MEMORANDUM

DATE: February 1, 2018

TO: Alan Aman, Claire Biancalana, Carrie Birkhofer, Owen Brown, Enrique Buelna, Linda Burroughs, Ceil Cirillo, Linda Downing, Lee Duffus, Sue Gochis, David Heald, Laurel Jones, Victoria Lewis, Charles Montoya, Kelly Nesheim, Amy Newell, William Ow, June Padilla Ponce, Patty Quillin, Gary Reece, Maria Esther Rodriguez, Gun Ruder, Steve Snodgrass, Rachael Spencer, Kate Terrell, Kathleen Welch, Matt Wetstein, Donna Ziel

FROM: CCF President, Leola Lapides

GUESTS: Liz Dominguez, Cabrillo Advancement Program Counselor/Coordinator and CAP Students

SUBJECT: Cabrillo College Foundation Board of Directors Regular Meeting
Tuesday, February 13, 2018
12:00 pm – 2:00 pm
Cabrillo College, Sesnon House, Room 1804
6500 Soquel Drive, Aptos, CA 95003

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<th>Item</th>
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<tr>
<td>1. Welcome and Call to Order</td>
<td>L. Lapides</td>
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<td>2. Approval of Agenda</td>
<td>L. Lapides</td>
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We reserve the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action, the agenda for this meeting is to be approved as presented. Items may be added to this agenda for discussion or action only as permitted by the Brown Act.

Any open session writings distributed either as part of the agenda packet, or within 72 hours of a regular meeting, can be viewed at the Foundation office, 6500 Soquel Drive, Aptos, CA 95003.

6500 Soquel Drive • Aptos • CA 95003 • 831-479-6338 • foundation@cabrillo.edu
www.cabrillo.edu/associations/foundation

Please remember Cabrillo College Foundation in your will.
**Board Meeting Agenda**  
**November 14, 2017**  
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<th>Item</th>
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<tbody>
<tr>
<td>A. Regular Open Session (cont.)</td>
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<td>3. November 14, 2017 meeting minutes</td>
<td>L. Lapides</td>
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<td>B. Public Comment</td>
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<td>1. Public Comment Opportunity</td>
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<td>C. Action Items</td>
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<td>1. December 31, 2017 Financial Statements</td>
<td>A. Aman</td>
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<td>1.1 December 31, 2017 Condensed Narrative</td>
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<td>11 – 12</td>
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<td>1.2 Balance Sheet</td>
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<td>1.3 Income Statement by Fund</td>
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<td>1.4 Income Statement Budget-to-Actual</td>
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<td>20 - 21</td>
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<td>2. Authorized Signer Changes for Cabrillo College Foundation</td>
<td>L. Lapides</td>
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<td>3. Morgan Stanley Contract with Cabrillo College</td>
<td>A. Aman</td>
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<td>D. Reports</td>
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<td>1. College President</td>
<td>M. Wetstein</td>
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<td>3. Vice President of Instruction</td>
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<td>4. Vice President of Student Services</td>
<td>S. Gochis</td>
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<td>5. Executive Director</td>
<td>E. Hill</td>
<td>24 - 27</td>
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<td>5.1 2017-18 Fundraising Targets</td>
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<td>5.2 Fundraising Totals and Goal</td>
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<td>July 1, 2017 to January 31, 2018</td>
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<td>Outright Gifts:</td>
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## Board Meeting Agenda
November 14, 2017
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<td><strong>D. Special Presentation</strong></td>
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<td>1. Cabrillo Advancement Program (CAP)</td>
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<td>Liz Dominguez, CAP Coordinator</td>
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<td><strong>F. Informational Items</strong></td>
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<td>1. Review of CCF Investments</td>
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<td>1.1 Traditional Pool Summary Activity as of December 31, 2017</td>
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<td>1.2 ESG Pool Summary Activity as of December 31, 2017</td>
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<td>2. Total Net Assets, Endowed Net Assets and Historical Gifts Chart as of December 31, 2017</td>
<td>A. Aman</td>
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<td>3. President’s Circle Campaign Update</td>
<td>C. Biancalana</td>
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<td>4. Faculty Grants for Student Success</td>
<td>O. Brown</td>
<td>36 - 38</td>
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<td>5. Cabrillo Advancement Program Update</td>
<td>L. Lapides</td>
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<td>6. Scholarships</td>
<td>R. Spencer</td>
<td>40 - 41</td>
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<td>7. Tax Reform Bill</td>
<td>E. Hill</td>
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<td>8. 2018-19 Budget Timeline</td>
<td>N. Machado</td>
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<td>9. 990 Timeline</td>
<td>N. Machado</td>
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<td>10. Committee Calendar and Roster</td>
<td>L. Lapides</td>
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## G. Adjournment

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2017-18 BOARD MEETINGS:
Tuesdays, 12:00 pm – 2:00 pm
Sesnon House, Room 1804
------------------
May 8, 2018, Watsonville Center
(11:00 am optional tour)

BOARD OF DIRECTORS ATTENDANCE CHART

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P=Present, A=Absent, N/A=Not applicable, not on the Board at the time. Based on Board of Director’s meeting minutes.
Please contact Cabrillo College Foundation if you believe this chart is in error.
UPCOMING EVENTS

Welcome Reception for Cabrillo College President, Matt Wetstein
February 22, 2018, 5:00 – 7:00 pm Sesnon House

Cabrillo Advancement Program (CAP) Ceremony
March 6, 2018, 6:00 – 8:00 pm, Crocker Theater

High Achiever’s Scholarship Ceremony
April 12, 2018, 3:00 – 5:00 pm, Sesnon House

Scholarship Donor Reception
May 1, 2018, 4:00 – 6:00 pm, Sesnon House
Call to Order
L. Lapides called the meeting to order at 12:15 pm.

Approval of Agenda
Motion: MSC: R. Spencer/C. Cirillo. The committee voted unanimously to approve the Board agenda.

Approve Board Meeting Minutes
Motion: MSC: S. Snodgrass/ C. Biancalana.

The following Board Members voted to approve the minutes of September 12, 2017:
Claire Biancalana, Owen Brown, Linda Burroughs, Ceil Cirillo, Lee Duffus, David Heald, Laurel Jones, Leola Lapides, William Ow, Gary Reece, Maria Esther Rodriguez, Gun Ruder, Stephen Snodgrass, Rachael Spencer, Kate Terrell

The following Board Members were absent:
Alan Aman, Carrie Birkhofer, Enrique Buelna, Linda Downing, Sue Gochis, Victoria Lewis, Charles Montoya, Kelly Nesheim, Amy Newell, June Padilla Ponce, Patty Quillin, Kathleen Welch and Donna Ziel

Public Comment Opportunity
There were no members of the public in attendance.
Special Presentation – Makerspace Grant
John Graulty, Dean of Visual, Applied and Performing Arts described the Makerspace Grant and how Laurel Jones was instrumental in starting the grant process at Cabrillo. John talked about how the Makerspace started with an emphasis on the arts until the state asked him to modify the focus to include science and engineering with a focus on industry and student employment opportunities across a wide spectrum of disciplines. He introduced Payson McNett who is running the Makerspace program and Fablab. Payson described the equipment that he was able to purchase using the grant money from the Foundation, focusing on the 3-D printer and all of its applications. He talked about the curriculum he is developing and then introduced Mary Govaars, a student and now employee in the Fablab. Mary talked about her introduction to the Makerspace equipment for jewelry making and then discovered applications for science projects (ROV) for her children. John Graulty finished the discussion announcing the grand opening of the Makerspace on January 20, 2018, at which time anyone from the public can come and see demonstrations and sample the equipment.

President’s Report
Cabrillo President Laurel Jones spoke briefly about Cabrillo’s Strategic Plan and gave a link to a detailed webpage outlining this plan. She then spoke about Guided Pathways and how Cabrillo will be implementing Guided Pathways to address improvements requested by the community as a part of the Community Forums that took place earlier in the year. One of these improvements is overhauling the Cabrillo website to give students more information on enrollment, financial aid and educational planning. Another is to use Guided Pathways to help students streamline their class schedules to avoid unnecessary classes and complete a path in two years. The final improvement Laurel reported on was getting high school students started on a Guided Pathway by offering college courses on high school campuses.

Executive Director Report
Eileen Hill reported that the Foundation has raised $789,387 towards the $3M annual goal. She announced the Foundation’s first $100,000 gift to President’s Circle from a Cabrillo alumni who is extremely grateful for Cabrillo and the stepping stone it provided him on his educational and career path. Eileen reported that the Heritage Club lunch was a success, and that the Foundation is looking forward to honoring the Monterey Peninsula Foundation at our December 1 Holiday Party. She also announced the upcoming public forum to hear from Cabrillo College Presidential candidates on November 29, Laurel Jones’ retirement party on December 6, and a President’s Circle Reception for new PC prospects at Ella’s at the Airport in Watsonville on January 30, 2018.

Approve Financial Statements
A. Aman reported as of September 30, 2017, the total assets were $31.6M, $2.3M over prior year. Net assets were $30.4M, $2.1M over prior year. The total revenue for unrestricted, non-endowed and endowed funds was $1.5M. Total expenses were $767K with a net surplus for all funds of $735K. The total operating revenue was $187K and expenses $226K. The operating deficit was $40K.
Accept 2016-17 Audit Draft
Terri Montgomery reviewed the 2016-17 Audit Draft and highlighted important portions of the document that demonstrate a favorable audit. The Cabrillo College Foundation received an unmodified (clear) audit for 2016-17. She talked about possibly adding a “Management Discussion” page that would be helpful in summarizing information contained in the audit.
Motion: MSC: L. Duffus/ O. Brown. The committee voted unanimously to accept the 2016-17 Audit Draft.

Ratify the move of Cabrillo College Foundation’s Investments with Brian Sharpes to Morgan Stanley
A. Aman explained the Finance & Investment Committee’s decision to move Foundation funds with Brian Sharpes to Morgan Stanley.
Motion: MSC: G. Reece/ C. Biancalana. The committee voted unanimously to ratify the Finance & Investments Committee’s action to move Cabrillo College Foundation’s investments with Brian Sharpes to Morgan Stanley.

Report on Executive Director Goals
L. Lapides directed the Board to the page in the agenda packet outlining E. Hill’s Executive Director goals for 2017-18 and informed the Board that the Executive Committee approved these goals at their last meeting.

Investment Activity review
The Cabrillo College Foundation Traditional Endowment pool return on investments update fiscal year to date as of September 30, 2017 (3 months) is as follows:
- Actual Return: 4.29%
- Benchmark Return 4.29%
- Difference 0.00%

The CCF return on investments for the UBS ESG Endowment pool return on investments fiscal year to date as of September 30, 2017 (3 months) is as follows:
- Actual Return: 2.69%
- Benchmark Return 3.18%
- Difference -0.49%

Net Assets, Endowed Net Assets and Historical Gifts Chart
The ending net assets balance as of September 30, 2017 was $30,364,487. The highest net assets level was $30,572,308 as of May 31, 2017. The endowed net assets balance was $27,018,089, the highest net assets balance reported. The endowed historical gifts value was $20,745,985, the highest reported by the Cabrillo College Foundation.
Cabrillo College Foundation Board of Directors  
Meeting Minutes of November 14, 2017  
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**President’s Circle**  
Celi Cirillo reported that the 2017-18 President’s Circle fundraising goal is $332,000 and $52,013 has been raised so far. A President’s Circle reception for new and prospective President’s Circle members was hosted by Ted Burke at Shadowbrook on October 18. At the event, President’s Circle received gifts from four new members. Another reception will be held on January 30, 2018 at Ella’s at the Airport in Watsonville.

**Women’s Educational Success**  
Rachael Spencer reported that invitations were sent out to approximately 1,000 potential donors for WES. The WES luncheon was held on Friday, September 15 and was a huge success. As of October 31, $127,620 has been received from the appeal and donations are still arriving daily. WES donations made through December 31, 2017 will be included in the 2017 WES Campaign. This year a total of $68,000 has been given out to students in need at Cabrillo through the WES program.

**Faculty Grants**  
Owen Brown reported that there is $68,996 available to award faculty to increase student success. On November 15, a committee of seven Foundation Board members and five Cabrillo faculty will review proposals and select projects to award. He explained that it is a very interesting process and fascinating to read about faculty projects.

**Adjournment**  
The meeting was adjourned at 1:30 pm

Respectfully submitted,

Eileen Hill, Executive Director
## BOARD OF DIRECTORS ATTENDANCE CHART

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<td>Rachael Spencer</td>
<td>P</td>
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<tr>
<td>Kate Terrell</td>
<td>P</td>
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<tr>
<td>Kathleen Welch</td>
<td>P</td>
<td>A</td>
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<tr>
<td>Donna Ziel</td>
<td>P</td>
<td>A</td>
<td></td>
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</tr>
</tbody>
</table>

*P=Present, A=Absent, N/A=Not applicable, not on the Board at the time. Based on Board of Director’s meeting minutes. Please contact Cabrillo College Foundation if you believe this chart is in error.*

### 2017-18 BOARD MEETINGS

**Tuesdays, 12:00 PM – 2:00 PM - Sesnon House unless otherwise noted**

- **November 14, 2017**
- **February 13, 2018**
- **May 8, 2018 (Watsonville Center)**
CABRILLO COLLEGE FOUNDATION
December 31, 2017 Condensed Narrative
Updated December 19, 2017

(1) Balance Sheet

• **Total Assets:**
  Total assets of $32.9M are $3.2M over prior year due to positive investment results, receipt of pledge payments and higher contributed income.

• **Receivables:**
  Total pledges receivable are $637K less than prior year. Pledges receivable will continue to decline until new pledges or bequests are received.

• **Liabilities:**
  Liabilities of $1.2M are consistent with prior year with the exception of CalPERS Deferred Outflows. There is a $126K variance on both the asset and liability side due to the year-end adjustment to move the balances to asset accounts from liability accounts.

• **Net Assets:**
  Total net assets of $31.7M are $3.0M over prior year.

(2) Income Statement

• **Revenue:**
  Earned income as of December 31, 2017 of $2.2M is $600K over the prior year balance of $1.6M. Contributed income of $1.4M is $200K over prior year due to an increase in contributions.

• **Expenses:**
  Expenses of $1.6M are in line with prior year.

• **Surplus/Deficit:**
  As of December 31, 2017, the Cabrillo College Foundation has a $2.1M surplus; $800K higher than prior year.

(3) Operational Budget to Actual

• **Revenue:**
  Operating revenue of $565K is $121K favorable vs budget. Fee Income and President’s Circle are both above projected for 17-18.

• **Expenses:**
  Operating expenses of $458K are $46K favorable vs projection. The largest variance is Consultants expense which is $11K under projection at this time.
• **Surplus/Deficit:**
The operating fund surplus is $107K. This is $167K better than projected due to a $27K favorable variance in fee income and $79K variance in President’s Circle donations.

(4) Investment Report

• Our return on investments for the UBS Long-Term Pool fiscal year to date as of December 31, 2017 (6 months) is as follows:

  Actual Return: 8.19%
  Benchmark Return: 8.88%
  Difference: -0.69%

• Our return on investments for the UBS ESG Long-Term Pool fiscal year to date as of December 31, 2017 (6 months) is as follows:

  Actual Return: 5.99%
  Benchmark Return: 6.80%
  Difference: -0.81%
### Cabrillo College Foundation

**Balance Sheet as of December 31, 2017**

*With Comparative Totals as of December 31, 2016*

<table>
<thead>
<tr>
<th></th>
<th>Operating 12/31/17</th>
<th>Nonendowed 12/31/17</th>
<th>Endowed 12/31/17</th>
<th>Total 12/31/17</th>
<th>Total 12/31/16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CASH AND INVESTMENTS</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CASH</strong></td>
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<td>Wells Fargo Bank</td>
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<td>Santa Cruz County Bank</td>
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<td>Morgan Stanley Gates</td>
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<td><strong>RECEIVABLES</strong></td>
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<tr>
<td>Pledges</td>
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<tr>
<td>Pledges - Unrestricted</td>
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<td>$0</td>
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<td>Pledges - Annual Fund</td>
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<td>$24,385</td>
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<td>Pledges - Restricted</td>
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<td>Allowance for Uncollectible Pledges</td>
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<td>$0</td>
<td>($8,704)</td>
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<td><strong>SUBTOTAL PLEDGES</strong></td>
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<td>$3,107</td>
<td>$0</td>
<td>$3,357</td>
<td>$3,393</td>
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</tbody>
</table>
Cabrillo College Foundation
Balance Sheet as of December 31, 2017
With Comparative Totals as of December 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Operating 12/31/17</th>
<th>Nonendowed 12/31/17</th>
<th>Endowed 12/31/17</th>
<th>Total 12/31/17</th>
<th>Total 12/31/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL ACCOUNTS RECEIVABLE</td>
<td>$250</td>
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<td>$3,393</td>
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<td>OTHER RECEIVABLES</td>
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<tr>
<td>NOTES RECEIVABLE</td>
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<td>FIXED ASSETS</td>
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<td>OFFICE EQUIPMENT</td>
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<td>TOTAL ASSETS</td>
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<td>$2,875,081</td>
<td>$28,706,958</td>
<td>$32,882,211</td>
<td>$29,728,634</td>
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</table>
Cabrillo College Foundation

Balance Sheet as of December 31, 2017

With Comparative Totals as of December 31, 2016

LIABILITIES AND NET ASSETS

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th>Operating 12/31/17</th>
<th>Nonendowed 12/31/17</th>
<th>Endowed 12/31/17</th>
<th>Total 12/31/17</th>
<th>Total 12/31/16</th>
</tr>
</thead>
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<tr>
<td>PAYABLES AND ACCRUED EXPENSES</td>
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<tr>
<td>ACCOUNTS PAYABLE</td>
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<td>$40,294</td>
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<td>$0</td>
<td>($45,176)</td>
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<td>SUBTOTAL PAYABLES, ACCRUED EXPENSES</td>
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<td>SCHOLARSHIPS AWARDED</td>
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<td>CAP SCHOLARSHIPS</td>
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<td>SUBTOTAL WES GRANTS PAYABLE</td>
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<td>$34,910</td>
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### Cabrillo College Foundation

**Balance Sheet as of December 31, 2017**

With Comparative Totals as of December 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Operating 12/31/17</th>
<th>Nonendowed 12/31/17</th>
<th>Endowed 12/31/17</th>
<th>Total 12/31/17</th>
<th>Total 12/31/16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET ASSETS - NONENDOWED</strong></td>
<td>$0</td>
<td>$2,752,806</td>
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<td>$2,752,806</td>
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<tr>
<td><strong>TOTAL NET ASSETS</strong></td>
<td>$754,296</td>
<td>$2,752,806</td>
<td>$28,201,846</td>
<td>$31,708,948</td>
<td>$28,706,481</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET ASSETS</strong></td>
<td>$1,300,171</td>
<td>$2,875,081</td>
<td>$28,706,958</td>
<td>$32,882,210</td>
<td>$29,728,633</td>
</tr>
<tr>
<td><strong>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</strong></td>
<td>$646,942</td>
<td>$2,894,942</td>
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<td>$2,752,806</td>
<td>$28,201,846</td>
<td>$31,708,948</td>
<td>$28,706,481</td>
</tr>
</tbody>
</table>
# Income Statement by Fund as of December 31, 2017

With Comparative Totals as of December 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Operating 12/31/17</th>
<th>Nonendowed 12/31/17</th>
<th>Endowed 12/31/17</th>
<th>Total 12/31/17</th>
<th>Total 12/31/16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>EARNED INCOME</strong></td>
<td></td>
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</tr>
<tr>
<td>Interest and Dividends</td>
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<td>Unrealized Gain/Loss on Securities</td>
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<td>$64,914</td>
<td>$64,914</td>
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<td>$0</td>
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<td>In Kind Revenue</td>
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<td>$27,236</td>
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<td>$571,957</td>
<td>$1,434,547</td>
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<td><strong>TOTAL REVENUE</strong></td>
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<tr>
<td>Salaries &amp; Wages</td>
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<tr>
<td>Salaries &amp; Wages</td>
<td>$217,320</td>
<td>$3,755</td>
<td>$0</td>
<td>$221,076</td>
<td>$248,838</td>
</tr>
<tr>
<td><strong>TOTAL SALARIES &amp; WAGES</strong></td>
<td>$217,320</td>
<td>$3,755</td>
<td>$0</td>
<td>$221,076</td>
<td>$248,838</td>
</tr>
<tr>
<td>Payroll Taxes, Benefits</td>
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<td>$0</td>
<td>$113,081</td>
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## Income Statement by Fund as of December 31, 2017

**With Comparative Totals as of December 31, 2016**

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<tr>
<th></th>
<th>Operating 12/31/17 A</th>
<th>Nonendowed 12/31/17 B</th>
<th>Endowed 12/31/17 C</th>
<th>Total 12/31/17 D</th>
<th>Total 12/31/16 E</th>
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<td>OFFICE EQUIPMENT</td>
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<td>$0</td>
<td>$539</td>
<td>$272</td>
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<td>$0</td>
<td>$202</td>
<td>$0</td>
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<td>$0</td>
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<td>$0</td>
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<td>$0</td>
<td>($610)</td>
<td>($240)</td>
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<td>$0</td>
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<td>$27,236</td>
<td>$16,751</td>
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</table>
### Income Statement - Operating Budget as of 12/31/17
With Comparative Totals as of 12/31/16

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
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<tr>
<td><strong>EARNED INCOME</strong></td>
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<td>Interest and dividends</td>
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<td>Unrealized gain/loss on securities</td>
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<td>($2,327)</td>
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<td>Realized gains/losses</td>
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<td>Fee income</td>
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<td>$35,729</td>
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<td>$14,057</td>
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<td>($175)</td>
<td>$14,057</td>
<td>$14,232</td>
<td>($175)</td>
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<tr>
<td>Endowment management fee</td>
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<td>$181,940</td>
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<td>$95,000</td>
<td>$95,000</td>
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<td>President’s circle gifts</td>
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<td>$0</td>
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<td>In kind revenue-rent</td>
<td>$8,172</td>
<td>$6,660</td>
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<td>Salaries &amp; wages</td>
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<td>Total salaries &amp; wages</td>
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<td>$217,320</td>
<td>$226,729</td>
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<td>$6,402</td>
<td>$243,212</td>
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<td>$150</td>
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</table>
## Income Statement - Operating Budget as of 12/31/17

With Comparative Totals as of 12/31/16

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>FUNDRAISING/EVENTS/PUBLIC RELATIONS</strong></td>
<td>$23,304</td>
<td>$22,838</td>
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<td><strong>OFFICE EQUIPMENT</strong></td>
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<td>$0</td>
<td>($202)</td>
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<td>($240)</td>
<td>($610)</td>
<td>$1,085</td>
<td>$1,695</td>
<td>$2,170</td>
<td>$2,170</td>
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</tr>
<tr>
<td><strong>OTHER EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MISCELLANEOUS</strong></td>
<td>$96</td>
<td>$234</td>
<td>$225</td>
<td>($9)</td>
<td>$450</td>
<td>$450</td>
<td>$0</td>
</tr>
<tr>
<td><strong>UNCOLLECTIBLE PLEDGES</strong></td>
<td>$26,860</td>
<td>$6,920</td>
<td>$16,625</td>
<td>$9,705</td>
<td>$33,250</td>
<td>$33,250</td>
<td>$0</td>
</tr>
<tr>
<td><strong>MILEAGE &amp; PARKING</strong></td>
<td>$96</td>
<td>$207</td>
<td>$272</td>
<td>$65</td>
<td>$545</td>
<td>$545</td>
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<tr>
<td><strong>INTERNET SERVICE</strong></td>
<td>$523</td>
<td>$492</td>
<td>$540</td>
<td>$49</td>
<td>$1,081</td>
<td>$1,081</td>
<td>$0</td>
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<tr>
<td><strong>IT HOSTING SERVICE</strong></td>
<td>$4,002</td>
<td>$9,295</td>
<td>$4,602</td>
<td>($4,693)</td>
<td>$9,295</td>
<td>$4,602</td>
<td>($4,693)</td>
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<tr>
<td><strong>BANK CHARGES</strong></td>
<td>$2,001</td>
<td>$7,617</td>
<td>$3,750</td>
<td>$133</td>
<td>$7,500</td>
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<td><strong>INVESTMENT FEES</strong></td>
<td>$49</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>DIRECTOR/OFFICER LIABILITY INS</strong></td>
<td>$2,229</td>
<td>$2,163</td>
<td>$2,163</td>
<td>$0</td>
<td>$4,327</td>
<td>$4,327</td>
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<tr>
<td><strong>LIABILITY AND PROPERTY INSURANCE</strong></td>
<td>$2,018</td>
<td>$1,941</td>
<td>$1,943</td>
<td>$2</td>
<td>$3,885</td>
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<tr>
<td><strong>TOTAL OTHER EXPENSES</strong></td>
<td>$37,872</td>
<td>$24,868</td>
<td>$30,121</td>
<td>$5,253</td>
<td>$60,333</td>
<td>$55,640</td>
<td>($4,693)</td>
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<tr>
<td><strong>IN KIND EXPENSE - RENT</strong></td>
<td>$8,172</td>
<td>$6,660</td>
<td>$8,172</td>
<td>$1,512</td>
<td>$16,344</td>
<td>$16,344</td>
<td>$0</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$487,184</td>
<td>$457,879</td>
<td>$504,048</td>
<td>$46,168</td>
<td>$1,006,325</td>
<td>$981,423</td>
<td>($24,902)</td>
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<tr>
<td><strong>NET SURPLUS/(DEFICIT)</strong></td>
<td>$53,566</td>
<td>$107,354</td>
<td>($59,854)</td>
<td>$167,208</td>
<td>$16,628</td>
<td>($10,000)</td>
<td>$26,628</td>
</tr>
</tbody>
</table>
MEMORANDUM

Date: February 1, 2018
To: Board of Directors
From: Leola Lapides, President
Subject: Authorized Signer Changes for Cabrillo College Foundation

Background
Laurel Jones, the past President of Cabrillo College has retired effective January 2, 2018. Laurel Jones was one of the signers on the Cabrillo College Foundation banking and investment accounts.

Effective February 1, 2018, Matthew Wetstein will become President of Cabrillo College and Assistant Secretary for the Cabrillo College Foundation.

RECOMMENDED MOTION
Ratify the Executive Committee’s decision to approve removing Laurel Jones and adding Matthew Wetstein as an authorized signer for the Cabrillo College Foundation banking and investment accounts.
MEMORANDUM

DATE: February 1, 2018
TO: Board of Directors
FROM: Alan Aman
SUBJECT: Morgan Stanley Graystone Consulting Contract

The Finance Committee members reviewed the Graystone Consulting contract previously reviewed by Erin Stagg, Attorney for School and College Legal Services of California and Michael Robins, Cabrillo’s Director of Purchasing, Contracts, Risk Management & Auxiliary Services. It was agreed that the content is standard for the industry but there should be a list of questions we periodically ask investment consultant Brian Sharpes in order to fulfill our fiduciary responsibility. The Finance Committee members agreed to sign the contract to provide recourse in the event of disputes and to lock in the investment consulting fee.

RECOMMENDED MOTION
Ratify the Finance Committee’s decision to sign the Morgan Stanley Graystone Consulting contract.
Executive Director Report: February 2018

Administration

• Transition to Morgan Stanley and Contract
• Website Reconstruction
• Succession Planning
• 3-year review of Bylaws, Master Agreement and Articles of Incorporation

Fundraising

• 2017-18 fundraising goal is $3M and $2,588,005 has been raised so far
• Evelyn Pelz $1M estate gift
• President’s Circle: $330,000 has been raised towards the $332,000 goal
• Scholarships: reporting/request for High Achiever Scholarships ($110,000), donor stewardship and solicitations, scholarship donor reception planning
• Proposals/Solicitation meetings for Foster Youth, President’s Circle, Football, Horticulture, Engineering, Dental Hygiene, CAP, etc. ($10,000 - $400,000 solicitations)
• Legacy giving: working with two potential donors
• Appeal letters to over 2,000 donors and prospects (Cabrillo Stage and Stroke Center)

Upcoming Events

• Welcome Reception for the new President, Matt Wetstein: February 22, 5:00 – 7:00 pm Sesnon House
• Cabrillo Advancement Program Ceremony: March 6, 6:00 – 8:00 pm, Crocker Theater
• President’s Circle Lunch with Matt Wetstein ($5,000+ donors): March 14, 12:00 – 1:30 pm, Sesnon House
• High Achiever’s Scholarship Ceremony: April 12, 3:00 – 5:00 pm, Sesnon House
• President’s Circle Sandy Lydon Historical Tour ($1,000+ donors): April 21, 9:00 am – 4:00 pm
• Scholarship Donor Reception: May 1, 4:00 – 6:00 pm, Sesnon House
• President’s Circle Party at the home of Erica and William Ow ($1,500+ donors): May 24, 5:30 – 8:00 pm
• Next Board of Directors Meeting: May 8, 12:00 – 2:00 pm (11:00 am optional tour), Watsonville Center
MEMORANDUM

Date: February 1, 2018
To: Board of Directors
From: Eileen Hill
Subject: 2017-18 Fundraising Targets

Background
The Board has approved a $3M fundraising goal in outright and unbooked planned gifts, with a stretch goal of $3.2M. The following is an outline of the specific fundraising targets for the year to reach $3M. The $3M goal includes a target of $760,000 in endowed gifts and $500,000 in unbooked planned gifts. Focusing some effort on legacy giving will help ensure the long-term health & sustainability of the Foundation.

<table>
<thead>
<tr>
<th>Amount Raised</th>
<th>2017-18 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7/1/17 - 1/31/18</strong></td>
<td><strong>ANNUAL APPEALS</strong></td>
</tr>
<tr>
<td>$330,445</td>
<td>$333,000 President’s Circle</td>
</tr>
<tr>
<td>$8,549</td>
<td>$95,000 Annual Fund</td>
</tr>
<tr>
<td>$110,140</td>
<td>$170,000 Women’s Educational Success</td>
</tr>
<tr>
<td>$39,510</td>
<td>$197,000 Cabrillo Advancement Program (Endowed)</td>
</tr>
<tr>
<td>$156,170</td>
<td>$500,000 Scholarships (Endowed)</td>
</tr>
<tr>
<td>$61,902</td>
<td>$250,000 Scholarships (Non-endowed)</td>
</tr>
<tr>
<td><strong>SPECIAL INITIATIVES</strong></td>
<td></td>
</tr>
<tr>
<td>$250,500</td>
<td>$250,000 Guided Pathways</td>
</tr>
<tr>
<td>$0</td>
<td>$100,000 Guardian Scholars (Foster Youth)</td>
</tr>
<tr>
<td>$28,045</td>
<td>$50,000 Cabrillo Stage</td>
</tr>
<tr>
<td>$50,776</td>
<td>$50,000 Stroke Center</td>
</tr>
<tr>
<td>$152,034</td>
<td>$50,000 Tutoring Support</td>
</tr>
<tr>
<td>$0</td>
<td>$25,000 Samper 4th Grade Experience</td>
</tr>
<tr>
<td>$20,000</td>
<td>$20,000 Makers Space Internships</td>
</tr>
<tr>
<td>$0</td>
<td>$10,000 Cabrillo Youth Chorus</td>
</tr>
<tr>
<td>$211,724</td>
<td>$300,000 Additional support for campus departments (Athletics, Dental Hygiene, Children’s Center, SBDC, Engineering, etc)</td>
</tr>
<tr>
<td>$1,118,210</td>
<td>$100,000 Donor directed interests</td>
</tr>
<tr>
<td>$50,000</td>
<td>$500,000 Unbooked Planned Gifts</td>
</tr>
<tr>
<td>$2,588,005</td>
<td>$3,000,000 TOTAL</td>
</tr>
</tbody>
</table>

6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • foundation@cabrillo.edu
www.cabrillo.edu/associations/foundation

Please remember Cabrillo College Foundation in your will
MEMORANDUM

DATE:       February 1, 2018

TO:         Board of Directors

FROM:       Eileen Hill

SUBJECT:    Pelz Family Estate Gift

At the end of 2017, the foundation was notified that the Cabrillo College Foundation is the beneficiary of the estate of Evelyn Pelz which is approximately one million dollars. Mrs. Pelz passed away in 1984 and at that time Cabrillo received $25,000 of the estate with any remaining funds to be received upon the deaths of her sons. Her last living son passed away in June 2017.

Eileen spoke with the trustee of the estate, Arnold Van den Berg, who knew the family very well and had managed their financial affairs. He relayed how important Cabrillo was to the Pelz family and how Mrs. Pelz wanted to ensure that there would be funds left to benefit Cabrillo College when her sons passed away. He shared that Mrs. Pelz always spoke highly of Cabrillo College and that it made an important and lasting impact on her sons’ lives.

After a lengthy discussion, Mr. Van den Berg is excited the funds will establish the Pelz Family Endowment for the area of greatest need at Cabrillo College. The funds will be available to award each year through consultation with the Executive Director of the foundation, the President of the foundation, and the President of the college.

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Please remember Cabrillo College Foundation in your will
DATE: February 1, 2018

TO: Board of Directors

FROM: Eileen Hill

July 1, 2017 to January 31, 2018

2017-18 Outright Gifts Fundraising Total $2,538,005
2017-18 Unbooked Revocable Planned Gifts $ 50,000
Total $2,588,005

2017-18 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts $ 3,000,000

Recorded Gifts 7-1-17 to 1-31-18:

- Evelyn Pelz Estate $ 1,000,000
- Monterey Peninsula Foundation (Guided Pathways) $ 240,000
- Mary Polo Estate (STEM Tutoring & Internships) $ 172,034
- Anonymous (President’s Circle) $ 100,000
- Joan Griffiths (President’s Circle) $ 61,051
- Kathryn Shephard (Scholarship) $ 40,653
- William & Lupe Burgstrom (CAP) $ 25,000
- Dominican Santa Cruz Hospital (Scholarship) $ 22,000
- Muriel Prolo (Piano Nonendowed & President’s Circle) $ 21,480
- Brian & Patti Herman (Guided Pathways, President Circle) $ 20,000
- Leonard R. Lundquist Trust (Faculty Grants) $ 18,210
- Joyce Wrenn (Scholarship) $ 15,100
- Esther & Gerry Levandoski (CAP & President’s Circle) $ 15,000
- Jocelyn Levy (Scholarship) $ 15,000
- Snap-Raise (Baseball) $ 13,256
- Bill & Brigid Simpkins (Stroke Center, CAP, Men’s Water Polo) $ 12,500
- Jim & Lynda Gentry Estate (Stroke Center) $ 12,376
- Rachel Weeden (WES, Scholarship, President’s Circle) $ 11,998
- Claire Biancalana & William Kelsay (President’s Circle, Stroke Center & Scholarship) $ 10,481
- Thomas Sourisseau (President’s Circle, Stroke Center & Scholarship) $ 10,243
- Jill & Dick Wilson (Scholarship) $ 10,218
- Carol Moore Notaras (Dental Hygiene) $ 10,000
- Ow Family Properties (Stroke Center) $ 10,000
- Foundation for CA Community Colleges (Scholarship) $ 9,900
- Jo-Ann Panzardi (Engineering, Scholarship & WES) $ 7,850
- Ziggy & Sylvia Cierkosz (Engineering) $ 7,000
- Harry & Mary Blanchard (WES, President’s Circle & Scholarship) $ 6,500
- Phyllis Rosenblum (Physics, Music, President’s Circle & WES) $ 6,250
- Susan & Richard Beach (Scholarship) $ 6,000
- Finkelman Family Charitable Foundation (CAP, President’s Circle, Faculty Grants, MESA & WES) $ 5,300
- Gifts under $5,300 (1,358 of 1,388 total donors) $ 622,605

Total Outright Gifts $ 2,538,005
Total Unbooked Revocable Planned Gifts $ 50,000
TOTAL $2,588,005

Notes: 1. For 2017-18, the Cabrillo College Foundation has been notified of one planned gift of $50,000. The cumulative unbooked revocable planned gifts total is $24,595,000

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Please remember Cabrillo College Foundation in your will

27
Asset Allocation Analysis

Asset Allocation as of December 31, 2017

- **INTERNATIONAL EQUITY 36.21%**
- **FIXED INCOME 16.17%**
- **ALTERNATIVE INVESTMENTS 8.61%**
- **EQUITY 37.02%**
- **CASH & EQUIVALENTS 1.99%**

Target Asset Allocation

- **INTERNATIONAL EQUITY 35.00%**
- **FIXED INCOME 20.00%**
- **ALTERNATIVE INVESTMENTS 10.00%**
- **EQUITY 35.00%**

Portfolio Growth

Source of Portfolio Growth
April 30, 1999 Through December 31, 2017

**Portfolio Market Value**

<table>
<thead>
<tr>
<th>Date</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1999</td>
<td>20,480,000</td>
</tr>
<tr>
<td>6/2005</td>
<td>15,360,000</td>
</tr>
<tr>
<td>9/2011</td>
<td>10,240,000</td>
</tr>
<tr>
<td>12/2017</td>
<td>5,120,000</td>
</tr>
</tbody>
</table>

**Beginning Market Value & Net Contributions**

- **Beginning Value:** $23,489,343
- **Net Contribution:** $5,808,118
- **Ending Value:** $24,341,465

**Rates of Return (%)**

- **TOTAL FUND Gross Time Weighted Return:** 3.74%
- **TOTAL FUND Net Time Weighted Return:** 3.63%
- **Composite Benchmark:** 4.41%
- **45%SP500/25%ACWI/20%BCIGC/20%HFRX:** 4.35%
- **S&P 500 Index:** 6.64%
- **MSCI ACWI x US:** 5.06%
- **BB Int Gov/Cr:** -0.20%
- **HFRX Global Hedge:** 1.50%

**Portfolio Returns**

| Name                  | Incept. Date | Current Allocation | Latest Quarter | Fiscal YTD | Year To Date | One Year | Three Years | Five Years | Eight Years | Since Incep | Comparative Index | Latest Quarter | Fiscal YTD | Year To Date | One Year | Three Years | Five Years | Eight Years | Since Incep |
|-----------------------|--------------|--------------------|----------------|------------|--------------|----------|-------------|------------|-------------|-------------|------------------|---------------|------------|--------------|----------|-------------|------------|-------------|------------|------------|
| **TOTAL FUND**        | 04/30/99     | 100.0%             | 3.74           | 8.19       | 16.80        | 8.22     | 9.59        | 8.90       | 6.49         |             | Composite Benchmark | 4.41          | 8.88       | 17.69        | 17.69    | 16.15       | 16.15      | 7.52        | 8.85       |
| Breckinridge Intm Fixed | 05/31/06    | 16.4%              | 0.10           | 0.70       | 2.42         | 2.42     | 1.72        | 3.62       | 5.21         |             | Barclays Intm Gov/Cr | (0.20)       | 0.40       | 2.14         | 2.14     | 1.76        | 1.76       | 1.62        | 2.95       |
| Brandes Intl          | 04/30/99     | 12.0%              | 0.02           | 6.60       | 15.04        | 15.04    | 7.18        | 8.60       | 6.18         |             | MSCI ACWI x US Value | 4.31         | 10.68      | 23.35        | 23.35    | 11.26       | 11.26      | 6.27        | 11.26      |
| Hansberger Intl       | 01/31/05     | 9.2%               | 6.73           | 16.82      | 39.82        | 39.82    | 12.46       | 10.36      | 7.99         |             | MSCI ACWI x US Growth | 5.81         | 12.57      | 32.47        | 32.47    | 9.68        | 9.68       | 7.07        | 9.68       |
| Brandes Global MidCap | 12/22/08     | 0.6%               | (0.87)         | 2.42       | 8.35         | 8.35     | 10.78       | 14.05      | 11.99        |             | MSCI World Index | 5.62         | 10.86      | 23.07        | 23.07    | 9.88        | 9.88       | 7.28        | 10.46      |
| Accuvest Intl         | 11/30/11     | 5.3%               | 3.73           | 9.98       | 27.84        | 27.84    | 6.97        | 5.88       | -            |             | MSCI ACWI x US | 5.01         | 11.48      | 27.19        | 27.19    | 7.83        | 7.83       | 6.80        | 9.69       |
| Intl Small Cap        | 10/24/16     | 10.1%              | 4.65           | 9.97       | 27.95        | 27.95    | -           | -          | 22.39        |             | SP Developed ExUS SC | 6.24         | 13.65      | 32.38        | 32.38    | 13.33       | 13.33      | 10.30       | 27.26      |
| Liquid Alternatives   | 04/30/13     | 8.7%               | 1.59           | 3.13       | 6.20         | 6.20     | 3.54        | -          | 2.13         |             | HFRX Global Hedge | 1.50         | 3.35       | 6.00         | 6.00     | 1.54        | 1.54       | 1.22        | 1.47       |

**Portfolio Market Value & Net Contributions**

**Dollars**

- **Beginning Value:** $23,489,343
- **Net Contribution:** $5,808,118
- **Ending Value:** $24,341,465

*Strategy was transitioned from Barclays Intermediate Agg on 11/2014.*
## Portfolio Returns

<table>
<thead>
<tr>
<th>Name</th>
<th>Incept. Date</th>
<th>Current Allocation</th>
<th>Latest Quarter</th>
<th>Fiscal YTD</th>
<th>Year To Date</th>
<th>One Year</th>
<th>Since Inception</th>
<th>Comparative Index</th>
<th>Latest Quarter</th>
<th>Fiscal YTD</th>
<th>Year To Date</th>
<th>One Year</th>
<th>Since Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FUND</td>
<td>05/19/16</td>
<td>20.7%</td>
<td>5.28</td>
<td>8.97</td>
<td>17.83</td>
<td>17.83</td>
<td>15.95</td>
<td>S&amp;P 500 Index</td>
<td>6.64</td>
<td>11.42</td>
<td>21.83</td>
<td>21.83</td>
<td>19.00</td>
</tr>
<tr>
<td>ESG Trillium Lg Cap Core</td>
<td>05/19/16</td>
<td>39.6%</td>
<td>1.06</td>
<td>1.54</td>
<td>3.30</td>
<td>3.30</td>
<td>1.68</td>
<td>BB Int Gov/Cr</td>
<td>(0.20)</td>
<td>0.40</td>
<td>2.14</td>
<td>2.14</td>
<td>1.02</td>
</tr>
<tr>
<td>ESG Breckinridge Intm Fixed</td>
<td>05/18/16</td>
<td>39.8%</td>
<td>4.35</td>
<td>9.20</td>
<td>23.94</td>
<td>23.94</td>
<td>15.95</td>
<td>MSCI ACWI ESG</td>
<td>5.73</td>
<td>11.29</td>
<td>23.68</td>
<td>23.68</td>
<td>18.21</td>
</tr>
<tr>
<td>ESG Funds</td>
<td>05/18/16</td>
<td>100.0%</td>
<td>3.21</td>
<td>5.99</td>
<td>13.73</td>
<td>13.73</td>
<td>9.80</td>
<td>Composite Benchmark</td>
<td>3.51</td>
<td>6.80</td>
<td>13.99</td>
<td>13.99</td>
<td>10.90</td>
</tr>
</tbody>
</table>

## Portfolio Growth

### Source of Portfolio Growth
May 18, 2016 Through December 31, 2017

<table>
<thead>
<tr>
<th>Dollars</th>
<th>Since Inception</th>
<th>Since Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Value</td>
<td>198,742</td>
<td>198,742</td>
</tr>
<tr>
<td>Net Contribution</td>
<td>352,696</td>
<td>352,696</td>
</tr>
<tr>
<td>Investment Return</td>
<td>93,855</td>
<td>93,855</td>
</tr>
<tr>
<td>Ending Value</td>
<td>645,294</td>
<td>645,294</td>
</tr>
</tbody>
</table>

## Asset Allocation Analysis

### Asset Allocation as of December 31, 2017
- **Cash & Equivalents**: 0.88%
- **Equity**: 35.76%
- **International Equity**: 24.36%
- **Fixed Income**: 38.79%

### Target Asset Allocation
- **Cash & Equivalents**: 0.88%
- **Equity**: 35%
- **International Equity**: 20%
- **Fixed Income**: 45.00%

## Rates of Return (%)

<table>
<thead>
<tr>
<th>Period</th>
<th>TOTAL FUND Gross Time Weighted Return</th>
<th>TOTAL FUND Net Time Weighted Return</th>
<th>Composite Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest Quarter</td>
<td>3.21</td>
<td>3.08</td>
<td>3.51</td>
</tr>
<tr>
<td>Fiscal YTD</td>
<td>5.99</td>
<td>5.73</td>
<td>6.80</td>
</tr>
<tr>
<td>Year To Date</td>
<td>13.73</td>
<td>13.16</td>
<td>13.99</td>
</tr>
<tr>
<td>One Year</td>
<td>13.73</td>
<td>13.16</td>
<td>13.99</td>
</tr>
<tr>
<td>Since Inception</td>
<td>9.80</td>
<td>9.27</td>
<td>10.90</td>
</tr>
</tbody>
</table>
Total Net Assets highest level was $31,577,589 as of December 31, 2017.
Endowed Net Assets highest level was $28,202,846 as of December 31, 2017.
Endowed Historical Gifts highest level was $21,181,558 as of December 31, 2017.
MEMORANDUM

DATE: February 1, 2018
TO: Board of Directors
FROM: Claire Biancalana
SUBJECT: President’s Circle Campaign

2017–18 President’s Circle Campaign
Mahlon Foote and Ceil Cirillo are co-chairs of the 2017-18 President’s Circle Committee. As of January 31, 2018:

- $330,445 has been raised toward our goal of $332,000
- A total of 206 members have joined this year
  - 27 NEW members have joined
  - 23 members have increased their support

A 2017-18 member list and history report are attached

We invited new and prospective President’s Circle members from the South County areas to join us for an information reception at Ella’s at the Airport on January 30th. Thanks to Michele Bassi’s connection, owner Ella King, hosted our group and provided delicious refreshments. We had a wonderful turnout with a total of 27 guests. One guest joined the President’s Circle at the event and we expect several others to give in the next few weeks.

On Friday, January 26, we sent reminders to 48 President’s Circle members who have not renewed their support this year. They received a note signed by Mahlon and Ceil, as well as another President’s Circle invitation and reply card.

2018 President’s Circle Events

President Level ($1,000+)
- Sandy Lydon Historical Tour ..............................................April 21
- Summer Musical and Reception: Rent ....................................July 13
- President’s Holiday Party......................................................Nov 30

President’s Plus Level ($1,500+)
- Party at the home of William and Erica Ow..........................May 24

Director Level ($2,500+)
- Winemaker’s Dinner at the Sesnon House.............................May 17

Trustee Level ($5,000+)
- Lunch with Matt.....................................................................March 14

Benefactor Level ($10,000+)
- Feasting with Faculty..............................................................Spring (TBD)
## CABRILLO COLLEGE FOUNDATION
### PRESIDENT'S CIRCLE HISTORY REPORT
#### Updated 1/31/2018

<table>
<thead>
<tr>
<th>Year</th>
<th>Committee Chair</th>
<th># of Committee Members</th>
<th># of Annual Members ($1,000+)</th>
<th># of Annual Members solicited for the first time through Annual Fund ($1,000+)</th>
<th># of New Annual Members ($1,000+)</th>
<th># of Rejoining Annual Members ($1,000+)</th>
<th>% of Rejoining Members</th>
<th># of $15,000+</th>
<th># of $10,000+</th>
<th># of $5,000-$9,999</th>
<th># of $2,500-$4,999</th>
<th># of $1,500-$2,499 (Starting 2011-2012)*</th>
<th># of $1,001-$1,499 (Prior to 2011-12 included up to $2,499)</th>
<th># of $1,000 Donations</th>
<th># of Donors Who Gave &lt; $1,000</th>
<th># of Prospects Solicited</th>
<th>Donations from Annual Fund</th>
<th>Operational Budget Goal</th>
<th>Total Funds Raised</th>
<th>Percent Increase/ Decrease Over Previous Year</th>
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<tbody>
<tr>
<td>2010-11</td>
<td>Ciel Cirillo</td>
<td>35</td>
<td>169</td>
<td>6</td>
<td>23</td>
<td>146</td>
<td>88%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>$7,500</td>
<td>$218,000</td>
<td>$225,095</td>
<td>3%</td>
</tr>
<tr>
<td>2011-12</td>
<td>Jess Brown &amp; Ted Burke</td>
<td>37</td>
<td>176</td>
<td>3</td>
<td>26</td>
<td>150</td>
<td>88%</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>17</td>
<td>37</td>
<td>6</td>
<td>138</td>
<td>8</td>
<td>1,137</td>
<td>$3,000</td>
<td>$225,000</td>
<td>$250,616</td>
<td>11%</td>
</tr>
<tr>
<td>2012-13</td>
<td>Ted Burke &amp; Linda Burroughs</td>
<td>37</td>
<td>192</td>
<td>2</td>
<td>30</td>
<td>162</td>
<td>92%</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>16</td>
<td>38</td>
<td>3</td>
<td>112</td>
<td>9</td>
<td>1,168</td>
<td>$3,500</td>
<td>$250,000</td>
<td>$271,652</td>
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<tr>
<td>2013-14</td>
<td>Diane Craddock &amp; Linda Burroughs</td>
<td>36</td>
<td>190</td>
<td>1</td>
<td>20</td>
<td>170</td>
<td>92%</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>13</td>
<td>45</td>
<td>5</td>
<td>119</td>
<td>7</td>
<td>1,085</td>
<td>$1,000</td>
<td>$280,000</td>
<td>$282,774</td>
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<td>2014-15</td>
<td>Diane Craddock &amp; Owen Brown</td>
<td>29</td>
<td>189</td>
<td>1</td>
<td>16</td>
<td>179</td>
<td>88%</td>
<td>1</td>
<td>1</td>
<td>8</td>
<td>13</td>
<td>52</td>
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<td>114</td>
<td>8</td>
<td>1,063</td>
<td>$1,000</td>
<td>$285,000</td>
<td>$311,406</td>
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<tr>
<td>2015-16</td>
<td>Claire Biancalana &amp; Owen Brown</td>
<td>36</td>
<td>206</td>
<td>2</td>
<td>23</td>
<td>183</td>
<td>94%</td>
<td>2</td>
<td>2</td>
<td>7</td>
<td>14</td>
<td>54</td>
<td>5</td>
<td>127</td>
<td>9</td>
<td>1,011</td>
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<td>$317,000</td>
<td>$318,074</td>
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<td>2016-17</td>
<td>Claire Biancalana &amp; Mahlon Foote</td>
<td>33</td>
<td>214</td>
<td>3</td>
<td>19</td>
<td>192</td>
<td>97%</td>
<td>1</td>
<td>1</td>
<td>8</td>
<td>15</td>
<td>56</td>
<td>5</td>
<td>133</td>
<td>8</td>
<td>1,045</td>
<td>$1,000</td>
<td>$318,000</td>
<td>$330,098</td>
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<tr>
<td>2017-18</td>
<td>Mahlon Foote &amp; Ciel Cirillo</td>
<td>37</td>
<td>206</td>
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<td>27</td>
<td>179</td>
<td>93%</td>
<td>1</td>
<td>3</td>
<td>9</td>
<td>20</td>
<td>53</td>
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<td>121</td>
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<td>1,041</td>
<td>$3,000</td>
<td>$332,000</td>
<td>$330,445</td>
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</table>

*Percent increase/decrease over previous year; n/a = not applicable.*
CABRILLO COLLEGE FOUNDATION
President’s Circle Members 2016-2017
Updated 01/31/18

$10,000+
Brian and Patti Herman
Esther and Gerry Levandoski
Thomas Sourisseau

$5,000+
Applewood Fund
Claire Biancalana and William Kelsay
Harry and Mary Blanchard
Barbara Canfield
John and Judy Eiskamp
Edward Newman
Julie Packard
Elio and Joy Rodoni
The Richard and Mary Solari Charitable Trust

$2,500+
Phillip and Robin Adkins
Owen Brown and Mary Akin
Lee and Emily Duffus
Jack Farr
Mahlon and Joel-Ann Foote
Joan Griffiths
Kimberly Hallinan and Ken Helms
Therese Johnson
Trisha and Brandon Kett
Leola Lapides and Bob Katz
Robert Millsagle
Ned and Dinny Nemacheck
Kelly and Maria Nesheim
Amy Newell
Shadowbrook and Crow’s Nest Restaurants
Gayle and Joseph Ortiz
Ginny Solari Mazry
Stephen and Gail Snodgrass
Rachel Wedeen
W. Todd and Corinne Wipke

$1,500+
Kit Anderton
Richard Baer and Bella Babot
Jim Baker and Nancy Millsagle
Edward and Kathleen Banks
Tila Bañuelos
Carrie Birkhofer/Bay Federal Credit Union

Linda Charman
Ceil Cirillo
Susan Cony
Diane Craddock and David Hogye
Dwayne and Linda Downing
Edward and Janas Durkee
Charles and Sandra Eldridge
CABRILLO COLLEGE FOUNDATION
President's Circle Members 2017-2018
Updated 01/31/18

Esch Family
Duf and Paula Fischer
Joe Graney/Santa Cruz Bicycles
John and Sue Graulcy
Nancy Gregg
Ken Haber
David and Jacqueline Heald
Harold and Dorothy Hyde
Kent and Marie Imai
Erik and Judy Johnson
Judy B. Jones

Julie and Ralph Kimball
Vance Landis-Carey and Robert Carey
Linda Larkin and Harold Widom
Karen and Charles Leigh-Wood
Marilyn Manning Lonergan and
Richard Lonergan
Dominic and Karen Massaro
Joan Mertz
Joe and Susan Mingione
Earleen Overend and Wayne Palmer
Pat and Rowland Rebele
Burton and Cynthia Rees

Jose Raul and Maria Esther Rodriguez
Rachael Spencer and Kevin Rooney
Carol and Kirk Schmidt
Robert Scott
James Thompson
Evans Whitaker and Deborah Bronstein
Theo Wierdmsa and Julie Hamilton
Wierdmsa
Geo. H. Wilson, Inc.
Sue Wilson

Michael and Toby Alexander
Walter and Janet Alexander
Michael and Kalena Allard
Alan and Wendy Aman
Lowell and Ernestine Anderson
Joe and Kathy Appenrodt
Ann Asche/Locatelli/Moving and Storage
Carolyn Baie and Howard Susman
Brian and Maryann Barry
William and Pat Barton
Michele Bassi/Lighthouse Bank
Philip and Kathryn Bates
Susan and Richard Beach
Nancy Beekman
Paul and Carol Berman
Bob and Susan Bosso
Rosemary Brogan
Alan and Gwenneth Brown
George and Elizabeth Bunch
Thomas Bush and Grace Sanchez
Nancy Campeau
Charles Canfield and Betty Danner
Frederick and Kate Chen
Al Cheney
Sara Clarenbach
Michael and Barbara Clark
Joanne Clever
Bill and Cloy Codiga
The Colligan Family Charitable Trust
Diane and Donald Cooley
Margaret Cottle
Richard and Theresa Crocker
Joan Culver
Bud and Martina Cummings
Wally Dale
Daryl Dichek and Kenneth Smith
Roberta Dunton
Geoff and Sandy Eisenberg
Edna Elkins
Kristin Fabos and Rye Livingston
Michele Finch

Finkelman Family Foundation/Herb Finkelman and Edda Tusinac
Peggy Flynn
Rocky and Judy Franich
Lesley Franz
Mary Gaukel and Les Forster
Susana and John Glna
Diane and Conrad Hamako
Richard and DeAnne Hart
Masaru and Marcia Hashimoto
Janet Heien
Donald and Diana Henrichsen
Eileen and Dave Hill
Joseph and Bette Hirsch
Russ and Mary Ann Hobbs
Carolyn Hyatt
Ron Indra
Ronald and Linda Israel
Helena B. Jones
Laurel and Richard Jones
Ton and Thelma Jane
Frances and Dean Kashino
Tom and Nanette Kelsey
George and Diane Koening
Agata Konopka and Flavio Cheng
Pamela Kunob
Ron Kusel and Carolyn Gong-Guy
John Laird and John Flores
Thomas Lehrer
Nancy Lenox
Pamela Lowry and Allen Rozelle
Michael and Nancy Machado
Laura Marcus and Johan Rubens
Joseph and Lila Jean Marvin
Mike and Bertie McElroy
Paul Meltzer
Mark Mesitimiller
Kenji Miljanich
Peter and Debbie Nelson
George Newell
Linda and Bruce Nicholson
Harvey and Judy Nickelson

Fane and Corie Opperman
Rock Pfotenhauer and Linda Wilshusen
Peggy Poindexter and Jay Poindexter
James and Mary Ellen Poth
Muriel Prolo and Jack Samuelesson
Kenneth and Barbara Reed
Jennifer A. Renzel
Randy Repass and Sally-Christine Rodgers
Karl and Lindsey Rice/Santa Cruz Seaside Company
Phyllis Rosenblum
Craig Rowell and Corinda Ray
Cherri Rupert-Canfield
Mark Sachau and Bill Gielow
Barbara and William Scherer
Norman Schwartz and Mary Ellen Sullivan
Mark and Laura Scurich
Ronald and Cynthia Skekkel
Martha Shedden and John Buchanan
Robert and Helen Shepherd
Melinda and Thomas Silverstein
Greg and Robin Sirakides
Mary Jane Slade
Greg and Tangie Solow
Carol and Stephen Spragens
Gabrielle Stocker
Bruce and Barbara Swenson
Debra Szecsei
Kate Terrell and David Ryan
Julie Thiebaut
William and Madaline Tomlinson
Susan True
Jerry and Robynn Walters
Susan and Nels Westman
Brad and Linda Wiles
Terrence Willett and Jennifer Cross
Patricia Wolf
Neal and Paula Woods

$1,000+

Fane and Corie Opperman
Rock Pfotenhauer and Linda Wilshusen
Peggy Poindexter and Jay Poindexter
James and Mary Ellen Poth
Muriel Prolo and Jack Samuelesson
Kenneth and Barbara Reed
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Brad and Linda Wiles
Terrence Willett and Jennifer Cross
Patricia Wolf
Neal and Paula Woods
**CABRILLO COLLEGE FOUNDATION**
**President’s Circle Members 2017-2018**
**Updated 01/31/18**

**Founding President Robert E. Swenson’s Lifetime Supporters***

<table>
<thead>
<tr>
<th>Name</th>
<th>Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornelia Ackley</td>
<td>Granite Construction Graniterock</td>
</tr>
<tr>
<td>Kate Ashcraft</td>
<td>Graniterock</td>
</tr>
<tr>
<td>Jack Baskin and Peggy Downes Baskin</td>
<td>Joan and Gerald Griffiths</td>
</tr>
<tr>
<td>Mark and Barbara Beck Greta Bell</td>
<td>Penny and Marie Griffiths</td>
</tr>
<tr>
<td>Neva Bournier California Wellness Foundation</td>
<td>Grove Foundation</td>
</tr>
<tr>
<td>Mary Frances Callantine Diane and Donald Company Cooley Richard and Theresa Crocker</td>
<td>The William and Flora Hewlett Foundation</td>
</tr>
<tr>
<td>Dominic Hospital Jim and Dolores Graefe</td>
<td>Hewlett-Packard Company</td>
</tr>
<tr>
<td>Porter Sesnon</td>
<td>Foundation</td>
</tr>
<tr>
<td>Phyllis and Alan Simpkins</td>
<td>Rowland and Pat Rebele</td>
</tr>
<tr>
<td>Mary and Richard Solari</td>
<td>Esther Rice</td>
</tr>
<tr>
<td>Rachael Spencer and Kevin Rooney</td>
<td>Iris and J. Arthur Rodgers</td>
</tr>
<tr>
<td>Robert and Frances Swenson</td>
<td>Barbara Samper</td>
</tr>
<tr>
<td>Union Bank of California</td>
<td>Erica Schilling</td>
</tr>
<tr>
<td>James and Karen Watson</td>
<td>Ben Schneider</td>
</tr>
<tr>
<td>Alice Weisenberger Wells Fargo</td>
<td>Elinor and Keith Shaffer Foundation</td>
</tr>
<tr>
<td>Paul and Pat Shirley Simpkins</td>
<td>The David and Lucile Packard Foundation</td>
</tr>
<tr>
<td>Rena Perlino</td>
<td></td>
</tr>
</tbody>
</table>

*Donors who gave $100,000 cumulatively during Robert E. Swenson’s life (1918-2007). Deceased donors have been recognized in italics*
MEMORANDUM

DATE: February 1, 2018

TO: Board of Directors

FROM: Owen Brown

SUBJECT: Faculty and Staff Grants

2017-18 Faculty and Staff Grants

Cabrillo College Foundation has three grant programs to support Cabrillo College faculty: Faculty Grants for Student Success, Crocker Endowment Grants, and the Engineering and Applied Science Endowment. Grant recipients are selected through an annual proposal process.

This year the Cabrillo Foundation awarded a total of $68,891 to Cabrillo staff and faculty to enhance student learning and increase student success. In November, a committee of Foundation Board Members, Cabrillo faculty, and community members reviewed proposals and selected projects to award.

The program for the 2018 Faculty and Staff Grant Awards Reception is attached and lists all funded projects.

Current committee members include: Cherie Barkey (HASS), Owen Brown, Ted Burke, Brooke Casipit (Allied Health), Ceil Cirillo, Lee Duffus, Anne Freiwald (Athletics and Kinesiology), Francisco Iniguez (BELA), Tobin Keller (VAPA), Amy Newell, Patty Quillin, Gary Reece, Gun Ruder, and David Schwartz (NAS).
Faculty Grants for Student Success
The Faculty Grants for Student Success program began in 1985 with an endowment gift by Keith and Elinor Shaffer to the Cabrillo College Foundation. This year $32,628 is being awarded.

Crocker Endowment Grants
The Crocker Endowment Grants were established by Richard and Theresa Crocker in 2007. This year, $27,132 is being awarded.

Beck Engineering and Applied Science Endowment
Founded by Mark and Barbara Beck in 2004, the Engineering and Applied Science Endowment awarded $9,131 this year.

Associated Students of Cabrillo College-Wide Grants
Student Senate to enhance educational opportunities for students. This year, $12,527 is being awarded.

January 22, 2018
### 2017 Faculty Grants for Student Success

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flor Chacon</td>
<td>Student Services</td>
<td>Graphing Calculator Loan Program</td>
<td>$1,042</td>
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<tr>
<td>Skip Epperson</td>
<td>Theater Arts</td>
<td>Wide Format Printer Replacement</td>
<td>$3,646</td>
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<tr>
<td>Karl Ewald</td>
<td>Engineering</td>
<td>Engineering 30 Textbook Loan Program</td>
<td>$1,600</td>
</tr>
<tr>
<td>Logan Goettsch</td>
<td>Public Safety</td>
<td>Automatic External Defibrillator Training</td>
<td>$1,154</td>
</tr>
<tr>
<td>Carolyn Jackson</td>
<td>Articulation and Honors</td>
<td>Transfer Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Honors Transfer Program Meeting Space Equipment</td>
<td>$375</td>
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<tr>
<td>Noel Kelsch</td>
<td>Dental Hygiene</td>
<td>Bench Mounts for Dental Hygiene</td>
<td>$344</td>
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<tr>
<td>Delia Krupp</td>
<td>Art Studio</td>
<td>Art Studio Equipment and Faculty Workroom Equipment</td>
<td>$771</td>
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<tr>
<td>Brian Legakis</td>
<td>Art History</td>
<td>Camera Obscursa Project</td>
<td>$435</td>
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<tr>
<td>Gayle McCallum</td>
<td>English and CHAC</td>
<td>Benches for Hallway at Watsonville Center</td>
<td>$2,000</td>
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<tr>
<td>Greg Mettler</td>
<td>Art Photography</td>
<td>Camera Equipment for Video Art Course</td>
<td>$1,598</td>
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<td>Jon Nordgren</td>
<td>VAPA</td>
<td>Headset Microphones – Live Sound</td>
<td>$5,599</td>
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<td>James Page</td>
<td>Athletics and Kinesiology</td>
<td>Wellness Education Center Improvement and Maintenance</td>
<td>$3,000</td>
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<td>Jo-Ann Panzardi</td>
<td>Engineering</td>
<td>Function Generators</td>
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<td>Liz Soluri</td>
<td>Anthropology</td>
<td>Anthropology Class Fossil Casts</td>
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<tr>
<td>Yves Tan</td>
<td>Biology</td>
<td>Centrifuges</td>
<td>$5,458</td>
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<td>Stephanie Tran</td>
<td>Mathematics</td>
<td>Surface Pros for Math Videos</td>
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### 2017 Crocker Endowment Grants

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<tr>
<th>Name</th>
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<th>Project Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Kathryn Adkins</td>
<td>Theatre Arts</td>
<td>Piano Accompanist Artist Fee</td>
<td>$740</td>
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<td>Sarah Albertson</td>
<td>Theater Arts</td>
<td>Funding for STAGE DOOR Middle School and High School Theater Workshops</td>
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<td>Cheryl Anderson</td>
<td>Music</td>
<td>Composer Imant Raminsh, Artist-In-Residence</td>
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<td>Aurora Fujishin</td>
<td>Student Services</td>
<td>Fourth Grade Experience Event</td>
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<tr>
<td>Barbara Johnson</td>
<td>Nursing</td>
<td>International Partnership Program between Cabrillo College inter-professional</td>
<td>$2,182</td>
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<tr>
<td>Tamara McKinnon</td>
<td></td>
<td>students and colleagues in Grenada and Ireland</td>
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<tr>
<td>Noel Kelsch</td>
<td>Dental Hygiene</td>
<td>Tray Covers for Instrument Transport, Tooth Models and Bench Mounts for Dental</td>
<td>$4,458</td>
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<td></td>
<td></td>
<td>Hygiene</td>
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<tr>
<td>Claire Thorson</td>
<td>Art Studio</td>
<td>ART NOW Lecture and Workshop Series</td>
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### 2017 Engineering and Applied Science Endowment Grants

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Kelli Horner</td>
<td>MESA Program</td>
<td>Extended hours of STEM Center to include Saturdays</td>
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<td>Gary Marcoccia</td>
<td>E-tech</td>
<td>Student Assistant</td>
<td>$1,500</td>
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MEMORANDUM

DATE: February 1, 2018

TO: Board of Directors

FROM: Leola Lapides

SUBJECT: Cabrillo Advancement Program (CAP) Update

Description
The Cabrillo Advancement Program (CAP) is a scholarship and support program designed to increase the academic success of high risk, low income students and to support their preparation for attending college. CAP includes 350 participants in 12 schools throughout Santa Cruz County. CAP scholars are selected through a competitive process open to students who qualify for free or reduced lunches. Beginning with the first year of middle school and continuing through high school, CAP students receive after-school tutoring and participate in counseling and extra-curricular activities that sustain their commitment to preparing for college. Students who complete CAP receive $2,000 in scholarships upon high school graduation for their first and second year at Cabrillo.

Results
CAP has shown amazing success in high school graduation and college-going rates compared to similar population. Last year, 77% of CAP high school seniors reported going to college—either Cabrillo or directly to a four-year university, exceeding the college enrollment benchmark of 49% by 36%.

CAP Funding
In 2016-17 a total of $67,643 was raised for CAP. A solicitation will be sent at the beginning of February to help us raise $16,586 needed to reach our budget of $355,989 for CAP.

Cabrillo Advancement Program Ceremony
March 6, 2018, 6:00 p.m. at the Crocker Theater

Invitations will be sent at the beginning of February

6500 Soquel Drive • Apts • CA • 95003 • 831-479-6338 • foundation@cabrillo.edu
www.cabrillo.edu/associations/foundation

Please remember Cabrillo College Foundation in your will
MEMORANDUM

DATE: February 1, 2018

TO: Board of Directors

FROM: Rachael Spencer

SUBJECT: Scholarship Program

While Cabrillo is affordable, rising textbook prices and the high cost of living in Santa Cruz County continue to be huge financial obstacles for our students. Scholarships help alleviate some of these burdens, helping our students reach their educational goals.

There were 1,256 scholarships awarded this year and a total of $979,527 was distributed to our deserving students. Scholarship awards range from $100 - $10,000.

- **General, Department, or Organization Scholarships**
  - Total Scholarships: 702 awarded
  - Amount Awarded: $531,278

- **High School Scholarships**
  - Total Scholarships: 315 awarded
  - Amount Awarded: $134,250

- **Foster Youth**
  - Total Scholarships: 46 awarded
  - Amount Awarded: $59,147

- **High Achievers**
  - Total Scholarships: 10 awarded
  - Amount Awarded: $100,000

- **Women’s Educational Success**
  - Total Scholarships: 90 awarded
  - Amount Awarded: $62,352

- **CAP Scholarships: 1st Year, 2nd Year, and Transfer Scholarships**
  - Total Scholarships: 93 awarded
  - Amount Awarded: $92,500

We are in the process of reviving a Cabrillo Foundation Scholarship Committee. If you are interested in joining, please contact Eileen Hill or Caitlin Bonura.

*Scholarship Committee information and responsibilities are attached.*

6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • foundation@cabrillo.edu
www.cabrillo.edu/associations/foundation
Scholarship Program
2017-18

The Cabrillo College Foundation administers a robust scholarship program, which distributes funds annually to academically promising students, as well as students with financial need.

While Cabrillo is affordable for many students, rising textbook prices and the high cost of living in Santa Cruz County can be huge financial obstacles. Scholarships help alleviate some of these burdens, helping our students reach their educational goals.

During the 2016-17 fiscal year, we raised a total of $1,425,024 for scholarships at Cabrillo.

SCHOLARSHIP OPTIONS

Endowed Named Scholarship
With a minimum gift of $15,000, you may establish and name an endowed scholarship and develop specific selection criteria. The corpus of an endowment remains intact, while the earnings are awarded each year in perpetuity. Our spending policy is a 4% distribution over 12 trailing quarters. A minimum of $14,000 will be placed in the historical gift fund and a minimum of $1,000 will be reserved for immediate scholarship award disbursement for the first two years while the endowment is building earnings. Depending on the fluctuations of the stock market, a $14,000 endowment will produce a $500 scholarship award annually.

Nonendowed Named Scholarship
A nonendowed scholarship may be established with a minimum gift of $2,000, which may be pledged over 4 years. A minimum scholarship award of $500 each year must be awarded. You may establish the scholarship name and develop the selection criteria. Once the funds have been depleted, donors may renew their pledge to continue the scholarship.

General Scholarship Endowment
Donors may contribute to the general scholarship fund to support students. Donations may be made in memory or honor of someone. If there is a family member to notify of the gifts received in honor or memory of someone, we will notify them. There is no minimum and there is not an option to name a scholarship or develop criteria.

Scholarship Committee Member Responsibilities:
- Serves as ambassador for scholarships program
- Attends committee meetings
- May be called upon to participate on various scholarship selection committees
- Attends annual scholarship reception
- Must be a scholarship donor
- Solicits past and prospective scholarship donors
- Identifies new scholarship donor prospects
- May be called upon to join Executive Director at stewardship lunches with past and prospective scholarship donors

For more information, contact:
Eileen Hill, Executive Director (eihill@cabrillo.edu or 831-479-6458) or
Caitlin Bonura, Development Officer (cabanura@cabrillo.edu or 831-479-6124)
MEMORANDUM

DATE: February 1, 2018

TO: Board of Directors

FROM: Eileen Hill

SUBJECT: Tax Reform

The recently approved tax reform bill has created discussion among fundraisers about the potential effects of these changes on philanthropic giving. Attached is a statement from the Association of Fundraising Professionals (AFP).

The key points of discussion are:

1) It is estimated that doubling of the standard deduction will result in less people itemizing their taxes and therefore having less incentive to make charitable gifts for tax benefit.
2) It is important to keep an optimistic tone and focus on the value of the charitable work.
3) Gifts of stock/Individual Retirement Accounts (IRA) may become more attractive to some donors.
4) Corporations stand to benefit from the bill and thus may be in a better position to collaborate with the right charity.
5) Charities that can connect with donors and show their impact have the best chance of success.
Tips for Giving After the Tax Bill

With the recently approved tax reform bill significantly affecting charitable giving, the Association of Fundraising Professionals (AFP) offers advice and perspective to both charities and donors as they look at giving in 2017 and beyond.

With the doubling of the standard deduction under the tax bill, the number of Americans who itemize their taxes will drop by 30 million—accounting for $100 billion in itemized charitable gifts, according to the Congressional Joint Committee on Taxation. Since more Americans will do better on their taxes by taking the increased standard deduction—as opposed to itemizing their deductions—the tax incentive for those taxpayers to make charitable gifts will disappear.

Research shows that this change will result in a decline of giving between $13 - $20 billion per year, according to separate research from the Independent Sector and the Lilly Family School of Philanthropy, and the Tax Policy Center.

“People give for many reasons beyond tax incentives, but we do know that tax incentives typically increase the amounts of gifts and encourage people to give more often,” said Mike Geiger. “That’s why we see Congress and the IRS make tax policy changes following natural disasters, like Hurricanes Harvey, Irma, and Maria, to encourage giving. We are very concerned about the impact of the tax bill on giving, especially for the middle class and donors who currently itemize, but won’t have the incentive to in the future. We believe 2018 will see a drop in giving, so we offer the following thoughts about fundraising into the future.”

AFP reminds charities and fundraisers that it’s important to keep an optimistic tone and perspective moving forward. While many charities may focus on the difficult challenges ahead, it’s important that they balance that sense with optimism about how they’re still making a difference and changing the world. Donors need to know about the obstacles charities face, and organizations should be realistic about their situations and the needs of communities. But donors don’t want to be overwhelmed all the time with negative images. People will always want to help, and charities need to inspire them to action more than ever.

With the standard deduction doubled for 2018 and the charitable deduction gone for most taxpayers, charities and fundraisers are likely to see donors:

- Making larger gifts in 2017 to take advantage of the charitable deduction, which may lead to a significant uptick in giving at the end of the year;
- Giving appreciated investments, such as shares of stock. Donors can take a deduction for the full market value (with some limits), while not having to pay capital-gains tax on the appreciations; and
• Exploring how to contribute through their Individual Retirement Accounts (IRAs). Donors age \(70\frac{1}{2}\) or older can contribute up to $100,000 of IRA assets directly to one or more charities and have the gift count toward their annual required distributions from the IRA and removed from their taxable income.

With the tax bill lowering corporate tax rates, charities may find more funding and resources from corporations if they can develop effective partnerships that make sense for both organizations. In addition, wealthier donors will still be able to take advantage of the charitable deduction and be willing to make larger, major gifts.

“Again, most donors give because they want to make a difference, and tax incentives are not WHY they give,” said Geiger. “But taxes and incentives may dictate how they give, and these are options some donors may take to be charitable and be effective with their taxes at the same time.”

Another option is bunching, whereby donors “bunch” future donations together and only give every other year, or every few years, so that their deductions are so high they can take advantage of the charitable deduction and itemize their gifts. AFP is concerned about this giving approach given the yearly needs of most charities.

“Most charities—the people they serve, the missions they support and the ideas they advance—simply can't wait a couple of years to receive a bigger donation,” said Geiger. “I understand the appeal of bunching from a tax perspective, but having to wait for donations for so long will play havoc with a charity’s planning and ability to meet unexpected and critical needs. I hope most donors will understand that charities require stable support every year and continue to give annually, and that will be a message that charities need to give to their donors.”

Ultimately, the best strategies are about how effectively charities engage donors and tell their stories of impacts and outcome. No matter the tax code or the economic environment, charities that can connect with donors, show the impact of their programs and inspire donors to get involved will always be successful. Charities should be focusing on how donors can make a difference.
MEMORANDUM

DATE: February 1, 2018
TO: Board of Directors
FROM: Nancy Machado
SUBJECT: 2018-19 Budget Timeline

The following is the schedule for the 2018-19 Cabrillo College Foundation budget process:

Week of January 8, 2018  Nancy Machado requests information required for starting the budget process

Week of January 22, 2018  Eileen Hill and Nancy Machado to review information and determine if further information is needed

Week of January 29, 2018  Eileen Hill and Nancy Machado to compare prior year trends to 2018-19 plan

Week of February 19, 2018  Nancy Machado provides Eileen Hill with draft of 2018-19 Budget. Eileen Hill reviews, recommends changes and approves final 2018-19 Budget

March 15, 2018  Send recommended Budget to Finance Committee

March 29, 2018  Finance Committee reviews 2018-19 Budget and makes recommendation to Executive Committee

April 12, 2018  Send recommended Budget to Executive Committee

April 19, 2018  Executive Committee reviews 2018-19 Budget and makes recommendations to Board of Directors

April 26, 2018  Send recommended Budget to Board of Directors

May 8, 2018  Board of Directors approve 2018-19 Budget

July 2, 2017  Nancy Machado enters approved 2018-19 Budget into accounting database
MEMORANDUM

DATE: February 1, 2018

TO: Board of Directors

FROM: Nancy Machado

SUBJECT: 2016-17 990 Schedule

The following is a projection for the 2016-17 Cabrillo College Foundation federal Form 990 process:

Week of April 2, 2018
Cabrillo College Foundation staff completes Form 990 and submits to Auditor Terri Montgomery

Week of April 16, 2018
Terri Montgomery completes Form 990 and e-mails draft to Nancy Machado.

April 19, 2018
Cabrillo College Foundation Executive Director reviews draft Form 990

April 20, 2018
Draft Federal Form 990 e-mailed to the Board of Directors with an overview and instructions for review.

April 24, 2018
Cabrillo College Foundation Board of Directors responds to Nancy Machado with any suggestions/changes to draft Federal Form 990.

April 26, 2018
Final Federal Form 990 is e-mailed to the Board of Directors for final review.

May 8, 2018
At the Cabrillo College Foundation Board meeting, final Federal form 990 is approved and signed by a Board Officer.

May 15, 2018
Cabrillo College Foundation mails final Federal Form 990 to the Internal Revenue Service
2017-18 Cabrillo College Foundation Committee Meetings and Events
Updated 1/30/2018

BOARD OF DIRECTORS
Tuesdays, 12:00-2:00 pm
Seson House Room 1804
New Member Orientation
September 12, 2017, 10:00-11:45am
(Seson House Room 1824)

Walking Tour for Full Board:
September 12, 2017, 11:00-11:45am

Meetings:
September 12, 2017
November 14, 2017
February 13, 2018
May 8, 2018 (Watsonville Center)

AUDIT
10:00-11:00 am
Seson House Room 1824

October 13, 2017
October 19, 2017
June 1, 2018

EXECUTIVE
9:00-10:00 am
Seson House Room 1824

August 30, 2017 - Room 1804
October 16, 2017
January 18, 2018
April 19, 2018

FINANCE & INVESTMENTS
Thursdays, 8:30-9:30 am
Seson House Room 1824

August 10, 2017
October 5, 2017
January 4, 2018
March 29, 2018

CABRILLO ADVANCEMENT PROGRAM (CAP)
Seson House Room 1824
February 15, 2018
10:30 – 11:30 am
May 2018 TBD

Rescheduled/Cancelled

* New Event/Date change

EXCLUSIVE EVENTS FOR PRESIDENT’S CIRCLE MEMBERS

Lunch with CC President
$5,000 + Members
March 14, 2018
12:00 – 1:30 pm

Sandy Lydon Historical Tour
$1,000 + Members
April 21, 2018

Winemakers Dinner
Pino Alto, Seson House
$2,500+ Members
May 17, 2018
6:00 – 9:00 pm

Party at the home of
Erica and William Ow
$1,500+ Members
May 24, 2018
5:30 – 8:00 pm

Cabrillo Stage Play, “Rent”,
and PC Reception
$1,000+ Members
July 13, 2018
5:30 pm
Seson House

FACULTY GRANTS
Seson House Room 1824
November 15, 2017

NOMINATING
Seson House Room 1824
January 18, 2018, 10:00 – 11:00 am

PRESIDENT’S CIRCLE
Seson House Room 1824
September 21, 2017 5:30 – 7:30 pm
(kick-off party)
October 26, 2017 8:30-10:30am
Signing Meeting (Drop-in)
March 2018 TBD

WOMEN’S EDUCATIONAL SUCCESS (WES)
Seson House Room 1804
May 12, 2017 11:00am – 12:00 pm
September 15, 2017 – Post Event
Horticulture Center

EVENT DATES

Faculty and Staff Grants Reception
January 22, 2018
4:00-6:00pm
Seson House

President’s Circle
New Prospects Reception
January 30, 2018
5:30 – 7:30 pm
Ella’s at the Airport

Welcome Reception for
Cabrillo College President,
Matt Wetstein
February 22, 2018
5:00 – 7:00 pm
Seson House

Cabrillo Advancement Program (CAP) Ceremony
March 6, 2018
6:00 – 8:00 pm
Crocker Theater

Samper 4th Grade Experience
March 9, 2018

High Achiever Scholarship Ceremony
April 12, 2018
3:00 – 5:00 pm
Seson House

Scholarship Donor Reception
May 1, 2018
4:00 – 6:00 pm
Seson House

American Dream Scholarship Ceremony
May/June 2018 TBD
Samper Recital Hall

President’s Holiday Party
November 30, 2018
5:30 pm
Seson House
BOARD OF DIRECTORS
Alan Aman, CFO
Claire Biancalana
Carrie Birkhofer
Owen Brown, Secretary
Linda Burroughs
Ceil Cirillo
Linda Downing
Lee Duffus
Enrique Buelna, Faculty Representative
Sue Gochis, CC VP Student Services
David Heald
Leola Lapides, President
Victoria Lewis, VP Admin.
Services, Asst. Treasurer
Charles Montoya
Kelly Nesheim
Amy Newell
William Ow, Vice President
June Padilla Ponce
Patty Quillin
Gary Reece, College Trustee
Maria Esther Rodriguez
Gun Ruder
Stephen Snodgrass, Past President
Rachael Spencer, College Trustee
Kate Terrel
Kathie Welch, VP of Instruction
Matt Wetstein, Asst. Secretary, CC President
Donna Ziel, College Trustee

FINANCE & INVESTMENTS
CFO: Alan Aman
Pegi Ard
Owen Brown
Marshall Delk
David Heald
Michael W. Machado
Charles Montoya
Kelly Nesheim
Gun Ruder
Bob Shepherd
Steve Snodgrass
Staff: Eileen Hill
Nancy Machado
Michele Bassi
Claire Biancalana
Mary Blanchard
Owen Brown
Ted Burke
Linda Burroughs
Kathy Cowan
Wally Dale
Linda Downing
Lee Duffus
John Eiskamp
Joel-Ann Foote
DeAnne Hart
Rich Hart
Jackie Heald
Hal Hyde
Kent Imai
Laurel Jones
Vance Lands-Casey
Keith McKenzie
Fred McPherson
Kelly Nesheim
William Ow
June Padilla Ponce
Pam Santacroce
Bob Shepherd
Helen Shepherd
Ginny Solari Mazzy
Rachael Spencer
Rachel Wedeen
Theo Wiersdma
Staff: Caitlin Bonura

CABRILLO ADVANCEMENT PROGRAM (CAP)
Chair: Carrie Birkhofer
Enrique Buelna
Sesario Escoto
Leola Lapides
Rachel Mayo
June Padilla Ponce
Maria Esther Rodriguez
Pamela Santacroce
Eva Acosta
College Advisors:
Liz Dominguez
Michelle Donohue
Staff: Eileen Hill
Caitlin Bonura

WES ADVISORS:
Marcy Alcantra
Jenna Becker
Rosemary Brogan
Sue Bruckner
Lori Chavez
Lauren Cole
Olga Diaz
Mario Garcia
Oftelia Garcia
Irma Gil
Holly Goodman
Jay Jackson
Teresa Kidwiler
Elissa Kurk
Diego Navarro
Christina Ortega
Beth Regardz
Ana Rodriguez
Gabriela Rodriguez
Barbara Schultz-Perez
Sue Slater
Nancy Spangler
Tasha Sturm
Laura Thurman
Marilyn Zanetti

WES EMERITI:
Peggy Downes Baskin
Rachael Spencer
Staff: Caitlin Bonura

SCHOLARSHIP
Chair: Rachael Spencer
Kelly Nesheim
College Advisor:
Tootie Tzimbal
Staff: Caitlin Bonura

WOMEN'S EDUCATIONAL SUCCESS (WES)
Co-chairs:
Mary Anne Carson
Carolyn Mecozi
Robin Adkins
Pat Alvarez
Pat Barton
Lindy Bixby
Rhonda Bonett
Sue Broadston
Cathy Conway
Mary Culley
Kimberly Dawn
Julie Hanks
Diana Hayden
Janet Krasow
Leola Lapides
Nancy Machado
Amy Newell
Mara Paladroni
Tonee Picard

WES ADVISORS:
Marcy Alcantra
Jenna Becker
Rosemary Brogan
Sue Bruckner
Lori Chavez
Lauren Cole
Olga Diaz
Mario Garcia
Oftelia Garcia
Irma Gil
Holly Goodman
Jay Jackson
Teresa Kidwiler
Elissa Kurk
Diego Navarro
Christina Ortega
Beth Regardz
Ana Rodriguez
Gabriela Rodriguez
Barbara Schultz-Perez
Sue Slater
Nancy Spangler
Tasha Sturm
Laura Thurman
Marilyn Zanetti

WES EMERITI:
Peggy Downes Baskin
Rachael Spencer
Staff: Caitlin Bonura

EXECUTIVE
Alan Aman, CFO
Claire Biancalana
Owen Brown, Secretary
Linda Burroughs
David Heald
Leola Lapides, President
William Ow, Vice President
Steve Snodgrass, Past President
Rachael Spencer
Staff: Eileen Hill
Nancy Machado

AUDIT
Chair: Lee Duffus
Pegi Ard
Carrie Birkhofer
David Heald
Laurel Jones
Barbara Scherer
Norm Schwartz
Karen Semingson
Staff: Eileen Hill
Nancy Machado

FACULTY GRANTS
Cherie Barkey
Owen Brown
Ted Burke
Brooke Caspit
Ceil Cirillo
Lee Duffus
Anne Freiwald
Francisco Ignuez
Tobin Keller
Amy Newell
Patty Quillin
Gary Reece
Gun Ruder
David Schwartz
Staff: Eileen Hill
Caitlin Bonura

NOMINATING
Chair: Leola Lapides
Jess Brown
Owen Brown
Linda Burroughs
William Ow
Stephen Snodgrass
Lead Staff: Eileen Hill

PRESIDENT'S CIRCLE
Co-chairs:
Ceil Cirillo
Mahlon Foote
Pegi Ard
Jim Baker
Ed Banks
Pat Barton

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