

Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING
Thursday, April 25, 2019
8:00 – 10:00 A.M.
8045 E. Chapman Ave., Room E-107
Orange, CA 92869

Santiago Canyon College Foundation Mission Statement

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

AGENDA

1.0 PROCEDURAL MATTERS

- 1.1. Call to Order and Roll Call – Larry Cohn (5 minutes)
- 1.2. Approval of Consent Calendar – Larry Cohn (5 minutes)
 - Agenda
 - Minutes from the Regular Board Meeting – January 24, 2019
 - Financial Reports for 1st and 2nd Quarters of Fiscal 2019
 - 2019 Travel Grant Funding Requests for Faculty Members Lynnette Beers-McCormick and Vicky Schwann
- 1.3. Public Comments - At this time, members of the public may address the board regarding any item within its jurisdiction, provided that it is understood that no action may be taken on off-agenda items. Comments shall be limited to three minutes per person and fifteen minutes for all comments. However, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

2.0 REVIEW OF GENERAL ITEMS

- 2.1. Approval of New Board Member Tristan DeMers – Larry Cohn (10 Minutes)
- 2.2. Guardian Scholars Program Promotional Video Screening – Syed Rizvi (10 Minutes)
- 2.3. Board Retreat Follow-up Discussion – Syed Rizvi (50 Minutes)
 - 2.3.1. Follow-up Survey Results and Discussion
 - 2.3.2. New Agenda Format
 - 2.3.3. Tim Shaw Contract Proposal
- 2.4. SCCF Strategic Financial Planning, Budget Reporting and Transparency – Bill Underwood (20 Minutes)

3.0 INFORMATIONAL ITEMS & ORAL REPORTS

- 3.1. Board President’s Report – Larry Cohn (5 Minutes)
- 3.2. Executive Director’s Report – Syed Rizvi (10 Minutes)

- 4.0 ADJOURNMENT** – The next **QUARTERLY** meeting of the SCC Foundation Board of Directors will be held on **Thursday, July 25, 2019 from 8:00 – 10:00 a.m. in E-107.**

2018-19 GENERAL BOARD MEETINGS DATES

- Thursday, April 25, 2019, 8:00 – 10:00 am
- Thursday, July 25, 8:00 – 10:00 am

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

2018-19 EXECUTIVE COMMITTEE MEETING DATES

These meetings are open to all board members to attend

- Thursday, April 17, 2019, 4:30 – 5:30 pm
- Thursday, June 20, 2019, 4:00 – 5:30 pm
- Thursday, July 18, 2019, 4:00 – 5:30 pm

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

2018-2019 FINANCE & INVESTMENT COMMITTEE MEETING DATES

These meetings are open to all board members to attend

- Tuesday, April 17, 2019, 3:30 – 4:30 pm
- Tuesday, July 16, 2019, 4:00 – 5:30 pm

2018-19 SCC CALENDAR OF EVENTS

- Hawks 19th Annual Golf Tournament “Changing Students Lives” – Friday, April 26, 2019, Tustin Ranch Golf Club
- Student Art Acquisition Selection – April (TBA), Art Gallery
- Scholarship Donor Reception – Thursday, May 23, 2019, 4:00 p.m., Humanities Building, 2nd Floor Foyer
- Scholarship Ceremony – Thursday, May 23, 2019, 5:30 p.m., Humanities Building, H-106
- Art Show Opening Reception/Awards – Thursday, May 23, 2019, 6:30 p.m., Art Gallery
- Commencement – Thursday, June 6, 2019, SCC

Santiago Canyon College Foundation
Board of Directors QUARTERLY BOARD MEETING
Thursday, January 24, 2019
4:00 – 4:30 P.M.
8045 E. Chapman Ave., Room H-209-5
Orange, CA 92869

Santiago Canyon College Foundation Mission Statement

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

MINUTES

1.0 PROCEDURAL MATTERS

1.1. Call to Order and Roll Call

The meeting was called to order at 4:04 p.m. by Larry Cohn.

Board Members in Attendance: Addison Adams, Larry Cohn, Kyle Kneubuhl, Jordan Kahf, Rebecca Martinez, Mary McMullin, Mark Schmidt, Michelle Scolaro, Bill Underwood, Beatriz Valencia

Ex Officio Voting Members in Attendance: John Hernandez, Syed Rizvi

Staff in Attendance: Karen Bustamante, Gayle Sapak-Winder

Guests: Tim Shaw

1.2. Approval of Consent Calendar – Larry Cohn

• **Agenda**

Syed Rizvi moved to approve the agenda as presented, Kyle Kneubuhl seconded, and the motion was carried without dissent.

• **Minutes from the Regular Board Meeting – November 1, 2018**

Kyle Kneubuhl moved to approve the minutes as distributed, Michelle Scolaro seconded, and the motion was carried without dissent.

• **Audit Report 2017-2018**

Kyle Kneubuhl moved to approve the Audit Report 2017-2018 as distributed, Michelle Scolaro seconded, and the motion was carried without dissent.

1.3. Public Comments – There were no public comments.

2.0 REVIEW OF GENERAL ITEMS

2.1. Acceptance of Resignation of Dr. Jim D’Agostino, Effective January 15, 2019

Dr. Jim D’Agostino, Foundation board member, whose current term ends in June 2019, informed Mr. Cohn by email that he has decided to resign from the board, effective January 15, 2019. Bill Underwood noted Dr. D’Agostino’s willingness to help plan a “Casino Night” or “Texas Hold ‘Em” event in the future. Mr.

Underwood moved to accept his resignation, Michelle Scolaro seconded and the motion passed unanimously.

2.2. Board Treasurer Volunteer for 2019

Mr. Cohn shared the role of treasurer and put out a renewed call to the board to have a member volunteer to serve as treasurer. Mr. Cohn also shared that a potential board member, who is an accountant, has expressed interest in the position. Mr. Cohn and Mr. Kneubuhl will continue to serve as co-treasurers until the position is filled.

2.3. **Conflict of Interest Form Annual Submission**

The 2019 Conflict of Interest forms were completed and submitted as requested.

2.4. **2019 “Changing Students’ Lives Golf Tournament**

The golf tournament is on April 26, 2019 at Tustin Ranch Golf Club. Mr. Cohn invited board members to assist with providing sponsorship leads, selling golf balls for the helicopter drop, distributing flyers to local businesses and recruiting golfers. This year’s tournament benefits SCC’s Guardian Scholars Program in support of former foster youth. 19th Hole Golf Productions has been contracted again this year to assist with the planning and added the Helicopter Ball Drop for non-golfers.

FOLLOW UP: Karen Bustamante will email sponsor packets to the board members.

3.0 **INFORMATIONAL ITEMS & ORAL REPORTS**

3.1. **Board President’s Report – Larry Cohn**

Mr. Cohn discussed the importance of growing the board and encouraged board members to continue to reach out to potential board member who can support the foundation goals, donate, and/or help raise funds for the college. The board is in need of people who possess either marketing expertise or financial/banking experience.

3.2. **Executive Director’s Report – Syed Rizvi**

- **Heinsbergen Art Collection** - The Foundation acquired a 358-piece art collection from the Bowers Museum. Selected pieces will be displayed on the second floor of the library. Announcements of the exhibits will be added to the website and invitations sent to the board. Mr. Rizvi applauded Ms. Bustamante for her hard work to coordinate the project.
- **Planned Giving** – The Office of College Advancement has contracted Crescendo Interactive to market planned and blended gifts. This resource will help staff develop proposals and marketing pieces for various types of planned gift vehicles such as charitable gift annuities, IRA distributions, and gifts from wills and trusts. The website is now in development and will be launched soon.
- **Investments** – Gerard Tamparong of Payden & Rygel met with the Finance & Investment Committee on January 15, 2019. He provided the second (fiscal) quarter investment report and discussed investment assumptions going forward. The stock market was down in December, however since the market reopened on January 2, the accounts have already recouped approximately 50 percent of the loss. Since these funds are long-term investments the current performance is not of great concern.

4.0 **ADJOURNMENT**

The meeting adjourned at 4:25 p.m. The next **REGULAR** meeting of the SCC Foundation Board of Directors will be held on **Thursday, April 25, 2019 from 8:00 – 10:00 a.m. in E-107.**

2018-19 GENERAL BOARD MEETINGS DATES

- Thursday, January 24, 2019, 4:00 – 4:00 pm, immediately followed by Board Retreat, H-209-5
- Thursday, April 25, 2019, 8:00 – 10:00 am
- Thursday, July 25, 8:00 – 10:00 am

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

2018-19 EXECUTIVE COMMITTEE MEETING DATES

These meetings are open to all board members to attend

- Thursday, March 21, 2019, 4:00 – 5:30 pm
- Thursday, April 18, 2019, 4:00 – 5:30 pm
- Thursday, June 20, 2019, 4:00 – 5:30 pm
- Thursday, July 18, 2019, 4:00 – 5:30 pm

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

2018-2019 FINANCE & INVESTMENT COMMITTEE MEETING DATES

These meetings are open to all board members to attend

- Tuesday, April 16, 2019, 4:00 – 5:30 pm
- Tuesday, July 16, 2019, 4:00 – 5:30 pm

2018-19 SCC CALENDAR OF EVENTS

- Spring Convocation – Friday, February 8, 2019, Humanities Building, H-106
- Community Science Night – Friday, March 22, 2019, SCC
- Hawks 19th Annual Golf Tournament “Changing Students Lives” – Friday, April 26, 2019, Tustin Ranch Golf Club
- Student Art Acquisition Selection – April (TBA), Art Gallery
- Scholarship Donor Reception – Thursday, May 23, 2019, 4:00 p.m., Humanities Building, 2nd Floor Foyer
- Scholarship Ceremony – Thursday, May 23, 2019, 5:30 p.m., Humanities Building, H-106
- Art Show Opening Reception/Awards – Thursday, May 23, 2019, 6:30 p.m., Art Gallery
- Commencement – Thursday, June 6, 2019, SCC

**SANTIAGO CANYON COLLEGE FOUNDATION
CASH ACCOUNTS
STATEMENT OF FINANCIAL POSITION
2018-2019 Q1-Year to date as of 09/30/18**

	Unrestricted Fund (91)	Scholarship Fund (95)	Restricted Fund (97)	Total SFFCU (91, 95 & 97)
ASSETS				
Cash and Cash Equivalents	(13,841)	113,046	85,640	184,844
Accounts Receivable				-
Investments				-
Prepaid Expenses				-
Equipment				-
Accum Depreciation - Equipment				-
Total Assets	(13,841)	113,046	85,640	184,844
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts Payable	27		2,183	2,210
Accruals				-
Due to Organizations			222	222
Total Liabilities	27	-	2,405	2,432
NET ASSETS				
Fund Balance - Unrestricted (91)	2,683			2,683
Fund Balance - Scholarships (95)		154,912		154,912
Fund Balance - Restricted Programs (97)			98,503	98,503
Change in Net Assets	(16,551)	(41,867)	(15,269)	(73,687)
Total Net Assets	(13,868)	113,046	83,234	182,412
Total Liability and Net Assets	(13,841)	113,046	85,640	184,844
Difference	-	-	-	-

SANTIAGO CANYON COLLEGE FOUNDATION
CASH ACCOUNTS
STATEMENT OF ACTIVITES
2018-2019 Q1-Year to date as of 09/30/18

	Unrestricted Fund (91)	Scholarship Fund (95)	Restricted Fund (97)	Total SFFCU (91, 95 & 97)
Accounts Payable + Fund Balance	2,710	154,912	100,908	258,531
Revenue:				
Contributions, Gifts, Donations	9,187	96,043	2,856	108,086
Contributions (PR)	502	1,913	230	2,645
Fundraising				-
Interest & Investment Income	81			81
Bank Interest				-
Realized/Unrealized Gains (Losses)				-
Intra/Inter Transfer In	21,478	19,052	9,925	50,455
Total Revenue	31,248	117,008	13,011	161,267
Expenditures:				
Salaries & Benefits				-
Non-Instructional Supplies	613		1,164	1,777
Food & Food Services	2,951		1,225	4,176
Contract Services	1,350		3,000	4,350
Conference, Mileage & Parking Expenses	3,560			3,560
Institutional Dues and Memberships	520			520
Rental-Facility/Equipment (Short Term)				-
Advertising			25	25
Awards & Incentives			25	25
Bank/Credit Card Use Fees	131			131
Community/Public Relations	20			20
Donor Cultivation/Stewardship				-
Foundation Funded Programs	25,250			25,250
Investment & Interest Expense				-
Other Licenses and Fees	40			40
Postage			12	12
Reproduction/Printing Expenses	72			72
Software Licenses and Fees	11,892			11,892
Equipment/Software				-
Fees & Other Exp Paid for Students			550	550
Board Expenses				-
Infrastructure				-
Board Funded Programs				-
Scholarships	1,000	151,175		152,175
Intra/Inter Transfers Out	400	7,700	22,278	30,378
Total Expenditures	47,799	158,875	28,279	234,953
Q1 Revenue Over (Under) Expenditures	(16,551)	(41,867)	(15,269)	(73,687)
Q1 Balance	(13,841)	113,046	85,640	184,844

**SANTIAGO CANYON COLLEGE FOUNDATION
INVESTMENT ACCOUNTS
STATEMENT OF FINANCIAL POSITION
2018-2019 Q1-Year to date as of 09/30/18**

	Unrestricted Invested Fund (92)	Scholarship Invested Fund (96)	Total CS&MS (92 & 96)	Other Endowment Fund (99)
ASSETS				
Cash and Cash Equivalents			-	
Accounts Receivable			-	
Investments	922,342	505,118	1,427,460	107,720
Prepaid Expenses			-	
Equipment			-	
Accum Depreciation - Equipment			-	
Total Assets	922,342	505,118	1,427,460	107,720
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts Payable			-	
Accruals			-	
Due to Organizations			-	
Total Liabilities	-	-	-	-
NET ASSETS				
Fund Balance - Unrestricted (91)			-	
Fund Balance - Unrestricted Invested (92)	896,841		896,841	107,720
Fund Balance - Scholarships Invested (96)		501,617	501,617	
Fund Balance - Endowment (99)			-	
Change in Net Assets	25,501	3,500	29,002	
Total Net Assets	922,342	505,118	1,427,460	107,720
Total Liability and Net Assets	922,342	505,118	1,427,460	107,720
Difference	-	-	-	-

**SANTIAGO CANYON COLLEGE FOUNDATION
INVESTMENT ACCOUNTS
STATEMENT OF ACTIVITES
2018-2019 Q1-Year to date as of 09/30/18**

	Unrestricted Invested Fund (92)	Scholarship Invested Fund (96)	Total CS&MS (92 & 96)	Other Endowment Fund (99)
Accounts Payable + Fund Balance	896,841	501,617	1,398,458	107,720
Revenue:				
Contributions, Gifts, Donations			-	
Contributions (PR)			-	
Fundraising			-	
Interest & Investment Income	6,449	3,388	9,837	
Bank Interest			-	
Realized/Unrealized Gains (Losses)	19,282	11,592	30,874	
Intra/Inter Transfer In	6,225		6,225	
Total Revenue	31,956	14,981	46,936	-
Expenditures:				
Salaries & Benefits			-	
Non-Instructional Supplies			-	
Food & Food Services			-	
Contract Services			-	
Conference, Mileage & Parking Expenses			-	
Institutional Dues and Memberships			-	
Rental-Facility/Equipment (Short Term)			-	
Advertising			-	
Awards & Incentives			-	
Bank/Credit Card Use Fees			-	
Community/Public Relations			-	
Donor Cultivation/Stewardship			-	
Foundation Funded Programs			-	
Investment & Interest Expense	216	128	344	
Other Licenses and Fees			-	
Postage			-	
Reproduction/Printing Expenses			-	
Software Licenses and Fees			-	
Equipment/Software			-	
Fees & Other Exp Paid for Students			-	
Board Expenses			-	
Infrastructure			-	
Board Funded Programs			-	
Scholarships			-	
Intra/Inter Transfers Out	6,239	11,352	17,591	
Total Expenditures	6,455	11,480	17,935	-
Q1 Revenue Over (Under) Expenditures	25,501	3,500	29,002	-
Q1 Balance	922,342	505,118	1,427,460	107,720

**SANTIAGO CANYON COLLEGE FOUNDATION
CASH ACCOUNTS
STATEMENT OF FINANCIAL POSITION
2018-2019 Q2-Year to date as of 12/31/18**

	Unrestricted Fund (91)	Scholarship Fund (95)	Restricted Fund (97)	Total SFFCU (91, 95 & 97)
ASSETS				
Cash and Cash Equivalents	(8,720)	142,466	89,743	223,489
Accounts Receivable				-
Investments				-
Prepaid Expenses				-
Equipment				-
Accum Depreciation - Equipment				-
Total Assets	(8,720)	142,466	89,743	223,489
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts Payable	-	2,572	203	2,775
Accruals				-
Due to Organizations				-
Total Liabilities	-	2,572	203	2,775
NET ASSETS				
Fund Balance - Unrestricted (91)	2,683			2,683
Fund Balance - Scholarships (95)		154,912		154,912
Fund Balance - Restricted Programs (97)			98,203	98,203
Change in Net Assets	(11,403)	(15,018)	(8,663)	(35,084)
Total Net Assets	(8,720)	139,894	89,540	220,715
Total Liability and Net Assets	(8,720)	142,466	89,743	223,489
Difference	(0)	(0)	0	(0)

**SANTIAGO CANYON COLLEGE FOUNDATION
CASH ACCOUNTS
STATEMENT OF ACTIVITES
2018-2019 Q2-Year to date as of 12/31/18**

	Unrestricted Fund (91)	Scholarship Fund (95)	Restricted Fund (97)	Total SFFCU (91, 95 & 97)
Accounts Payable + Fund Balance	2,683	157,484	98,406	258,573
Revenue:				
Contributions, Gifts, Donations	16,951	153,727	12,769	183,447
Contributions (PR)	2,183	7,447	1,604	11,234
Fundraising				-
Interest & Investment Income	646			646
Bank Interest				-
Realized/Unrealized Gains (Losses)				-
Intra/Inter Transfer In	21,478	19,556	9,925	50,959
Total Revenue	41,259	180,729	24,298	246,286
Expenditures:				
Salaries & Benefits				
Non-Instructional Supplies	970		1,405	2,376
Food & Food Services	2,971		4,064	7,035
Contract Services	2,600		3,000	5,600
Conference, Mileage & Parking Expenses	5,278			5,278
Institutional Dues and Memberships	520			520
Rental-Facility/Equipment (Short Term)				-
Advertising			25	25
Awards & Incentives			25	25
Bank/Credit Card Use Fees	563			563
Community/Public Relations	203			203
Donor Cultivation/Stewardship				-
Foundation Funded Programs	25,250			25,250
Investment & Interest Expense				-
Other Licenses and Fees	40			40
Postage			12	12
Reproduction/Printing Expenses	924		102	1,026
Software Licenses and Fees	11,942			11,942
Equipment/Software				-
Fees & Other Exp Paid for Students			2,050	2,050
Board Expenses				-
Infrastructure				-
Board Funded Programs				-
Scholarships	1,000	188,047		189,047
Intra/Inter Transfers Out	400	7,700	22,278	30,378
Total Expenditures	52,661	195,747	32,961	281,370
Q1 Revenue Over (Under) Expenditures	(11,403)	(15,018)	(8,663)	(35,084)
Q2 Balance	(8,720)	142,466	89,743	223,489

**SANTIAGO CANYON COLLEGE FOUNDATION
INVESTMENT ACCOUNTS
STATEMENT OF FINANCIAL POSITION
2018-2019 Q2-Year to date as of 12/31/18**

	Unrestricted Invested Fund (92)	Scholarship Invested Fund (96)	Total CS&MS (92 & 96)	Other Endowment Fund (99)
ASSETS				
Cash and Cash Equivalents			-	
Accounts Receivable			-	
Investments	851,342	504,964	1,356,306	107,720
Prepaid Expenses			-	
Equipment			-	
Accum Depreciation - Equipment			-	
Total Assets	851,342	504,964	1,356,306	107,720
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts Payable			-	
Accruals			-	
Due to Organizations			-	
Total Liabilities	-	-	-	-
NET ASSETS				
Fund Balance - Unrestricted Invested (92)	896,841		896,841	
Fund Balance - Scholarships Invested (96)		501,617	501,617	
Fund Balance - Endowment (99)			-	107,720
Change in Net Assets	(45,499)	3,347	(42,152)	
Total Net Assets	851,342	504,964	1,356,306	107,720
Total Liability and Net Assets	851,342	504,964	1,356,306	107,720
Difference	-	-	-	-

**SANTIAGO CANYON COLLEGE FOUNDATION
INVESTMENT ACCOUNTS
STATEMENT OF ACTIVITES
2018-2019 Q2-Year to date as of 12/31/18**

	Unrestricted Invested Fund (92)	Scholarship Invested Fund (96)	Total CS&MS (92 & 96)	Other Endowment Fund (99)
Accounts Payable + Fund Balance	896,841	501,617	1,398,458	107,720
Revenue:				
Contributions, Gifts, Donations			-	
Contributions (PR)			-	
Fundraising	-		-	
Interest & Investment Income	14,754	7,971	22,725	
Bank Interest			-	
Realized/Unrealized Gains (Losses)	(58,318)	(35,805)	(94,123)	
Intra/Inter Transfer In	6,225		6,225	
Total Revenue	(37,339)	(27,834)	(65,173)	-
Expenditures:				
Salaries & Benefits				
Non-Instructional Supplies			-	
Food & Food Services			-	
Contract Services			-	
Conference, Mileage & Parking Expenses			-	
Institutional Dues and Memberships			-	
Rental-Facility/Equipment (Short Term)			-	
Advertising			-	
Awards & Incentives			-	
Bank/Credit Card Use Fees			-	
Community/Public Relations			-	
Donor Cultivation/Stewardship			-	
Foundation Funded Programs			-	
Investment & Interest Expense	1,500	883	2,383	
Other Licenses and Fees			-	
Postage			-	
Reproduction/Printing Expenses			-	
Software Licenses and Fees			-	
Equipment/Software			-	
Fees & Other Exp Paid for Students			-	
Board Expenses			-	
Infrastructure			-	
Board Funded Programs			-	
Scholarships			-	
Intra/Inter Transfers Out	6,661	11,506	18,167	
Total Expenditures	8,160	12,389	20,549	-
Q1 Revenue Over (Under) Expenditures	(45,499)	(40,223)	(85,722)	-
Q2 Balance	851,342	461,394	1,312,736	107,720

Santiago Canyon College Foundation
2018 - 2019 CONFERENCE TRAVEL FUNDING REQUEST

Name and Date of Conference:
**ASLTA National Professional Development
 Conference June 30 - July 3**

Requested By:
Vicky Schwan

Amount Requested (limit is \$750): \$
750.00

Have you secured funding from other sources: Yes No
 Please summarize:

Brief description of purpose of the conference and your role. Please provide a copy of conference brochure, if available:

I am requesting support to attend the American Sign Language Teachers Association's (ASLTA) national professional development conference, taking place June 30 - July 3, 2019, in San Diego, CA.

ASLTA is the only professional association for ASL educators across the country, and hosts one conference every other year. This conference offers hands-on workshops, practical solutions to everyday classroom challenges, and cutting-edge technology applications for teachers, offered by the field's most noted and recognized educators. I anticipate enhancing my skill sets in pedagogy, technology, proficiency-driven activities, curriculum mapping, and more.

Attending the national conference is a significant investment in time and resources, but an invaluable one. Since the ASL teaching field is so small, very limited opportunities exist in our local area and state. Unlike my spoken-language colleagues who have a comprehensive network of quality professional development opportunities, below

Benefits to students and the college of your participation in this conference:
 continue from above.

ASL teachers in our area have to make do with limited offerings by local teachers. The quality of presentations, the breadth of topics, and the experience of the presenters cannot be replicated or replaced nearby. I hope you'll recognize that the national ASLTA conference is a unique opportunity for ASL teachers and support my request.

How does your participation in this conference align with your department's goals and objectives?
 continue from above.

Specifically, attending the national ASLTA conference will increase my classroom effectiveness and professional learning objectives.

Thank you for considering supporting my attendance at this important professional conference.

Please provide an overall budget for this conference, including travel, lodging and registration fees.

1) Early Bird Registration payment 450.00 (the early bird registration of \$450.00 includes all educational sessions, lectures, keynote addresses, access to the exhibitor's hall, evening activities, and receptions. It also provides access to over 500 of my professional peers and opportunities to network with colleagues and presenters).

Registration ~~450.00~~ 450.00

2) Hotel parking 100.00

3) Transportation round trip 50.00

4) Meals 5 days x 175

The total cost for me to attend the ASLTA conference will be: 775.00.

I will pay the difference and pay hotel.

Applicant's Signature/Date

Dean/Vice President Signature/Date

REVIEW, SIGN PAGES 1 AND 2, AND RETURN COMPLETED APPLICATION TO GAYLE SAPAK IN A-201



American Sign Language Teachers Association 10th Biennial National Professional Development Conference

June 30-July 3, 2019

San Diego, CA: Manchester Grand Hyatt

The Conference is YOURS to learn and enjoy!!

✓ ASLTA Members, ASL/Deaf Studies Professors and Instructors, CIT Colleagues, Program Directors, Researchers, Interested Individuals, Sponsors, and Friends.

Contact Information:

Please Print Clearly (Forms that cannot be read will be returned. This may delay your registration).

First Name	VICKY	Last Name	SCHWAN	
Address	1106 STANFORD			Apt#, Unit#
City	IRVINE	State	CA	Zip Code
Phone # (VP)	949-416-0745	Other Phone #	TEXT 949-307-3390	
Email	4VICKYSCHWAN@gmail.com	Work Email	VSCHWAN@IVC.edu	
Credit Card		Exp Date		CCV

Accommodation Requests:

Although the workshops will be conducted in ASL, we will be more than happy to accommodate individual requests. Please check below if you require one of these special interpreting needs **by May 15, 2019** to guarantee services.

Close Vision Interpreting
 Tactile Interpreting
 Close Seating
 Support Service Provider
 International Interpreting
 Others: _____

Special Food Accommodation

Special food request? If yes, then fill in. Thank You.

Food Sensitive Allergy: _____
 Vegetarian
 Gluten-free
 Vegan

T-shirts may be available Check size
 L
 X-L
 S
 XXL
 M
 Different size _____

Join ASLTA Now! Save!

Join as an **Associate Member** or **Certified Member**.

Associate Member \$80.00
 Certificated Member. \$100.00

Registration Payment Fees (FYI, you can register online at aslta2019.com)

Fill out the form and submit with payment.

(Circle your selection)

Need CEUs? If yes, RID ID# _____

	Early Bird	Regular	Late	Per Day
	By Dec.1, 2018	By May 1, 2019	By June 14 2019	(Gala Dinner not included)
ASLTA/CIT Member	\$450	\$550	\$600	\$250
Non-Member	\$550	\$650	\$700	\$350
*Full-time Student	\$350	\$350	\$350	\$150

*Current full time student status for year 2018-2019 with proof of transcript.

Payment Plan:

Pay in full now or Three payment plans: First payment ____ Second payment ____ Third payment ____

Total:

ASLTA Membership Fee: \$ 80 Conference Registration Fee: \$ 450 Total Fee: \$ 530

Santiago Canyon College Foundation
2019 - 2020 CONFERENCE TRAVEL FUNDING REQUEST

Name and Date of Conference: The Golden Crown Literary Society Conference (July 10-14, 2019)	Requested By: Lynnette Beers-McCormick
Amount Requested (limit is \$750): \$ \$750	Have you secured funding from other sources: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please summarize: N/A

Brief description of purpose of the conference and your role. Please provide a copy of conference brochure, if available:

From the conference website: "The Golden Crown Literary Society's annual conference is the premier lesbian literary event for both authors and readers. In a different city each year, the event brings together readers, fans, writers, editors and publishers to celebrate the best in lesbian-themed literature." The conference will consist of numerous lectures and workshops focusing on LGBTQ+ writing and publishing. I have been asked to be on a panel called "I Wish I'd Written That," which will consist of published authors who will talk about books that inspired us when it comes to character development, setting, plot twists, etc. The conference website includes this description for the session: "This GCLS Conference favorite is back again! Join these five authors as they discuss the ideas and the talent they covet from other writers. Who wrote the cleverest twist, the most unique setting, the character that stayed with you, the hottest chemistry, the most imaginative world?"

Benefits to students and the college of your participation in this conference:

Because I teach creative writing at SCC and because we have students from the LGBTQ+ community, I will be able to learn more about writing and publishing and can share that information in my creative writing class. I attended this conference last summer and learned a little bit about marginalized members of society, but the conference schedule and details about the keynote speakers indicate that the conference this year will focus even more on marginalized members of society. One of the keynote speakers is Malinda Lo, an Asian-American author who writes young adult fiction. Since many of my creative writing students write young adult fiction, I feel that I will be able to gain valuable insight by attending this keynote lecture. Additionally, I will be able to share my own background and experience as a writer who's also a creative writing instructor.

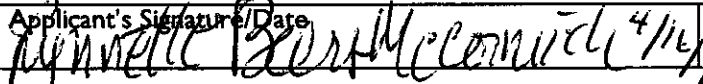
How does your participation in this conference align with your department's goals and objectives?

My participation in this conference aligns with the English Department's goals and objectives in that it will help me be more current in the latest trends in the publishing world. It will also give me valuable insight when it comes to marginalized authors and contemporary literature, which I teach in English 101, 102, and 213. There are new trends in the writing and publishing world when it comes to how authors reach their audience, and I anticipate I will become more up to date on this information.

Please provide an overall budget for this conference, including travel, lodging and registration fees.

Registration: \$299
 Hotel: \$645
 Airfare: \$410

Total: \$1,354

Applicant's Signature/Date 	Dean/Vice President Signature/Date
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REVIEW, SIGN PAGES 1 AND 2, AND RETURN COMPLETED APPLICATION TO GAYLE SAPAK IN A-201