
Gary Sornborger	Instructional	950150	AUTO TECHNOLOGY PROGRAM	37,248.74
Thea Alvarado	Instructional	950103	BIOLOGY - ROSE	3,439.55
Miriam Golbert	Instructional	950102	BIOLOGY DEPARTMENT	3,963.94
Thea Alvarado	Instructional	950104	BIOTECHNOLOGY	850.00
Nicole Faudree	Instructional	950136	BUSINESS	235.00
Gary Petersen	Instructional	950141	CINEMA DEPARTMENT	2,955.96
Erin Tague	Instructional	950145	CIVIC CENTER	500.00
Jennifer Smolos Steele	Instructional	950161	COC ART GALLERY	5,000.00
Julie Lawson	Instructional	950106	COC CHOIR	750.00
Victoria Leonard	Instructional	950107	COC SPEECH & ACTING TEAM	10,585.92
Lee Hilliard	Instructional	950108	COMPUTER NETWORKING PROGRAM	227.04
Chris Ferguson	Instructional	950109	COMPUTER SCIENCE	1,898.33
Amber Cole	Instructional	950154	CONSTRUCTION MANAGEMENT	669.40
Cindy Schwanke	Instructional	950140	CULINARY ARTS	20.73

Fund 82 Program Account Balances as of May 31, 2025

Instructional Programs, various Campus Departments and Clubs, and Athletic Support

Authorized Signature	Program	Activity	Program Name	Amount
Cindy Schwanke	Campus Dpts/Clubs	950599	CULINARY ED. FUND FOR EXCELLEN	48,335.23
Phylise Smith	Instructional	950110	DANCE DEPARTMENT	7,277.30
Monica Marshall/Cindy Stephens	Instructional	950158	ECE ACADEMIC DEPARTMENT	4,835.00
Guillermo Cruz	Instructional	950111	ECONOMICS DEPARTMENT	1,350.38
David Martinez	Instructional	950112	ELECTRIC ENGINEERING DEPT	409.40
Patti Haley	Instructional	950113	EMERGENCY MEDICAL TECH PROGRAM	11.05
David Martinez	Instructional	950114	ENGINEERING DEPARTMENT	954.82
Alene Terzian	Instructional	950116	ENGLISH - KEMPLER	1,213.13
Alene Terzian	Instructional	950115	ENGLISH DEPARTMENT	5,682.14
Alene Terzian	Instructional	950149	ENGLISH LITERARY	499.64
Keith Kawamoto	Instructional	950163	FIRE ACADEMY	5,000.00
Keith Kawamoto	Instructional	950117	FIRE TECH	135.87
Regina Blasberg	Instructional	950135	FRESH WATER TECHNOLOGY	660.15
Mary Bates	Instructional	950137	GEOGRAPHY	555.37
Mary Bates	Instructional	950134	GEOLOGY	175.46
Kevin Anthony	Instructional	950118	HOTEL RESTAURANT MANAGEMENT	5.53
KC Manji	Instructional	950120	JAZZ BAND	450.00
Jennifer Smolos Steele	Instructional	950157	KEVIN JENKINS MEMORIAL FUND	5,384.54
Mary Bates	Instructional	950159	LAND SURVEYING	4,040.07
Sab Matsumoto	Instructional	950122	MATH DEPARTMENT	6,908.08
David Brill	Instructional	950151	MEDIA ENTERTAINMENT ARTS FILM	1,900.00
Thea Alvarado	Instructional	950152	MEDICAL LABORATORY TECH. PROGR	37.28
Bernardo Feldman	Instructional	950123	MUSIC DEPARTMENT	39.71
David Stears	Instructional	950138	NEW WORKS FESTIVAL- THEATRE	3,430.94
Tina Waller	Instructional	950124	NURSING DEPARTMENT	1,427.76
Nicole Faudree	Instructional	950155	PARALEGAL STUDIES	3,090.46
Thea Alvarado	Instructional	950125	PHARMACY TECH PROGRAM	500.00
Wendy Brill	Instructional	950126	PHOTO DEPARTMENT	207.08
David Andrus	Instructional	950148	POLITICAL SCIENCE	3,015.93
Deanna Riviera	Instructional	950127	PSYCHOLOGY DEPARTMENT	8,594.97
Brittany Applen	Instructional	950160	RECREATION MANAGEMENT PROGRAM	1,642.36
Diane Sionko	Instructional	950139	SIONKO BUSINESS	1,500.00
Jennifer Smolos Steele	Instructional	950146	STUDENT ORCHESTRA	0.17
David Stears	Instructional	950128	THEATRE ARTS DEPARTMENT	6,545.55
David Stears	Instructional	950131	THEATRE PRODUCTION	1,965.30
Jennifer Smolos Steele	Instructional	950162	VAPA PERCUSSION PROGRAM FUND	25,175.00
Tim Baber	Instructional	950129	WELDING DEPARTMENT	22,463.93
INSTRUCTIONAL PROGRAMS TOTAL				246,784.65

CAMPUS DEPARTMENTS AND CLUBS

Jennifer Smolos Steele	Campus Dpts/Clubs	950622	"THE SANDY" PRO AWARD	14,730.00
Thea Alvarado	Campus Dpts/Clubs	950598	ACADEMIC AFFAIRS	500.00
Rebecca Eikey	Campus Dpts/Clubs	950586	ACADEMIC SENATE	1,001.10
Ron McFarland	Campus Dpts/Clubs	950627	ACM CLUB	75.25
Larry Schallert	Campus Dpts/Clubs	950658	ACTIVE MINDS	1,769.25
Anthony Morris	Campus Dpts/Clubs	950654	AFRICAN-AMERICAN/BLACK STUDENT	486.91
Tina Waller	Campus Dpts/Clubs	950617	ALPHA DELTA NU	1,774.97
Brittany Applen	Campus Dpts/Clubs	950584	AMERICAN SIGN LANGUAGE CLUB	3,939.95
Brittany Applen	Campus Dpts/Clubs	950620	AMERICAN SIGN LANGUAGE DEPT	2,020.98
Lisa Malley	Campus Dpts/Clubs	950624	ANTHROPOLOGY CLUB	162.26
Michael McCaffery	Campus Dpts/Clubs	950589	ART DEPARTMENT	187.10

Fund 82 Program Account Balances as of May 31, 2025

Instructional Programs, various Campus Departments and Clubs, and Athletic Support

Authorized Signature	Program	Activity	Program Name	Amount
Brittany Applen	Campus Dpts/Clubs	950606	ASG CLUBS AND ORGANIZATIONS	24.30
Juan Buriel	Campus Dpts/Clubs	950614	ASSOC OF LATINO AMERICAN STDNT	24.24
Teresa Ciardi	Campus Dpts/Clubs	950613	ASTRONOMY & PHYSICS ASG CLUB	72.88
Tom Bilbruck	Campus Dpts/Clubs	950533	AT RISK YOUTH PROGRAM	6,162.35
Jeannie Chari	Campus Dpts/Clubs	950660	BIODIVERSITY INITIATIVE PROJ	11,098.52
Pamela Brogdon-Wynne	Campus Dpts/Clubs	950504	CAL WORKS & NEW HORIZONS	254.73
Kelly Cude	Campus Dpts/Clubs	950625	CANCER AWARENESS DAY	4.40
Paul Wickline	Campus Dpts/Clubs	950611	CANYON COUNTRY CAMPUS	2,246.72
Paul Wickline	Campus Dpts/Clubs	950555	CCC INNOVATION	17,657.19
Monica Marshall	Campus Dpts/Clubs	950557	CENTER ADVISORY COMMITTEE	3,676.63
Jennifer Smolos Steele	Campus Dpts/Clubs	950608	CHAMBER SINGERS	2,050.00
Patty Robinson	Campus Dpts/Clubs	950580	CIVIC ENGAGEMENT & COMM SSS	149.34
Patrick Backes	Campus Dpts/Clubs	950506	CLASSIFIED SENATE	1,972.65
Ruth Rassool	Campus Dpts/Clubs	950615	COC GAY STRAIGHT ALLIANCE	316.24
Ricardo Rosales	Campus Dpts/Clubs	950604	COC HEALTH AND MEDICAL SOCIETY	7.79
Pamela Brogdon-Wynne	Campus Dpts/Clubs	950517	COC HERITAGE COMMITTEE	1,000.00
Renard Thomas	Campus Dpts/Clubs	950644	COC VETERAN'S PROGRAM	5,302.07
Adam Kaminsky	Campus Dpts/Clubs	950650	COMMUNICATIONS STUDIES CLUB	357.29
Dianne Avery	Campus Dpts/Clubs	950507	COMMUNITY EXTENSION	2,515.50
Jim Temple	Campus Dpts/Clubs	950550	COMPUTER SUPPORT SVCS TECH CTR	179.51
Create	Campus Dpts/Clubs	950508	CREATE PROGRAM	221.87
Alene Terzian	Campus Dpts/Clubs	950578	CUL-DE-SAC LITERARY MAGAZINE	1,418.00
Jane Feurhelm	Campus Dpts/Clubs	950509	DISABLED STU PRGMS & SERVICES	1,850.73
Jennifer Smolos Steele	Campus Dpts/Clubs	950610	DIV OF FINE&PERFORMING ARTS	408.61
Kelly Dapp	Campus Dpts/Clubs	950505	EMPLOYMENT CENTER	15,347.12
Evelyn Garcia	Campus Dpts/Clubs	950671	EOPS (EXT OPP PROG & SERV)	1,000.00
Evelyn Garcia	Campus Dpts/Clubs	950511	EOPS/CARE BOOK GRANT PROGRAM	218.78
Jennifer Smolos Steele	Campus Dpts/Clubs	950532	EQUIPMENT - ARTS & TECH.	2,147.17
Frederick Bobola	Campus Dpts/Clubs	950672	ESPORTS CLUB	246.99
Ron Mita	Campus Dpts/Clubs	950638	FILM CLUB	52.01
Tom Bilbruck	Campus Dpts/Clubs	950513	FINANCIAL AID	2,577.50
Keith Kawamoto	Campus Dpts/Clubs	950645	FIREFIGHTERS OF TOMORROW ASG	1,080.00
David Andrus	Campus Dpts/Clubs	950647	FUNDRAISING DEVELOPMENT	7,722.69
David Andrus	Campus Dpts/Clubs	950603	FUNDS FOR INNOVATION	272,919.41
David Andrus	Campus Dpts/Clubs	950514	FUNDS FOR THE FUTURE	68,510.13
Bob Maxwell	Campus Dpts/Clubs	950602	FUTURE BUSINESS LEADERS OF AME	3,882.06
Jennifer Hauss	Campus Dpts/Clubs	950574	GAMMA BET PHI	167.27
Nick Pavik	Campus Dpts/Clubs	950515	GRAPHICS DEPARTMENT	548.93
Holly Hitt-Zuniga	Campus Dpts/Clubs	950648	HABITAT FOR HUMANITY COC	59.75
Teresa Ciardi	Campus Dpts/Clubs	950636	HASP AND RSX FUND	6,439.88
Brent Riffel	Campus Dpts/Clubs	950591	HISTORY CLUB	146.00
Miriam Golbert	Campus Dpts/Clubs	950518	HITE & HONORS	2,717.47
Kevin Anthony	Campus Dpts/Clubs	950520	HOSPITALITY PROGRAM	132.30
Sarah Etheridge	Campus Dpts/Clubs	950635	HUMAN RIGHTS SYMPOSIUM AWARD	200.00
Michelle Razzano	Campus Dpts/Clubs	950675	ICUE CULINARY CLUB	468.00
Evelyn Garcia	Campus Dpts/Clubs	950639	INSPIRE SCHOLARS SPECIAL FUND	44,337.33
Cindy Stephens /Kristi Robinson	Campus Dpts/Clubs	950564	INSPIRING SINGLE PARENTS	200.00
Jason Oliver	Campus Dpts/Clubs	950582	INTERIOR DESIGN CLUB	308.45
Jia-Yi Cheng Levine	Campus Dpts/Clubs	950537	INTERNATIONAL CLUB	150.00
Jia-Yi Cheng Levine	Campus Dpts/Clubs	950524	INTERNATIONAL SERVICES & PROGR	13,353.59

Fund 82 Program Account Balances as of May 31, 2025

Instructional Programs, various Campus Departments and Clubs, and Athletic Support

Authorized Signature	Program	Activity	Program Name	Amount
Jia-Yi Cheng Levine	Campus Dpts/Clubs	950607	ISP PROYECTA 100K	89.04
Vincent Devlahovich	Campus Dpts/Clubs	950630	ITaB	376.38
KC Manji	Campus Dpts/Clubs	950634	JUST JAZZ	95.03
Jennifer Smolos Steele	Campus Dpts/Clubs	950575	K-12 ARTS EDUCATION PROGRAM	5,284.85
James Glapa-Grossklag	Campus Dpts/Clubs	950621	LEARNING RESOURCES	6,825.00
Peter Hepburn	Campus Dpts/Clubs	950525	LIBRARY/IRC GENERAL ACCOUNT	1,398.42
Jennifer Smolos Steele	Campus Dpts/Clubs	950562	MANAGING DIRECTOR	2,765.61
Thea Alvarado	Campus Dpts/Clubs	950526	MATH & SCIENCE REMODEL CAMPAIG	8,094.00
Thea Alvarado	Campus Dpts/Clubs	950568	MATH/SCIENCE/ENGINEERING	338.04
Jennifer Smolos Steele	Campus Dpts/Clubs	950527	MEDIA CENTER	25.00
Amy Foote	Campus Dpts/Clubs	950528	MESA PROGRAM	6,687.59
Phil Gussin	Campus Dpts/Clubs	950531	MODEL UN	572.10
Jasmine Ruys	Campus Dpts/Clubs	950653	INTERCULTURAL CENTER	15.00
Tracy Taris	Campus Dpts/Clubs	950626	MYGENMYFIGHT CLUB	75.07
Laurie Solis	Campus Dpts/Clubs	950669	NASSSP NATIVE PATHWAYS	380.00
Tina Waller	Campus Dpts/Clubs	950631	NATIONAL STUDENT NURSE ASSOCIA	1,509.67
Tina Waller	Campus Dpts/Clubs	950534	NURSING ALUMNI ASSOCIATION	108.05
Jennifer Smolos Steele	Campus Dpts/Clubs	950548	PAC CONCESSIONS	44,586.65
Jeffrey Roy	Campus Dpts/Clubs	950619	PHYSICIAN ASSISTANT STUDENT CL	67.97
Jasmine Ruys	Campus Dpts/Clubs	950538	PROJECT CELEBRATION	1,000.00
Deanna Riviera	Campus Dpts/Clubs	950540	PSYCHOLOGY CLUB	4,177.46
Erin Tague	Campus Dpts/Clubs	950541	RECYCLING	937.98
Thea Alvarado	Campus Dpts/Clubs	950649	RISING SCHOLARS	75.00
Jia-Yi Cheng Levine	Campus Dpts/Clubs	950590	SC ENVIRONMENTAL ED. CONSORTIU	25,167.14
Andy McCutcheon	Campus Dpts/Clubs	950673	SCV BOOK FESTIVAL	6,214.77
Victoria Leonard	Campus Dpts/Clubs	950593	SIGMA CHI ETA CLUB	197.59
Amy Foote	Campus Dpts/Clubs	950612	SOCIETY OF HISPANIC PROF. ENG	793.46
Anne Marenco	Campus Dpts/Clubs	950585	SOCIOLOGY CLUB	2.60
Susan Hinshaw	Campus Dpts/Clubs	950594	SOLOPALOOZA	1,003.67
Claudia Acosta	Campus Dpts/Clubs	950543	SPANISH INSTITUTE	6,608.96
Sarah Ehrsam	Campus Dpts/Clubs	950596	SPORTS & MEDICINE ASG CLUB	1,511.84
John Milburn	Campus Dpts/Clubs	950632	STRONG WORKFORCE APPRENTICESHI	2,000.00
Claudia Acosta	Campus Dpts/Clubs	950616	STUDENT VETERANS FOR AMERICA	1,161.00
Jia-Yi Cheng Levine	Campus Dpts/Clubs	950587	STUDENTS FOR SUSTAINABILITY	500.00
Jia-Yi Cheng Levine	Campus Dpts/Clubs	950567	SUSTAINABLE DEVELOPMENT COMMIT	15,494.03
Jennifer Smolos Steele	Campus Dpts/Clubs	950547	SYMPHONY ORCHESTRA	121.13
Jia-Yi Cheng Levine	Campus Dpts/Clubs	950595	TEDx	187.26
Mojdeh Mahn	Campus Dpts/Clubs	950551	TLC TUTOR ACCOUNT	1,534.23
SB Tucker	Campus Dpts/Clubs	950668	VETERAN'S ALLIANCE ORG (VALOR)	2,880.19
Yasser Issa	Campus Dpts/Clubs	950663	VOLUNTEER BUREAU & STUDENT EMP	330.00
Gabrielle Temple	Campus Dpts/Clubs	950553	WOMEN'S CONFERENCE	11,852.85
John Milburn	Campus Dpts/Clubs	950503	WORFORCE AND ECONOMIC ADVANCEMENT	1,003.34
Claudia Acosta/Jia-Yi Cheng Levine	Campus Dpts/Clubs	950554	WORLD CULTURE FESTIVAL	248.00
Patty Robinson	Campus Dpts/Clubs	950665	ZONTA'S COC CHAPTER/GOLDEN Z	21.53
CAMPUS DEPARTMENTS AND CLUBS TOTAL				694,869.66

ATHLETIC SUPPORT

Chad Peters	Athletics	950702	ATHLETIC EXPANSION CAMPAIGN	359.19
Chad Peters	Athletics	950721	ATHLETIC HALL OF FAME PROJECT	7,810.58
Chad Peters	Athletics	950703	ATHLETIC TRAINER	1,144.79

Fund 82 Program Account Balances as of May 31, 2025

Instructional Programs, various Campus Departments and Clubs, and Athletic Support

Authorized Signature	Program	Activity	Program Name	Amount
Chad Peters	Athletics	950704	BASEBALL	655.59
Chad Peters	Athletics	950705	COC TENNIS	848.46
Chad Peters	Athletics	950707	COUGAR BASKETBALL	6,038.56
Chad Peters	Athletics	950719	COUGAR DEN	620.19
Chad Peters	Athletics	950708	FOOTBALL	7,751.27
Chad Peters	Athletics	950706	GOLF DEPARTMENT	9,535.93
Chad Peters	Athletics	950720	MEN'S SOCCER	458.88
Chad Peters	Athletics	950711	PE STRENGTH	475.97
Chad Peters	Athletics	950712	PE SWIMMING	124.57
Chad Peters	Athletics	950713	PE TRACK	600.00
Chad Peters	Athletics	950715	WOMEN'S BASKETBALL	1,752.75
Chad Peters	Athletics	950716	WOMEN'S SOCCER	327.22
Chad Peters	Athletics	950717	WOMEN'S SOFTBALL	-
ATHLETIC SUPPORT TOTAL				38,503.95

	Total	1,623,848.13	
Fund 82 Life To Date Interest - Net	176,144.75		a
(Includes Changes in Investment Gain/Loss) Fund 87 Life To Date Interest - Net	294,574.04		b
Board Designated to Roger Van Hook Raising the Bar - Held at FCCC	(23,649.00)		
Fund 82 Reconciliation Total	2,070,917.92		

* a & b - See current year interest on Fund 82 - Program Fund Financial Report page.

Investment Overview as of Jun 11, 2025

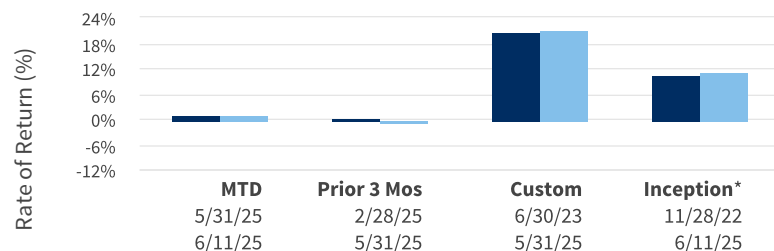


Manvi Trust - COCF // xxxxx757

James Schramm
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Portfolio Performance

Time-Weighted (Net of Fees)

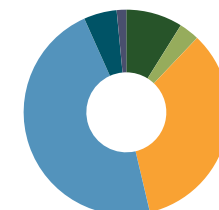


Manvi Trust - COCF	1.31%	0.10%	21.02%	10.88%
Custom Blended Benchmark 1^	1.08%	(0.23%)	21.33%	11.56%
S&P 500 Total Return Indx	1.92%	(0.37%)	36.50%	19.70%
Bloomberg U.S. Agg Bd	0.23%	(0.29%)	7.22%	3.63%

*Returns are annualized. ^See Additional Information for benchmark info.

Asset Allocation

	Market Value (\$)	% of Portfolio
Cash & Cash Alternatives	91,496.43	12.12%
Cash*	67,302.30	8.91%
Cash Alternatives	24,194.13	3.20%
Fixed Income	258,218.10	34.19%
Equity	405,518.06	53.69%
U.S. Equity	354,785.23	46.98%
Non U.S. Equity	39,287.99	5.20%
Real Estate	11,441.69	1.51%
Equity Other	3.15	0.00%
Alternative Investments	0.00	0.00%
Allocation Strategies	0.00	0.00%
Non-Classified	0.00	0.00%
Total Portfolio	\$755,232.58	100%



Packaged products may be represented across multiple asset classes.

*\$56,928.70 is held in cash and cash sweep products

Asset Growth

	MTD 5/31/25 6/11/25	Prior 3 Mos 2/28/25 5/31/25	Custom 6/30/23 5/31/25	Inception 11/28/22 6/11/25
Beginning Market Value	\$745,471.99	\$711,944.52	\$612,473.36	\$582,056.25
Contributions/ Withdrawals	\$0.00	\$31,913.32	\$5,957.34	\$1,514.21
Income	\$1,253.95	\$4,701.01	\$41,159.38	\$50,043.40
Change in Market Value	\$8,506.65	(\$3,086.86)	\$85,881.91	\$121,618.73
Ending Market Value	\$755,232.59	\$745,471.99	\$745,471.99	\$755,232.59

Investment Results	\$9,760.60	\$1,614.15	\$127,041.29	\$171,662.13
--------------------	------------	------------	--------------	--------------

Style Analysis

Equity				Fixed Income					
Capitalization	Style			Quality	Duration				
	Value	Core	Growth		Short	Interm	Long		
	Large	16.11%	23.50%		20.61%	High	0.00%	0.00%	0.00%
	Mid	7.68%	13.27%		8.98%	Medium	71.11%	28.89%	0.00%
Small	2.82%	3.72%	3.32%	Low	0.00%	0.00%	0.00%		
Other Equity: 0.00%				Other Fixed Income: 0.00%					

> 50%

50 - 25%

25 - 10%

10 - 0%

■ > 50% ■ 50 - 25% ■ 25 - 10% □ 10 - 0%

Performance Analysis as of Jun 11, 2025



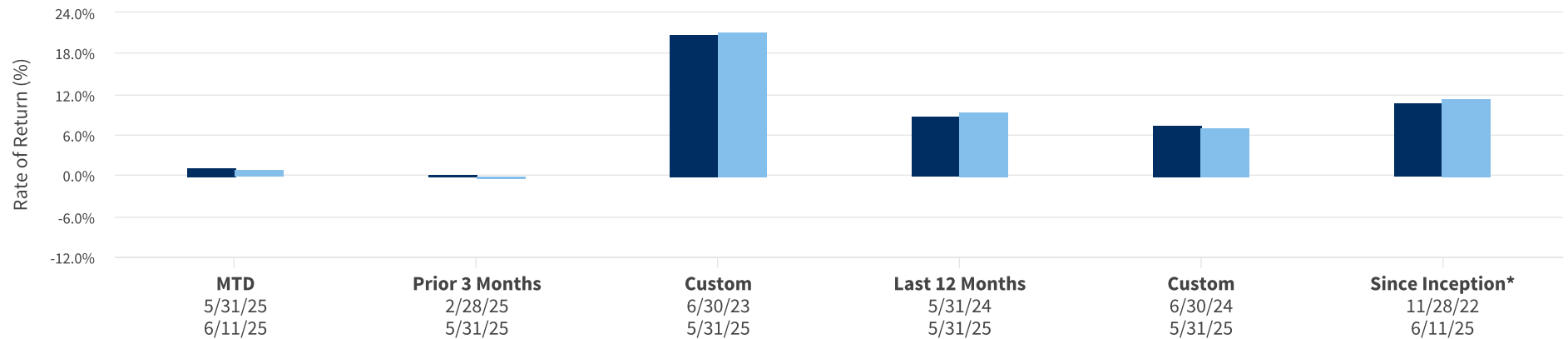
Manvi Trust - COCF // xxxxx757

James Schramm
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Performance Analysis Summary

Time-Weighted (Net of Fees)

Total Market Value as of 6/11/2025: \$755,232.59



	MTD 5/31/25 6/11/25	Prior 3 Months 2/28/25 5/31/25	Custom 6/30/23 5/31/25	Last 12 Months 5/31/24 5/31/25	Custom 6/30/24 5/31/25	Since Inception* 11/28/22 6/11/25
Manvi Trust - COCF	1.31%	0.10%	21.02%	9.07%	7.63%	10.88%
Custom Blended Benchmark 1^	1.08%	(0.23%)	21.33%	9.60%	7.17%	11.56%
MSCI EAFE (Net Div)	1.28%	8.92%	28.48%	13.33%	15.19%	15.79%
S&P 500 Total Return Indx	1.92%	(0.37%)	36.50%	13.52%	9.59%	19.70%
Bloomberg U.S. Agg Bd	0.23%	(0.29%)	7.22%	5.46%	4.47%	3.63%

Inception Date: 11/28/22

*Returns are annualized for periods greater than one year.

^Please see the Additional Information section of this report for detailed benchmark information.

Performance by Account as of Jun 11, 2025



Manvi Trust - COCF // xxxxx757

James Schramm
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Performance by Account Summary

Time-Weighted (Net of Fees)

	Open Date / (Close Date)	Market Value	MTD 5/31/25 6/11/25	Prior 3 Months 2/28/25 5/31/25	Custom 6/30/23 5/31/25	Last 12 Months 5/31/24 5/31/25	Custom 6/30/24 5/31/25	Since Inception* 11/28/22 6/11/25
Manvi Trust - COCF // xxxxx757	11/28/22	\$755,232.59	1.31%	0.10%	21.02%	9.07%	7.63%	10.88%
Total Portfolio	11/28/22	\$755,232.59	1.31%	0.10%	21.02%	9.07%	7.63%	10.88%

**Returns are annualized for periods greater than one year.*

Performance by Account as of Jun 11, 2025



Manvi Trust - COCF // xxxxx757

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Performance by Account Detail

Manvi Trust - COCF // xxxxx757

Inception: 11/28/22

	Beginning Market Value	Contributions/ Withdrawals	Income	Change in Market Value	Ending	Investment Results	Time-Weighted (Net of Fees) Performance
MTD 5/31/25-6/11/25	\$745,471.99	\$0.00	\$1,253.95	\$8,506.65	\$755,232.59	\$9,760.60	1.31%
Prior 3 Months 2/28/25-5/31/25	\$711,944.52	\$31,913.32	\$4,701.01	(\$3,086.86)	\$745,471.99	\$1,614.15	0.10%
Custom 6/30/23-5/31/25	\$612,473.36	\$5,957.34	\$41,159.38	\$85,881.91	\$745,471.99	\$127,041.29	21.02%
Last 12 Months 5/31/24-5/31/25	\$668,650.21	\$15,899.68	\$25,618.60	\$35,303.50	\$745,471.99	\$60,922.10	9.07%
Custom 6/30/24-5/31/25	\$677,618.25	\$15,899.68	\$23,370.46	\$28,583.60	\$745,471.99	\$51,954.06	7.63%
Since Inception* 11/28/22-6/11/25	\$582,056.25	\$1,514.21	\$50,043.40	\$121,618.73	\$755,232.59	\$171,662.13	10.88%

*Returns are annualized for periods greater than one year.

Additional Information Regarding This Report



Manvi Trust - COCF // xxxxx757

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This report should not be used as a substitute for your monthly statement, 1099 or to determine taxability. Changes in tax laws may occur at any time and could have a substantial impact upon each person's situation. While we are familiar with the tax provisions of the issues presented herein, we are not qualified to render advice on tax or legal matters. The information in this report has been obtained from sources that we believe to be reliable, but cannot be guaranteed.

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The account listing may or may not include all of your accounts with Raymond James Financial Services, Inc. This report is comprised of data from the following accounts: xxxxx757

Report ID: a_731336_1749700800000_1749752700790000_00001of00001-CBM

Performance

The performance data quoted represents past performance and does not guarantee future results. The investment return and principal value of an investment will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. The current performance may be lower or higher than the performance data quoted. It is not possible to invest directly in an index.

Performance is depicted using the Time-Weighted method for the entire period.

Time-Weighted - The geometric (compounded) return measured on the basis of periodic market valuations of assets. If applicable, the return includes the effects of leverage. Unlike the dollar-weighted method, it minimizes the impact of cash flows on the rate of return; however, in principle it requires valuations to be made on the occasion of each cash flow. Approximation to this measure can be obtained by prorating cash flows to successive valuation points or by computing internal rates of return between valuation points. If there are no interim cash flows, the time-weighted return, compounded annually determines the entire value of an investment.

Returns are calculated net of fees.

Annualized refers to the annualized return from the inception date of the account, or the selected beginning date when using the date-to-date functionality.

The inception date indicates the date of account or household initiation in the Portfolio Performance system. This date may not match the date the account was opened.

Managed Account Performance- In order for managers to track real time cash in managed AMS accounts, certain activity may not reflect the actual transaction dates and market values may differ

from what is reported on client statements. The Time-Weighted Total Equity and Time-Weighted All Cash returns are the same for these accounts.

All performance figures exclude unpriced securities (including securities of indeterminate value), limited partnerships (other than limited partnerships classified as Alternative Investments and appearing in that section of your statement).

Dividends are not guaranteed and will fluctuate.

The CFA Institute has not been involved with the preparation or review of this statement.

Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Accounts with Real Time Cash may have cash values updated throughout the day, note that this may cause a difference in account values between performance and holdings reports.

Securities Information

Non-proprietary annuity values will show as contributions on the date they became available to the Portfolio Performance system. They are included through the selected calculation ending date. Prior inclusion of these values in the rate of return calculation is not available.

Raymond James Certificates of Deposit values will show as contributions on the date they became available to the Portfolio Performance system. They are included through the selected calculation ending date. Prior inclusion of these values in the rate of return calculation is not available.

Additional Information Regarding This Report



Manvi Trust - COCF // xxxxx757

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Values include accrued income. Values are based on trade date accounting method.

Morningstar equity information as of (June 11, 2025)

Morningstar mutual fund and annuity information as of (June 10, 2025)

Morningstar 529 information as of (May 19, 2025)

Raymond James and Morningstar data are subject to the availability of the fund filings as well as internal analysis and may not represent real-time allocations.

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This analysis is for informational purposes only and is intended to be used as part of a complete portfolio review with your financial advisor. The data provided in the asset allocation analysis is subject to inherent limitations and is not guaranteed to represent actual asset class exposure(s) within your account(s) at the time of calculation. See raymondjames.com/asset-allocation/faq to learn more. Raymond James and Morningstar data are subject to the availability of fund filings as well as internal analysis and may not represent real-time allocations.

An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although these funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in them.

Short positions and negative cash values are not included in the allocation.

While sources used for pricing publicly traded securities are considered reliable, the prices displayed on your statement may be based on actual trades, bid/ask information or vendor evaluations. As such, the prices displayed on your statement may or may not reflect actual trade prices you would receive in the current market. Pricing for non-publicly traded securities is obtained from a variety of sources, which may include issuer-provided information. Raymond James does not guarantee the accuracy, reliability, completeness or attainability of this information. Investment decisions should be made only after contacting your Financial Advisor.

Within certain packaged products (for example, open-ended mutual funds, closed-ended mutual funds

and exchange traded funds), any fixed income security held in the product portfolio is affected by several risks, including, without limitation, interest rate, prepayment, and credit related risks. Any rise (fall) in interest rates may reduce (increase) the value of the investment. An overview of these and other risks is available at raymondjames.com, finra.org, emma.msrb.org, and investigatingbonds.com.

Packaged products may be represented across multiple asset classes.

Additional Information Regarding This Report



Manvi Trust - COCF // xxxxx757

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Benchmark Information

Bloomberg U.S. Agg Bd - The Bloomberg U.S. Aggregate Bond index is a measure of the investment grade, fixed-rate, taxable bond market of roughly 6,000 SEC-registered securities with intermediate maturities averaging approximately 10 years. The index includes bonds from the Treasury, Government-Related, Corporate, MBS, ABS, and CMBS sectors.

MSCI EAFE (Net Div) - MSCI EAFE Net Dividend is a free float-adjusted market capitalization index that is designed to measure the equity market performance of developed markets, excluding the United States & Canada. As of June 2007 the MSCI EAFE Index consisted of the following 21 developed market countries: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, and the United Kingdom. (Total Return Index) - With Net Dividends: Approximates the minimum possible dividend reinvestment. The dividend is reinvested after deduction of withholding tax, applying the rate to non-resident individuals who do not benefit from double taxation treaties. MSCI Barra uses withholding tax rates applicable to Luxembourg holding companies, as Luxembourg applies the highest rates.

S&P 500 Total Return Indx - The S&P 500 Index Total Return is a broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. It consists of 400 industrial, 40 utility, 20 transportation, and 40 financial companies listed on U.S. market exchanges. This is a capitalization-weighted calculated on a total return basis with dividends reinvested. The S&P represents about 75% of the NYSE market capitalization.

Custom Blended Benchmark 1

S&P 500 Total Return Indx 50%, Bloomberg U.S. Agg Bd 50% - The S&P 500 Index Total Return is a broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. It consists of 400 industrial, 40 utility, 20 transportation, and 40 financial companies listed on U.S. market exchanges. This is a capitalization-weighted calculated on a total return basis with dividends reinvested. The S&P represents about 75% of the NYSE market capitalization.

The Bloomberg U.S. Aggregate Bond index is a measure of the investment grade, fixed-rate, taxable bond market of roughly 6,000 SEC-registered securities with intermediate maturities averaging approximately 10 years. The index includes bonds from the Treasury, Government-Related, Corporate, MBS, ABS, and CMBS sectors.

Investment Overview as of Jun 11, 2025

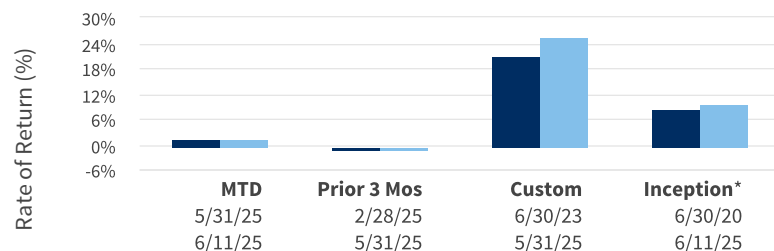


College of the Canyons

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Portfolio Performance

Time-Weighted (Net of Fees)

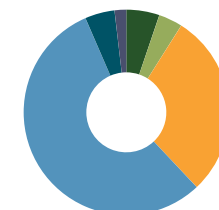


S&P 500 Total Return Indx	1.92%	(0.37%)	36.50%	16.10%
Bloomberg U.S. Agg Bd	0.23%	(0.29%)	7.22%	(0.99%)

*Returns are annualized. ^See Additional Information for benchmark info.

Asset Allocation

	Market Value (\$)	% of Portfolio
Cash & Cash Alternatives	194,265.30	8.99%
Cash*	112,778.36	5.22%
Cash Alternatives	81,486.94	3.77%
Fixed Income	626,327.05	29.00%
Equity	1,339,400.73	62.01%
U.S. Equity	1,198,632.19	55.49%
Non U.S. Equity	101,314.59	4.69%
Real Estate	39,443.96	1.83%
Equity Other	9.99	0.00%
Alternative Investments	0.00	0.00%
Allocation Strategies	0.00	0.00%
Non-Classified	0.00	0.00%
Total Portfolio	\$2,159,993.11	100%



Packaged products may be represented across multiple asset classes.

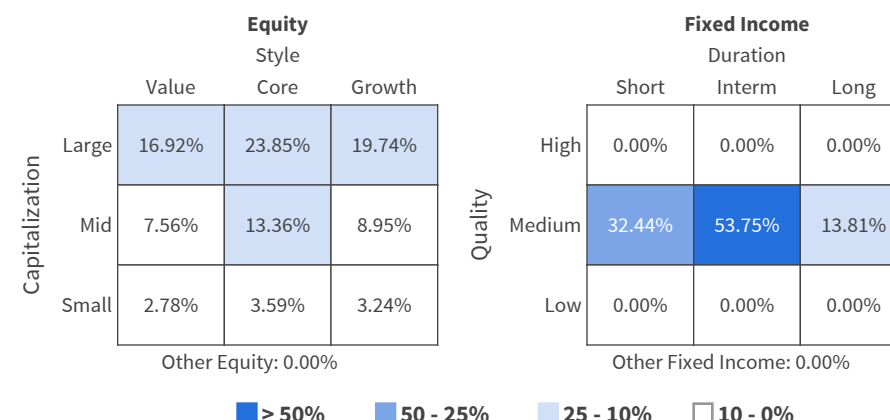
*\$81,657.93 is held in cash and cash sweep products

Asset Growth

	MTD 5/31/25 6/11/25	Prior 3 Mos 2/28/25 5/31/25	Custom 6/30/23 5/31/25	Inception 6/30/20 6/11/25
Beginning Market Value	\$2,128,601.25	\$2,097,237.70	\$1,234,459.29	\$341,275.20
Contributions/ Withdrawals	\$0.00	\$32,172.32	\$554,301.69	\$1,276,684.22
Income	\$1,379.80	\$12,505.54	\$100,732.95	\$237,595.26
Change in Market Value	\$30,012.07	(\$13,314.32)	\$239,107.32	\$304,438.44
Ending Market Value	\$2,159,993.12	\$2,128,601.25	\$2,128,601.25	\$2,159,993.12

Investment Results	\$31,391.87	(\$808.78)	\$339,840.27	\$542,033.70
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Style Analysis



Performance Analysis as of Jun 11, 2025



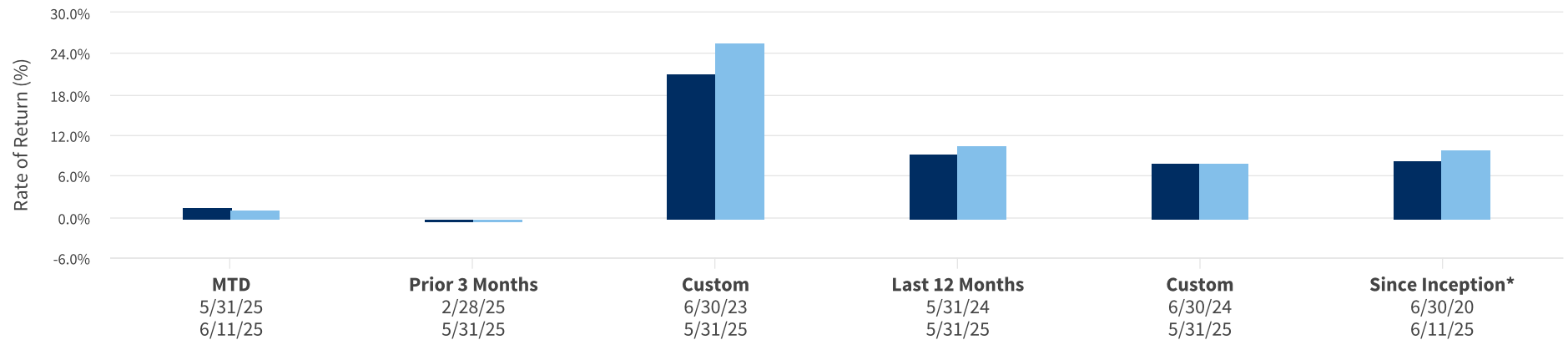
College of the Canyons

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Performance Analysis Summary

Time-Weighted (Net of Fees)

Total Market Value as of 6/11/2025: \$2,159,993.12



	MTD 5/31/25 6/11/25	Prior 3 Months 2/28/25 5/31/25	Custom 6/30/23 5/31/25	Last 12 Months 5/31/24 5/31/25	Custom 6/30/24 5/31/25	Since Inception* 6/30/20 6/11/25
College of the Canyons	1.47%	(0.07%)	21.21%	9.54%	7.98%	8.24%
Custom Blended Benchmark 1^	1.33%	(0.25%)	25.77%	10.80%	7.93%	10.05%
Custom Blended Benchmark 2^	1.08%	(0.23%)	21.33%	9.60%	7.17%	7.48%
MSCI EAFE (Net Div)	1.28%	8.92%	28.48%	13.33%	15.19%	11.07%
S&P 500 Total Return Indx	1.92%	(0.37%)	36.50%	13.52%	9.59%	16.10%
Bloomberg U.S. Agg Bd	0.23%	(0.29%)	7.22%	5.46%	4.47%	(0.99%)

Inception Date: 6/30/20

*Returns are annualized for periods greater than one year.

^Please see the Additional Information section of this report for detailed benchmark information.

Performance Analysis

as of Jun 11, 2025



College of the Canyons

James Schramm
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Performance Analysis Detail

	Account	Market	Performance	MTD	Prior 3 Months	Custom	Last 12 Months	Custom	Since Inception*
		Value(\$)	Inception/ Close	5/31/25 6/11/25	2/28/25 5/31/25	6/30/23 5/31/25	5/31/24 5/31/25	6/30/24 5/31/25	6/30/20 6/11/25
College of the Canyons Foundation 1	xxxxx024	1,259,965.27	7/17/2020	1.48%	(0.03%)	20.88%	9.61%	8.01%	7.41%
College of the Canyons Foundation 2	xxxxx887	900,027.85	6/30/2020	1.47%	(0.13%)	21.75%	9.45%	7.95%	8.30%

*Returns are annualized for periods greater than one year.

Performance by Account as of Jun 11, 2025



College of the Canyons

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Performance by Account Summary

Time-Weighted (Net of Fees)

	Open Date / (Close Date)	Market Value	MTD 5/31/25 6/11/25	Prior 3 Months 2/28/25 5/31/25	Custom 6/30/23 5/31/25	Last 12 Months 5/31/24 5/31/25	Custom 6/30/24 5/31/25	Since Inception* Inception 6/11/25
College of the Canyons Foundation 1 // xxxxx024	7/17/20	\$1,259,965.27	1.48%	(0.03%)	20.88%	9.61%	8.01%	7.41%
College of the Canyons Foundation 2 // xxxxx887	6/30/20	\$900,027.85	1.47%	(0.13%)	21.75%	9.45%	7.95%	8.30%
Total Portfolio	6/30/20	\$2,159,993.12	1.47%	(0.07%)	21.21%	9.54%	7.98%	8.24%

*Returns are annualized for periods greater than one year.

Performance by Account as of Jun 11, 2025



College of the Canyons

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Performance by Account Detail

Consolidated Review

Inception: 6/30/20

	Beginning Market Value	Contributions/ Withdrawals	Income	Change in Market Value	Ending	Investment Results	Time-Weighted (Net of Fees) Performance
MTD 5/31/25-6/11/25	\$2,128,601.25	\$0.00	\$1,379.80	\$30,012.07	\$2,159,993.12	\$31,391.87	1.47%
Prior 3 Months 2/28/25-5/31/25	\$2,097,237.70	\$32,172.32	\$12,505.54	(\$13,314.32)	\$2,128,601.25	(\$808.78)	(0.07%)
Custom 6/30/23-5/31/25	\$1,234,459.29	\$554,301.69	\$100,732.95	\$239,107.32	\$2,128,601.25	\$339,840.27	21.21%
Last 12 Months 5/31/24-5/31/25	\$1,865,411.76	\$80,948.15	\$73,525.39	\$108,715.95	\$2,128,601.25	\$182,241.34	9.54%
Custom 6/30/24-5/31/25	\$1,916,111.33	\$57,273.15	\$69,110.18	\$86,106.59	\$2,128,601.25	\$155,216.77	7.98%
Since Inception* 6/30/20-6/11/25	\$341,275.20	\$1,276,684.22	\$237,595.26	\$304,438.44	\$2,159,993.12	\$542,033.70	8.24%

*Returns are annualized for periods greater than one year.

College of the Canyons Foundation 1 // xxxxx024

Inception: 7/17/20

	Beginning Market Value	Contributions/ Withdrawals	Income	Change in Market Value	Ending	Investment Results	Time-Weighted (Net of Fees) Performance
MTD 5/31/25-6/11/25	\$1,241,621.65	\$0.00	\$508.09	\$17,835.53	\$1,259,965.27	\$18,343.62	1.48%
Prior 3 Months 2/28/25-5/31/25	\$1,232,664.52	\$9,027.12	\$6,705.82	(\$6,775.81)	\$1,241,621.65	(\$69.99)	(0.03%)
Custom 6/30/23-5/31/25	\$587,577.98	\$460,829.56	\$59,298.29	\$133,915.82	\$1,241,621.65	\$193,214.11	20.88%
Last 12 Months 5/31/24-5/31/25	\$1,094,833.58	\$39,546.54	\$43,893.44	\$63,348.09	\$1,241,621.65	\$107,241.53	9.61%
Custom 6/30/24-5/31/25	\$1,116,101.33	\$34,546.54	\$41,851.51	\$49,122.27	\$1,241,621.65	\$90,973.78	8.01%
Since Inception* 7/17/20-6/11/25	\$457,231.92	\$502,208.12	\$131,467.28	\$169,057.95	\$1,259,965.27	\$300,525.23	7.41%

*Returns are annualized for periods greater than one year.

Consolidated Accounts: xxxxx024, xxxxx887

Created on 6/12/25

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Performance by Account as of Jun 11, 2025



College of the Canyons

James Schramm
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Performance by Account Detail

College of the Canyons Foundation 2 // xxxxx887
Inception: 6/30/20

	Beginning Market Value	Contributions/ Withdrawals	Income	Change in Market Value	Ending	Investment Results	Time-Weighted (Net of Fees) Performance
MTD 5/31/25-6/11/25	\$886,979.60	\$0.00	\$871.71	\$12,176.54	\$900,027.85	\$13,048.25	1.47%
Prior 3 Months 2/28/25-5/31/25	\$864,573.18	\$23,145.20	\$5,799.72	(\$6,538.50)	\$886,979.60	(\$738.78)	(0.13%)
Custom 6/30/23-5/31/25	\$646,881.31	\$93,472.13	\$41,434.66	\$105,191.50	\$886,979.60	\$146,626.16	21.75%
Last 12 Months 5/31/24-5/31/25	\$770,578.18	\$41,401.61	\$29,631.95	\$45,367.86	\$886,979.60	\$74,999.81	9.45%
Custom 6/30/24-5/31/25	\$800,010.00	\$22,726.61	\$27,258.67	\$36,984.32	\$886,979.60	\$64,242.99	7.95%
Since Inception* 6/30/20-6/11/25	\$341,275.20	\$317,244.18	\$106,127.98	\$135,380.49	\$900,027.85	\$241,508.47	8.30%

*Returns are annualized for periods greater than one year.

Additional Information Regarding This Report



College of the Canyons

James Schramm

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This report should not be used as a substitute for your monthly statement, 1099 or to determine taxability. Changes in tax laws may occur at any time and could have a substantial impact upon each person's situation. While we are familiar with the tax provisions of the issues presented herein, we are not qualified to render advice on tax or legal matters. The information in this report has been obtained from sources that we believe to be reliable, but cannot be guaranteed.

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Securities offered through Raymond James Financial Services, Inc. Member FINRA/SIPC. Investment Advisory Services offered through Raymond James Financial Services Advisors, Inc. and/or the Independent Registered Investment Advisor, or both. Please refer to your advisory services contract and form ADV for more information. Your financial advisor may operate under a separate business entity. The business entity is independent of Raymond James Financial Services and not a broker/dealer.

The account listing may or may not include all of your accounts with Raymond James Financial Services, Inc. This report is comprised of data from the following accounts: xxxxx024, xxxxx887

Report ID: a_731336_1749700800000_1749751719108000_00001of00001-CBM

Performance

The performance data quoted represents past performance and does not guarantee future results. The investment return and principal value of an investment will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. The current performance may be lower or higher than the performance data quoted. It is not possible to invest directly in an index.

Performance is depicted using the Time-Weighted method for the entire period.

Time-Weighted - The geometric (compounded) return measured on the basis of periodic market valuations of assets. If applicable, the return includes the effects of leverage. Unlike the dollar-weighted method, it minimizes the impact of cash flows on the rate of return; however, in principle it requires valuations to be made on the occasion of each cash flow. Approximation to this measure can be obtained by prorating cash flows to successive valuation points or by computing internal rates of return between valuation points. If there are no interim cash flows, the time-weighted return, compounded annually determines the entire value of an investment.

Returns are calculated net of fees.

Annualized refers to the annualized return from the inception date of the account, or the selected beginning date when using the date-to-date functionality.

The inception date indicates the date of account or household initiation in the Portfolio Performance system. This date may not match the date the account was opened.

Managed Account Performance- In order for managers to track real time cash in managed AMS accounts, certain activity may not reflect the actual transaction dates and market values may differ

from what is reported on client statements. The Time-Weighted Total Equity and Time-Weighted All Cash returns are the same for these accounts.

All performance figures exclude unpriced securities (including securities of indeterminate value), limited partnerships (other than limited partnerships classified as Alternative Investments and appearing in that section of your statement).

Dividends are not guaranteed and will fluctuate.

The CFA Institute has not been involved with the preparation or review of this statement.

Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Accounts with Real Time Cash may have cash values updated throughout the day, note that this may cause a difference in account values between performance and holdings reports.

Securities Information

Non-proprietary annuity values will show as contributions on the date they became available to the Portfolio Performance system. They are included through the selected calculation ending date. Prior inclusion of these values in the rate of return calculation is not available.

Raymond James Certificates of Deposit values will show as contributions on the date they became available to the Portfolio Performance system. They are included through the selected calculation ending date. Prior inclusion of these values in the rate of return calculation is not available.

Additional Information Regarding This Report



College of the Canyons

James Schramm

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Values include accrued income. Values are based on trade date accounting method.

Morningstar equity information as of (June 11, 2025)

Morningstar mutual fund and annuity information as of (June 10, 2025)

Morningstar 529 information as of (May 19, 2025)

Raymond James and Morningstar data are subject to the availability of the fund filings as well as internal analysis and may not represent real-time allocations.

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This analysis is for informational purposes only and is intended to be used as part of a complete portfolio review with your financial advisor. The data provided in the asset allocation analysis is subject to inherent limitations and is not guaranteed to represent actual asset class exposure(s) within your account(s) at the time of calculation. See raymondjames.com/asset-allocation/faq to learn more. Raymond James and Morningstar data are subject to the availability of fund filings as well as internal analysis and may not represent real-time allocations.

An investment in a money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although these funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in them.

Short positions and negative cash values are not included in the allocation.

While sources used for pricing publicly traded securities are considered reliable, the prices displayed on your statement may be based on actual trades, bid/ask information or vendor evaluations. As such, the prices displayed on your statement may or may not reflect actual trade prices you would receive in the current market. Pricing for non-publicly traded securities is obtained from a variety of sources, which may include issuer-provided information. Raymond James does not guarantee the accuracy, reliability, completeness or attainability of this information. Investment decisions should be made only after contacting your Financial Advisor.

Within certain packaged products (for example, open-ended mutual funds, closed-ended mutual funds

and exchange traded funds), any fixed income security held in the product portfolio is affected by several risks, including, without limitation, interest rate, prepayment, and credit related risks. Any rise (fall) in interest rates may reduce (increase) the value of the investment. An overview of these and other risks is available at raymondjames.com, finra.org, emma.msrb.org, and investigatingbonds.com.

Packaged products may be represented across multiple asset classes.

Additional Information Regarding This Report



College of the Canyons

James Schramm
james.schramm@raymondjames.com

Benchmark Information

Bloomberg U.S. Agg Bd - The Bloomberg U.S. Aggregate Bond index is a measure of the investment grade, fixed-rate, taxable bond market of roughly 6,000 SEC-registered securities with intermediate maturities averaging approximately 10 years. The index includes bonds from the Treasury, Government-Related, Corporate, MBS, ABS, and CMBS sectors.

MSCI EAFE (Net Div) - MSCI EAFE Net Dividend is a free float-adjusted market capitalization index that is designed to measure the equity market performance of developed markets, excluding the United States & Canada. As of June 2007 the MSCI EAFE Index consisted of the following 21 developed market countries: Australia, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Hong Kong, Ireland, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, and the United Kingdom. (Total Return Index) - With Net Dividends: Approximates the minimum possible dividend reinvestment. The dividend is reinvested after deduction of withholding tax, applying the rate to non-resident individuals who do not benefit from double taxation treaties. MSCI Barra uses withholding tax rates applicable to Luxembourg holding companies, as Luxembourg applies the highest rates.

S&P 500 Total Return Indx - The S&P 500 Index Total Return is a broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. It consists of 400 industrial, 40 utility, 20 transportation, and 40 financial companies listed on U.S. market exchanges. This is a capitalization-weighted calculated on a total return basis with dividends reinvested. The S&P represents about 75% of the NYSE market capitalization.

Custom Blended Benchmark 1

S&P 500 Total Return Indx 65%, Bloomberg U.S. Agg Bd 35% - The S&P 500 Index Total Return is a broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. It consists of 400 industrial, 40 utility, 20 transportation, and 40 financial companies listed on U.S. market exchanges. This is a capitalization-weighted calculated on a total return basis with dividends reinvested. The S&P represents about 75% of the NYSE market capitalization.

The Bloomberg U.S. Aggregate Bond index is a measure of the investment grade, fixed-rate, taxable bond market of roughly 6,000 SEC-registered securities with intermediate maturities averaging approximately 10 years. The index includes bonds from the Treasury, Government-Related, Corporate, MBS, ABS, and CMBS sectors.

Custom Blended Benchmark 2

S&P 500 Total Return Indx 50%, Bloomberg U.S. Agg Bd 50% - The S&P 500 Index Total Return is a broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. It consists of 400 industrial, 40 utility, 20 transportation, and 40 financial companies listed on U.S. market exchanges. This is a capitalization-weighted calculated on a total return basis with dividends reinvested. The S&P represents about 75% of the NYSE market capitalization.

The Bloomberg U.S. Aggregate Bond index is a measure of the investment grade, fixed-rate, taxable bond market of roughly 6,000 SEC-registered securities with intermediate maturities averaging approximately 10 years. The index includes bonds from the Treasury, Government-Related, Corporate, MBS, ABS, and CMBS sectors.

COLLEGE OF THE CANYONS FOUNDATION

2025-2026 Adopted Budget

Fund 81: Operating Fund

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Projections through 6/30/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Budget Variance Explanation
REVENUES						
General						
Interest/Dividends	\$ 5,000	\$ 4,212	\$ 6,000	\$ 5,000	\$ -	Same as prior year budget
Change in Life Insurance Cash Value (Year End Adj)	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	Same as prior year budget
Change in Irrevocable Planned Gift Value (Year End Adj)	\$ 700	\$ -	\$ 700	\$ 700	\$ -	Same as prior year budget
Interfund Transfers (5% Admin Fees)	\$ 5,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ -	Same as prior year budget
Interfund Transfers (Fund 82 Interest Sweep)	\$ 30,000	\$ -	\$ 30,000	\$ 25,300	\$ (4,700)	Decrease based on fundraising projection
Subtotal General	\$ 44,700	\$ 5,212	\$ 41,700	\$ 40,000	\$ (4,700)	
Fundraising						
Annual Fund Appeal	\$ 15,000	\$ 8,529	\$ 9,000	\$ -	\$ (15,000)	Budget in Unrestricted Giving
Development Fundraising	\$ 4,000	\$ 1,941	\$ 2,000	\$ -	\$ (4,000)	Budget in Unrestricted Giving
Alumni Development	\$ 4,000	\$ 2,940	\$ 3,000	\$ -	\$ (4,000)	Budget in Unrestricted Giving
President's Circle	\$ 50,000	\$ 12,874	\$ 12,874	\$ -	\$ (50,000)	Budget in Unrestricted Giving
Unrestricted Giving	\$ -	\$ -	\$ -	\$ 165,300	\$ 165,300	Account used for overall Unrestricted Giving
Subtotal Fundraising	\$ 73,000	\$ 26,284	\$ 26,874	\$ 165,300	\$ 92,300	
Special Events						
Golf Tournament	\$ 70,000	\$ 79,735	\$ 79,735	\$ 150,000	\$ 80,000	Increase based on fundraising projection
Silver Spur/Road Rally	\$ 80,000	\$ 110,175	\$ 115,000	\$ 30,000	\$ (50,000)	Decrease based on fundraising projection
Subtotal Special Events	\$ 150,000	\$ 189,910	\$ 194,735	\$ 180,000	\$ 30,000	
TOTAL REVENUES	\$ 267,700	\$ 221,406	\$ 263,309	\$ 385,300	\$ 117,600	
EXPENSES						
Salaries & Benefits						
Classified Employee	\$ 80,000	\$ 31,103	\$ 40,592	\$ 80,000	\$ -	Same as prior year budget
Employee Benefits - Classified	\$ 8,000	\$ 2,719	\$ 4,208	\$ 8,000	\$ -	Same as prior year budget
College Assistant/Adult Hourly	\$ -	\$ 16,531	\$ 16,531	\$ -	\$ -	No expenses anticipated
Employee Benefits - College Asst/Adult Hourly	\$ -	\$ 1,607	\$ 1,607	\$ -	\$ -	No expenses anticipated
Contract Services (Temp Staffing)	\$ -	\$ 11,771	\$ 11,771	\$ 1,500	\$ 1,500	Add based on fundraising projection
Subtotal Salaries & Benefits	\$ 88,000	\$ 63,731	\$ 74,709	\$ 89,500	\$ 1,500	

COLLEGE OF THE CANYONS FOUNDATION

2025-2026 Adopted Budget

Fund 81: Operating Fund

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Projections through 6/30/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Budget Variance Explanation
Development Fundraising						
Contract Services (Raisers Edge Software)	\$ 11,200	\$ 9,499	\$ 9,499	\$ 35,400	\$ 24,200	Increase previously funded by District
Mileage	\$ 500	\$ -	\$ -	\$ 4,800	\$ 4,300	Increase based on fundraising projection
Conferences	\$ 2,000	\$ -	\$ -	\$ 1,199	\$ (801)	Decrease based on fundraising projection
Event/Meeting Attendance	\$ 2,000	\$ 820	\$ 1,000	\$ 3,360	\$ 1,360	Increase based on fundraising projection
Memberships	\$ 800	\$ 340	\$ 800	\$ 2,900	\$ 2,100	Increase based on fundraising projection
Advertising/Marketing	\$ 5,200	\$ 4,918	\$ 5,300	\$ 3,500	\$ (1,700)	Decrease based on fundraising projection
Board Designated	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ (5,000)	No expenses anticipated
Other Expenses	\$ 9,500	\$ 6,229	\$ 9,500	\$ -	\$ (9,500)	No expenses anticipated
Alumni Development	\$ 4,000	\$ 752	\$ 2,000	\$ 2,000	\$ (2,000)	Decrease based on fundraising projection
Planned Giving expense	\$ 4,000	\$ -	\$ -	\$ 3,000	\$ (1,000)	Decrease based on fundraising projection
Subtotal Development Fundraising	\$ 44,200	\$ 22,558	\$ 33,099	\$ 56,159	\$ 11,959	
General Operations						
Office Supplies	\$ 1,500	\$ 1,232	\$ 1,500	\$ 1,500	\$ -	Same as prior year budget
Contract Services (Financial Advisor)	\$ 15,000	\$ 12,170	\$ 12,170	\$ 15,000	\$ -	Increase based on fundraising projection
Auditors	\$ -	\$ -	\$ -	\$ 17,000	\$ 17,000	Previously funded by District
Legal Services (Attorney)	\$ -	\$ -	\$ -	\$ 26,880	\$ 26,880	Previously funded by District
Mileage	\$ 200	\$ -	\$ 200	\$ -	\$ (200)	No expenses anticipated
Postage	\$ 600	\$ 350	\$ 600	\$ 1,000	\$ 400	Increase based on fundraising projection
Other Expenses (Board Installation)	\$ 5,500	\$ 4,231	\$ 6,000	\$ 5,000	\$ (500)	Decrease for expense funded by District
Credit Card Fees	\$ 8,000	\$ 9,364	\$ 10,000	\$ 5,000	\$ (3,000)	Decrease based on 24/25 actuals
Subtotal General Operations	\$ 30,800	\$ 27,347	\$ 30,470	\$ 71,380	\$ 40,580	
Benefit Programs						
President's Circle	\$ 18,000	\$ 180	\$ 180	\$ 9,500	\$ (8,500)	Decrease based on fundraising projection
Canyons Circle	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	Add based on fundraising projection
Cougars Circle	\$ -	\$ -	\$ -	\$ 7,560	\$ 7,560	Add based on fundraising projection
Subtotal Benefit Programs	\$ 18,000	\$ 180	\$ 180	\$ 24,560	\$ 7,560	
Special Events						
Golf Tournament	\$ 40,000	\$ 35,116	\$ 35,116	\$ 42,000	\$ 2,000	Increase based on fundraising projection
Silver Spur/Road Rally	\$ 45,000	\$ 61,562	\$ 63,000	\$ 17,500	\$ (27,500)	Decrease based on fundraising projection
Scholarly Presentation	\$ 1,500	\$ 3,000	\$ 3,000	\$ 1,500	\$ -	Same as prior year budget
Subtotal Special Events	\$ 86,500	\$ 99,678	\$ 101,116	\$ 61,000	\$ (25,500)	
TOTAL EXPENSES	\$ 267,500	\$ 213,494	\$ 239,574	\$ 302,599	\$ 35,099	
Net Revenue	\$ 200	\$ 7,912	\$ 23,735	\$ 82,701		

COLLEGE OF THE CANYONS FOUNDATION

2025-2026 Adopted Budget

Fund 81: Operating Fund

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Projections through 6/30/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Budget Variance Explanation
Beginning Fund Balance	\$ 181,631	\$ 181,631		\$ 329,032		
Trf to Fund 87 - COC Foundation Endowment	\$ -	\$ -				
Investment in Life Insurance Cash Value	\$ 99,181	\$ 99,181		\$ -		
Irrevocable Planned Gift	\$ 33,290	\$ 33,290				
Fair Market Value Adj. on Cash in County	\$ -	\$ 7,018				
Subtotal - Beginning Fund Balance	\$ 314,102	\$ 321,120		\$ 411,733		
Ending Fund Balance	\$ 314,302	\$ 329,032		\$ 411,733		

Cash Balance		
Discretionary Cash Balance	\$	178,384
Fair Market Value Adj on Cash in County	\$	-
Total Cash Balance	\$	178,384

Note: Fund Balances for all Funds are Estimated and will be Updated at Year End Close

COLLEGE OF THE CANYONS FOUNDATION
2025-2026 Adopted Budget
Fund 82 - 89: Temporarily Restricted and Permanently Restricted Funds

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Comments
FUND 82: PROGRAM FUND					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	1,958,121	1,958,121	2,070,918		
Foundation Capacity Campaigns					
Advanced Technology Center Support	1,000,000	-	175,000	(825,000)	\$3M Goal by 2027 - Campaign being revisited
BANC - Basic Needs Center	72,500	3,103	75,000	2,500	
Foundation Mini Grant Program	-	20,000	25,000	25,000	Increase based on fundraising projections
Cougars Care Emergency Grant	10,000	2,025	25,000	15,000	Increase based on fundraising projections
Patrons of the Arts	25,000	15,890	20,000	(5,000)	Decrease based on fundraising projections
Roger Van Hook Raising the BAR	25,000	1,240	-	(25,000)	
Student Center Support	-	-	100,000	100,000	Add based on fundraising projections
Foundation Capacity Campaigns Subtotal	1,132,500	42,258	420,000	(712,500)	
Donor Contributions:					
All Other Instructional Programs	55,000	47,372	60,000	5,000	Increase based on fundraising projections
All Other Campus Departments/Clubs	100,000	73,135	80,000	(20,000)	Decrease based on fundraising projections
All Other Athletics	10,000	37,526	35,000	25,000	Increase based on fundraising projections
Donor Contributions Subtotal	165,000	158,033	175,000	10,000	
Revenue Goal Total	1,297,500	200,291	595,000	(702,500)	
Ending Fund Balance	3,255,621	2,158,412	2,665,918		
Interest/Transfers/Expenses/FMV		(87,494)			
Estimated total maximum expenditure	3,255,621	2,070,918	2,665,918		
Approved LACOE Appropriation Budget			2,665,918		

COLLEGE OF THE CANYONS FOUNDATION
2025-2026 Adopted Budget
Fund 82 - 89: Temporarily Restricted and Permanently Restricted Funds

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Comments
FUND 83: CAPITAL CAMPAIGNS FUND					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	8	8	9		
Capital Campaign - new revenue	-	-	-	-	
Revenue Goal Total	-	-	-	-	
Ending Fund Balance	8	8	9	-	
Interest/Transfers/Expenses/FMV	-	1	-		
Estimated total maximum expenditure	8	9	9		
Approved LACOE Appropriation Budget			9		
FUND 84: EXPENDABLE SCHOLARSHIPS FUND					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	662,273	662,273	832,410		
External 3rd Party Scholarships	65,000	193,758	100,000	35,000	Increase based on fundraising projections
New & Existing Expendable Scholarships	150,000	134,707	250,000	100,000	Increase based on fundraising projections
Revenue Goal Total	215,000	328,465	350,000	135,000	
Ending Fund Balance	877,273	990,738	1,182,410		
Interest/Transfers/Expenses/FMV		(158,328)			
Estimated total maximum expenditure	877,273	832,410	1,182,410		
Approved LACOE Appropriation Budget			1,182,410		

COLLEGE OF THE CANYONS FOUNDATION
2025-2026 Adopted Budget
Fund 82 - 89: Temporarily Restricted and Permanently Restricted Funds

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Comments
FUND 85: MAJOR GIFTS FUND					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	4,674	4,674	4,998		
Donations: Major gifts	-	-	-	-	
Revenue Goal Total	-	-	-	-	
Ending Fund Balance	4,674	4,674	4,998		
Interest/Transfers/Expenses/FMV		324			
Estimated total maximum expenditure	4,674	4,998	4,998		
Approved LACOE Appropriation Budget			4,998		
FUND 86: ENDOWED SCHOLARSHIPS FUND					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	1,270,067	1,270,067	1,384,668		Funds held at Raymond James
Donations: New & existing Endowed Scholarships	50,000	113,745	236,708	186,708	Increase based on fundraising projections
Revenue Goal Total	50,000	113,745	236,708	186,708	
Ending Fund Balance	1,320,067	1,383,812	1,621,376		
Interest/Transfers/Expenses/FMV		856			
Estimated total maximum expenditure	1,320,067	1,384,668	1,621,376		
Approved LACOE Appropriation Budget			1,621,376		

COLLEGE OF THE CANYONS FOUNDATION
2025-2026 Adopted Budget
Fund 82 - 89: Temporarily Restricted and Permanently Restricted Funds

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Comments
FUND 87: ENDOWMENTS - OTHER					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	1,047,070	1,047,070	1,076,333		Funds held at Raymond James
General Endowments	100,000	27,526	400,000	300,000	Increase based on fundraising projections
Revenue Goal Total	100,000	27,526	400,000	300,000	
Ending Fund Balance	1,147,070	1,074,596	1,476,333		
Interest/Transfers/Expenses/FMV		1,737			
Estimated total maximum expenditure	1,147,070	1,076,333	1,476,333		
Approved LACOE Appropriation Budget			1,476,333		
FUND 88: CALIFORNIA COMMUNITY COLLEGES SCHOLARSHIP AWARDS					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	3,282	3,282	226,503		
FCCC Osher contribution to fund Scholarships	91,350	91,350	96,000	4,650	From FCCC yearly statement
Revenue Goal Total	91,350	91,350	96,000	4,650	
Ending Fund Balance	94,632	94,632	322,503		
Interest/Transfers/Expenses/FMV		(105,436)			
Funds held by FCCC Endowed Scholarships	244,557	237,307			
Estimated total maximum expenditure	339,189	226,503	322,503		
Approved LACOE Appropriation Budget			322,503		

COLLEGE OF THE CANYONS FOUNDATION
2025-2026 Adopted Budget
Fund 82 - 89: Temporarily Restricted and Permanently Restricted Funds

	Adopted Budget 2024-2025	YTD Actuals as of 5/31/25	Adopted Budget 2025-2026	Variance Adopted 2024-2025 vs Adopted 2025-2026	Comments
FUND 89: CALIFORNIA COMMUNITY COLLEGES SCHOLARSHIP ENDOWMENT					
2025-26 Fund Raising Revenue Goal:					
Beginning Fund Balance	1,041,613	1,041,613	1,041,613		
Donations: New & existing CCC Scholarships	-	-	-	-	
Revenue Goal Total	-	-	-	-	
Ending Fund Balance	1,041,613	1,041,613	1,041,613		
Estimated total maximum expenditure	1,041,613	1,041,613	1,041,613		
Approved LACOE Appropriation Budget			1,041,613		

SECTION: **POLICY STATEMENT – GENERAL**

SUBJECT: **ENDOWMENT FUNDS POLICY**

PURPOSE: To provide a policy framework for managing endowment and related accounts.

NEW/REVISED: Revised

EFFECTIVE
DATE: August 22, 2025

I. Definition and Endowment Tyoes

A. Definition: An endowment is a special fund whereby the gift amount or principal is invested and a portion of the income earned on the principal is spent as directed by the endowment agreement. Endowment principle and additional gifts are held in perpetuity.

B. Types of Endowments

1. **Permantent (aka True or Perpetual) Endowment:** This endowment structure holds the principal (corpus) of the gift in perpetuity while earnings from the invested assets are expended on an annual or periodic basis as spelled out in the Memorandum of Understanding (Gift Agreement).
2. **Termed Endowment:** A termed endowment is a type of endowment fund that is established for a specific period or purpose, after which the principal can be spent or released. Unlike permanent endowments, which are intended to last indefinitely, termed endowments have a defined duration as specified by the donor.
3. **Quasi Endowment:** A quasi-endowment is a fund established by an organization that is intended to be invested to generate income, but unlike a true endowment, the principal can be accessed and used at the discretion of the organization's governing board. This type of fund provides flexibility for spending while still aiming to preserve the principal for future use.
4. **Board-Designated Endowments:** Board-Designated Endowments are donated funds that have been turned into endowments at the approval of the Foundation Board of Directors or, in accordance with this policy, by the Foundation's Executive Director or other Foundation staff member as

designated by the Foundation's Executive Committee. Such action shall normally be by request of the Foundation Board of Directors. These endowments are invested and managed with other endowed funds. Board-Designated Endowments may only spend principal in accordance with this Endowment Policy or the Board resolution or Endowment Statement creating such Board-Designated Endowment.

C. Structuring the Endowment:

1. **Restricted or Unrestricted:** An endowment can be restricted or unrestricted. Unrestricted Endowments allow the funds to be used for general purposes without specific limitations, giving the organization flexibility in how to allocate the income generated from the endowment. This type of endowment is the most common and can be spent whenever and wherever it is needed most. A restricted endowment is a fund where the donor has specified that the principal amount must be maintained intact, and only the income generated from it can be used for designated purposes. These restrictions can be permanent or temporary, and the organization must adhere to the donor's stipulations regarding how the funds are used as outlined by the Donor(s) in the Memorandum of Understanding (Gift Agreement).
2. **Open or Closed:** An open endowment allows for ongoing contributions and withdrawals, providing flexibility in funding, while a closed endowment restricts access to the principal amount, using only the investment income for specific purposes. Closed endowments are typically designed to ensure long-term financial stability for the institution.

II. Investment, Spending Policy, and Usage

A. Endowment Establishment: When establishing an endowment, an Memorandum of Understanding (Gift Agreement) shall be prepared and shall include or make specific reference to the purpose, conditions and restrictions accorded to each endowment. The agreement shall be approved by the Foundation's Chief Development Officer, consistent with applicable laws and regulations and the donors or creators intent. The Foundation accepts Scholarship, Other, and Osher, Endowments.

1. **Endowed Scholarships:** An Endowed Scholarship must be established with a minimum principle gift of \$1,000 or more. The original gift and additional installments to the scholarship are invested, and the interest income is allowed to be reinvested to maximize the Endowed Scholarship's fund balance. The Endowed Scholarship, which includes the original gift, any installments, and any interest income, must reach \$10,000 before any award from the fund can be given to a recipient. Once the \$10,000 threshold amount has been reached, the first scholarship may be awarded when the scholarship fund has accrued sufficient interest above the threshold amount to distribute the respective targeted scholarship award designated by the donor.
2. **Other Endowment Threshold Amount:** Endowments other than endowed scholarships may be established with a \$1,000 minimum initial donation, but must be funded at the appropriate level, as determined by the Foundation, so

that annual payout is sufficient to support the intended purpose of the donor. Endowments previously approved at lower levels will now be grandfathered into this policy but must reach a threshold level of \$10,000 prior to any expenditure being made from the fund. Exception to any established threshold shall be approved by the Foundation Board of Directors and submitted to the Executive Director or other Foundation staff member as designated by the Executive Committee for consideration.

3. **Osher Scholarship Endowments:** Osher Scholarship Endowments are administered by the Foundation for California Community Colleges (“FCCC”) and are subject to the terms provided for in the Foundation’s Scholarship & Grant Policy.

- B. Acceptance:** The Foundation reserves the right to reject gifts, endowed or otherwise from any Donor. Assets for endowment other than cash or securities must be referred to the Executive Director or other Foundation staff member as designated by the Executive Committee for consideration and acceptance.
- C. Maintenance of Corpus:** Assets of endowment funds shall not be hypothecated or pledged for any purpose, and shall not be loaned or invested in a manner inconsistent with the Foundation’s investment policy.
- D. Investment Policy:** Endowment funds are The Foundation may, at its discretion, reinvest interest not expended for distributions back into the endowment. In years when the interest is lower than average, the amount for that year may be increased through additional one-time gifts by the donor(s) which are specified to be used for distributions and not held as Endowment funds.
- E. Withdrawal Policy:** The annual amount of a distribution from an endowment is based upon the average actual interest earned for the previous three years, not to exceed five percent (5%) or such lower amount as may be required by the California Probate Code.
- F. Administrative Fees:** The Foundation charges the following fees:
 1. **One-Time Establishment Fee (Set-Up Fee)**
 - \$1,500 for Gifts of \$250,000+
 - \$800 for Gifts of \$125,000+
 - \$450 for Gifts of \$75,000+
 - \$250 for Gifts of 20,000+
 - \$100 for Gifts >\$20,000
 2. **Deposit Fee**
 - 1% on Deposits
 3. **Annual Endowment Management Fee**
 - 1.5% on Earned Interest for Endowments Greater than \$5,000,000
 - 1% on Earned Interest for Endowments \$500,000 to \$5,000,000
 - .075% for Endowments <\$500,000

III. Recognition and Reporting

- A.** Donors will be receive a detailed endowment report at an annual meeting with their Philanthropy Advisor, or have the report sent to them by email or mail.

- B.** A Donor(s) may be recognized for a substantial gift to the Foundation in accordance with the Naming Policy of the Santa Clarita Community College District.



Quote 4354-2366

Langham Huntington Pasadena
1401 S OAK KNOLL AVE
Pasadena, CA 91106
Tel: 626-491-2020

College of the Canyons Foundation

5.17.25 - 33rd Annual Silver Spur Ceremony_ REV 1

Dylan Mahoney

Show Date(s): 05/17/2025 - 05/17/2025
Show Location: The Langham, Huntington, Pasadena
("Venue")

26455 Rockwell Canyon RD
Santa Clarita, CA 91355
Dylan.Mahoney@canyons.edu
Tel:

Billing Method: Master
Currency: USD

Services	Gross	Discount	Discount %	Ext. Price
Equipment Rental	\$2,380.00	\$238.00	10.00%	\$2,142.00
Setup Charges	\$420.00			\$420.00
Service Charge	\$409.20			\$409.20
Loss Damage Waiver	\$95.20			\$95.20
Subtotal	\$3,304.40	\$238.00	7.20%	\$3,066.40
Sales Tax				\$267.88
Shipping				Included
Total Estimate				\$3,334.28

*Service Charges are NOT gratuities and are not paid in whole or in part to employees of Encore or employees of any other party.

Job#	Room Name	Job Dates
6844	Huntington Ballroom	05/17/2025 5:00PM - 05/17/2025 11:00PM

Post As	Billing Reference
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Qty	Gross	Discount	Discount %	Ext. Price
Equipment And Sales	\$2,380.00	\$238.00	10.00%	\$2,142.00
<u>Dual Screen Set up</u>				\$2,142.00
2 7'11"x14' + Dress Kit	\$1,440.00	\$144.00	10.00%	\$1,296.00
1 7'11"x14' Dress Kit Black				
1 7'11"x14' Screen Frame				
1 7'11"x14' Front Projection Surface				
20 16' Tall Drape Per Foot - Black				\$378.00
8 LED Accent Light				\$468.00

				Reg	OT	DT	
Qty	Rate	OT Rate	DT Rate	Hrs	Hrs	Hrs	Ext. Price
Labor							\$420.00
<u>Labor</u>							\$420.00
Saturday, May 17, 2025							
2 Technician To Set	\$140.00	\$210.00	\$280.00	1.00			\$280.00
2 Technician To Strike	\$140.00	\$210.00	\$280.00	0.50			\$140.00
Service Charge							\$409.20
Loss Damage Waiver							\$95.20

Subtotal For Event	\$3,304.40	\$238.00	7.20%	\$3,066.40
Sales Tax				\$267.88
Total Estimate				\$3,334.28

*Service Charges are NOT gratuities and are not paid in whole or in part to employees of Encore or employees of any other party.

ENCORE GENERAL TERMS AND CONDITIONS

1. **ACCEPTANCE.** This Quote will be valid until the earlier of (i) thirty (30) days from the date of the Quote or (ii) December 31 of the calendar year in which the Quote was issued, or (iii) any expiration date otherwise noted on the Quote (“Acceptance Period”). These General Terms and Conditions (“Terms”) govern the provision of equipment, labor, and services to be provided by Encore Group (USA) LLC (“Encore”) to the customer (“Customer”) for the event (“Event”) at the venue (“Venue”), each as specified in the Quote to which these Terms are attached and form an integral part of such Quote. In the event that this Quote is not accepted, signed and returned to Encore within the Acceptance Period, it will be void. All prices are subject to change without notice if this Quote is not executed during the Acceptance Period. Encore agrees to provide, and Customer agrees to pay for, the charges for equipment, labor, and services specified in the Quote. The Quote and these Terms may be collectively referred to as the “Agreement.”
2. **ESTIMATE.** Encore developed this Quote based upon information provided by the Customer. This Quote is only an estimate of equipment and services Encore will provide in connection with the Event. Therefore, any estimate provided to Customer in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Customer will be charged for those overages at Encore’s standard rates, less any applicable discounts. In the case where Customer requests and Encore provides, equipment, services, or labor in connection with the Event that is in excess of what is specified in the Quote, the parties will execute updated/amended forms or change orders as needed to indicate approval of these additional terms. Customer will be charged and pay for all such additional equipment, services, or labor (including rental fees and freight) at Encore’s prevailing standard rates, only if additional forms are executed. Unless otherwise itemized on the Quote, all pricing excludes sales tax, freight, shipping/handling, and electrical charges (if applicable to the Event), which will be charged to, and payable by, Customer within thirty (30) days of final invoice. Sales tax-exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. If Customer does not send tax exemption certificates to Encore prior to commencement of the Event, sales tax will be charged to, and payable by, the Customer, and will be included in the final invoice.
3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates, and per diems apply, and Encore bases them upon prevailing rates and practices at the Venue and of the Encore business division providing the equipment and services. Encore developed labor estimates based on information provided by the Customer. All labor calls are subject to a minimum charge period based on the Venue rules, Encore servicing division policies, and union rules, as they may apply. In the event that a labor resource works more hours than priced in the Quote, Encore will bill the Customer and Customer will pay the appropriate prevailing or premium rate for the additional hours worked, pursuant to Section 2 of this Quote.
4. **EVENT TECHNOLOGY SUPPORT.** If Event Technology Support (ETS) is listed on your Quote, then this Section 4 shall apply. ETS covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing, and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to Encore (or other) employees in connection with the Event, and amounts comprising ETS are not otherwise shared with Encore (or other) employees.
5. **SERVICE CHARGES.** If Service Charges are listed on your Quote, then this Section 5 shall apply. The Venue or Encore may bill service charges in association with an Event. Service charges are NOT gratuities that are paid in whole or in part to Encore or other employees in connection with the Event.
6. **ADMINISTRATION FEES.** If Administration Fees are listed on your Quote, then this Section 6 shall apply. Administration Fees are billed in association with all Events and cover general, administrative and overhead expenses incurred in connection with the equipment and services provided by Encore and its operations. These fees are not gratuities and are not received by Encore employees.
7. **LOSS DAMAGE WAIVER (LDW).** If LDW is quoted in the Quote and is accepted by Customer, then Encore will waive charges for loss or damage to Encore-owned equipment provided that: (1) if any loss or damage occurs, Customer agrees it will be required to participate in any investigation by Encore, facility security, insurers, or other authorities; and (2) if Encore determines that the loss or damage was intentionally caused by Customer or its representatives, the LDW will not apply and Customer will be fully responsible for all such loss or damage.
8. **EQUIPMENT RATES.** This Section 8 does not apply to a fully virtual event. Unless otherwise noted, Encore bases all rates upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM to 11:59 PM. Customer agrees to pay the rental fees described in the Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be subject to Encore's prevailing rates until Customer returns the equipment.
9. **EQUIPMENT HANDLING.** This Section 9 does not apply to a fully virtual event. Encore personnel must handle all equipment. Customer may not move, store, or service the equipment or any other party. Customer may not operate the equipment unless authorized in writing by Encore. Customer will incur additional charges if Customer violates this requirement. Customer permits Encore free access to the equipment at any time before, during, or after the Event for purposes of set/strike, maintenance, and routine checks. Encore retains all title and rights in and to the equipment and all related accessories.
10. **DAMAGE & SECURITY.** This Section 10 does not apply (a) to a fully virtual event, or (b) if Loss Damage Waiver (LDW) has been purchased. Customer agrees that, prior to the beginning of the event, it shall have the right to review and inspect the equipment with Encore personnel to confirm it is in good operating condition. Customer shall immediately notify Encore if any equipment is defective or not in good operating condition. Customer’s failure to review or inspect the equipment prior to the start of the event or notify Encore if the equipment is defective or not in good operating condition shall be deemed an acknowledgment that the equipment is in good operating condition. Customer will be responsible for all equipment that is damaged, lost, or stolen (whether by use, misuse, accident, or neglect), unless caused by Encore’s negligence. In addition to amounts due to Encore in connection with the Quote, Customer agrees to pay Encore, upon demand, all amounts incurred by Encore on account of lost, damaged and stolen equipment, based upon repair costs for reparable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer will be

responsible for rental fees while an Encore-authorized company repairs or replaces equipment as required. If Customer requires security or Encore deems security necessary during an event, Customer will be responsible for all costs in connection with the provision of security.

11. **EQUIPMENT FAILURE.** Encore maintains and services its equipment in accordance with the manufacturer's specifications and standard industry practice. However, Encore does not warrant or guarantee that the equipment or services Encore provides will be free of defect, malfunction, or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason, Customer agrees to immediately notify an Encore representative. Encore will attempt to remedy the problem as soon as possible so that no problems interrupt the Event. If Encore is unable or fails to restore equipment functionality in a reasonable amount of time, Customer shall not be responsible for payment of the portion of the rental fee associated with the affected equipment or service. Customer agrees and acknowledges that Encore assumes limited responsibility or liability for any loss, cost, damage, or injury to persons or property in connection with the Event because of inoperable equipment or other service issues, except as provided above.

12. **MASTER BILLED EVENTS.** If the Venue requires Customer to establish, or if Customer elects to establish, a "Master Account" with the Venue, the Venue will be Encore's agent for payment, and Encore's charges will be included on Customer's Master Account billing. Upon conclusion of the Event, if Customer has established a Master Account, then Customer will make full and final payment to Encore through such Master Account with the Venue in accordance with the Venue's payment terms.

Customer must notify Encore prior to the Event if Customer did not secure a Master Account with the Venue in order to confirm direct billing arrangements.

13. **DIRECT BILLED EVENTS.** (a) If the Customer will not be invoiced by the Venue through a Master Account with the Venue, Customer will be direct billed for all equipment rental, labor, or services provided by Encore, and must establish credit with Encore by completing a credit application at least 30 days prior to the first day of the Event or at signing of the Quote if that date is within 30 days of the Event start date. Based on the results of the credit application, Encore may require Customer to make a deposit payment of up to the full amount at least 30 days prior to the first day of the Event, or at signing of the Quote if such date is within 30 days of the first day of the Event. Encore will credit the deposit received to the final invoice for the Event. Encore requires Customer to make full and final payment to Encore within the terms determined by Encore from Customer's credit application. (b) If Customer fails to make payment by the specified payment date outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law. (c) Encore accepts credit cards (Visa, Master Card, American Express, or Discover) as payment for invoices in certain situations, such as COD orders and orders under \$50,000. For non-COD orders and orders over \$50,000, Customer will pay by ACH or by check as directed by Encore. There may be circumstances in which Customer may pay orders over \$50,000 via a credit card, but Encore must approve such payment arrangements in writing in advance. (d) Encore reserves the right to run a credit check on Customer before this Agreement is signed and at any time after the Agreement is signed, so long as this Agreement is in effect or Customer has outstanding funds due to Encore. Should Encore determine that Customer's credit history is such that Encore must modify the payment terms included above, Customer agrees to work with Encore reasonably and in good faith to update the payment terms. Customer specifically authorizes Encore to prepare and file without Customer's signature any Uniform Commercial Code ("UCC") financing statement amendments to Customer's existing UCC financing statements and any other filings or recordings in all jurisdictions where Encore determines necessary or desirable and authorizes Encore

to describe the collateral in such filings in any manner as Encore determines appropriate.

14. **EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore **15 days or more** before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received **14 to 3 days before** the first day of the Event will be subject to a cancellation charge of **50%** of the charges contained in the Quote. Cancellations received **less than 3 days (72 hours) before** the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to **100%** of the total charges set out in the Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due within thirty (30) days of Encore's written request of any such cancellation by Customer. **ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO ENCORE REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY ENCORE OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15%**

RESTOCKING FEE.

15. **CHANGES TO QUOTE.** Customer may request changes to equipment, labor, or services specified in the Quote, and the cancellation charges in Section 14 will not apply if Customer signs a revised Quote within 24 hours of the first day of the Event and provided that the total charges in the revised Quote are not less than ninety percent (90%) of the charges in the original Quote. Encore will use commercially reasonable efforts to accommodate all such Customer requests but will not be liable to Customer

for any failure to do so.

16. **CONFIDENTIALITY.** (a) Confidential Information" means any non-public, confidential, proprietary or privileged information or material used, supplied, made accessible or disclosed by or on behalf of a party or its affiliates or their respective employees, contractors or subcontractors to the other party, whether in written, visual, electronic or oral format, under and during the term of the Agreement including, without limitation, information of a technical, financial, legal, operational or business nature. Notwithstanding the foregoing, information shall not be considered Confidential Information if (i) public disclosure of the information has been expressly authorized in writing by the disclosing party, (ii) the information is or comes to be generally available within the public domain other than as a result of a breach of this Agreement, (iii) the information was, on or before the date of disclosure by the disclosing party, in the receiving party's possession as shown by its business records, (iv) the information was independently developed by the receiving party without the benefit of having received said Confidential Information, or (v) the information is received on a non-confidential basis from a third party who is not, to the knowledge of the receiving party, bound to or in breach of any confidentiality obligations with the disclosing party. Encore hereby acknowledges that Customer, as a California public community college district, is subject to the California Public Records Act ("PRA") and therefore, documentation and information received by Customer from Encore, including Confidential Information may be deemed a public record and, therefore, subject to public disclosure.

(b) Each party shall (i) keep confidential all Confidential Information and use the same degree of care as the party uses to protect its own Confidential Information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information of the other party, (ii) not disclose such Confidential Information to any third party, except as expressly authorized herein, without the prior written consent of the other party, (iii) restrict disclosure only to those persons who are on a need-to-know basis and only in relation to this Agreement, and (iv) not use the Confidential Information except for the purposes related to the Services and fulfilling its obligations or exercising its rights under this Agreement. Notwithstanding the foregoing, each party may produce the Confidential Information if required by law, or if requested by any judicial, administrative, governmental or regulatory process. In the event that any personal information is disclosed to either party under this Agreement, each party warrants, represents and covenants that it shall at all times comply with all applicable privacy legislation. Upon the disclosing party's request or

promptly following expiration or termination of this Agreement, the receiving party shall cease use of, and immediately return to the disclosing party, or destroy, the disclosing party's Confidential Information and all copies, reproductions or any parts thereof in any form whatsoever in the receiving party's possession or control, and certify that all such Confidential Information and all copies, reproductions or any parts thereof have been returned or destroyed. Notwithstanding the foregoing, the receiving party shall not be required to return or destroy the disclosing party's Confidential Information to the extent (v) required pursuant to legal, compliance, accounting, audit, or regulatory requirements, or document retention policies, or (vi) saved pursuant to disaster recovery or automated computer backup procedures where it would be impractical to delete or destroy such information; provided, however, that any such retained Confidential Information shall continue to be subject to the terms of this Section 16, which shall survive the termination or expiration of this Agreement for a period of two (2) years from the date of this Agreement.

17. **INSURANCE.** Customer and Encore shall each keep in place commercial general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, as well as workers' compensation insurance in accordance with applicable statutory requirements, each of which shall name the other party and its parents, subsidiaries as additional insured and shall be issued by an insurance company having an A.M. Best rating of A-VII or better. Each party shall deliver to the other valid insurance certificates and Additional Insured Endorsement(s) evidencing the insurance policies set forth herein.

18. **INDEMNIFICATION.** Customer and Encore each hereby agree to indemnify, defend, and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent or willful misconduct of, or the violation of any law, regulation, statute, or ordinance by, the indemnifying party and its respective employees, agents, representatives, and contractors. Customer also agrees to indemnify, defend, and hold harmless Encore against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Encore's use of any and all Customer-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the Event.

19. **LIMITATION OF LIABILITY.** Under no circumstances will either party be liable to each other for any indirect, exemplary, reliance, special, or consequential damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) howsoever caused, whether arising in contract, tort, or otherwise, and even if such damages are foreseeable to such party or such party has been advised of the possibility of such damages. EACH PARTY'S TOTAL LIABILITY IN THE AGGREGATE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH THIS QUOTE AND THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (INCLUDING INDEMNIFICATION OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED EACH PARTY'S INSURANCE AND INDEMNIFICATION OBLIGATIONS HEREIN.

20. **COOPERATION IN INVESTIGATIONS.** Encore and Customer each agree to promptly notify the other of any incidents, physical injuries, property damage, claims, demands, losses, causes of action, general damages, and expenses that may arise during Encore's performance of the services for Customer. Encore and Customer further agree to work together on the investigation of any such matters unless its own legal counsel, any law enforcement, or any other authority otherwise instructs either party.

21. **INTELLECTUAL PROPERTY.** Customer allows Encore to use the trademarks, trade names, service marks, and other intellectual property provided by Customer to Encore for the purposes of carrying out Encore's duties under this Quote and as otherwise requested by Customer. Customer is solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted or trademarked works (including without limitation, music, audio, or video recordings, art, etc.) that Customer may use or request to be used at the Event. By signing this Agreement, Customer agrees that it has full authority to use the trademarks, trade names, service marks, and other intellectual property given to Encore for use in connection with the Encore Services under this Agreement. Further, Encore may, upon first obtaining Customer's written consent, include photos, renderings of set designs and other elements of Customer's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

22. **NO OTHER WARRANTY.** EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE EQUIPMENT, LABOR, AND SERVICES ARE PROVIDED BY ENCORE ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND ENCORE DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, WHETHER EXPRESS OR IMPLIED.

23. **FORCE MAJEURE.** The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; governmental restrictions or regulations; epidemics or pandemics; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement ("Force Majeure Event"). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, provided that in the event of any cancellation or postponement of the Event or termination of this Agreement due to a Force Majeure Event, Encore will return to Customer any and all prepayments and deposits made by Customer, less reimbursement for any work performed and expenses incurred by Encore up through the date of cancellation, postponement or termination (or Customer shall, within fourteen days of invoice, pay Encore for all such expenses incurred and work performed if no deposit or prepayment has been made). Notwithstanding anything in this Section 23, in the event that a Force Majeure Event occurs after load-in for the Event has started, then the cancellation fees in Section 14 shall apply.

24. **INTERNET/NETWORK EQUIPMENT AND SERVICES.** In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the internet/network must have a purchased IP address from Encore, whether or not the IP address is used; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers; (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/room or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations; (h) **WIRELESS (802.11) DECLARATION.** Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission

critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Customer provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Customer wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

25. **VIRTUAL/HYBRID MEETINGS AND SERVICES.** In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any Customer-, attendee-, presenter-, or third-party-provided equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (b) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's equipment, platforms, applications, connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer or attendee found to have violated this Agreement or and usage restrictions without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, an attendee or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services.

26. **CUSTOMER MATERIAL HANDLING.** Unless this Agreement expressly includes or otherwise necessitates Encore's handling of Customer's materials in connection with the provision of services, Customer shall not ask Encore to handle or assist in handling Customer's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Customer's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Customer's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

27. **GOVERNING LAW.** This Agreement shall be governed and interpreted in accordance with the laws of the state where the Event is located, without regard to principles of conflicts of laws. If the Event is a virtual event (or a hybrid in-person/virtual event) and the majority of the Event attendees are located in two or more states, this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois without regard to principles of conflicts of laws.

28. **MISCELLANEOUS.** This Agreement (as may be subsequently amended or supplemented as mutually agreed) is the entire agreement between the parties and supersedes any prior agreements, amendments, purchase orders, written communications of any kind, or other terms previously entered into by the parties for the same services and may only be modified by written agreement signed between the parties. For the avoidance of doubt, handwritten changes to these Terms or any Quote are expressly rejected unless signed or initialed by both parties. The terms of any purchase order or other document issued by Customer will not bind Encore unless otherwise expressly agreed to by Encore in a signed writing. Customer acknowledges and agrees that if additional services are requested, the updated Quote may be subject to additional Event-specific terms or provisions. The parties agree that the Agreement and related documents may be digitally signed, scanned and transmitted, and such will be deemed for all purposes to be an executed original. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, is deemed to be an original, and all of which, taken together, are deemed to be one and the same document. In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement. All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

**Revised 01.01.2024*

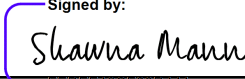
Prepared For: College of the Canyons Foundation
Quote No: 4354-2366
Total Estimate: \$3,334.28

Printed On: 04/11/2025 06:17 PM
Prepared By: Samantha Hernandez
Prepared For: College of the Canyons Foundation (Dylan Mahoney)

Signed Acceptance must be received prior to delivery of equipment to Customer/show site.

Customer:

Signed by:


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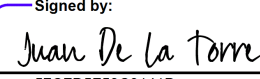
Name: Shawna Mann

Title: Executive Director, Foundation

Date: 5/5/2025

Encore:

Signed by:


57CFD5F53C9141D...

Name: Juan DeLaTorre

Title: Area Director

Date: 5/5/2025

Signature as Acceptance of the Proposal and Terms

COLLEGE OF THE CANYONS FOUNDATION

BASIC SERVICES AGREEMENT FOOD BOOTH SERVICES

MELINDA GILMORE

MAY 10, 2025

This Basic Services Agreement ("Agreement") is between College of the Canyons Foundation ("Foundation"), a 501(c)(3) non-profit auxiliary organization, and **Melinda Gilmore** ("Contractor"), an **individual residing in the state of California**. Foundation and Contractor are also referred to collectively as the "Parties" and individually as "Party."

In consideration of the premises and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties' signatures, the Parties agree as provided in this Agreement.

1. **SCOPE OF AGREEMENT.** Foundation requires certain specialized services and is authorized pursuant to California law, including Education Code Sections 70902 and 88003.1, to contract for the specialized services. Contractor represents that Contractor has the proper training, skill, and experience, and is qualified, including any required license, permits **including a valid Los Angeles County Health Department permit (attached hereto), liability and worker's compensation insurance (attached hereto)**, and certification, to provide Foundation the specialized services required by this Agreement. Contractor shall perform and provide all labor, materials, supplies, and equipment necessary to complete the Work required by this Agreement, which Work shall be performed in accordance with the terms and conditions of this Agreement.
2. **DUTIES AND OBLIGATIONS.** The Work to be provided by Contractor under this Agreement shall include the following: **Provide food and coffee booth services for the 2nd annual Santa Clarita Valley Book Festival at the College of the Canyons University Center** ("Work") for event attendees as detailed below:

Location: Contractor will perform all Work at **University Center, 1st Floor Back Patio** or other locations upon the mutual agreement of both Parties. Foundation will provide Contractor use of a restroom, to be designated on the date Work is to be performed, to be used by Contractor solely for clean-up purposes.

Date(s): **Saturday, May 10, 2025**

<u>Time(s):</u>	9:00 a.m. – 10:00 a.m.	Setup
	10:00 a.m. – 4:00 p.m.	Service
	4:00 p.m. – 5:00 p.m.	Cleanup

Foundation Contact Name, Extension and Department: **Shawna Mann, (661) 362-3639**

3. **TERM OF AGREEMENT.** This Agreement shall commence on **May 10, 2025, and shall continue in full force and effect thereafter until and including May 10, 2025**, ("Term"), unless this Agreement is terminated during the Term as provided in Section 4.
4. **TERMINATION OF AGREEMENT.** This Agreement shall terminate upon expiration of the Term. During the Term of this Agreement, each Party may terminate this Agreement at any time, with or without cause, upon providing the other Party with at least seven (7) days written notice before the effective date of termination. The Parties may terminate this Agreement by mutual agreement set forth in writing and signed by the Parties.
5. **PAYMENT.**
 - A. **Amount of Compensation.** Foundation agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed **Zero Dollars (\$0)** ("Contract Amount").
 - B. **For Reimbursement of Expenses.** Unless otherwise agreed upon by Foundation in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").
 - C. **Method and Schedule of Payment.** Foundation shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.
 - i. **Invoice.** Contractor shall submit to Foundation detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, Foundation-authorized** Expenses incurred

during the billing period. All **Foundation-authorized** Expenses shall be documented **with original itemized receipts** and shall be **pre-approved in writing by Foundation**, unless such expenses are specifically authorized by this Agreement. Invoices must be emailed to AccountsPayable@canyons.edu and shall include the invoice date, date(s) of service(s), Foundation's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the Foundation) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by Foundation, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to Foundation's Contract and Procurement Services Department.

6. **TRADEMARK/LOGO USE.** Contractor must obtain written approval from Foundation's Public Information Office ("PIO") to use the Foundation's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Contractor with camera-ready artwork for such use. Foundation, at its sole discretion, may limit or otherwise place conditions on Contractor's use of Foundation's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to Foundation's name and/or logo without written consent from Foundation.
7. **INDEMNIFICATION.** Contractor agrees to indemnify, defend, and hold harmless Foundation, its affiliates, subsidiaries, authorized representatives, directors, officers, agents, and employees against all liability for any costs, damages, judgments, awards, expenses, fines, penalties, attorneys' fees, or other claims for damages in connection with any suit, complaint, charge, proceeding, claim, demand or action of any kind alleging a violation of any statutory or regulatory provision, or otherwise arising out of its negligent act or willful misconduct, or of its duties and responsibilities under this Agreement, or any action taken as a result of this Agreement made or suffered by any person or entity, or the Foundation. This duty to defend and indemnify includes, but is not limited to, any liability for damages related to: 1) death, bodily injury or illness to any person attending the event regardless of the claimed cause of the death or injury; 2) injury to, loss or theft of property incurred during, or as the result of, the use of the Foundation property by the Contractor regardless of the claimed cause of the loss; 3) any failure or alleged failure by the Contractor to comply with any provision of applicable law; 4) any failure or alleged failure of the Contractor to meet its obligations and responsibilities as set forth in this Agreement; or 5) any other loss, damage or expense arising under either (1), (2), (3) or (4) above, sustained by the Contractor, the Foundation, or any person or entity attending the activities conducted pursuant to this Agreement, except for liability resulting from the sole and active negligence of the Foundation. This hold harmless and indemnification includes, but is not limited to, compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.
8. **INSURANCE.** Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).

Contractor agrees to name Foundation, its officers, agents, employees and volunteers as Additional Insured under its policy(ies). Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the Foundation, which shall be subject to the Foundation's approval for adequacy of protection. The Certificate of Insurance shall provide thirty (30) days prior written notice of cancellation.

9. **REGULATORY AND HEALTH DEPARTMENT COMPLIANCE.** Contractor and all Contractor's employees, subcontractors or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.
 - A. **Regulatory Compliance.** Contractor shall comply with all federal, state and local health codes and regulations governing sanitation, infection control and the preparation, handling and serving of foods and will procure, furnish and keep in effect all necessary licenses and permits. Contractor shall obtain all permits, certifications and licenses required by enforcement agencies to operate a mobile food facility, including a valid Health Permit, Business Licenses, and Federal Employer Identification Number. Contractor shall comply with California Retail Food Code regulations and maintain records of where and when food is purchased. Contractor shall ensure that all its employees involved in the preparation, storage, or service of food maintain valid food handler cards and are certified by a County of Los Angeles approved food safety handling organization. Contractor shall designate a person in charge while operating on Foundation premises. The person in charge shall have passed a manager certification exam approved by the County of Los Angeles, and shall have adequate knowledge of, and shall be properly trained in, food safety and the major food allergens as they relate to the specific food preparation activities that occur at the food facilities. In addition, Contractor shall:

- (i) supply appropriate cleaning products and materials and clean all work space within the food booth, furnishing and any other premises, equipment or item used by Contractor;
 - (ii) ensure that each piece of equipment is operating in a proper and safe manner and train personnel in proper use and maintenance of equipment prior to its use; and
 - (iii) dispose of hazardous waste in accordance with state laws and local ordinances.
- B. Health Department Visits and Notices. Contractor shall respond to periodic Health Department visits and shall remedy finding(s) resulting in less than a grade of "A" within thirty (30) days of written notice by the Health Department or such time as may be required by the Health Department to the extent that the Health Department violations are Contractor's fault or responsibility. Health Department notices will be provided to Foundation's Contract, Procurement, and Risk Management Services Department within thirty days (30) prior to event or immediately following the Health Department visit, if one takes place within thirty (30) days preceding event.
10. PERMITS/LICENSES. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.
11. TRANSPORTATION. Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all Work necessary and/or required by this Agreement and is solely responsible for all associated costs. Foundation is in no way responsible for, nor does Foundation assume any liability for, any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the Foundation in accordance with Section 7 above.
12. TAXES. Contractor shall be solely liable for, and shall pay at its sole expense, all taxes lawfully assessed in connection with or arising out of this Agreement, including, but not limited to, state franchise sales tax. Contractor shall bill and collect sales and use taxes, if applicable, on all items sold.
13. LIABILITY OF CONTRACTOR. Except to the extent of Foundation's liability as provide in Section 7, Contractor shall be solely responsible and liable for the welfare and control of Contractor employees at all times they are present in, on, or within the Foundation or District's property, campus, and/or common areas as a result of, or in connection with, this Agreement or for purposes related to any event. Contractor shall not bring or keep, or permit anything to be done, brought or kept, in, on or about the Foundation or District property, campus, common areas that will in any way increase or adversely affect the existing rate of fire or other insurance maintained by Foundation. Except as provided herein, Contractor shall not do or permit anything to be done that will in any way obstruct or interfere with Foundation personnel or the legal or contractual rights or duties of Foundation. In the event the Foundation reasonably believes any activity by Contractor violates this Section, Foundation shall take all steps to immediately rectify the violation upon notification from the Foundation.
14. EQUIPMENT AND LABOR. Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to complete the Work to be provided pursuant to this Agreement. The Work shall be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated. Contractor shall keep work area in clean and orderly matter at all times.
15. PROPERTY DAMAGES. Foundation is not responsible for damage(s) to the Contractor's property; nor is the Foundation responsible for any damage(s) due to storage of the property; nor is the Foundation responsible for vandalism or theft. Contractor shall be responsible to repair damage to Foundation property caused by Contractor, Contractor's employees and/or Contractor's subcontractors. Repair work shall be done promptly within a reasonable time period restoring damaged property to original condition at no cost to the Foundation.
16. GENERAL PROVISIONS.
- A. Entire Agreement and Amendment. This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.
 - B. Non-Discrimination. Contractor agrees not to engage in unlawful discrimination in the provision of Work, allocation of benefits, accommodation in facilities, employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by Foundation, on the basis of race, color, religion, genetic information, nationality, national origin, ancestry, pregnancy, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation, military or Vietnam-era veteran status, or any other characteristic protected by law.
 - C. Applicable Law, Venue, and Interpretation. This Agreement, and the Parties' rights and obligations, are to be governed by and construed in accordance with California laws. If any action is instituted to enforce or interpret this Agreement,

the venue of any such action shall be in the appropriate state or federal court in Los Angeles County, California, provided that nothing in this Agreement constitutes a waiver of immunity to suit by Foundation. The provisions of this Agreement are to be construed in all cases as a whole, according to their fair meaning, and not strictly for or against any Party.

- D. Independent Contractor. In the performance of the Work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Work, Foundation being interested only in the results obtained. Contractor and all of Contractor's officers, employees, and agents are not officers, employees, or agents of Foundation. Contractor understands and agrees that he/she is not entitled to benefits of any kind normally provided employees of the Foundation, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor should be aware the IRS regulations require Foundation to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year.
- E. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the Foundation.
- F. Compliance with Applicable Laws. In performing the Work, Contractor shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances applicable to the Work.
- G. Force Majeure. Neither Party shall be deemed in default or in violation of this Agreement if prevented from performing any obligation hereunder for any circumstance or reason beyond its control, including, without limitation, acts of God or of the public enemy, governmental restrictions or regulations, epidemics or pandemics, flood, storm, strikes, regulatory or legal delay or restraint. In this event, all or a portion of either Party's performance is rendered impossible, the Parties shall cooperate with each other and use their best efforts to remove the impediment or develop a substitute manner of performance.
- H. Notices. All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally, sent via electronic mail or by a reputable overnight courier services (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed as follows:

Foundation: College of the Canyons Foundation
Attn: Executive Director, Foundation
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Contractor: **Melinda Gilmore**
23852 Rotunda Road
Valencia, CA 91355
Phone: (818) 720-5226
Email: melvgilmore@gmail.com

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

- I. Approval of Foundation's Executive Committee. Pursuant to the Foundation's Bylaws, this Agreement is not valid and does not constitute an enforceable obligation against the Foundation unless and until Foundation's Executive Committee has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Executive Committee.

[SIGNATURES NEXT PAGE]

IN WITNESS WHEREOF, Parties hereby agree.

CONTRACTOR
Signed by:
BY: Melinda Gilmore
Signature of Authorized Representative
Print Name Melinda Gilmore
Print Title Co-Owner Gilmore Girls Coffee
Date 5/9/2025

COLLEGE OF THE CANYONS FOUNDATION
Signed by:
BY: Shawna Mann
Signature of Authorized Representative
Print Name Shawna Mann
Print Title Executive Director
Date 5/9/2025
Foundation Executive Committee
Approval/Ratification Date

Foundation Initiating Department
Foundation Contact Name
Funding Source (G/L Account)
Foundation Contract #
Contract Vetted By

Foundation
Shawna Mann
N/A
11461
Contracts, Procurement, and Risk Management Services

COLLEGE OF THE CANYONS FOUNDATION

GUEST SPEAKER SERVICES AGREEMENT DRUM CIRCLE

ALAN BRUNI

MAY 6, 2025

This Guest Services Agreement ("Agreement") is between College of the Canyons Foundation ("Foundation"), a 501(c)(3) non-profit auxiliary organization, and **Alan Bruni** ("Contractor"), an **individual residing in the state of California**. Foundation and Contractor are also referred to collectively as the "Parties" and individually as "Party."

In consideration of the premises and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties' signatures, the Parties agree as provided in this Agreement.

1. **SCOPE OF AGREEMENT.** Foundation requires certain specialized services and is authorized pursuant to California law, including Education Code Sections 70902 and 88003.1, to contract for the specialized services. Contractor represents that Contractor has the proper training, skill, and experience, and is qualified, including any required license, permits, and certification, to provide Foundation the specialized services required by this Agreement. Contractor shall perform and provide all labor, materials, supplies, and equipment necessary to complete the Work (as defined below) required by this Agreement, which shall be performed in accordance with the terms and conditions of this Agreement.

2. **DUTIES AND OBLIGATIONS.** The services to be provided by Contractor under this Agreement shall include a Presentation as follows ("Work"):

- A. Topic: **Drum Circle**
- B. Location: **Valencia Campus, Honor Grove & Intercultural Center**
- C. Date(s): **Tuesday, May 6, 2025**
- D. Time(s): **10:30 a.m. – 1:00 p.m.**
- E. Foundation Contact Name and Extension: **Shawna Mann, x3639**

3. **TERM OF AGREEMENT.** This Agreement shall commence on **May 6, 2025, and shall continue in full force and effect thereafter until and including May 6, 2025**, ("Term"), unless this Agreement is terminated during the Term as provided in Section 4.

4. **TERMINATION OF AGREEMENT.** This Agreement shall terminate upon expiration of the Term. If the Contractor is unable to appear at the Presentation, this Agreement shall be deemed cancelled and terminated and no payment will be made by the Foundation. Any termination of this Agreement during the Term shall be in accordance with the following:

- A. **Termination for Convenience.** During the Term of this Agreement, Foundation may terminate this Agreement at any time at its convenience and without cause, upon providing Contractor at least ten (10) days written notice before the effective date of termination. Upon such termination by Foundation, Contractor shall only be entitled to payment for all Work provided, rendered, and received by Foundation prior to the date of termination and in no event shall Contractor be entitled to any payment or reimbursement as the result of Foundation's termination.
- B. **Other Grounds.** Notwithstanding any provisions in this Agreement, Foundation, at Foundation's sole discretion and upon written notice to Contractor, shall have the right to terminate this Agreement effective on the date stated in Foundation's written notice in the event Foundation determines, at its sole discretion, that Contractor (i) is unable or unwilling to perform the Work or meet any obligation or duty as described or made necessary by the Agreement, (ii) changes the nature of its business so that it is not compatible with the mission or needs of the Foundation or is involved in any incident or activity which embarrasses, creates unwelcome scrutiny or attention, or otherwise causes or threatens harm to the reputation of the Foundation or Santa Clarita Community College District, or (iii) fails to comply with federal, state, and/or local laws applicable to Contractor's performance of the Work under this Agreement.

5. **PAYMENT.**

- A. **Amount of Compensation.** Foundation agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed **Three Hundred Dollars (\$300)** ("Contract Amount").
- B. **For Reimbursement of Expenses.** Unless otherwise agreed upon by Foundation in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").
- C. **Method and Schedule of Payment.** Foundation shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.

- i. Invoice. Contractor shall submit to Foundation detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, Foundation-authorized** Expenses incurred during the billing period. All **Foundation-authorized** Expenses shall be documented **with original receipts** and shall be **pre-approved in writing by Foundation**, unless such expenses are specifically authorized by this Agreement. Invoices shall be paid on a "net 30-day basis" for services satisfactorily rendered (as determined by the Foundation) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by Foundation, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to Foundation's Contract and Procurement Services Department.
6. **CALIFORNIA STATE TAX WITHHOLDING FOR NONRESIDENTS OF CALIFORNIA.** It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the Foundation is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The Foundation is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the Foundation receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). Foundation will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the Foundation against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help Foundation comply with all tax requirements related to California nonresidents.
7. **INDEMNIFICATION.** Contractor agrees to defend, hold harmless and indemnify Foundation, Santa Clarita Community College District ("District"), each of their parents, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Foundation. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.
8. **TRANSPORTATION.** Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all services necessary and/or required by this Agreement. The Foundation is in no way responsible for, nor does Foundation assume any liability for, any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the Foundation in accordance with Section 7 above.
9. **GENERAL PROVISIONS.**
 - A. Entire Agreement and Amendment. This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.
 - B. Non-Discrimination. Contractor agrees not to engage in unlawful discrimination in the provision of Work, allocation of benefits, accommodation in facilities, employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by Foundation, on the basis of race, color, religion, genetic information, nationality, national origin, ancestry, pregnancy, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation, military or Vietnam-era veteran status, or any other characteristic protected by law.
 - C. Applicable Law, Venue, and Interpretation. This Agreement, and the Parties' rights and obligations, are to be governed by and construed in accordance with California laws. If any action is instituted to enforce or interpret this Agreement, the venue of any such action shall be in the appropriate state or federal court in Los Angeles County, California, provided that nothing in this Agreement constitutes a waiver of immunity to suit by Foundation. The provisions of this Agreement are to be construed in all cases as a whole, according to their fair meaning, and not strictly for or against any Party.
 - D. Use of Subcontractors. Contractor must obtain Foundation's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. Foundation retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between Foundation and any approved subcontractor. Notwithstanding Foundation's approval of any subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 7.

- E. Independent Contractor. In the performance of the Work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Work, Foundation being interested only in the results obtained. Contractor and all of Contractor's officers, employees, and agents are not officers, employees, or agents of Foundation. Contractor understands and agrees that he/she is not entitled to benefits of any kind normally provided employees of the Foundation, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor should be aware the IRS regulations require Foundation to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year.
- F. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the Foundation.
- G. Compliance with Applicable Laws. In performing the Work, Contractor shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances applicable to the Work.
- H. Force Majeure. Neither Party shall be deemed in default or in violation of this Agreement if prevented from performing any obligation hereunder for any circumstance or reason beyond its control, including, without limitation, acts of God or of the public enemy, governmental restrictions or regulations, epidemics or pandemics, flood, storm, strikes, regulatory or legal delay or restraint. In this event, all or a portion of either Party's performance is rendered impossible, the Parties shall cooperate with each other and use their best efforts to remove the impediment or develop a substitute manner of performance.
- I. Notices. All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally, sent by a reputable overnight courier services (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed as follows:

Foundation: College of the Canyons Foundation
Attn: Executive Director, Foundation
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Contractor: **Alan Bruni**
3254 Honolulu Avenue, Apt A
La Crescenta, CA 91214
Phone: (213) 505-6603
Email: alan.bruni@gmail.com

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

- J. Approval of Foundation's Executive Committee. Pursuant to the Foundation's Bylaws, this Agreement is not valid and does not constitute an enforceable obligation against the Foundation unless and until Foundation's Executive Committee has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Executive Committee.

CONTRACTOR

DocuSigned by:

BY:

Alan Bruni

Signature of Authorized Representative

Print Name Alan Bruni

Print Title owner sole operator

Date 5/20/2025

COLLEGE OF THE CANYONS FOUNDATION

Signed by:

BY:

Shawna Mann

Signature of Authorized Representative

Print Name Shawna Mann

Print Title Executive Director, Foundation

Date 5/21/2025

Foundation Executive Committee
Approval/Ratification Date

Department
Contact Name
Funding Source (G/L Account)
Foundation Contract #
Agreement Vetted By

Foundation
Shawna Mann
82-65890-00-950162-1000
11536
Contracts, Procurement, and Risk Management Department

COLLEGE OF THE CANYONS FOUNDATION

PROFESSIONAL SERVICES AGREEMENT

PAULINA S. JONES

JUNE 9, 2025 – JUNE 30, 2025

This Professional Services Agreement ("Agreement") is between College of the Canyons Foundation ("Foundation"), a 501(c)(3) non-profit auxiliary organization, and **Paulina S. Jones** ("Contractor"), an **individual residing in the state of California**. Foundation and Contractor are also referred to collectively as the "Parties" and individually as "Party."

In consideration of the premises and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties' signatures, the Parties agree as provided in this Agreement.

1. **SCOPE OF AGREEMENT.** Foundation requires certain specialized services and is authorized pursuant to California law, including Education Code Sections 70902 and 88003.1, to contract for the specialized services. Contractor represents that Contractor has the proper training, skill, and experience and is qualified, including any required license, permits, and certification, to provide Foundation the specialized services required by this Agreement. Contractor shall perform and provide all labor, materials, supplies, and equipment necessary to complete the Work (as defined below) required by this Agreement, which shall be performed in accordance with the terms and conditions of this Agreement.
2. **DUTIES AND OBLIGATIONS.** The services to be provided by Contractor under this Agreement shall include ("Work") as follows: **Contractor shall provide consulting and auditing services for the Foundation's donor database, Raiser's Edge, as detailed in Exhibit A – Scope of Work, attached hereto and made a part hereof.**
3. **TERM OF AGREEMENT.** This Agreement shall commence on **June 9, 2025, and shall continue in full force and effect thereafter until and including June 30, 2025**, ("Term"), unless this Agreement is terminated during the Term as provided in Section 4.
4. **TERMINATION OF AGREEMENT.** This Agreement shall terminate upon expiration of the Term. If the Contractor is unable to appear at the event outlined above, this Agreement shall be deemed cancelled and terminated and no payment will be made by the Foundation. Any termination of this Agreement during the Term shall be in accordance with the following:
 - A. **Termination for Convenience.** During the Term of this Agreement, Foundation may terminate this Agreement at any time at its convenience and without cause, upon providing Contractor at least ten (10) days written notice before the effective date of termination. Upon such termination by Foundation, Contractor shall only be entitled to payment for all Work provided, rendered, and received by Foundation prior to the date of termination and in no event shall Contractor be entitled to any payment or reimbursement as the result of Foundation's termination.
 - B. **Other Grounds.** Notwithstanding any provisions in this Agreement, Foundation, at Foundation's sole discretion and upon written notice to Contractor, shall have the right to terminate this Agreement effective on the date stated in Foundation's written notice in the event Foundation determines, at its sole discretion, that Contractor (i) is unable or unwilling to perform the Work or meet any obligation or duty as described or made necessary by the Agreement, (ii) changes the nature of its business so that it is not compatible with the mission or needs of the Foundation or is involved in any incident or activity which embarrasses, creates unwelcome scrutiny or attention, or otherwise causes or threatens harm to the reputation of the Foundation or Santa Clarita Community College District, or (iii) fails to comply with federal, state, and/or local laws applicable to Contractor's performance of the Work under this Agreement.
 - C. **Rights upon Termination.** Upon any termination, expiration, or other conclusion of the Agreement, Contractor shall only be entitled to payment for all services provided, rendered, and received by Foundation prior to the date of termination and in no event shall Contractor be entitled to any payment or reimbursement as the result of Foundation's termination. In the event of any termination, expiration, or other conclusion of the Agreement, Contractor shall refund a prorated portion of any fees paid by Foundation within thirty (30) days.
 - D. **Transition Assistance.** Upon expiration or earlier termination of the Agreement for any reason, Contractor shall fully cooperate with Foundation's request to transition the services and all Foundation Information to Foundation or a third party designated by Foundation. Such transition assistance shall include Contractor providing specifications, documentation, information, and other assistance necessary to enable Foundation or its third-party vendor to provide the services.
 - E. **Protection of Confidential Information after Expiration or Termination.** Upon expiration or earlier termination of the Agreement for any reason, Contractor shall return to Foundation, or, at Foundation's direction, securely destroy, all Foundation Information in any form, recorded on any medium, or stored in any storage system, as follows: (a) burn, pulverize or shred physical assets containing Foundation Information so that such information cannot be read or reconstructed, and (b) destroy or erase digital assets containing Foundation Information so that the information cannot be read or reconstructed. Unless Contractor communicates in writing that it determined that return or destruction of the

Foundation Information is not feasible, an authorized representative of Contractor shall certify in writing to Foundation, within fifteen (15) days after the termination or earlier expiration of the Agreement, that all Foundation Information has been returned or destroyed (as the case may be) and that Contractor no longer retains any such information in any form.

5. **PAYMENT.**

- A. **Amount of Compensation.** Foundation agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, at a rate of **One Hundred Dollars (\$100) per hour**, for a total amount not to exceed **Four Thousand Two Hundred Dollars (\$4,200)** ("Contract Amount").
- B. **For Reimbursement of Expenses.** Unless otherwise agreed upon by Foundation in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").
- C. **Method and Schedule of Payment.** Foundation shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.
 - i. **Invoice.** Contractor shall submit to Foundation detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, Foundation-authorized Expenses** incurred during the billing period. All **Foundation-authorized Expenses** shall be documented **with original receipts** and shall be **pre-approved in writing by Foundation**, unless such expenses are specifically authorized by this Agreement. Invoices shall be paid on a "net 30-day basis" for services satisfactorily rendered (as determined by the Foundation) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by Foundation, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to Foundation's Contract and Procurement Services Department.

- 6. **CALIFORNIA STATE TAX WITHHOLDING FOR NONRESIDENTS OF CALIFORNIA.** It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the Foundation is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The Foundation is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the Foundation receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). Foundation will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the Foundation against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help Foundation comply with all tax requirements related to California nonresidents.

- 7. **INDEMNIFICATION.** Contractor agrees to defend, hold harmless and indemnify Foundation, Santa Clarita Community College District ("District"), each of their parents, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Foundation. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

- 8. **INSURANCE.** Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000); and (vi) Cyber Liability insurance with limits of not less than Two Million Dollars (\$2,000,000) for each occurrence and an annual aggregate of Two Million Dollars (\$2,000,000) covering claims involving privacy violations, damage to or destruction of electronic information, information theft, any release of private information, alteration of electronic information, extortion and network security, and coverage needs to include remediation costs for expenses incurred relating to notification expenses, call centers, Information Technology forensics, and Public Relations support following an incident or breach.

Contractor agrees to name Foundation, Foundation's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy(ies). Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s)

evidencing the required coverages to the Foundation, which shall be subject to the Foundation's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates and endorsements must be emailed to contracts@canyons.edu before Work is to commence.

Foundation's receipt of documents that do not comply with the requirements stated herein, or Contractor's failure to provide documents that comply with the requirements stated herein, shall not limit or relieve Contractor of the duties and responsibility of maintaining insurance in compliance with the requirements in this Section and shall not constitute a waiver of any of the requirements in this Section.

9. **PERSONAL INFORMATION.** Contractor shall properly manage and secure all Personal Information, maintained by the Foundation, that Contractor may access in carrying out the scope of work defined in this Agreement, in accordance with all applicable global, federal, state, and local laws, rules and regulations. Personal Information is defined as any information provided by Foundation or collected by Contractor in connection with the Work performed under the Agreement:

- That identifies or can be used to identify, contact, or locate the individual to whom such information pertains, or
- From which identification or contact information of an individual person may be derived.

Personal Information includes, but is not limited to: name, address, phone number, fax number, email address, Social Security number, passport number, other government-issued personal identifiers, financial account number, credit or debit card information, medical information, health insurance information, or a user name or email address, in combination with a password or security question and answer that would permit access to an online account. Additionally, to the extent any other information (such as, but not limited to, a personal profile, unique identifier and/or biometric information) is associated or combined with Personal Information, then such information also will be considered Personal Information.

10. **SECURITY OF FOUNDATION INFORMATION.**

- A. **Ownership of Foundation Information and Data.** All Foundation content, copy, pictures, and/or data accessed by or provided to Contractor ("Foundation Information") are owned by Foundation. Upon termination, expiration or other conclusion of this Agreement, all Foundation Information shall be returned to Foundation by Contractor in a usable format as mutually agreed to between the Foundation and Contractor within fifteen (15) calendar days after such termination or expiration, or such other date as mutually agreed to in writing between the Foundation and Contractor.
- B. **Prohibition on Unauthorized Use or Disclosure of Foundation Information.** Contractor agrees to hold Foundation Information and Personal Information in strict confidence. Contractor shall not use or disclose Foundation Information or Personal Information received from, or on behalf of, Foundation, except as permitted or required by the Agreement, or as required by law. Contractor agrees that it will protect Foundation Information and Personal Information it receives from, or on behalf of, Foundation, according to commercially acceptable standards and no less rigorously than it protects its own confidential information.
- C. **Foundation Remedies.** If Foundation reasonably determines in good faith that Contractor has materially breached any of its obligations under this Section, Foundation, in its sole discretion, shall have the right to provide Contractor with a fifteen (15) day period to cure the breach, or terminate the Agreement immediately if cure is not possible. Foundation shall provide written notice to Contractor describing the violation and the action it intends to take.
- D. **Maintenance of the Security of Foundation Information.** Contractor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all maintained or transmitted Foundation Information received from, or on behalf of, Foundation. These measures will be extended by contract to all subcontractors used by Contractor.
- i. **Information Security Plan.** Contractor shall implement and maintain a written information security program ("WISP") that contains physical, administrative and technical safeguards necessary to ensure the confidentiality, integrity and availability of Foundation Information, including such physical, administrative and technical safeguards as are necessary to ensure that Foundation Information disclosed between Contractor and Foundation is not used or disclosed by Contractor, or by any of Contractor's subcontractors, affiliates, agents or third parties, except as provided in the Agreement.
- ii. **Protection and Detection.** Contractor's WISP shall include policies and procedures to detect and protect against all actual or suspected attempt to access or use Foundation Information, or the systems that house such information, or an attempt to compromise the confidentiality, integrity or availability of such information, by an unauthorized person, whether or not such information was actually accessed, used or compromised. Contractor shall cooperate with Foundation's request to complete any security surveys, assessments or audits. Contractor shall promptly correct any deficiencies in its security program that are detected by Contractor or Foundation at no cost to Foundation.
- E. **Reporting of Concerns Regarding the Integrity of Software, Unauthorized Disclosures or Misuse of Foundation Information or Personal Information.** Contractor, within one (1) business day of discovery, shall report to Foundation any information it receives, discovers, or learns that suggests the software provided to Foundation may exhibit any defects, errors, vulnerabilities, or other problems that could adversely affect the Foundation (collectively, a

"Vulnerability"). Contractor's report shall identify: (i) the nature of the Vulnerability; (ii) the actual or possible nature of the harm Foundation may experience as a result of the Vulnerability; (iii) anyone involved with the Vulnerability including those who may try to exploit the Vulnerability; (iv) what Contractor has done or shall do to mitigate any effect of the Vulnerability; and (v) what corrective action Contractor has taken or shall take to prevent future similar Vulnerability. Contractor shall provide other information as requested by Foundation, including a written report. Contractor will keep Foundation informed regularly of the progress of any investigation until the incident is resolved.

- F. **Indemnity.** Contractor shall indemnify, defend and hold Foundation harmless from all claims, liabilities, damages, or judgments involving a third party, including Foundation's costs and attorneys' fees, which arise as a result of Contractor's failure to meet any of its obligations under this Section. Contractor shall bear responsibility for any breach or data security incidents caused by its own actions, negligence, or failure to comply with the terms of this Agreement. This includes bearing the costs of (a) complying with its legal obligations relating to such breach, (b) providing notice to affected individuals, and (c) providing notice to government agencies, regulatory agencies, credit bureaus, and/or other entities. This Section shall survive the expiration or termination of the Agreement.

11. **REPRESENTATIONS AND WARRANTY.** Contractor represents and warrants that it has administered privacy and confidentiality training to all of its employees and subcontractors before they are permitted to access to Foundation Information, and that Contractor's certifications (for example, SSAE-16, SysTrust, PCI DSS, VPAT) are valid and accurate and will remain so throughout the Term of the Agreement.
12. **RIGHT TO AUDIT.** Contractor shall make its policies, practices, books, records, systems and facilities related to Foundation Information, and the requirements and obligations set forth in the Agreement, available to Foundation, and their respective auditors, for the purpose of determining Contractor's compliance with applicable laws, rules, and regulations, and the terms and conditions of the Agreement. Contractor shall ensure such audit right extends to subcontractors who have access to Foundation Information. If it is determined that Contractor is in violation of applicable laws, rules, and regulations, or the terms and conditions of the Agreement, Contractor shall promptly remedy any such violation to the extent applicable to Contractor and shall immediately certify the same in writing to Foundation.
13. **COMPLIANCE WITH DATA PRIVACY LAWS.** Contractor shall be solely responsible for ensuring its services and its actions comply with all applicable state, federal, and international data privacy and security laws and regulations, including without limitation Family Educational Rights and Privacy Act ("FERPA"), Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), California Consumer Privacy Act ("CCPA"), and the European Union General Data Protection Regulation ("GDPR") (EU 2016/679) (collectively, the "Privacy Laws"). To ensure compliance with the Privacy Laws, Contractor shall have in place, comply with, and take appropriate steps reasonably designed to ensure compliance in all material respects with their policies and procedures relating to data privacy and security and the collection, storage, use, disclosure, handling, and analysis of personal information (the "Policies"). Contractor shall have at all times made all disclosures to users or customers required by applicable laws and regulatory rules or requirements. Contractor further certifies that it: (i) has not received notice of any actual or potential liability under or relating to, or actual or potential violation of, any of the Privacy Laws, and has no knowledge of any event or condition that would reasonably be expected to result in any such notice; (ii) is not currently conducting or paying for, in whole or in part, any investigation, remediation, or other corrective action pursuant to any Privacy Law; or (iii) is not a party to any order, decree, or agreement that imposes any obligation or liability under any Privacy Law. Contractor shall indemnify, defend and hold Foundation harmless from all claims, liabilities, damages or judgments involving a third party, including Foundation's costs and attorneys' fees, which arise as a result of Contractor's failure to meet any of its obligations under this Section. This Section shall survive the expiration or termination of the Agreement.
14. **TRANSPORTATION.** Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all services necessary and/or required by this Agreement. The Foundation is in no way responsible for, nor does Foundation assume any liability for any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the Foundation in accordance with Section 7 above.
15. **EMPLOYMENT WITH PUBLIC AGENCY.** Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Work is actually being performed pursuant to this Agreement.
16. **GENERAL PROVISIONS.**
- A. **Entire Agreement and Amendment.** This Agreement constitutes the entire agreement and understanding between the Parties and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally and is to be modified only by a written instrument executed by the Parties.
- B. **Non-Discrimination.** Contractor agrees not to engage in unlawful discrimination in the provision of Work, allocation of benefits, accommodation in facilities, employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by Foundation, on the basis of race, color, religion, genetic information, nationality, national origin, ancestry, pregnancy, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation, military or Vietnam-era veteran status, or any other characteristic protected by law.

- C. Applicable Law, Venue, and Interpretation. This Agreement, and the Parties' rights and obligations, are to be governed by and construed in accordance with California laws. If any action is instituted to enforce or interpret this Agreement, the venue of any such action shall be in the appropriate state or federal court in Los Angeles County, California, provided that nothing in this Agreement constitutes a waiver of immunity to suit by Foundation. The provisions of this Agreement are to be construed in all cases as a whole, according to their fair meaning, and not strictly for or against any Party.
- D. Use of Subcontractors. Contractor must obtain Foundation's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. Foundation retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between Foundation and any approved subcontractor. Notwithstanding Foundation's approval of any subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 7.
- E. Independent Contractor. In the performance of the Work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Work, Foundation being interested only in the results obtained. Contractor and all of Contractor's officers, employees, and agents are not officers, employees, or agents of Foundation. Contractor understands and agrees that he/she is not entitled to benefits of any kind normally provided employees of the Foundation, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor should be aware the IRS regulations require Foundation to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year.
- F. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.
- G. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.
- H. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.
- I. Non-Waiver. The failure of Foundation or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- J. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- K. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the Foundation.
- L. Compliance with Applicable Laws. In performing the Work, Contractor shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances applicable to the Work.
- M. Force Majeure. Neither Party shall be deemed in default or in violation of this Agreement if prevented from performing any obligation hereunder for any circumstance or reason beyond its control, including, without limitation, acts of God or of the public enemy, governmental restrictions or regulations, epidemics or pandemics, flood, storm, strikes, regulatory or legal delay or restraint. In this event, all or a portion of either Party's performance is rendered impossible, the Parties shall cooperate with each other and use their best efforts to remove the impediment or develop a substitute manner of performance.
- N. Notices. All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally, sent by a reputable overnight courier services (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed as follows:

Foundation: College of the Canyons Foundation
 Attn: Executive Director, Foundation
 26455 Rockwell Canyon Road
 Santa Clarita, CA 91355

Contractor: **Paulina S. Jones**
14708 Blaine Avenue
Bellflower, CA 90706
Phone: (562) 455-0123
Email: jones.paulina@gmail.com

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

- O. Approval of Foundation's Executive Committee. Pursuant to the Foundation's Bylaws, this Agreement is not valid and does not constitute an enforceable obligation against the Foundation unless and until Foundation's Executive Committee has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Executive Committee.

IN WITNESS WHEREOF, Parties hereby agree.



CONTRACTOR		COLLEGE OF THE CANYONS FOUNDATION	
Signed by: 		Signed by: 	
BY:	Signature of Authorized Representative	BY:	Signature of Authorized Representative
Print Name	Paulina S. Jones	Print Name	Shawna Mann
Print Title	Contractor	Print Title	Executive Director, Foundation
Date	6/10/2025	Date	6/10/2025
			Foundation Executive Committee Approval/Ratification Date
Department		Foundation	
Contact Name		Shawna Mann	
Funding Source (G/L Account)		81-65130-00-930006-1000	
Foundation Contract #		11578	
Contract Vetted By		Contracts, Procurement & Risk Management Department	

EXHIBIT A

SCOPE OF WORK

Summary

College of the Canyons Foundation plays a vital role in supporting access, innovation, and excellence in public higher education. With Raiser's Edge already implemented, this proposal outlines a focused plan to strengthen and streamline its use—ensuring the system is aligned with current fundraising and reporting needs.

Specifically, this engagement includes a detailed review of historical gift entry practices, the development of standardized reports covering the previous three (3) fiscal years, and the setup of templates and dashboards for consistent reporting in the fiscal year ahead. The goal is to bring greater clarity, consistency, and confidence to your development operations—so the Foundation can focus more fully on donor engagement and strategic growth.

Scope of Work & Estimated Hours

The following table outlines phases for Contractor to strengthen the Foundation's use of Raiser's Edge.

Segment	Description	Estimated Hours
1. Assessment & Planning	Review current gift entry structure, coding practices, and reporting needs.	Up to four (4) hours
2. Gift Entry Audit	Evaluate consistency of gift entry over fiscal years ending 2024 and 2025 and identify opportunities for cleanup or transition planning.	Up to nine (9) hours
3. Historical Reporting	Create standardized reports to reflect giving across FY ending 2024 and 2025.	Up to eleven (11) hours
4. Reporting Setup for New Fiscal Year	Build reporting tools, and clean entry infrastructure to support consistent tracking moving forward in fiscal year ending 2026.	Up to ten (10) hours
5. Training & Documentation	Deliver training and documentation for staff on clean entry, running reports, and maintaining consistency.	Up to three (3) hours
6. Ongoing Consulting	Support for strategy, adjustments, or new needs as they arise.	Up to five (5) hours, as needed and upon Foundation's written pre-approval

Goals and Expected Outcomes

- Improved data integrity across donor and funder records
- Reliable reporting aligned with organizational needs
- Clear documentation and team training to support long-term usability
- Greater readiness for audits, stewardship, and board reporting

**COLLEGE OF THE CANYONS FOUNDATION
PROFESSIONAL SERVICES AGREEMENT**

GARY PICKET

MAY 30, 2025

This Professional Services Agreement ("Agreement") is between College of the Canyons Foundation ("Foundation"), a 501(c)(3) non-profit auxiliary organization, and **Gary Picket** ("Contractor"), an **individual residing in the state of California**. Foundation and Contractor are also referred to collectively as the "Parties" and individually as "Party."

In consideration of the premises and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties' signatures, the Parties agree as provided in this Agreement.

1. **SCOPE OF AGREEMENT.** Foundation requires certain specialized services and is authorized pursuant to California law, including Education Code Sections 70902 and 88003.1, to contract for the specialized services. Contractor represents that Contractor has the proper training, skill, and experience, and is qualified, including any required license, permits, and certification, to provide Foundation the specialized services required by this Agreement. Contractor shall perform and provide all labor, materials, supplies, and equipment necessary to complete the Work (as defined below) required by this Agreement, which shall be performed in accordance with the terms and conditions of this Agreement.
2. **DUTIES AND OBLIGATIONS.** The services to be provided by Contractor under this Agreement shall include ("Work") as follows: **Contractor shall provide an educational flint-knapping demonstration for District's students located at District's Valencia campus softball field which shall include the following:**
 - **Provide a brief historical and cultural overview of flint-knapping and its significance in archaeology and indigenous technologies.**
 - **Facilitate a live demonstration of basic flint-knapping techniques, including tool use, material selection, and safety practices.**
 - **Provide a display of various flint-knapped tools or replicas to illustrate different styles, materials, and uses.**
 - **Provide an opportunity for students to observe and ask questions.**
 - **Demonstration shall take place at District's Valencia campus softball field from 12:00 p.m. – 3:00 pm. The actual location at the softball field shall be agreed upon by the Parties at least ten (10) days prior to the demonstration.**
 - **Contractor shall comply with all applicable college safety and facility use policies during the demonstration.**
 - **Contractor shall provide their own materials, tools, and personal protective equipment required for the demonstration.**
3. **TERM OF AGREEMENT.** This Agreement shall commence on **May 30, 2025, and shall continue in full force and effect thereafter until and including May 30, 2025**, ("Term"), unless this Agreement is terminated during the Term as provided in Section 4.
4. **TERMINATION OF AGREEMENT.** This Agreement shall terminate upon expiration of the Term. If the Contractor is unable to appear at the event outlined above, this Agreement shall be deemed cancelled and terminated and no payment will be made by the Foundation. Any termination of this Agreement during the Term shall be in accordance with the following:
 - A. **Termination for Convenience.** During the Term of this Agreement, Foundation may terminate this Agreement at any time at its convenience and without cause, upon providing Contractor at least ten (10) days written notice before the effective date of termination. Upon such termination by Foundation, Contractor shall only be entitled to payment for all Work provided, rendered, and received by Foundation prior to the date of termination and in no event shall Contractor be entitled to any payment or reimbursement as the result of Foundation's termination.
 - B. **Other Grounds.** Notwithstanding any provisions in this Agreement, Foundation, at Foundation's sole discretion and upon written notice to Contractor, shall have the right to terminate this Agreement effective on the date stated in Foundation's written notice in the event Foundation determines, at its sole discretion, that Contractor (i) is unable or unwilling to perform the Work or meet any obligation or duty as described or made necessary by the Agreement, (ii) changes the nature of its business so that it is not compatible with the mission or needs of the Foundation or is involved in any incident or activity which embarrasses, creates unwelcome scrutiny or attention, or otherwise causes or threatens harm to the reputation of the Foundation or Santa Clarita Community College District, or (iii) fails to comply with federal, state, and/or local laws applicable to Contractor's performance of the Work under this Agreement.
5. **PAYMENT.**

- A. Amount of Compensation. Foundation agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed **Five Hundred Dollars (\$500)** ("Contract Amount").
 - B. For Reimbursement of Expenses. Unless otherwise agreed upon by Foundation in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").
 - C. Method and Schedule of Payment. Foundation shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.
 - i. Invoice. Contractor shall submit to Foundation detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, Foundation-authorized** Expenses incurred during the billing period. All **Foundation-authorized** Expenses shall be documented **with original receipts** and shall be **pre-approved in writing by Foundation**, unless such expenses are specifically authorized by this Agreement. Invoices shall be paid on a "net 30-day basis" for services satisfactorily rendered (as determined by the Foundation) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by Foundation, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to Foundation's Contract and Procurement Services Department.
6. **CALIFORNIA STATE TAX WITHHOLDING FOR NONRESIDENTS OF CALIFORNIA.** It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the Foundation is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The Foundation is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the Foundation receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). Foundation will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the Foundation against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help Foundation comply with all tax requirements related to California nonresidents.
7. **INDEMNIFICATION.** Contractor agrees to defend, hold harmless and indemnify Foundation, Santa Clarita Community College District ("District"), each of their parents, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Foundation. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.
8. **TRANSPORTATION.** Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all services necessary and/or required by this Agreement. The Foundation is in no way responsible for, nor does Foundation assume any liability for, any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the Foundation in accordance with Section 7 above.
9. **PROFESSIONAL PRACTICES.** All Work provided pursuant to this Agreement shall be provided in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.
10. **PROPERTY DAMAGES.** Foundation is not responsible for damage(s) to the Contractor's property; nor is the Foundation responsible for any damage(s) due to storage of the property; nor is the Foundation responsible for vandalism or theft. Foundation shall be responsible to repair damage to Foundation property caused by Contractor, Contractor's employees and/or Contractor's subcontractors.
11. **GENERAL PROVISIONS.**
- A. Entire Agreement and Amendment. This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

- B. Non-Discrimination. Contractor agrees not to engage in unlawful discrimination in the provision of Work, allocation of benefits, accommodation in facilities, employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by Foundation, on the basis of race, color, religion, genetic information, nationality, national origin, ancestry, pregnancy, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation, military or Vietnam-era veteran status, or any other characteristic protected by law.
- C. Applicable Law, Venue, and Interpretation. This Agreement, and the Parties' rights and obligations, are to be governed by and construed in accordance with California laws. If any action is instituted to enforce or interpret this Agreement, the venue of any such action shall be in the appropriate state or federal court in Los Angeles County, California, provided that nothing in this Agreement constitutes a waiver of immunity to suit by Foundation. The provisions of this Agreement are to be construed in all cases as a whole, according to their fair meaning, and not strictly for or against any Party.
- D. Use of Subcontractors. Contractor must obtain Foundation's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. Foundation retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between Foundation and any approved subcontractor. Notwithstanding Foundation's approval of any subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 7.
- E. Independent Contractor. In the performance of the Work herein contemplated, Contractor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Work, Foundation being interested only in the results obtained. Contractor and all of Contractor's officers, employees, and agents are not officers, employees, or agents of Foundation. Contractor understands and agrees that he/she is not entitled to benefits of any kind normally provided employees of the Foundation, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor should be aware the IRS regulations require Foundation to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year.
- F. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the Foundation.
- G. Compliance with Applicable Laws. In performing the Work, Contractor shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances applicable to the Work.
- H. Force Majeure. Neither Party shall be deemed in default or in violation of this Agreement if prevented from performing any obligation hereunder for any circumstance or reason beyond its control, including, without limitation, acts of God or of the public enemy, governmental restrictions or regulations, epidemics or pandemics, flood, storm, strikes, regulatory or legal delay or restraint. In this event, all or a portion of either Party's performance is rendered impossible, the Parties shall cooperate with each other and use their best efforts to remove the impediment or develop a substitute manner of performance.
- I. Notices. All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally, sent by a reputable overnight courier services (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed as follows:

Foundation: College of the Canyons Foundation
Attn: Executive Director, Foundation
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

Contractor: **Gary Picket**
3400 Sillect Avenue
Bakersfield, CA 93308
Phone: (661) 477-9910
Email: gary@napd-bak.org

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

J. Approval of Foundation's Executive Committee. Pursuant to the Foundation's Bylaws, this Agreement is not valid and does not constitute an enforceable obligation against the Foundation unless and until Foundation's Executive Committee has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Executive Committee.

CONTRACTOR

Signed by:
BY: Gary Picket
Signature of Authorized Representative
Print Name Gary Picket
Print Title Master Flintknapper
Date 5/6/2025

Department
Contact Name
Funding Source (G/L Account)
Foundation Contract #

COLLEGE OF THE CANYONS FOUNDATION

Signed by:
BY: Shawna Mann
Signature of Authorized Representative
Print Name Shawna Mann
Print Title Executive Director, Foundation
Date 5/6/2025
Foundation Executive Committee
Approval/Ratification Date

Foundation
Shawna Mann
82-65890-00-950565-1000
11490

Certificate Of Completion

Envelope Id: FF3CE39A-40AC-4BE9-889B-9C293491CD94

Status: Completed

Subject: PSA: Flint-Knapping Demonstration eSignature Request

Source Envelope:

Document Pages: 4

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Michelle Goodman

AutoNav: Enabled

26455 Rockwell Canyon Road

Envelopeld Stamping: Enabled

Santa Clarita, CA 91355

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

michelle.goodman@canyons.edu

IP Address: 3.23.108.193

Record Tracking

Status: Original

Holder: Michelle Goodman

Location: DocuSign

5/6/2025 11:48:42 AM

michelle.goodman@canyons.edu

Signer Events

Gary Picket

gary@napd-bak.org

Master Flintknapper

Security Level: Email, Account Authentication (None)

Signature

Signed by:

Gary Picket
DFFAE7268B0D41B...

Signature Adoption: Pre-selected Style

Using IP Address: 97.78.235.50

Timestamp

Sent: 5/6/2025 11:49:50 AM

Viewed: 5/6/2025 11:51:22 AM

Signed: 5/6/2025 11:55:03 AM

Electronic Record and Signature Disclosure:

Accepted: 5/6/2025 11:51:22 AM

ID: a5e6dd03-74cf-47fa-acd3-6780a9f9bdfd

Shawna Mann

shawna.mann@canyons.edu

Executive Director, Foundation

Security Level: Email, Account Authentication (None)

Signed by:

Shawna Mann
FEDEF48CF80D441...

Signature Adoption: Pre-selected Style

Using IP Address: 207.233.120.2

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Viewed: 5/6/2025 12:25:24 PM

Signed: 5/6/2025 12:25:32 PM

Electronic Record and Signature Disclosure:

Accepted: 5/6/2025 12:25:24 PM

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

5/6/2025 11:49:50 AM

Certified Delivered

Security Checked

5/6/2025 12:25:24 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	5/6/2025 12:25:32 PM
Completed	Security Checked	5/6/2025 12:25:32 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Santa Clarita Community College District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Santa Clarita Community College District:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: hsiawen.hull@canyons.edu

To advise Santa Clarita Community College District of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at hsiawen.hull@canyons.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Santa Clarita Community College District

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to hsiawen.hull@canyons.edu and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Santa Clarita Community College District

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to hsiawen.hull@canyons.edu and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">•Allow per session cookies•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Santa Clarita Community College District as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Santa Clarita Community College District during the course of my relationship with you.

AMENDMENT NO. 1

AGREEMENT BETWEEN
COLLEGE OF THE CANYONS FOUNDATION ("Foundation")
AND
BROOKE EDWARDS
DOING BUSINESS AS BROOKE RITTER PHOTOGRAPHY ("Contractor")

MAY 17, 2025 – JUNE 15, 2025

This Amendment ("Amendment") to the Professional Services Agreement signed by the Contractor on April 1, 2025 ("Agreement"), is entered into by and between Foundation and Contractor effective as of May 17, 2025 ("Effective Date").

NOW, THEREFORE, it is understood and agreed by the Parties hereto that:

- Section 5.A. of the Agreement shall be deleted in its entirety and replaced with the following:

Amount of Compensation. Foundation agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed **One Thousand Four Hundred Fifty Dollars (\$1,450)** ("Contract Amount") as follows:

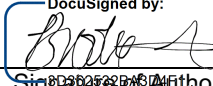
Lead Photographer	\$650
Second Photographer	\$400
Travel Fee	\$75
90-Minutes Additional Coverage	\$325
Contract Amount	\$1,450

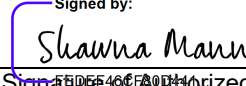
- Except as set forth herein, all other sections, subsections and provisions of the Agreement shall remain valid and enforceable.
- The individuals executing this Amendment on behalf of the Parties represent and warrant that they are authorized to do so.

IN WITNESS WHEREOF, this Amendment has been executed by the Parties hereto as of the Effective Date.

CONTRACTOR

COLLEGE OF THE CANYONS FOUNDATION

DocuSigned by:

BY: _____
Signature of Authorized Representative
Print Name Brooke Edwards
Print Title Brooke edwards
Date 6/3/2025

Signed by:

BY: _____
Signature of Authorized Representative
Print Name **Shawna Mann**
Print Title **Executive Director**
Date 6/3/2025
Foundation Executive Committee
Approval/Ratification Date

Foundation Initiating Department
Foundation Contact Name
Funding Source (G/L Account)
Foundation Contract #
Agreement Vetted By

Foundation
Dylan Mahoney
81-65890-00-940003-1000
11211A
Contracts, Procurement, and Risk Management Department

AMENDMENT NO. 1

AGREEMENT BETWEEN
SANTA CLARITA COMMUNITY COLLEGE DISTRICT ("District")
AND
PAULINA S. JONES ("Contractor")

JUNE 9, 2025 – JULY 8, 2025

This Amendment ("Amendment") to the Professional Services Agreement signed by the Contractor on June 10, 2025 ("Agreement") is entered into by and between District and Contractor effective as of June 25, 2025 ("Effective Date").


NOW, THEREFORE, it is understood and agreed by the Parties hereto that:

- 1. The Agreement shall be amended to include the following language:

Term – This Amendment shall extend the Term of the Agreement to **July 8, 2025**.
- 2. Except as set forth herein, all other sections, subsections and provisions of the Agreement shall remain valid and enforceable.
- 3. The individuals executing this Amendment on behalf of the Parties represent and warrant that they are authorized to do so.

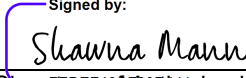
IN WITNESS WHEREOF, this Amendment has been executed by the Parties hereto as of the Effective Date.

CONTRACTOR

Signed by: 
BY: _____
Signature of Authorized Representative
Print Name Paulina S. Jones
Print Title Contractor
Date 7/2/2025

Department
Contact Name
Funding Source (G/L Account)
Contract #
Amendment Vetted By

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

Signed by: 
BY: _____
Signature of Authorized Representative
Print Name Shawna Mann
Print Title Executive Director, Foundation
Date 7/3/2025
District's Board of Trustee's
Approval/Ratification Date

Foundation
Shawna Mann
81-65130-00-930006-1000
11578A
Contracts, Procurement & Risk Management Department