



## Foundation

### MEMORANDUM

#### Officers

**President**  
Leola Lapides

**Vice President**  
William Ow

**Secretary**  
Owen Brown

**Chief Financial Officer**  
Alan Aman

**Past President**  
Stephen Snodgrass

#### Community Representatives

Claire Biancalana  
Carrie Birkhofer

Linda Burroughs  
Ceil Cirillo

Linda Downing  
Lee Duffus

David Heald  
Charles Montoya

Kelly Nesheim  
Amy Newell

Carlos Palacios  
June Padilla Ponce

Patty Quillin  
Maria Esther Rodriguez

Gun Ruder  
Kate Terrell

#### College Trustee Representatives

Rachael Spencer  
Gary Reece

Donna Ziel

#### College Staff Representatives

Laurel Jones  
President

Victoria Lewis  
VP Administrative Services

Kathleen Welch  
VP Instruction

Suzanne Gochis  
VP Student Services

Enrique Buelna  
Faculty Representative

**Executive Director**  
Eileen Hill

**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

Item	Responsibility	Page
------	----------------	------

#### A. Regular Open Session

1. Welcome and Call to Order	L. Lapides	
------------------------------	------------	--

2. Approval of Agenda	L. Lapides	
-----------------------	------------	--

*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](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*

Item	Responsibility	Page
<b>A. Regular Open Session (cont.)</b>		
3. November 14, 2017 meeting minutes	L. Lapidés	6 - 10
<b>B. Public Comment</b>		
1. Public Comment Opportunity	L. Lapidés	
<b>C. Action Items</b>		
1. December 31, 2017 Financial Statements	A. Aman	
1.1 December 31, 2017 Condensed Narrative		11 – 12
1.2 Balance Sheet		13 – 16
1.3 Income Statement by Fund		17 - 19
1.4 Income Statement Budget-to-Actual		20 - 21
2. Authorized Signer Changes for Cabrillo College Foundation	L. Lapidés	22
3. Morgan Stanley Contract with Cabrillo College	A. Aman	23
<b>D. Reports</b>		
1. College President	M. Wetstein	
2. Vice President of Administrative Services	V. Lewis	
3. Vice President of Instruction	K. Welch	
4. Vice President of Student Services	S. Gochis	
5. Executive Director	E. Hill	24 - 27
5.1 2017-18 Fundraising Targets		
5.2 Fundraising Totals and Goal		
July 1, 2017 to January 31, 2018		
Outright Gifts:	\$ 2,538,005	
Unbooked Revocable Planned Gifts:	\$ 50,000	
Total:	\$ 2,588,005	

Item	Responsibility	Page
<b>D. Special Presentation</b>		
1. Cabrillo Advancement Program (CAP) Liz Dominguez, CAP Coordinator	L. Lapidés	
<b>F. Informational Items</b>		
1. Review of CCF Investments	A. Aman	
1.1 Traditional Pool Summary Activity as of December 31, 2017		28
1.2 ESG Pool Summary Activity as of December 31, 2017		29
2. Total Net Assets, Endowed Net Assets and Historical Gifts Chart as of December 31, 2017	A. Aman	<u>30</u>
3. President's Circle Campaign Update	C. Biancalana	31 - 35
4. Faculty Grants for Student Success	O. Brown	36 - 38
5. Cabrillo Advancement Program Update	L. Lapidés	39
6. Scholarships	R. Spencer	40 - 41
7. Tax Reform Bill	E. Hill	42 - 44
8. 2018-19 Budget Timeline	N. Machado	45
9. 990 Timeline	N. Machado	46
10. Committee Calendar and Roster	L. Lapidés	47 - 48
<b>G. Adjournment</b>		
1. Adjournment	<u>L. Lapidés</u>	

**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**

Board of Directors	5/9/17	9/12/17	11/14/17	2/13/18	5/8/18
Alan Aman	P	A	P		
Claire Biancalana	P	P	P		
Carrie Birkhofer	P	P	A		
Owen Brown	P	P	P		
Enrique Buelna	P	A	A		
Linda Burroughs	A	P	P		
Ceil Cirillo	P	P	P		
Linda Downing	A	A	A		
Lee Duffus	P	P	P		
Sue Gochis	N/A	P	A		
David Heald	P	P	P		
Laurel Jones	P	P	P		
Leola Lapides	P	P	P		
Victoria Lewis	P	P	A		
Charles Montoya	N/A	P	A		
Kelly Nesheim	A	P	A		
Amy Newell	N/A	P	A		
William Ow	P	P	P		
Carlos Palacios	A	A	N/A		
June Padilla Ponce	A	P	A		
Patty Quillin	A	P	A		
Gary Reece	P	P	P		
Maria Esther Rodriguez	P	P	P		
Gun Ruder	P	P	P		
Steve Snodgrass	P	P	P		
Rachael Spencer	P	P	P		
Kate Terrell	N/A	P	P		
Kathleen Welch	P	P	A		
Matt Wetstein	N/A	N/A	N/A		
Donna Ziel	N/A	P	A		

*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

**CABRILLO COLLEGE FOUNDATION  
BOARD OF DIRECTORS MEETING  
Minutes of November 14, 2017**

**Directors Present:** Alan Aman, Claire Biancalana, Owen Brown, Linda Burroughs , Ceil Cirillo, Lee Duffus, David Heald, Laurel Jones, Leola Lapidés, William Ow, Gary Reece, Maria Esther Rodriguez, Gun Ruder, Stephen Snodgrass, Rachael Spencer, Kate Terrell

**Directors Absent:** 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

**Guests Present:** John Gaulty, Dean of Visual, Applied & Performing Arts  
Payson McNett, Art Studio Instructor & Makerspace and FabLab Director  
Terri Montgomery, Vavrinek, Trine, Day & Co., LLP  
Mary Govaars, Student

**Staff Present:** Eileen Hill, Nancy Machado, Kate Staveland, Caitlin Bonura, Lori Hood

---

Call to Order

L. Lapidés 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 Lapidés, 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.

**Motion: MSC: R. Spencer/ D. Heald. The committee voted unanimously to approve the September 30, 2017 Financial Statements.**

#### 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. Lapidès 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.

#### President's Circle

Ceil 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,

A handwritten signature in dark ink, appearing to read "Eileen Hill", written in a cursive style.

Eileen Hill, Executive Director

**BOARD OF DIRECTORS ATTENDANCE CHART**

<b>Board of Directors</b>	<b>9/12/17</b>	<b>11/14/17</b>	<b>2/13/18</b>	<b>5/8/18</b>		
Alan Aman	A	P				
Claire Biancalana	P	P				
Carrie Birkhofer	P	A				
Owen Brown	P	P				
Enrique Buelna	A	A				
Linda Burroughs	P	P				
Ceil Cirillo	P	P				
Linda Downing	A	A				
Lee Duffus	P	P				
Sue Gochis	P	A				
David Heald	P	P				
Laurel Jones	P	P				
Leola Lapidés	P	P				
Victoria Lewis	P	A				
Charles Montoya	P	A				
Kelly Nesheim	P	A				
Amy Newell	P	A				
William Ow	P	P				
Carlos Palacios	A	N/A				
June Padilla Ponce	P	A				
Patty Quillin	P	A				
Gary Reece	P	P				
Maria Esther Rodriguez	P	P				
Gun Ruder	P	P				
Steve Snodgrass	P	P				
Rachael Spencer	P	P				
Kate Terrell	P	P				
Kathleen Welch	P	A				
Donna Ziel	P	A				

*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

	Operating 12/31/17 A	Nonendowed 12/31/17 B	Endowed 12/31/17 C	Total 12/31/17 D	Total 12/31/16 E
<b>ASSETS</b>					
CASH AND INVESTMENTS					
CASH					
WELLS FARGO BANK	\$90,574	(\$12,203)	\$76,451	\$154,823	\$463,614
BAY FEDERAL	\$6,157	\$0	\$1,290	\$7,447	\$7,445
SANTA CRUZ COUNTY BANK	\$10,738	\$196,364	\$0	\$207,102	\$206,674
MORGAN STANLEY NONENDOWED	\$789,614	\$2,055,427	\$2,313	\$2,847,354	\$2,571,271
BAY FEDERAL CREDIT UNION	\$22,809	\$150,000	\$0	\$172,809	\$172,378
MORGAN STANLEY GIFT RECEIPT	\$6,083	\$7	\$6,583	\$12,673	\$0
LIGHTHOUSE BANK	\$17,064	\$233,000	\$0	\$250,064	\$250,965
MORGAN STANLEY GATES	\$15,249	\$15,212	\$0	\$30,462	\$67,132
SUBTOTAL CASH	\$958,289	\$2,637,808	\$86,636	\$3,682,733	\$3,739,478
INVESTMENTS					
MORGAN STANLEY TITLE V HOLDING	\$0	\$0	\$0	\$0	\$21,004
MORGAN STANLEY LONG TERM POOL	\$97,084	\$4,256	\$26,384,920	\$26,486,260	\$23,032,798
MORGAN STANLEY TITLE V	\$0	\$0	\$1,136,668	\$1,136,668	\$979,950
MORGAN STANLEY TITLE III	\$0	\$0	\$185,763	\$185,763	\$166,121
MORGAN STANLEY ESG	\$5,351	\$0	\$877,374	\$882,725	\$581,680
SUBTOTAL INVESTMENTS	\$102,436	\$4,256	\$28,584,725	\$28,691,416	\$24,781,552
TOTAL CASH AND INVESTMENTS	\$1,060,725	\$2,642,064	\$28,671,361	\$32,374,149	\$28,521,030
RECEIVABLES					
PLEDGES					
PLEDGES - UNRESTRICTED	\$5,484	\$0	\$0	\$5,484	\$16,471
PLEDGES - ANNUAL FUND	\$24,385	\$0	\$0	\$24,385	\$22,143
PLEDGES - RESTRICTED	\$0	\$144,327	\$22,458	\$166,786	\$803,971
ALLOWANCE FOR UNCOLLECTIBLE PLEDGES	(\$8,704)	\$0	\$0	(\$8,704)	(\$5,800)
SUBTOTAL PLEDGES	\$21,165	\$144,327	\$22,458	\$187,951	\$836,785
ACCOUNTS RECEIVABLE					
ACCOUNTS RECEIVABLE	\$250	\$3,107	\$0	\$3,357	\$3,393

**Cabrillo College Foundation**  
**Balance Sheet as of December 31, 2017**  
 With Comparative Totals as of December 31, 2016

	Operating 12/31/17 A	Nonendowed 12/31/17 B	Endowed 12/31/17 C	Total 12/31/17 D	Total 12/31/16 E
TOTAL ACCOUNTS RECEIVABLE	\$250	\$3,107	\$0	\$3,357	\$3,393
OTHER RECEIVABLES					
NOTES RECEIVABLE	\$10,925	\$0	\$0	\$10,925	\$0
ACCRUED INTEREST RECEIVABLE	\$2,622	\$0	\$0	\$2,622	\$0
SPLIT INTEREST AGREEMENTS	\$38,773	\$85,583	\$13,139	\$137,496	\$337,619
SUBTOTAL OTHER RECEIVABLES	\$52,320	\$85,583	\$13,139	\$151,042	\$337,619
TOTAL RECEIVABLES	\$73,735	\$233,018	\$35,597	\$342,350	\$1,177,797
FIXED ASSETS					
OFFICE EQUIPMENT	\$75,844	\$0	\$0	\$75,844	\$70,092
ACCUMULATED DEPRECIATION	(\$70,092)	\$0	\$0	(\$70,092)	(\$70,092)
TOTAL FIXED ASSETS (NET)	\$5,752	\$0	\$0	\$5,752	\$0
PREPAID EXPENSES	\$5,901	\$0	\$0	\$5,901	\$1,415
PREPAID RETIREMENT EXPENSE	\$27,687	\$0	\$0	\$27,687	\$28,393
DEFERRED OUTFLOWS - FY PERS EXPENSE	\$44,977	\$0	\$0	\$44,977	\$0
DEFERRED OUTFLOWS - PENSION INVESTMENTS	\$81,394	\$0	\$0	\$81,394	\$0
<b>TOTAL ASSETS</b>	<b>\$1,300,171</b>	<b>\$2,875,081</b>	<b>\$28,706,958</b>	<b>\$32,882,211</b>	<b>\$29,728,634</b>

**Cabrillo College Foundation**  
**Balance Sheet as of December 31, 2017**  
 With Comparative Totals as of December 31, 2016

	Operating 12/31/17 A	Nonendowed 12/31/17 B	Endowed 12/31/17 C	Total 12/31/17 D	Total 12/31/16 E
<b>LIABILITIES AND NET ASSETS</b>					
<b>LIABILITIES</b>					
PAYABLES AND ACCRUED EXPENSES					
ACCOUNTS PAYABLE	\$74,145	\$6,027	\$7,025	\$87,197	\$48,269
ACCRUED PTO	\$34,932	\$0	\$0	\$34,932	\$18,097
ACCRUED EXPENSES	\$0	\$0	\$0	\$0	\$48,256
SECTION 125 WITHHOLDINGS	\$233	\$0	\$0	\$233	\$799
ACCRUED RETIREE MEDICAL BENEFITS	\$59,305	\$0	\$0	\$59,305	\$54,850
UNFUNDED PERS PENSION LIABILITY	\$336,966	\$0	\$0	\$336,966	\$247,461
DEFERRED REVENUE - PERS	\$40,294	\$0	\$0	\$40,294	\$65,392
DEFERRED OUTFLOWS - FY PERS EXPENSE	\$0	\$0	\$0	\$0	(\$45,176)
DEFERRED OUTFLOWS - PENSION INVESTMENTS	\$0	\$0	\$0	\$0	(\$42,938)
SUBTOTAL PAYABLES, ACCRUED EXPENSES	\$545,875	\$6,027	\$7,025	\$558,926	\$395,010
SCHOLARSHIPS AWARDED					
CAP SCHOLARSHIPS	\$0	\$31,997	\$463,177	\$495,174	\$501,350
ENDOWED SCHOLARSHIPS	\$0	\$0	\$0	\$0	\$1,534
ANNUAL SCHOLARSHIPS	\$0	\$84,252	\$0	\$84,252	\$95,021
SUBTOTAL SCHOLARSHIPS AWARDED	\$0	\$116,249	\$463,177	\$579,426	\$597,906
WES GRANTS PAYABLE					
WES GRANTS	\$0	\$0	\$34,910	\$34,910	\$29,236
SUBTOTAL WES GRANTS PAYABLE	\$0	\$0	\$34,910	\$34,910	\$29,236
<b>TOTAL LIABILITIES</b>	<b>\$545,875</b>	<b>\$122,275</b>	<b>\$505,112</b>	<b>\$1,173,262</b>	<b>\$1,022,152</b>
<b>NET ASSETS</b>					
OPERATING NET ASSETS					
DESIGNATED-OPERATING RESERVE	\$290,617	\$0	\$0	\$290,617	\$228,839
DESIGNATED-EQUIPMENT	15,000	\$0	\$0	15,000	15,000
DESIGNATED-HURD TRIBUTE	294,302	\$0	\$0	294,302	294,302
DESIGNATED-RETIREE MEDICAL BENEFITS	47,023	\$0	\$0	47,023	41,337
UNDESIGNATED	107,354	\$0	\$0	107,354	53,566
SUBTOTAL OPERATING NET ASSETS	\$754,296	\$0	\$0	\$754,296	\$633,044

**Cabrillo College Foundation**  
**Balance Sheet as of December 31, 2017**  
 With Comparative Totals as of December 31, 2016

	Operating 12/31/17 A	Nonendowed 12/31/17 B	Endowed 12/31/17 C	Total 12/31/17 D	Total 12/31/16 E
NET ASSETS - NONENDOWED	\$0	\$2,752,806	\$0	\$2,752,806	\$3,368,620
NET ASSETS - ENDOWED	\$0	\$0	\$28,201,846	\$28,201,846	\$24,704,817
<b>TOTAL NET ASSETS</b>	<b>\$754,296</b>	<b>\$2,752,806</b>	<b>\$28,201,846</b>	<b>\$31,708,948</b>	<b>\$28,706,481</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$1,300,171</b>	<b>\$2,875,081</b>	<b>\$28,706,958</b>	<b>\$32,882,210</b>	<b>\$29,728,633</b>
 <b>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</b>	 <b>\$646,942</b>	 <b>\$2,894,942</b>	 <b>\$26,087,469</b>	 <b>\$29,629,353</b>	 <b>\$27,426,086</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>\$107,354</b>	 <b>(\$142,136)</b>	 <b>\$2,114,377</b>	 <b>\$2,079,595</b>	 <b>\$1,280,396</b>
 <b>ENDING NET ASSETS</b>	 <b>\$754,296</b>	 <b>\$2,752,806</b>	 <b>\$28,201,846</b>	 <b>\$31,708,948</b>	 <b>\$28,706,481</b>

**Cabrillo College Foundation**  
**Income Statement by Fund as of December 31, 2017**  
 With Comparative Totals as of December 31, 2016

	Operating 12/31/17 A	Nonendowed 12/31/17 B	Endowed 12/31/17 C	Total 12/31/17 D	Total 12/31/16 E
<b>REVENUE</b>					
EARNED INCOME					
INTEREST AND DIVIDENDS	\$17,040	\$168	\$364,145	\$381,353	\$299,873
UNREALIZED GAIN/LOSS ON SECURITIES	(\$2,327)	\$0	\$1,362,891	\$1,360,563	\$794,718
REALIZED GAINS/LOSSES	\$0	\$0	\$212,503	\$212,503	\$277,764
FEE INCOME	\$64,914	\$0	\$0	\$64,914	\$50,282
OPERATIONAL ENDOWMENT PAYOUT	\$14,057	\$0	\$0	\$14,057	\$14,030
ENDOWMENT MANAGEMENT FEE	\$196,400	\$0	\$0	\$196,400	\$168,954
TOTAL EARNED INCOME	\$290,084	\$168	\$1,939,539	\$2,229,791	\$1,605,622
CONTRIBUTED INCOME					
RESTRICTED CONTRIBUTIONS	\$0	\$561,656	\$570,506	\$1,132,162	\$925,138
ANNUAL FUND	\$2,864	\$0	\$0	\$2,864	\$23,732
PRESIDENT'S CIRCLE GIFTS	\$260,413	\$0	\$0	\$260,413	\$252,669
UNRESTRICTED GIFTS	\$5,212	\$0	\$0	\$5,212	\$15,063
INTERFUND CONTRIBUTIONS	\$0	(\$1,451)	\$1,451	\$0	\$0
IN KIND REVENUE	\$0	\$27,236	\$0	\$27,236	\$16,751
IN KIND REVENUE-RENT	\$6,660	\$0	\$0	\$6,660	\$8,172
TOTAL CONTRIBUTED INCOME	\$275,149	\$587,441	\$571,957	\$1,434,547	\$1,241,525
<b>TOTAL REVENUE</b>	<b>\$565,233</b>	<b>\$587,609</b>	<b>\$2,511,496</b>	<b>\$3,664,338</b>	<b>\$2,847,147</b>
<b>EXPENSES</b>					
SALARIES & WAGES					
SALARIES & WAGES	\$217,320	\$3,755	\$0	\$221,076	\$248,838
TOTAL SALARIES & WAGES	\$217,320	\$3,755	\$0	\$221,076	\$248,838
PAYROLL TAXES, BENEFITS					
PAYROLL TAXES, BENEFITS	\$112,580	\$500	\$0	\$113,081	\$106,656
TOTAL PAYROLL TAXES, BENEFITS	\$112,580	\$500	\$0	\$113,081	\$106,656
ADVERTISING	\$0	\$0	\$0	\$0	\$712
PRINTING	\$16,430	\$0	\$0	\$16,430	\$17,558
PHOTOS	\$1,575	\$0	\$0	\$1,575	\$1,600
CONSULTANTS	\$35,340	\$0	\$0	\$35,340	\$28,500

**Cabrillo College Foundation**  
**Income Statement by Fund as of December 31, 2017**  
 With Comparative Totals as of December 31, 2016

	Operating 12/31/17 A	Nonendowed 12/31/17 B	Endowed 12/31/17 C	Total 12/31/17 D	Total 12/31/16 E
FOOD	\$0	\$0	\$0	\$0	\$60
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$22,838	\$0	\$0	\$22,838	\$23,304
OFFICE EQUIP & MAINTENANCE					
OFFICE EQUIPMENT	\$539	\$0	\$0	\$539	\$272
DEPRECIATION EXPENSE	\$202	\$0	\$0	\$202	\$0
SOFTWARE MAINTENANCE	\$10,953	\$0	\$0	\$10,953	\$10,236
TOTAL OFFICE EQUIP & MAINTENANCE	\$11,695	\$0	\$0	\$11,695	\$10,508
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$147	\$0	\$0	\$147	\$1,075
OFFICE SUPPLIES	\$5,257	\$0	\$0	\$5,257	\$4,101
POSTAGE & MAILING SERVICE	\$3,780	\$0	\$0	\$3,780	\$1,991
BOARD EXPENSES	(\$610)	\$0	\$0	(\$610)	(\$240)
OTHER EXPENSES					
MISCELLANEOUS	\$234	\$0	\$0	\$234	\$96
UNCOLLECTIBLE PLEDGES	\$6,920	\$5,325	\$260	\$12,505	\$26,960
MILEAGE & PARKING	\$207	\$0	\$0	\$207	\$96
INTERNET SERVICE	\$492	\$0	\$0	\$492	\$523
IT HOSTING SERVICE	\$9,295	\$0	\$0	\$9,295	\$4,002
BANK CHARGES	\$3,617	\$150	\$0	\$3,767	\$2,001
INVESTMENT FEES	\$0	\$0	\$65,660	\$65,660	\$78,996
MANAGEMENT FEES	\$0	\$0	\$193,336	\$193,336	\$164,636
DIRECTOR/OFFICER LIABILITY INS	\$2,163	\$0	\$0	\$2,163	\$2,229
LIABILITY AND PROPERTY INSURANCE	\$1,941	\$0	\$0	\$1,941	\$2,018
TOTAL OTHER EXPENSES	\$24,868	\$5,475	\$259,256	\$289,599	\$281,555
IN KIND EXPENSE	\$0	\$27,236	\$0	\$27,236	\$16,751
IN KIND EXPENSE - RENT	\$6,660	\$0	\$0	\$6,660	\$8,172
PROJECT EXPENSES	\$0	\$615,804	\$0	\$615,804	\$730,481
CAF EXPENSES	\$0	\$0	\$134,763	\$134,763	\$20,030
SCHOLARSHIPS	\$0	\$76,974	\$3,100	\$80,074	\$65,100
<b>TOTAL EXPENSES</b>	<b>\$457,879</b>	<b>\$729,745</b>	<b>\$397,119</b>	<b>\$1,584,743</b>	<b>\$1,566,751</b>

**Cabrillo College Foundation**  
**Income Statement by Fund as of December 31, 2017**  
With Comparative Totals as of December 31, 2016

NET SURPLUS/(DEFICIT)

<u>\$107,354</u>	<u>(\$142,136)</u>	<u>\$2,114,377</u>	<u>\$2,079,595</u>	<u>\$1,280,396</u>
------------------	--------------------	--------------------	--------------------	--------------------

# Cabrillo College Foundation

## Income Statement - Operating Budget as of 12/31/17

### With Comparative Totals as of 12/31/16

	16-17 Actual 6 Months A	17-18 Actual 6 Months B	17-18 Budget 6 Months C	17-18 Actual To 17-18 Budget D	17-18 6 Mo. Actual and 6 Mos. Projected E	17-18 Annual Budget (Approved 5/10/16) F	Variance 17-18 4 Mos. Actual & 8 Mos. Projected to 17-18 Budget G
<b>REVENUE</b>							
EARNED INCOME							
INTEREST AND DIVIDENDS	\$14,392	\$17,040	\$11,700	\$5,340	\$23,400	\$23,400	\$0
UNREALIZED GAIN/LOSS ON SECURITIES	(\$10,782)	(\$2,327)	\$0	(\$2,327)	\$0	\$0	\$0
REALIZED GAINS/LOSSES	\$4,378	\$0	\$0	\$0	\$0	\$0	\$0
FEE INCOME	\$50,282	\$64,914	\$37,916	\$26,998	\$154,830	\$119,101	\$35,729
OPERATIONAL ENDOWMENT PAYOUT	\$14,030	\$14,057	\$14,232	(\$175)	\$14,057	\$14,232	(\$175)
ENDOWMENT MANAGEMENT FEE	\$168,954	\$196,400	\$181,940	\$14,461	\$363,879	\$363,879	\$0
<b>TOTAL EARNED INCOME</b>	<b>\$241,254</b>	<b>\$290,084</b>	<b>\$245,788</b>	<b>\$44,296</b>	<b>\$556,166</b>	<b>\$520,612</b>	<b>\$35,554</b>
CONTRIBUTED INCOME							
ANNUAL FUND	\$23,732	\$2,864	\$0	\$2,864	\$95,000	\$95,000	\$0
PRESIDENT'S CIRCLE GIFTS	\$252,669	\$260,413	\$181,000	\$79,413	\$340,000	\$321,000	\$19,000
UNRESTRICTED GIFTS	\$15,063	\$5,212	\$9,233	(\$4,021)	\$18,467	\$18,467	\$0
INTERFUND CONTRIBUTIONS	(\$141)	\$0	\$0	\$0	\$0	\$0	\$0
IN KIND REVENUE-RENT	\$8,172	\$6,660	\$8,172	(\$1,512)	\$13,320	\$16,344	(\$3,024)
<b>TOTAL CONTRIBUTED INCOME</b>	<b>\$299,495</b>	<b>\$275,149</b>	<b>\$198,405</b>	<b>\$76,744</b>	<b>\$466,787</b>	<b>\$450,811</b>	<b>\$15,976</b>
<b>TOTAL REVENUE</b>	<b>\$540,750</b>	<b>\$565,233</b>	<b>\$444,193</b>	<b>\$121,040</b>	<b>\$1,022,953</b>	<b>\$971,423</b>	<b>\$51,530</b>
<b>EXPENSES</b>							
SALARIES & WAGES							
SALARIES & WAGES	\$245,745	\$217,320	\$226,729	\$9,409	\$493,459	\$493,459	\$0
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$245,745</b>	<b>\$217,320</b>	<b>\$226,729</b>	<b>\$9,409</b>	<b>\$493,459</b>	<b>\$493,459</b>	<b>\$0</b>
PAYROLL TAXES, BENEFITS							
PAYROLL TAXES, BENEFITS	\$106,227	\$112,580	\$118,982	\$6,402	\$243,212	\$237,965	(\$5,247)
<b>TOTAL PAYROLL TAXES, BENEFITS</b>	<b>\$106,227</b>	<b>\$112,580</b>	<b>\$118,982</b>	<b>\$6,402</b>	<b>\$243,212</b>	<b>\$237,965</b>	<b>(\$5,247)</b>
ADVERTISING	\$712	\$0	\$0	\$0	\$1,000	\$1,000	\$0
PRINTING	\$17,558	\$16,430	\$17,900	\$1,470	\$21,000	\$19,100	(\$1,900)
PHOTOS	\$1,600	\$1,575	\$2,000	\$425	\$3,400	\$3,400	\$0
CONSULTANTS	\$28,500	\$35,340	\$53,533	\$18,193	\$71,950	\$71,950	\$0
FOOD	\$60	\$0	\$150	\$150	\$300	\$300	\$0

**Cabrillo College Foundation**  
**Income Statement - Operating Budget as of 12/31/17**  
 With Comparative Totals as of 12/31/16

	16-17 Actual 6 Months A	17-18 Actual 6 Months B	17-18 Budget 6 Months C	17-18 Actual To 17-18 Budget D	17-18 6 Mo. Actual and 6 Mos. Projected E	17-18 Annual Budget (Approved 5/10/16) F	Variance 17-18 4 Mos. Actual & 8 Mos. Projected to 17-18 Budget G
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$23,304	\$22,838	\$24,847	\$2,010	\$62,000	\$50,026	(\$11,974)
OFFICE EQUIP & MAINTENANCE							
OFFICE EQUIPMENT	\$272	\$539	\$590	\$51	\$1,180	\$1,180	\$0
DEPRECIATION EXPENSE	\$0	\$202	\$0	(\$202)	\$0	\$0	\$0
SOFTWARE MAINTENANCE	\$10,236	\$10,953	\$10,986	\$33	\$10,953	\$10,986	\$33
TOTAL OFFICE EQUIP & MAINTENANCE	\$10,508	\$11,695	\$11,576	(\$119)	\$12,133	\$12,166	\$33
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$1,075	\$147	\$750	\$603	\$1,501	\$1,501	\$0
OFFICE SUPPLIES	\$4,101	\$5,257	\$3,189	(\$2,068)	\$7,500	\$6,379	(\$1,121)
POSTAGE & MAILING SERVICE	\$1,991	\$3,780	\$5,012	\$1,232	\$10,023	\$10,023	\$0
BOARD EXPENSES	(\$240)	(\$610)	\$1,085	\$1,695	\$2,170	\$2,170	\$0
OTHER EXPENSES							
MISCELLANEOUS	\$96	\$234	\$225	(\$9)	\$450	\$450	\$0
UNCOLLECTIBLE PLEDGES	\$26,860	\$6,920	\$16,625	\$9,705	\$33,250	\$33,250	\$0
MILEAGE & PARKING	\$96	\$207	\$272	\$65	\$545	\$545	\$0
INTERNET SERVICE	\$523	\$492	\$540	\$49	\$1,081	\$1,081	\$0
IT HOSTING SERVICE	\$4,002	\$9,295	\$4,602	(\$4,693)	\$9,295	\$4,602	(\$4,693)
BANK CHARGES	\$2,001	\$3,617	\$3,750	\$133	\$7,500	\$7,500	\$0
INVESTMENT FEES	\$49	\$0	\$0	\$0	\$0	\$0	\$0
DIRECTOR/OFFICER LIABILITY INS	\$2,229	\$2,163	\$2,163	\$0	\$4,327	\$4,327	\$0
LIABILITY AND PROPERTY INSURANCE	\$2,018	\$1,941	\$1,943	\$2	\$3,885	\$3,885	\$0
TOTAL OTHER EXPENSES	\$37,872	\$24,868	\$30,121	\$5,253	\$60,333	\$55,640	(\$4,693)
IN KIND EXPENSE - RENT	\$8,172	\$6,660	\$8,172	\$1,512	\$16,344	\$16,344	\$0
<b>TOTAL EXPENSES</b>	<b>\$487,184</b>	<b>\$457,879</b>	<b>\$504,048</b>	<b>\$46,168</b>	<b>\$1,006,325</b>	<b>\$981,423</b>	<b>(\$24,902)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$53,566</b>	<b>\$107,354</b>	<b>(\$59,854)</b>	<b>\$167,208</b>	<b>\$16,628</b>	<b>(\$10,000)</b>	<b>\$26,628</b>



## Foundation

### MEMORANDUM

#### Officers

##### President

Leola Lapides

##### Vice President

William Ow

##### Secretary

Owen Brown

##### Chief Financial Officer

Alan Aman

##### Past President

Stephen Snodgrass

##### Community

##### Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

##### College Trustee

##### Representatives

Rachael Spencer

Gary Reece

Donna Ziel

##### College Staff

##### Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

##### Executive Director

Eileen Hill

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.

6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • [foundation@cabrillo.edu](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*



## Foundation

### MEMORANDUM

#### Officers

##### President

Leola Lapidés

##### Vice President

William Ow

##### Secretary

Owen Brown

##### Chief Financial Officer

Alan Aman

##### Past President

Stephen Snodgrass

##### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

##### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

##### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

Executive Director

Eileen Hill

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

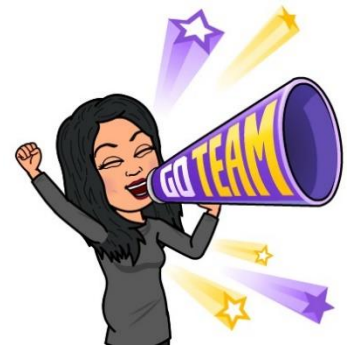
## Administration

- 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





## Foundation

### MEMORANDUM

#### Officers

**President**  
Leola Lapidés

**Vice President**  
William Ow

**Secretary**  
Owen Brown

**Chief Financial Officer**  
Alan Aman

**Past President**  
Stephen Snodgrass

**Community  
Representatives**

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Cecil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

**College Trustee  
Representatives**

Rachael Spencer

Gary Reece

Donna Ziel

**College Staff  
Representatives**

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

**Executive Director**

Eileen Hill

**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.

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

# Cabrillo College

---

## Foundation

### Officers

#### President

Leola Lapidés

#### Vice President

William Ow

#### Secretary

Owen Brown

#### Chief Financial Officer

Alan Aman

#### Past President

Stephen Snodgrass

#### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

#### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

#### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

#### Executive Director

Eileen Hill

## 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.

6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • [foundation@cabrillo.edu](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*

# Cabrillo College

## Foundation

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**

### Officers

#### President

Leola Lapires

#### Vice President

William Ow

#### Secretary

Owen Brown

### Chief Financial Officer

Alan Aman

#### Past President

Stephen Snodgrass

### Community

#### Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

### College Trustee

#### Representatives

Rachael Spencer

Gary Reece

Donna Ziel

### College Staff

#### Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

### Executive Director

Eileen Hill

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**

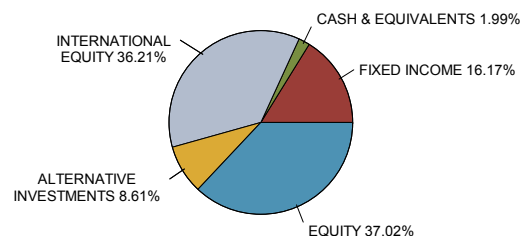
**TOTAL \$2,588,005**

**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

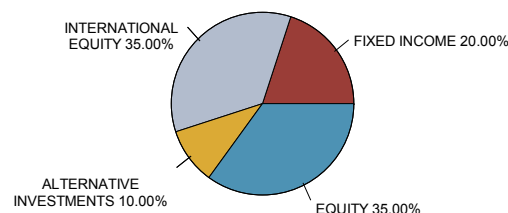
6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • [foundation@cabrillo.edu](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

### Asset Allocation Analysis

Asset Allocation as of December 31, 2017

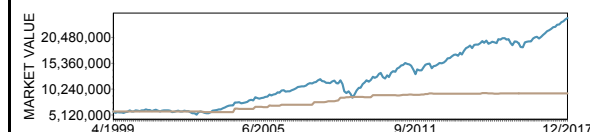


Target Asset Allocation



### Portfolio Growth

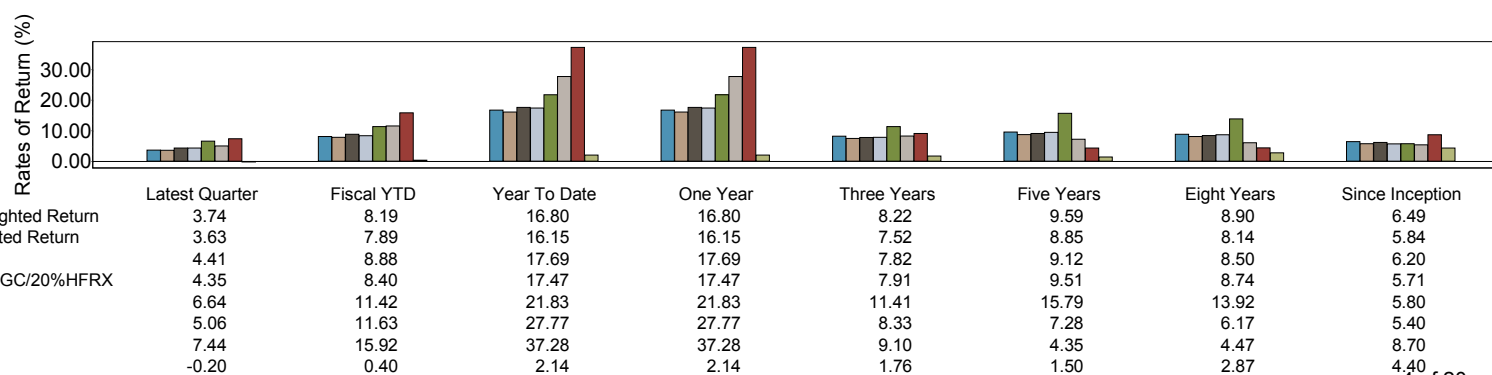
Source of Portfolio Growth  
April 30, 1999 Through December 31, 2017



— Portfolio Market Value  
— Beginning Market Value & Net Contributions

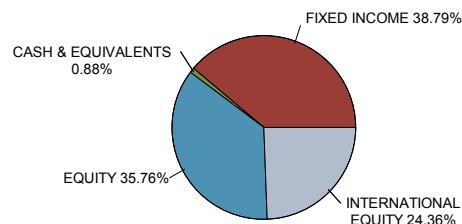
	Dollars	
	Latest Quarter	Since Inception
Beginning Value	23,489,343	5,808,118
Net Contribution	-838	3,569,869
Investment Return	852,961	14,963,478
Ending Value	24,341,465	24,341,465

Name	Incept. Date	Current Allocation	Latest Quarter	Portfolio Returns							Comparative Index	Latest Quarter	Fiscal YTD To Date	Year	One Year	Three Years	Five Years	Eight Years	Since Incep
				Fiscal	Year	One	Three	Five	Eight	Since									
<b>TOTAL FUND</b>				YTD	To Date	Year	Years	Years	Years	Incep		Quarter	YTD	To Date	Year	Years	Years	Years	Incep
Parametric R3000	04/26/99	37.7%	6.32	10.94	20.77	20.77	10.83	15.34	13.69	6.44	Russell 3000	6.34	11.20	21.13	21.13	11.12	15.58	13.92	6.27
Breckinridge Intm Fixed	05/31/06	16.4%	0.10	0.70	2.42	2.42	2.07	1.72	3.62	5.21	Barclays Int Gov/Cr *	(0.20)	0.40	2.14	2.14	1.76	1.62	2.95	4.04
Brandes Intl	04/30/99	12.0%	0.02	6.60	15.04	15.04	7.18	8.60	6.18	6.72	MSCI ACWI x US Value	4.31	10.68	23.35	23.35	6.92	6.16	5.21	5.92
Hansberger Intl	01/31/05	9.2%	6.73	16.82	39.82	39.82	12.46	10.36	7.99	7.51	MSCI ACWI x US Growth	5.81	12.57	32.47	32.47	9.68	8.35	7.07	6.87
Brandes Global MidCap	12/22/08	0.6%	(0.87)	2.42	8.35	8.35	10.78	14.05	11.99	17.98	MSCI World Index	5.62	10.86	23.07	23.07	9.88	12.26	10.46	12.56
Accuvest Intl	11/30/11	5.3%	3.73	9.98	27.84	27.84	6.97	5.88	-	6.89	MSCI ACWI x US	5.01	11.48	27.19	27.19	7.83	6.80	5.69	8.09
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	12.12	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	2.12	1.22	1.47
<b>TOTAL FUND</b>	04/30/99	100.0%	3.74	8.19	16.80	16.80	8.22	9.59	8.90	6.49	Composite Benchmark	4.41	8.88	17.69	17.69	7.82	9.12	8.50	6.20

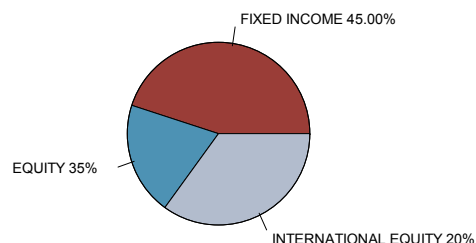


### Asset Allocation Analysis

Asset Allocation as of December 31, 2017

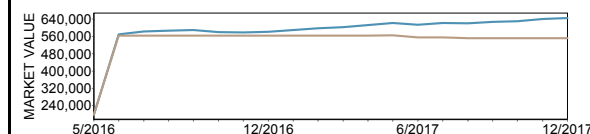


Target Asset Allocation



### Portfolio Growth

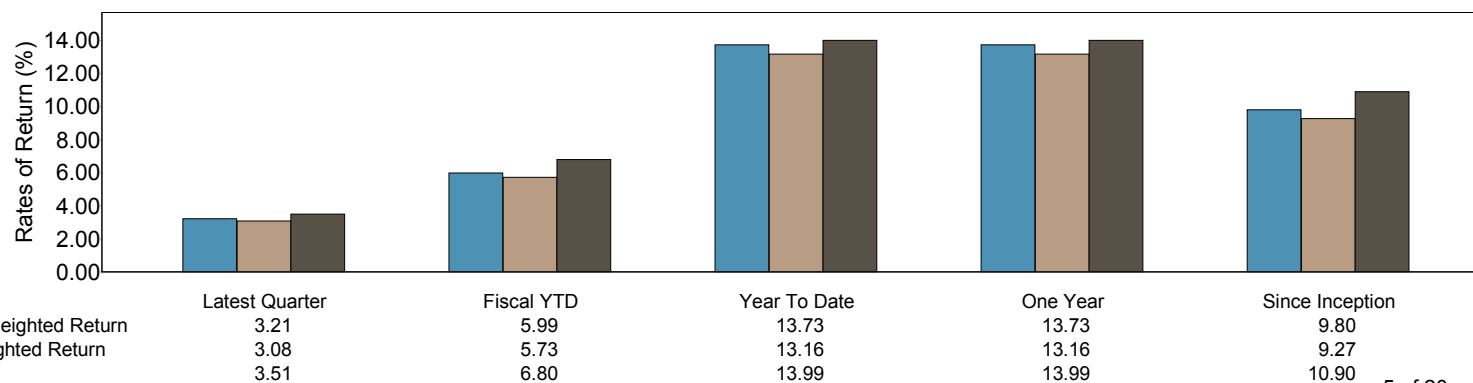
Source of Portfolio Growth  
May 18, 2016 Through December 31, 2017



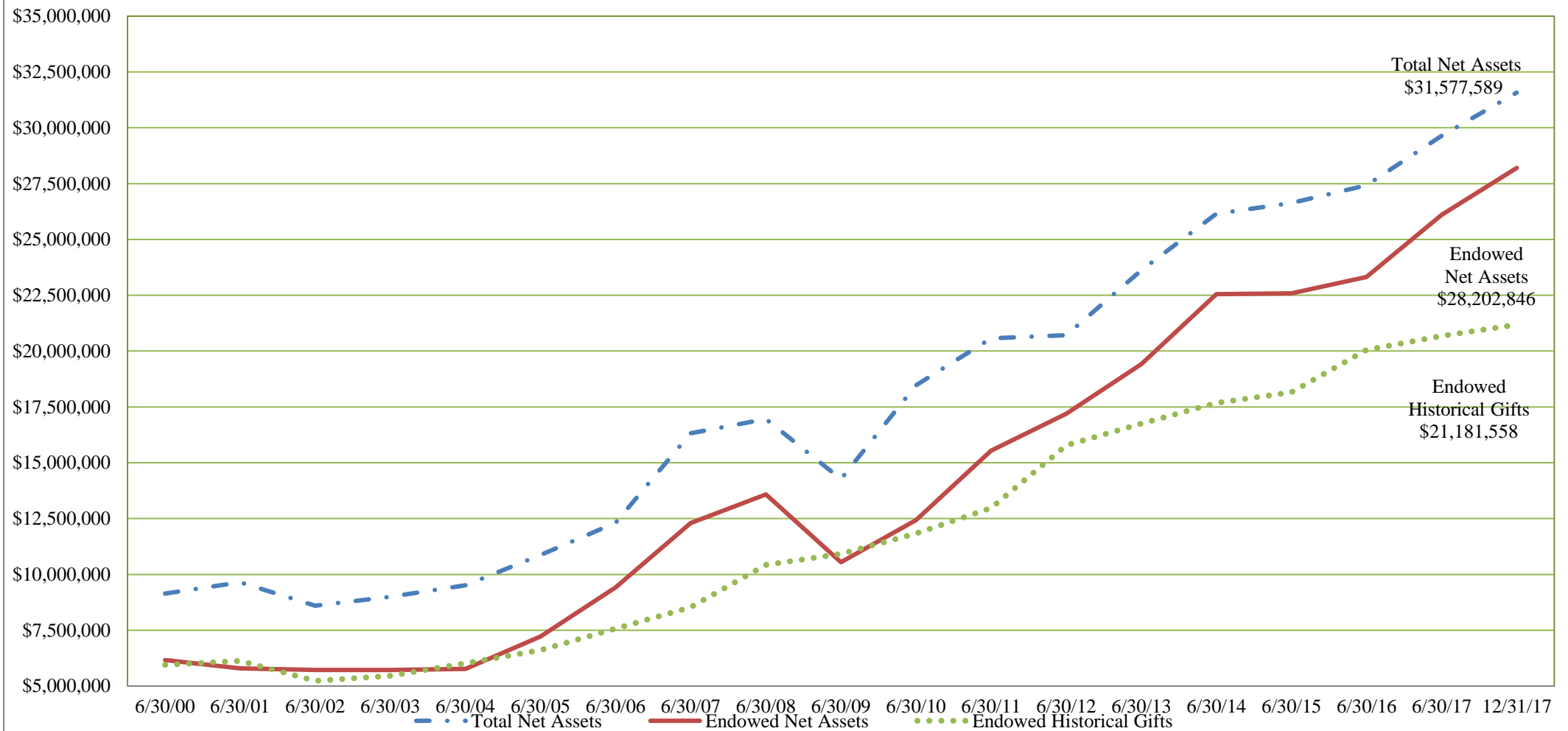
— Portfolio Market Value  
— Beginning Market Value & Net Contributions

	Dollars	
	Since Inception	Since Inception
Beginning Value	198,742	198,742
Net Contribution	352,696	352,696
Investment Return	93,855	93,855
Ending Value	645,294	645,294

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



**Cabrillo College Foundation**  
**Total Net Assets, Endowed Net Assets, and Endowed Historical Gifts**  
**June 30, 2000 to December 31, 2017**



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



# Foundation

## MEMORANDUM

### Officers

#### President

Leola Lapidés

#### Vice President

William Ow

#### Secretary

Owen Brown

#### Chief Financial Officer

Alan Aman

#### Past President

Stephen Snodgrass

#### Community

##### Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

#### College Trustee

##### Representatives

Rachael Spencer

Gary Reece

Donna Ziel

#### College Staff

##### Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

#### Executive Director

Eileen Hill

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 30<sup>th</sup>**. 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**

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
<b>Committee Chair</b>	Ceil Cirillo	Jess Brown & Ted Burke	Ted Burke & Linda Burroughs	Diane Craddock & Linda Burroughs	Diane Craddock & Owen Brown	Claire Biancalana & Owen Brown	Claire Biancalana & Mahlon Foote	Mahlon Foote & Ceil Cirillo
<b># of Committee Members</b>	35	37	37	36	29	36	33	37
<b># of Annual Members (\$1,000+ )</b>	169	176	192	190	189	206	214	206
<b># of Annual Members solicited for the first time through Annual Fund (\$1,000+ )</b>	6	3	2	1	1	2	3	
<b># of New Annual Members (\$1,000+ )</b>	23	26	30	20	16	23	19	27
<b># of Rejoining Annual Members (\$1,000+ )</b>	146	150	162	170	179	183	192	179
<b>% of Rejoining Members</b>	88%	88%	92%	88%	94%	97%	93%	84%
<b># of \$15,000+</b>							1	
<b># of \$10,000+</b>	0	0	0	2	3	3	2	3
<b># of \$5,000-\$9,999</b>	8	8	10	7	7	8	7	9
<b># of \$2,500-\$4,999</b>	17	16	13	13	13	14	15	20
<b># of \$1,500-\$2,499 (Starting 2011-2012)*</b>	n/a	37	38	45	52	54	56	53
<b># of \$1,001-\$1,499 (Prior to 2011-12 included up to \$2,499)</b>	6	3	5	4	2	5		
<b># of \$1,000 Donations</b>	138	112	126	119	114	127	133	121
<b># of Donors Who Gave &lt; \$1,000</b>	8	8	9	7	8	9	8	3
<b># of Prospects Solicited</b>	1,137	1,168	1,085	1,063	1,011	1,045	1,041	1,031
<b>Donations from Annual Fund</b>	\$7,500	\$3,000	\$3,500	\$1,000	\$1,000	\$1,000	\$3,000	
<b>Operational Budget Goal</b>	\$218,000	\$225,000	\$250,000	\$280,000	\$285,000	\$317,000	\$318,000	\$332,000
<b>Total Funds Raised</b>	\$225,095	\$250,616	\$271,652	\$282,774	\$311,406	\$318,074	\$330,908	\$330,445
<b>Percent Increase/ Decrease Over Previous Year</b>	3%	11%	8%	4%	10%	2%	4%	0%

**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 Millslagle  
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 Millslagle  
Edward and Kathleen Banks  
Tila Bañuelos  
Carrie Birkhofer/Bay Federal Credit  
Union

Judy Boemer  
Blaine and Connie Brokaw  
John and Sydney Brokaw  
Bright Horizon Fund  
John and Linda Burroughs  
Andrew and Marilyn Calciano  
Santa Cruz County Bank

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 Gaulty  
 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 Wierdsma and Julie Hamilton  
 Wierdsma  
 Geo. H. Wilson, Inc.  
 Sue Wilson

**\$1,000+**

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 Gweneth 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 Glina  
 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  
 Helen B. Jones  
 Laurel and Richard Jones  
 Ton and Thelma Jue  
 Frances and Dean Kashino  
 Tom and Nanette Kelsey  
 George and Diane Koenig  
 Agata Konopka and Flavio Cheng  
 Patricia Kubo  
 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  
 Kerri Miljanich  
 Peter and Debbie Nelson  
 George Newell  
 Linda and Bruce Nicholson  
 Harvey and Judy Nickelson

Fane and Corie Opperman  
 Rock Pfothhauer and Linda Wilshusen  
 Peggy Poindexter and Jay Poindexter  
 James and Mary Ellen Poth  
 Muriel Prolo and Jack Samuelson  
 Kenneth and Barbara Reed  
 Jenifer 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 Sekkel  
 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 Szecei  
 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

**CABRILLO COLLEGE FOUNDATION**  
**President's Circle Members 2017-2018**  
Updated 01/31/18

**Founding President Robert E. Swenson's Lifetime Supporters\***

<i>Cornelia Ackley</i>	Granite Construction	Walter S. Johnson	Porter Sesnon	<i>Phyllis and Alan</i>
<i>Kate Ashcraft</i>	Graniterock	Foundation	Foundation	<i>Simpkins</i>
Jack Baskin and Peggy	Joan and Gerald	<i>Eileen and Max Koppes</i>	Rowland and Pat	Mary and Richard
Downes Baskin	Griffiths	<i>Albert Leoni</i>	Rebele	Solari
Mark and Barbara Beck	<i>Penry and Marie</i>	<i>Jeane and Les Ley</i>	<i>Esther Rice</i>	Rachael Spencer and
<i>Greta Bell</i>	<i>Griffiths</i>	<i>Josie and Bailey Little</i>	<i>Iris and J. Arthur</i>	Kevin Rooney
<i>Neva Bournier</i>	Grove Foundation	Fred and Linda	<i>Rodgers</i>	<i>Robert and Frances</i>
California Wellness	The William and Flora	McPherson	<i>Barbara Samper</i>	<i>Swenson</i>
Foundation	Hewlett Foundation	<i>Louella Mehne</i>	<i>Erica Schilling</i>	Union Bank of
<i>Mary Frances Callantine</i>	Hewlett-Packard	<i>John Morgan</i>	<i>Ben Schneider</i>	California
Diane and Donald	Company	<i>Elice Neubauer</i>	SD Trombetta	James and Karen
Cooley	Harold and Dorothy	George Ow and Gail	Foundation	Watson
Richard and Theresa	Hyde	Michaelis-Ow	<i>Elinor and Keith Shaffer</i>	<i>Alice Weisenberger</i>
Crocker	James Irvine	The David and Lucile	Paul and Pat Shirley	Wells Fargo
Dominican Hospital	Foundation	Packard Foundation	Bill and Brigid	Foundation
<i>Jim and Dolores Graefe</i>		<i>Rena Perlino</i>	Simpkins	

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

# Cabrillo College

---

## Foundation

### Officers

#### President

Leola Lapidés

#### Vice President

William Ow

#### Secretary

Owen Brown

#### Chief Financial Officer

Alan Aman

#### Past President

Stephen Snodgrass

### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

#### Executive Director

Eileen Hill

## 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 and Staff Grant Awards

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.

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

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

Student Senate to enhance educational opportunities for students. This year, \$12,527 is being awarded.

January 22, 2018



### 2017 Faculty Grants for Student Success

**Flor Chacon**, Student Services  
Graphing Calculator Loan Program \$1,042

**Skip Epperson**, Theater Arts  
Wide Format Printer Replacement \$3,646

**Karl Ewald**, Engineering  
Engineering 30 Textbook Loan Program \$1,600

**Logan Goettsch**, Public Safety  
Automatic External Defibrillator Training \$1,154

**Carolyn Jackson**, Articulation and Honors  
Transfer Program  
Honors Transfer Program Meeting Space  
Equipment \$375

**Noel Kelsch**, Dental Hygiene  
Bench Mounts for Dental Hygiene \$344

**Delia Krupp**, Art Studio  
Art Studio Equipment and  
Faculty Workroom Equipment \$771

**Brian Legakis**, Art History  
Camera Obscura Project \$435

**Gayle McCallum**, English and CHAC  
Benches for Hallway at Watsonville Center \$2,000

**Greg Mettler**, Art Photography  
Camera Equipment for Video Art Course \$1,598

**Jon Nordgren**, VAPA  
Headset Microphones – Live Sound \$5,599

**James Page**, Athletics and Kinesiology  
Wellness Education Center Improvement  
and Maintenance \$3,000

**Jo-Ann Panzardi**, Engineering  
Function Generators \$1,350

**Liz Soluri**, Anthropology  
Anthropology Class Fossil Casts \$2,257

**Yves Tan**, Biology  
Centrifuges \$5,458

**Stephanie Tran**, Mathematics  
Surface Pros for Math Videos \$1,998

### 2017 Crocker Endowment Grants

**Kathryn Adkins**, Theatre Arts  
Piano Accompanist Artist Fee \$740

**Sarah Albertson**, Theater Arts  
Funding for STAGE DOOR Middle School  
and High School Theater Workshops \$800

**Cheryl Anderson**, Music  
Composer Imant Raminsh,  
Artist-In-Residence \$2,000

**Aurora Fujishin**, Student Services  
Fourth Grade Experience Event \$14,542

**Barbara Johnson**, Nursing  
**Tamara McKinnon**, Nursing  
International Partnership Program between  
Cabrillo College inter-professional students  
and colleagues in Grenada and Ireland \$2,182

**Noel Kelsch**, Dental Hygiene  
Tray Covers for Instrument Transport,  
Tooth Models and Bench Mounts for Dental  
Hygiene \$4,458

**Claire Thorson**, Art Studio  
ART NOW Lecture and Workshop Series \$2,410

### 2017 Engineering and Applied Science Endowment Grants

**Kelli Horner**, MESA Program  
Extended hours of STEM Center to include  
Saturdays \$7,631

**Gary Marcoccia**, E-tech  
Student Assistant \$1,500

# Cabrillo College

---

## Foundation

### Officers

#### President

Leola Lapides

#### Vice President

William Ow

#### Secretary

Owen Brown

#### Chief Financial Officer

Alan Aman

#### Past President

Stephen Snodgrass

### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

### Executive Director

Eileen Hill

## 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 • Aptos • CA • 95003 • 831-479-6338 • [foundation@cabrillo.edu](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*

# Cabrillo College

---

## Foundation

### MEMORANDUM

#### Officers

##### President

Leola Lapidés

##### Vice President

William Ow

##### Secretary

Owen Brown

##### Chief Financial Officer

Alan Aman

##### Past President

Stephen Snodgrass

#### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

#### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

#### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

#### Executive Director

Eileen Hill

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: 1<sup>st</sup> Year, 2<sup>nd</sup> 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](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://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](mailto:eihill@cabrillo.edu) or 831-479-6458) or  
Caitlin Bonura, Development Officer ([cbonura@cabrillo.edu](mailto:cbonura@cabrillo.edu) or 831-479-6124)

# Cabrillo College

---

## Foundation

### Officers

#### President

Leola Lapidés

#### Vice President

William Ow

#### Secretary

Owen Brown

#### Chief Financial Officer

Alan Aman

#### Past President

Stephen Snodgrass

#### Community

##### Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

##### College Trustee

##### Representatives

Rachael Spencer

Gary Reece

Donna Ziel

##### College Staff

##### Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

##### Executive Director

Eileen Hill

## 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.

6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • [foundation@cabrillo.edu](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*

## 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 70½ 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.



## Foundation

### MEMORANDUM

#### Officers

##### President

Leola Lapidés

##### Vice President

William Ow

##### Secretary

Owen Brown

##### Chief Financial Officer

Alan Aman

##### Past President

Stephen Snodgrass

#### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

#### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

#### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

#### Executive Director

Eileen Hill

**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

6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • [foundation@cabrillo.edu](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*



## Foundation

### MEMORANDUM

#### Officers

**President**  
Leola Lapidés

**Vice President**  
William Ow

**Secretary**  
Owen Brown

**Chief Financial Officer**  
Alan Aman

**Past President**  
Stephen Snodgrass

#### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

#### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

#### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

**Executive Director**

Eileen Hill

**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

6500 Soquel Drive • Aptos • CA • 95003 • 831-479-6338 • [foundation@cabrillo.edu](mailto:foundation@cabrillo.edu)  
[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*

# 2017-18 Cabrillo College Foundation Committee Meetings and Events

Updated 1/30/2018

## BOARD OF DIRECTORS

***Tuesdays, 12:00-2:00 pm***

***Sesnon House Room 1804***

***New Member Orientation***

September 12, 2017, 10:00-11:45am

(Sesnon 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***

***Sesnon House Room 1824***

~~October 13, 2017~~

October 19, 2017

June 1, 2018

## EXECUTIVE

***9:00-10:00 am***

***Sesnon 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***

***Sesnon House Room 1824***

~~August 10, 2017~~

October 5, 2017

January 4, 2018

March 29, 2018

## CABRILLO ADVANCEMENT PROGRAM (CAP)

***Sesnon 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, Sesnon 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

Sesnon House

## FACULTY GRANTS

***Sesnon House Room 1824***

November 15, 2017

## NOMINATING

***Sesnon House Room 1824***

January 18, 2018, 10:00 – 11:00 am

## PRESIDENT'S CIRCLE

***Sesnon 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)

***Sesnon 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

Sesnon 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

Sesnon House

***Cabrillo Advancement Program  
(CAP) Ceremony***

March 6, 2018

6:00 – 8:00 pm

Crocker Theater

***Samper 4<sup>th</sup> Grade Experience***

March 9, 2018

***High Achiever 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

***American Dream Scholarship  
Ceremony***

May/June 2018 TBD

Samper Recital Hall

***President's Holiday Party***

November 30, 2018

5:30 pm

Sesnon House

# 2017-18 Cabrillo College Foundation Committee Roster – Updated 1/17/2018

## 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 Terrell  
Kathie Welch, VP of Instruction  
Matt Wetstein, Asst. Secretary, CC President  
Donna Ziel, College Trustee

## AUDIT

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

## 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

## 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

## 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

## FACULTY GRANTS

Cherie Barkey  
Owen Brown  
Ted Burke  
Brooke Casipit  
Ceil Cirillo  
Lee Duffus  
Anne Freiwald  
Francisco Íñiguez  
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

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 Landis-Carey  
Keith McKenzie  
Fred McPherson  
Kelly Nesheim  
William Ow  
June Padilla Ponce  
Pam Santacroce  
Bob Shepherd  
Helen Shepherd  
Ginny Solari Mazry  
Rachael Spencer  
Rachel Wedeen  
Theo Wierdsma  
*Staff:* Caitlin Bonura

## SCHOLARSHIP

*Chair:* Rachael Spencer  
Kelly Nesheim  
*College Advisor:*  
Tootie Tzimbali  
*Staff:* Caitlin Bonura

## WOMEN'S EDUCATIONAL SUCCESS (WES)

*Co-chairs:*  
Mary Anne Carson  
Carolyn Mecozzi  
Robin Adkins  
Pat Alvarez  
Pat Barton  
Lindy Bixby  
Rhonda Bonett  
Sue Broadston  
Cathy Conway  
Mary Culley  
Kimberley Dawn  
Julie Hanks  
Diana Hayden  
Janet Krassow  
Leola Lapides  
Nancy Machado  
Amy Newell  
Mara Paladrani  
Tonee Picard

Patty Quillin  
Cathy Richards-Bradley  
Mary Spire  
Teresa Thomae  
Karri White  
Donna Ziel

## *WES Advisors:*

Marcy Alancraig  
Jenna Becker  
Rosemary Brogan  
Sue Bruckner  
Lori Chavez  
Lauren Cole  
Olga Diaz  
Mario Garcia  
Ofelia 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