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VP Instruction

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EXECUTIVE DIRECTOR
Eileen Hill

MEMORANDUM

DATE: April 12, 2018

TO: Alan Aman, Claire Biancalana, Owen Brown, Linda Burroughs,
David Heald, William Ow, Steve Snodgrass, Rachael Spencer, Matt
Wetstein

FROM: Leola Lapides, CCF President

STAFF: Eileen Hill, Nancy Machado, Lori Hood

SUBJECT: Executive Committee Meeting
Thursday, April 19, 2018
9:00 am – 10:00 am
Cabrillo College, Sesnon House, Room 1824
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	
<i>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.</i>		

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.

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July 1, 2017 to April 10, 2018		
Outright Gifts:	\$ 3,123,108	
Unbooked Revocable Planned Gifts:	\$ 50,000	
Total:	\$3,173,108	
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1. Adjournment	L. Lapidès	

Executive Committee 2017-18 Attendance Chart

Executive Committee Members	8/30/17	10/16/17	1/18/18	4/19/18
Alan Aman	P	P	P	
Claire Biancalana	P	P	A	
Owen Brown	P	P	P	
Linda Burroughs	P	A	P	
David Heald	P	A	P	
Leola Lapidés	P	P	P	
William Ow	A	P	A	
Steve Snodgrass	P	P	P	
Rachael Spencer	P	P	P	
Matt Wetstein	N/A	N/A	N/A	

P=Present, A=Absent, N/A=Not applicable, not on committee at that time. Attendance is based on the Executive Committee meeting minutes. Please call the Cabrillo College Foundation office if you believe this chart is in error.

**Cabrillo College Foundation
Executive Committee Meeting Minutes
January 18, 2018**

Present: Alan Aman, Owen Brown, Linda Burroughs, David Heald, Leola Lapides, Steve Snodgrass, Rachael Spencer

Absent: Claire Biancalana, William Ow

Staff: Eileen Hill, Nancy Machado, Lori Hood

Call to Order – L. Lapides called the meeting to order at 9:01 a.m.

Approval of Agenda

Motion: MSC: S. Snodgrass , R. Spencer. The committee voted unanimously to approve the Executive Committee agenda.

Public Comment Opportunity

There were no members of the public in attendance.

Approve Executive Committee Minutes

Motion: MSC: O. Brown / R. Spencer. Owen Brown, Leola Lapides, Steve Snodgrass and Rachael Spencer voted to approve the Executive Committee Minutes of October 16, 2017. Linda Burroughs and David Heald abstained. Claire Biancalana and William Ow were absent.

Cabrillo College Report

Eileen Hill talked about the new Cabrillo College President, Matt Wetstein, starting at Cabrillo on February 1. She told the committee that he would be attending a couple of Flex Week sessions next week at Cabrillo before he starts. The Foundation will be hosting a welcome reception for Matt at Sesnon House on February 22 and will open the event up to donors, Board members and Cabrillo managers and deans.

Executive Director Report

Eileen Hill talked about the onboarding plan for Matt Wetstein as the new Cabrillo College President. She is working on setting up meetings with special donors to introduce them to Matt. She discussed the move to Morgan Stanley and reported that the transition is going smoothly. Eileen reported that the new Foundation website is live and so far - well received. A few minor kinks are being resolved.

Eileen informed the committee that the Foundation received a \$1M estate gift from the trust of Evelyn Pelz. She gave a brief history of Evelyn's giving to Cabrillo and described how Cabrillo received the gift as the contingent beneficiary of her estate. Eileen will be speaking with the executor of the estate to learn more about the family and how best to allocate the gift. Rachael Spencer commented about the importance of putting energy into planned giving.

Eileen talked about the \$5,000 gift received from Astrid Atkinson to support the Ethics Bowl team at Cabrillo who is moving on in their competition (beating out Stanford!). She told the group about her conversation with a recipient of one of ten \$10,000 Grove Scholarships for CTE students. The graduate reported that he has increased his earnings from \$16/hour to \$55/hour and loves his job. Cabrillo is the only college outside of the Grove Foundation's district to receive donations largely because of outstanding administration of the scholarship and thorough follow up with recipients.

Eileen discussed two requests she received to help with fundraising for Cabrillo programs. The Athletic Department needs \$350,000 in additional funding to complete a refurbishing of the football field and the Ag Tech program needs \$400,000 in additional funding to construct a greenhouse. Members of the Executive Committee had several great ideas for resources that Eileen can contact for both projects.

Eileen spoke briefly about the tax reform and how it might affect giving to the Foundation. From her research, it appears that the effect should be minimal since those who already give on the higher lever are not affected by the reform, and those who make smaller donations typically give for reasons other than tax benefits. Eileen noted that it is important to speak to donors' hearts rather than focusing on tax deductions.

Approve Financial Statements

The Executive Committee reviewed the November 30, 2017 Financial Statements. Alan Aman reported that the total assets were \$32.4M, \$2.9M over prior year. Net assets were \$31.2M, \$3.1M over prior year. The total revenue for unrestricted, non-endowed and endowed funds was \$3.0M. Total expenses were \$1.4 with a net surplus for all funds of \$1.6M. The total operating revenue was \$330K and expenses \$379K. The operating deficit was \$50K.

Motion: MSC: R. Spencer/S. Snodgrass. The committee voted unanimously to approve the November 30, 2017 Financial Statements.

Approve Authorized Signer Changes

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 a signer in his new role as President of Cabrillo College and Assistant Secretary for the Cabrillo College Foundation.

Motion: MSC: L. Burroughs/D. Heald. The committee voted unanimously to approve removing Laurel Jones and adding Matthew Wetstein as an authorized signer for the Cabrillo College Foundation banking and investment accounts.

Net Assets, Endowed Net Assets and Historical Gifts Chart

The ending net assets balance as of November 30, 2017 was \$30,763,600, the endowed net assets balance was \$27,905,883, and the endowed historical gifts value was \$21,081,507. All were the highest ever reported by the Cabrillo College Foundation.

Investment Activity review

The Cabrillo College Foundation Traditional Endowment pool return on investments update 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%

The CCF return on investments for the UBS ESG Endowment pool return on investments 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%

Morgan Stanley Contract with Cabrillo College Foundation

Alan Aman reported that after outside review of the Morgan Stanley contract, the Finance and Investments Committee has approved signing the contract. A set of checkpoints or counter measures are being developed by staff and the Finance and Investments Committee in order to fulfill our fiduciary responsibility.

2018-19 Budget Timeline and 990 Timeline

Nancy Machado reviewed the 2018-19 Budget Timeline and said she and Eileen Hill have begun working on the budget. She informed the committee that the 2016-17 990 filing preparation will begin the first week of April.

President's Circle

Owen Brown reported that as of January 9, \$320,425 has been raised towards the goal of \$332,000. 174 members have joined and 26 NEW members have joined. He reminded the committee about the reception for new and prospective President's Circle members at Ella's at the Airport on January 30, 5:30 – 7:00 pm.

Cabrillo Advanced Placement (CAP)

Leola Lapidés talked about the success of the CAP program. Last year 77% of CAP high school seniors went to college compared to the college enrollment benchmark of 49%. 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. The CAP ceremony will be held on March 6, 6:00 pm at Crocker Theater.

Committee Calendar & Roster

Leola Lapidès reviewed upcoming meeting and event dates.

Adjournment

The meeting was adjourned at 9:53 a.m.

Respectfully submitted,



Eileen Hill, Executive Director

Next Meeting:
Thursday, April 19, 2018
9:00 – 10:00 am
Sesnon House, Room 1824

Executive Committee 2017-18 Attendance Chart

Executive Committee Members	8/30/17	10/16/17	1/18/18	
Alan Aman	P	P	P	
Claire Biancalana	P	P	A	
Owen Brown	P	P	P	
Linda Burroughs	P	A	P	
David Heald	P	A	P	
Laurel Jones	P	P	N/A	
Leola Lapidès	P	P	P	
William Ow	A	P	A	
Steve Snodgrass	P	P	P	
Rachael Spencer	P	P	P	

P=Present A=Absent N/A=Not applicable, not on committee at that time

Attendance is based on the Executive Committee meeting minutes. Please call the Cabrillo College Foundation office if you believe this chart is in error.



Board of Trustees Report,

April 2, 2018, Matt Wetstein

There are several things to celebrate today related to student success:

- 1) The College's Ethics Bowl team qualified for the national championship and earned a 7th place ranking. On its way to a stellar finish this year, Cabrillo's team pulled off two impressive feats: it defeated Stanford's team and also topped last year's winning team from West Point. The students deserve our congratulations.
- 2) Men's basketball player Linton Acliese was named to the all-state team – the only Cabrillo player in the history of the college to earn that honor twice. The team won the conference co-championship and participated in the state basketball tournament.
- 3) The Women's Basketball team won the Coast South Conference championship with a 20-5 record and Pauli Pappas was named conference MVP.

College Events, Meetings and Visits	Community Events and Visits
Meeting with Rock Pfothauer BACCC 3/6	CEO Symposium 3/2 – 3/4
Administrative Council 3/7	Lunch with United Way Director 3/5
Guided Pathways Meeting 3/8	Lunch with MBEP Director 3/6
Cabrillo Baseball & Softball Games 3/8	Foundation CAP Scholarship Ceremony 3/6
Samper Fourth Grade Experience 3/9	Welcome Reception r.blitzer Gallery 3/7
Wine & Cheese Reception with Cabinet 3/9	Meeting with UCSC STEM Dean, 3/7
Welcome Visiting Japanese Students 3/12	Aptos Chamber of Commerce 3/8
GOAL Adult Ed Board Meeting 3/12	County Superintendents Meeting 3/8
Moment of Silence for Parkland Victims 3/14	S4C Steering Committee 3/12
President's Circle Luncheon 3/14	Meeting with Sheriff's Dept. 3/12
Honors English Classroom Visit 3/15	Meeting with Audit Firm 3/13
Student Senate Meeting 3/15	Santa Cruz Chamber Business Expo 3/14
Open Office Hours Watsonville Center 3/16	Santa Cruz Business Council 3/15
Technology Committee 3/16	Pajaro Valley Chamber 3/15
Facilities Planning Committee 3/16	Retired Faculty Luncheon 3/16
Open Office Hours Aptos 3/16	CCC-CSUMB President's Conversation 3/19
Wine & Cheese Reception – Faculty/Cld. 3/16	UC Davis Wheelhouse Fellows Conf. 3/21 – 3/23
Graduation Committee 3/19	Meeting with retired Historian Sandy Lydon 3/26
Faculty Senate 3/20	Meeting with Rebecca Garcia 3/28
VAPA Office Art Display 3/26	Meeting with State Sen. Bill Monning 3/28
CCEU Meeting 3/27	Meeting Soquel Creek Water Dist. 3/29
President's Circle Wrap-Up Reception 3/28	Region 5 CCC CEO's – Funding Formula 4/2
Foundation Finance Committee 3/29	
Lunch with Claire Conklin CCEU 3/29	
Veterans Center Roundtable Discussion 4/2	
Art Gallery Display: Cyphers 4/2	

I'd like to specifically thank a host of people who helped make the Samper Fourth Grade Experience a rousing success. No doubt I will leave someone important off the list, but critical contributors and organizers of the event included:

Aurora Fujishin (the overall leader of the effort)

Committee Members

Desha Staley-Raatior

Dejon Weldon

Zach McDaniel

Jasmin Valencia-Castillo

Ashley Carniglia

Cristine Chopra

Gina Bellisomi

Meghan Brightwater

Mark Ramsey for helping supply athletes to lead stretches with the students

Alta Northcutt for her enthusiasm and dancing skills

Sue Gochis for her Sue-per attitude as Sammy the Seahawk

Special thanks also go to faculty volunteers for their willingness to present material from their disciplines to the students:

Kelli Horner

Elizabeth Flynn

Joe McCullough

Several student clubs also contributed to the event:

MTRAK Club

Robotics Club

AGS Club

Film Club

Student Senate

Special thanks also to additional staff:

Janette Jensen, Tom Wyner, and the facilities crew

Spring Andrews and the IT staff

Sheriff's Office (for help with traffic and bus drop-offs and pick-ups)

This list demonstrates how important this event is to our community, and how well our departments work together to deliver a high-quality experience to local school kids. It was impressive to see come together, even in my limited role as the video host and lunch server to contributors and volunteers.

Executive Director Report: April 2018

Administration

- Onboarding new President Matt Wetstein
- Succession Planning
- 3-year review of Bylaws, Master Agreement and Articles of Incorporation
- Board Member 1:1 meetings
- Nominating Committee: recruiting new Board members
- 2018-19 Operating Budget
- Top 20 California Community College Summit



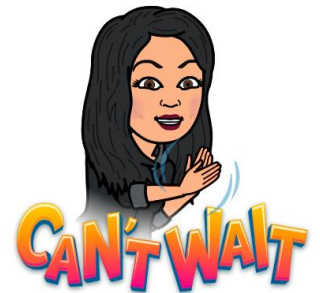
Fundraising

- 2017-18 fundraising goal is \$3M and \$3,173,108 has been raised so far
- Evelyn Pelz \$1M estate gift
- Donor stewardship 1:1 meetings
- President's Circle: \$370,425 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, Makerspace, Honors/Transfer, Horticulture, Engineering, Dental Hygiene, CAP, etc. (\$10,000 - \$400,000 solicitations)
- Appeal letters to over 2,500 donors and prospects (CAP, Cabrillo Stage, Stroke Center)



Upcoming Events

- 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 Winemaker's Dinner (\$2,500+ donors):
May 17, 6:00 – 8:00 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



Cabrillo College FOUNDATION

MEMORANDUM

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Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

Date: April 12, 2018
To: Executive Committee
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 - 4/10/18	2017-18 Target	
ANNUAL APPEALS		
\$370,425	\$333,000	President's Circle
\$75,660	\$95,000	Annual Fund
\$112,691	\$170,000	Women's Educational Success
\$47,657	\$197,000	Cabrillo Advancement Program (Endowed)
\$235,981	\$500,000	Scholarships (Endowed)
\$102,545	\$250,000	Scholarships (Nonendowed)
SPECIAL INITIATIVES		
\$250,500	\$250,000	Guided Pathways
\$0	\$100,000	Guardian Scholars (Foster Youth)
\$36,030	\$50,000	Cabrillo Stage
\$51,231	\$50,000	Stroke Center
\$152,034	\$50,000	Tutoring Support
\$0	\$25,000	Samper 4 th Grade Experience
\$20,000	\$20,000	Makers Space Internships
\$5,000	\$10,000	Cabrillo Youth Chorus
\$545,144	\$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
\$3,173,108	\$3,000,000	TOTAL

Cabrillo College

FOUNDATION

DATE: April 12, 2018

TO: Executive Committee

FROM: Eileen Hill

July 1, 2017 to April 10, 2018

2017-18 Outright Gifts Fundraising Total

\$3,123,108

2017-18 Unbooked Revocable Planned Gifts

\$ 50,000

Total

\$3,173,108

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

Recorded Gifts 7-1-17 to 04-10-18:

Evelyn Pelz Estate (Areas of Greatest Need Endowment) \$ 1,000,000

Monterey Peninsula Foundation (Guided Pathways) \$ 240,000

Mary Polo Estate (STEM Tutoring & Internships) \$ 172,034

Anonymous (Honors Program) \$ 155,000

SD Trombetta Foundation (ECE, Scholarship & ECE Peace Library) \$ 125,000

Anonymous (President's Circle Endowment) \$ 100,000

Joan Griffiths (President's Circle) \$ 61,051

Kathryn Shephard (Scholarship) \$ 40,653

Rachael Spencer & Kevin Rooney (Spencer – Rooney Transfer
Endowment & President's Circle) \$ 34,004

William & Lupe Burgstrom (CAP) \$ 25,000

Brian & Patti Herman (Guided Pathways, President's Circle, Scholarship) \$ 24,000

Dominican Santa Cruz Hospital (Scholarship) \$ 22,000

Muriel Prolo (Piano Nonendowed & President's Circle) \$ 21,480

Diane Trombetta & Tom Davis (Scholarship) \$ 21,000

Jill & Dick Wilson (Scholarship) \$ 20,420

Leonard R. Lundquist Trust (Faculty Grants) \$ 18,210

Jo-Ann Panzardi (Engineering, Scholarship & WES) \$ 15,360

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

Norman Lezin Estate (TBD) \$ 10,000

Carol Moore Notaras (Dental Hygiene) \$ 10,000

Patty Quillin & Reed Hastings (President's Circle) \$ 10,000

Ow Family Properties (Stroke Center) \$ 10,000

Wells Fargo Bank (SBDC) \$ 10,000

Foundation for CA Community Colleges (Scholarship) \$ 9,900

Harry & Mary Blanchard (WES, President's Circle, Scholarship,
Cabrillo Stage) \$ 7,000

Ziggy & Sylvia Cierkosz (Engineering) \$ 7,000

Gifts under \$7,000.00 (2,412 of 2,446 total donors)

\$ 838,042

Total Outright Gifts \$ 3,123,108

Total Unbooked Revocable Planned Gifts \$ 50,000

TOTAL \$3,173,108

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

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CABRILLO COLLEGE FOUNDATION
January 31, 2018 Condensed Narrative
Updated March 13, 2018

(1) Balance Sheet

- **Total Assets:**
Total assets of \$34.9M are \$4.8M over prior year due to positive investment results, receipt of pledge payments and higher contributed income.
- **Receivables:**
Total pledges receivable are \$472K less than prior year. Pledges receivable will continue to decline until new pledges or bequests are received.
- **Liabilities:**
Liabilities of \$1.1M 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 \$33.8M are \$4.7M over prior year.

(2) Income Statement

- **Revenue:**
Earned income as of January 31, 2018 of \$3.4M is \$1.4M over the prior year balance of \$2.0M. Contributed income of \$2.6M is \$1.1M over prior year due to recording the \$1.0M Evelyn Pelz bequest.
- **Expenses:**
Expenses of \$1.8M are in line with prior year.
- **Surplus/Deficit:**
As of January 31, 2018, the Cabrillo College Foundation has a \$4.2M surplus; \$2.5M higher than prior year. This is due to the \$1.0M donation from the Evelyn Pelz Estate and \$1.5M positive investment results.

(3) Operational Budget to Actual

- **Revenue:**
Operating revenue of \$687k is \$177K favorable vs budget. Fee Income and President's Circle are above projection for 17-18.

- **Expenses:**
Operating expenses of \$530K are \$46K favorable vs projection. The largest variance is Consultants expense which is \$10K favorable vs projection. The website update came in \$10K under budget.
- **Surplus/Deficit:**
The operating fund surplus is \$157K. This is \$223K better than projected due to a \$74K favorable variance in fee income and \$89K 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 January 31, 2018 (7 months) is as follows:

Actual Return:	12.85%
Benchmark Return:	13.31%
Difference:	- 0.46%
- Our return on investments for the UBS ESG Long-Term Pool fiscal year to date as of January 31, 2018 (7 months) is as follows:

Actual Return:	8.51%
Benchmark Return:	9.37%
Difference:	-0.86%

Cabrillo College Foundation
Balance Sheet as of January 31, 2018
 With Comparative Totals as of January 31, 2017

	Operating 1/31/18 A	Nonendowed 1/31/18 B	Endowed 1/31/18 C	Total 1/31/18 D	Total 1/31/17 E
ASSETS					
CASH AND INVESTMENTS					
CASH					
WELLS FARGO BANK	\$17,128	(\$8,258)	\$43,764	\$52,635	\$31,800
BAY FEDERAL	\$6,157	\$0	\$1,290	\$7,447	\$7,445
BAY FEDERAL CREDIT UNION	\$22,809	\$150,000	\$0	\$172,809	\$172,378
MORGAN STANLEY NONENDOWED	\$834,428	\$2,055,427	\$646,787	\$3,536,641	\$3,174,979
SANTA CRUZ COUNTY BANK	\$10,738	\$196,364	\$0	\$207,102	\$206,674
MORGAN STANLEY GIFT RECEIPT	\$4,241	\$1,032	\$557	\$5,830	\$0
MORGAN STANLEY GATES	\$15,249	\$15,224	\$0	\$30,473	\$67,135
LIGHTHOUSE BANK	\$17,064	\$233,000	\$0	\$250,064	\$250,965
SUBTOTAL CASH	\$927,815	\$2,642,790	\$692,397	\$4,263,001	\$3,911,376
INVESTMENTS					
MORGAN STANLEY TITLE V HOLDING	\$0	\$0	\$0	\$0	\$21,004
MORGAN STANLEY LONG TERM POOL	\$97,084	\$4,256	\$27,450,541	\$27,551,881	\$23,398,612
MORGAN STANLEY TITLE V	\$0	\$0	\$1,168,467	\$1,168,467	\$994,724
MORGAN STANLEY TITLE III	\$0	\$0	\$190,728	\$190,728	\$168,618
MORGAN STANLEY ESG	\$3,038	\$0	\$904,289	\$907,328	\$588,880
SUBTOTAL INVESTMENTS	\$100,123	\$4,256	\$29,714,025	\$29,818,404	\$25,171,839
TOTAL CASH AND INVESTMENTS	\$1,027,937	\$2,647,045	\$30,406,422	\$34,081,405	\$29,083,215
RECEIVABLES					
PLEDGES					
PLEDGES - UNRESTRICTED	\$7,945	\$0	\$0	\$7,945	\$19,746
PLEDGES - ANNUAL FUND	\$28,653	\$0	\$0	\$28,653	\$30,396
PLEDGES - RESTRICTED	\$0	\$101,895	\$23,128	\$125,023	\$584,076
ALLOWANCE FOR UNCOLLECTIBLE PLEDGES	(\$10,029)	\$0	\$0	(\$10,029)	(\$10,642)
SUBTOTAL PLEDGES	\$26,570	\$101,895	\$23,128	\$151,593	\$623,576
ACCOUNTS RECEIVABLE					
ACCOUNTS RECEIVABLE	\$250	\$1,624	\$0	\$1,874	\$4,043

Cabrillo College Foundation
Balance Sheet as of January 31, 2018
 With Comparative Totals as of January 31, 2017

	Operating 1/31/18 A	Nonendowed 1/31/18 B	Endowed 1/31/18 C	Total 1/31/18 D	Total 1/31/17 E
TOTAL ACCOUNTS RECEIVABLE	\$250	\$1,624	\$0	\$1,874	\$4,043
OTHER RECEIVABLES					
NOTES RECEIVABLE	\$10,925	\$0	\$0	\$10,925	\$0
ACCRUED INTEREST RECEIVABLE	\$2,622	\$0	\$0	\$2,622	\$0
SPLIT INTEREST AGREEMENTS	\$59,862	\$75,054	\$325,714	\$460,630	\$378,181
SUBTOTAL OTHER RECEIVABLES	\$73,409	\$75,054	\$325,714	\$474,177	\$378,181
TOTAL RECEIVABLES	\$100,229	\$178,573	\$348,843	\$627,644	\$1,005,800
FIXED ASSETS					
OFFICE EQUIPMENT	\$75,743	\$0	\$0	\$75,743	\$70,092
ACCUMULATED DEPRECIATION	(\$70,092)	\$0	\$0	(\$70,092)	(\$70,092)
TOTAL FIXED ASSETS (NET)	\$5,651	\$0	\$0	\$5,651	\$0
PREPAID EXPENSES	\$5,217	\$0	\$0	\$5,217	\$707
PREPAID RETIREMENT EXPENSE	\$26,227	\$0	\$0	\$26,227	\$27,341
DEFERRED OUTFLOWS - FY PERS EXPENSE	\$44,977	\$0	\$0	\$44,977	\$0
DEFERRED OUTFLOWS - PENSION INVESTMENTS	\$81,394	\$0	\$0	\$81,394	\$0
TOTAL ASSETS	\$1,291,633	\$2,825,618	\$30,755,265	\$34,872,515	\$30,117,063

Cabrillo College Foundation
Balance Sheet as of January 31, 2018
 With Comparative Totals as of January 31, 2017

	Operating 1/31/18 A	Nonendowed 1/31/18 B	Endowed 1/31/18 C	Total 1/31/18 D	Total 1/31/17 E
LIABILITIES AND NET ASSETS					
LIABILITIES					
PAYABLES AND ACCRUED EXPENSES					
ACCOUNTS PAYABLE	\$5,391	\$5,702	\$0	\$11,094	\$29,985
ACCRUED PTO	\$34,932	\$0	\$0	\$34,932	\$18,097
ACCRUED EXPENSES	\$10,520	\$0	\$0	\$10,520	\$57,395
PAYROLL WITHHOLDINGS	\$0	\$0	\$0	\$0	\$816
SECTION 125 WITHHOLDINGS	\$477	\$0	\$0	\$477	\$1,050
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	\$487,884	\$5,702	\$0	\$493,587	\$386,932
SCHOLARSHIPS AWARDED					
CAP SCHOLARSHIPS	\$0	\$31,997	\$463,177	\$495,174	\$501,350
ENDOWED SCHOLARSHIPS	\$0	\$0	\$0	\$0	\$1,534
ANNUAL SCHOLARSHIPS	\$0	\$80,918	\$0	\$80,918	\$95,021
SUBTOTAL SCHOLARSHIPS AWARDED	\$0	\$112,915	\$463,177	\$576,092	\$597,906
WES GRANTS PAYABLE					
WES GRANTS	\$0	\$0	\$22,115	\$22,115	\$20,936
SUBTOTAL WES GRANTS PAYABLE	\$0	\$0	\$22,115	\$22,115	\$20,936
TOTAL LIABILITIES	\$487,884	\$118,618	\$485,292	\$1,091,794	\$1,005,774
NET ASSETS					
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	\$156,806	\$0	\$0	\$156,806	\$44,758

Cabrillo College Foundation
Balance Sheet as of January 31, 2018
 With Comparative Totals as of January 31, 2017

	Operating 1/31/18 A	Nonendowed 1/31/18 B	Endowed 1/31/18 C	Total 1/31/18 D	Total 1/31/17 E
SUBTOTAL OPERATING NET ASSETS	\$803,748	\$0	\$0	\$803,748	\$624,236
NET ASSETS - NONENDOWED	\$0	\$2,707,000	\$0	\$2,707,000	\$3,294,478
NET ASSETS - ENDOWED	\$0	\$0	\$30,269,973	\$30,269,973	\$25,192,575
TOTAL NET ASSETS	\$803,748	\$2,707,000	\$30,269,973	\$33,780,721	\$29,106,923
TOTAL LIABILITIES AND NET ASSETS	\$1,291,632	\$2,825,618	\$30,755,265	\$34,872,515	\$30,117,063
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$646,942	 \$2,894,942	 \$26,087,469	 \$29,629,353	 \$27,421,720
 NET SURPLUS/(DEFICIT)	 \$156,806	 (\$187,941)	 \$4,182,504	 \$4,151,368	 \$1,685,203
 ENDING NET ASSETS	 \$803,748	 \$2,707,000	 \$30,269,973	 \$33,780,721	 \$29,106,923

Cabrillo College Foundation
Income Statement by Fund as of January 31, 2018
 With Comparative Totals as of January 31, 2017

	Operating 1/31/18 A	Nonendowed 1/31/18 B	Endowed 1/31/18 C	Total 1/31/18 D	Total 1/31/17 E
REVENUE					
EARNED INCOME					
INTEREST AND DIVIDENDS	\$17,923	\$180	\$391,723	\$409,826	\$341,092
UNREALIZED GAIN/LOSS ON SECURITIES	(\$203)	\$0	\$2,448,535	\$2,448,331	\$1,154,026
REALIZED GAINS/LOSSES	\$0	\$0	\$227,276	\$227,276	\$298,567
FEE INCOME	\$114,914	\$0	\$0	\$114,914	\$57,741
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	\$343,091	\$180	\$3,067,534	\$3,410,805	\$2,034,410
CONTRIBUTED INCOME					
RESTRICTED CONTRIBUTIONS	\$0	\$630,351	\$1,576,281	\$2,206,632	\$1,096,113
ANNUAL FUND	\$8,328	\$0	\$0	\$8,328	\$35,417
PRESIDENT'S CIRCLE GIFTS	\$318,191	\$0	\$0	\$318,191	\$288,784
UNRESTRICTED GIFTS	\$9,864	\$0	\$0	\$9,864	\$20,301
INTERFUND CONTRIBUTIONS	\$0	(\$1,451)	\$1,451	\$0	\$0
IN KIND REVENUE	\$0	\$27,716	\$0	\$27,716	\$16,751
IN KIND REVENUE-RENT	\$7,770	\$0	\$0	\$7,770	\$9,534
TOTAL CONTRIBUTED INCOME	\$344,152	\$656,616	\$1,577,732	\$2,578,501	\$1,466,900
TOTAL REVENUE	\$687,243	\$656,796	\$4,645,266	\$5,989,305	\$3,501,310
EXPENSES					
SALARIES & WAGES					
SALARIES & WAGES	\$257,358	\$4,463	\$0	\$261,821	\$290,602
TOTAL SALARIES & WAGES	\$257,358	\$4,463	\$0	\$261,821	\$290,602
PAYROLL TAXES, BENEFITS					
PAYROLL TAXES, BENEFITS	\$132,939	\$591	\$0	\$133,530	\$124,731
TOTAL PAYROLL TAXES, BENEFITS	\$132,939	\$591	\$0	\$133,530	\$124,731
ADVERTISING	\$0	\$0	\$0	\$0	\$787
PRINTING	\$17,509	\$0	\$0	\$17,509	\$17,549
PHOTOS	\$1,575	\$0	\$0	\$1,575	\$1,600
CONSULTANTS	\$40,465	\$0	\$0	\$40,465	\$29,754

Cabrillo College Foundation
Income Statement by Fund as of January 31, 2018
 With Comparative Totals as of January 31, 2017

	Operating 1/31/18 A	Nonendowed 1/31/18 B	Endowed 1/31/18 C	Total 1/31/18 D	Total 1/31/17 E
FOOD	\$0	\$0	\$0	\$0	\$60
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$23,493	\$0	\$0	\$23,493	\$23,604
OFFICE EQUIP & MAINTENANCE					
OFFICE EQUIPMENT	\$604	\$0	\$0	\$604	\$517
DEPRECIATION EXPENSE	\$303	\$0	\$0	\$303	\$0
SOFTWARE MAINTENANCE	\$10,953	\$0	\$0	\$10,953	\$10,236
TOTAL OFFICE EQUIP & MAINTENANCE	\$11,860	\$0	\$0	\$11,860	\$10,753
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$177	\$0	\$0	\$177	\$1,075
OFFICE SUPPLIES	\$5,678	\$0	\$0	\$5,678	\$4,369
POSTAGE & MAILING SERVICE	\$3,908	\$0	\$0	\$3,908	\$1,991
BOARD EXPENSES	(\$610)	\$0	\$0	(\$610)	(\$240)
OTHER EXPENSES					
MISCELLANEOUS	\$247	\$0	\$0	\$247	\$108
UNCOLLECTIBLE PLEDGES	\$8,244	\$5,325	\$260	\$13,829	\$31,827
MILEAGE & PARKING	\$207	\$0	\$0	\$207	\$96
INTERNET SERVICE	\$700	\$0	\$0	\$700	\$611
IT HOSTING SERVICE	\$9,295	\$0	\$0	\$9,295	\$4,002
BANK CHARGES	\$4,834	\$150	\$0	\$4,984	\$3,703
INVESTMENT FEES	\$0	\$0	\$74,170	\$74,170	\$110,981
MANAGEMENT FEES	\$0	\$0	\$193,336	\$193,336	\$164,636
DIRECTOR/OFFICER LIABILITY INS	\$2,524	\$0	\$0	\$2,524	\$2,600
LIABILITY AND PROPERTY INSURANCE	\$2,264	\$0	\$0	\$2,264	\$2,354
TOTAL OTHER EXPENSES	\$28,315	\$5,475	\$267,767	\$301,556	\$320,918
IN KIND EXPENSE	\$0	\$27,716	\$0	\$27,716	\$16,751
IN KIND EXPENSE - RENT	\$7,770	\$0	\$0	\$7,770	\$9,534
PROJECT EXPENSES	\$0	\$661,852	\$0	\$661,852	\$791,147
CAF EXPENSES	\$0	\$0	\$191,896	\$191,896	\$24,352
SCHOLARSHIPS	\$0	\$144,641	\$3,100	\$147,741	\$146,770
TOTAL EXPENSES	\$530,437	\$844,738	\$462,762	\$1,837,937	\$1,816,107

Cabrillo College Foundation
Income Statement by Fund as of January 31, 2018
With Comparative Totals as of January 31, 2017

NET SURPLUS/(DEFICIT)

<u>\$156,806</u>	<u>(\$187,941)</u>	<u>\$4,182,504</u>	<u>\$4,151,368</u>	<u>\$1,685,203</u>
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Cabrillo College Foundation

Income Statement-Budget to Actual as of 1/31/18

With Comparative Totals as of 1/31/17

	16-17 Actual 7 Months A	17-18 Actual 7 Months B	17-18 Budget 7 Months C	17-18 Actual To 17-18 Budget D	17-18 7 Mo. Actual and 5 Mos. Projected E	17-18 Annual Budget (Approved 5/9/17) F	Variance 17-18 7 Mos. Actual & 5 Mos. Projected to 17-18 Budget G
REVENUE							
EARNED INCOME							
INTEREST AND DIVIDENDS	\$12,841	\$17,923	\$13,650	\$4,273	\$23,400	\$23,400	\$0
UNREALIZED GAIN/LOSS ON SECURITIES	(\$10,176)	(\$203)	\$0	(\$203)	\$0	\$0	\$0
REALIZED GAINS/LOSSES	\$4,378	\$0	\$0	\$0	\$0	\$0	\$0
FEE INCOME	\$57,741	\$114,914	\$41,153	\$73,762	\$161,080	\$119,101	\$41,979
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	\$384,879	\$363,879	\$21,000
TOTAL EARNED INCOME	\$247,767	\$343,091	\$250,974	\$92,117	\$583,416	\$520,612	\$62,804
CONTRIBUTED INCOME							
ANNUAL FUND	\$35,417	\$8,328	\$9,500	(\$1,172)	\$95,000	\$95,000	\$0
PRESIDENT'S CIRCLE GIFTS	\$288,784	\$318,191	\$229,000	\$89,191	\$360,000	\$321,000	\$39,000
UNRESTRICTED GIFTS	\$20,301	\$9,864	\$10,772	(\$909)	\$9,864	\$18,467	(\$8,603)
INTERFUND CONTRIBUTIONS	(\$141)	\$0	\$0	\$0	\$0	\$0	\$0
IN KIND REVENUE-RENT	\$9,534	\$7,770	\$9,534	(\$1,764)	\$13,320	\$16,344	(\$3,024)
TOTAL CONTRIBUTED INCOME	\$353,895	\$344,152	\$258,806	\$85,346	\$478,184	\$450,811	\$27,373
TOTAL REVENUE	\$601,663	\$687,243	\$509,780	\$177,463	\$1,061,600	\$971,423	\$90,177
EXPENSES							
SALARIES & WAGES							
SALARIES & WAGES	\$286,635	\$257,358	\$270,184	\$12,826	\$488,459	\$493,459	\$5,000
TOTAL SALARIES & WAGES	\$286,635	\$257,358	\$270,184	\$12,826	\$488,459	\$493,459	\$5,000
PAYROLL TAXES, BENEFITS							
PAYROLL TAXES, BENEFITS	\$124,184	\$132,939	\$127,649	(\$5,290)	\$243,212	\$237,965	(\$5,247)
TOTAL PAYROLL TAXES, BENEFITS	\$124,184	\$132,939	\$127,649	(\$5,290)	\$243,212	\$237,965	(\$5,247)
ADVERTISING	\$787	\$0	\$500	\$500	\$1,000	\$1,000	\$0
PRINTING	\$17,549	\$17,509	\$17,900	\$391	\$21,000	\$19,100	(\$1,900)
PHOTOS	\$1,600	\$1,575	\$2,000	\$425	\$3,400	\$3,400	\$0
CONSULTANTS	\$29,754	\$40,465	\$62,333	\$21,868	\$61,950	\$71,950	\$10,000
FOOD	\$60	\$0	\$175	\$175	\$300	\$300	\$0

Cabrillo College Foundation
Income Statement-Budget to Actual as of 1/31/18
 With Comparative Totals as of 1/31/17

	16-17 Actual 7 Months A	17-18 Actual 7 Months B	17-18 Budget 7 Months C	17-18 Actual To 17-18 Budget D	17-18 7 Mo. Actual and 5 Mos. Projected E	17-18 Annual Budget (Approved 5/9/17) F	Variance 17-18 7 Mos. Actual & 5 Mos. Projected to 17-18 Budget G
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$23,604	\$23,493	\$28,347	\$4,854	\$53,305	\$50,026	(\$3,279)
OFFICE EQUIP & MAINTENANCE							
OFFICE EQUIPMENT	\$517	\$604	\$688	\$85	\$3,500	\$1,180	(\$2,320)
DEPRECIATION EXPENSE	\$0	\$303	\$0	(\$303)	\$808	\$0	(\$808)
SOFTWARE MAINTENANCE	\$10,236	\$10,953	\$10,986	\$33	\$10,953	\$10,986	\$33
TOTAL OFFICE EQUIP & MAINTENANCE	\$10,753	\$11,860	\$11,674	(\$186)	\$15,261	\$12,166	(\$3,095)
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$1,075	\$177	\$876	\$698	\$328	\$1,501	\$1,173
OFFICE SUPPLIES	\$4,369	\$5,678	\$3,721	(\$1,957)	\$6,379	\$6,379	\$0
POSTAGE & MAILING SERVICE	\$1,991	\$3,908	\$5,847	\$1,939	\$10,023	\$10,023	\$0
BOARD EXPENSES	(\$240)	(\$610)	\$1,266	\$1,876	\$2,170	\$2,170	\$0
OTHER EXPENSES							
MISCELLANEOUS	\$108	\$247	\$263	\$16	\$450	\$450	\$0
UNCOLLECTIBLE PLEDGES	\$31,727	\$8,244	\$19,396	\$11,152	\$33,250	\$33,250	\$0
MILEAGE & PARKING	\$96	\$207	\$318	\$111	\$545	\$545	\$0
INTERNET SERVICE	\$611	\$700	\$631	(\$69)	\$1,081	\$1,081	\$0
IT HOSTING SERVICE	\$4,002	\$9,295	\$4,602	(\$4,693)	\$9,295	\$4,602	(\$4,693)
BANK CHARGES	\$3,703	\$4,834	\$4,375	(\$459)	\$9,659	\$7,500	(\$2,159)
INVESTMENT FEES	\$49	\$0	\$0	\$0	\$0	\$0	\$0
DIRECTOR/OFFICER LIABILITY INS	\$2,600	\$2,524	\$2,524	\$0	\$4,327	\$4,327	\$0
LIABILITY AND PROPERTY INSURANCE	\$2,354	\$2,264	\$2,266	\$2	\$3,885	\$3,885	\$0
TOTAL OTHER EXPENSES	\$45,250	\$28,315	\$34,374	\$6,060	\$62,492	\$55,640	(\$6,852)
IN KIND EXPENSE - RENT	\$9,534	\$7,770	\$9,534	\$1,764	\$13,320	\$16,344	\$3,024
TOTAL EXPENSES	\$556,905	\$530,437	\$576,381	\$45,944	\$982,599	\$981,423	(\$1,176)
NET SURPLUS/(DEFICIT)	\$44,758	\$156,806	(\$66,600)	\$223,406	\$79,001	(\$10,000)	\$89,001

Cabrillo College FOUNDATION

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VICE PRESIDENT

William Ow

SECRETARY

Owen Brown

CHIEF FINANCIAL OFFICER

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Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

DATE: April 12, 2018
TO: Executive Committee
FROM: Eileen Hill
SUBJECT: 2018-19 Operating Budget Overview

Overview of 2018-19 Operating Budget Compared to 2017-18 Projected Actual

Revenue:

- The 2018-19 operating revenue of \$1,010,184 is projected to be \$51,416 less than the 2017-18 projected actual operating revenue of \$1,061,600.
- The Endowment Management Fee is projected to be \$20,659 higher than 2017-18 primarily due to a \$1.5M increase in endowed contributions.
- Annual Fund telephone outreach campaign will be restructured as it is becoming more difficult to reach people by phone. The 2018-19 Annual Fund Campaign will be reduced to 2 months and focused on our on-going donors. We will begin transitioning to an email campaign. Income is projected to be \$45,000 less.

Expenses:

- The 2018-19 operating expenses of \$965,135 are projected to be \$17,464 less than the 2017-18 projected actual operating expense of \$982,599.
- The 2018-19 salary expense of \$488,988 is virtually unchanged compared to 2017-18 projected actual. Annual Fund salaries are reduced by \$25,000. Salary increases for eligible employees were based on the CalPERS compliant Salary Schedule.

Recommended Motion

Finance and Investments Committee recommends to the Executive Committee the proposed 2018-19 Operating Budget.

Cabrillo College Foundation Budget
Planning Parameters 18-19 to 20-21
Updated 3/21/2018

Description	Projected 2018-19	Projected 2019-20	Projected 2020-21
INCOME:			
INTEREST AND DIVIDENDS	Assume \$2,600,000 (year average of operating and nonendowed cash balances @ 1% unless rates change.	Assume \$2,600,000 (year average of operating and nonendowed cash balances @ 1.10% unless rates change.	Assume \$2,600,000 (year average of operating and nonendowed cash balances @ 1.20% unless rates change.
FEE INCOME - PROPOSAL INDIRECT	\$14,346 ACE; \$5,000 other	\$5,000 Other	\$5,000 Other
FEE INCOME - OTHER	CAP 6% and WES 2.2% of total employee costs excluding Clerical; Grove \$10K; Girls in Engineering \$1,250	CAP 6% and WES 2.2% of total employee costs excluding Clerical; Grove \$10K; Girls in Engineering \$1,250	CAP 6% and WES 2.2% of total employee costs excluding Clerical; Grove \$10K; Girls in Engineering \$1,250
FEE INCOME - GIFT FACILITATION	Average of the 5% gift facilitation fees collected from 7/1/12 through 1/31/18 after deducting for gift facilitation fees on bequests of \$1,000 or more	18-19 Budget plus 10%	19-10 budget plus 10%
OPERATIONAL ENDOWMENT PAYOUT	4% of daily fund balance for previous 12 Trailing Quarters, no increase in fund balance from gifts (GL #8801, #8859, #8322 & 8896)	4% of daily fund balance for previous 12 Trailing Quarters, no increase in fund balance from gifts (GL #8801, #8859, #8322 & 8896)	4% of daily fund balance for previous 12 Trailing Quarters, no increase in fund balance from gifts (GL #8801, #8859, #8322 & 8896)
ENDOWMENT MANAGEMENT FEE	2017-18 Projected actual plus the average 10 year change in endowment fees	2018-19 Projected actual plus the average 10 year change in endowment fees	2018-19 Projected actual plus the average 10 year change in endowment fees
ANNUAL FUND	\$50,000	\$0	\$0
PRESIDENT'S CIRCLE GIFTS	Previous year total plus \$3,000	Previous year total plus \$3,000	Previous year total plus \$3,000
UNRESTRICTED GIFTS	5 year average of unrestricted donations minus bequests over \$10K	5 year average of unrestricted donations minus bequests over \$10K	5 year average of unrestricted donations minus bequests over \$10K
IN KIND REVENUE	\$13,320 Rent provided by Cabrillo College	\$13,320 Rent provided by Cabrillo College	\$13,320 Rent provided by Cabrillo College

Cabrillo College Foundation Budget
Planning Parameters 18-19 to 20-21
Updated 3/21/2018

Description	Projected 2018-19	Projected 2019-20	Projected 2020-21
EXPENSES			
EXECUTIVE DIRECTOR 1.0 FTE	Increase 4.6% on July 1st	Increase 4.6% on July 1st	Increase 4.6% on July 1st
ACCOUNTING & HUMAN RESOURCES MANAGER 1.0 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 0%
DEVELOPMENT OFFICER 1.0 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st
OPERATIONS & COMMUNICATIONS DIRECTOR 1.0 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st
EVENTS COORDINATOR/EXECUTIVE ASSISTANT .49FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 0%
ACCOUNTING & HUMAN RESOURCES SPECIALIST II.49 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st
FOUNDATION ASSISTANT .49 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st
ACCOUNTING ASSISTANT II .49 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st
ANNUAL FUND COORDINATOR	\$4,000	\$0	\$0
ANNUAL FUND CALLERS	\$12,000	\$0	\$0
CLERICAL ASSISTANTS	\$3,000	\$3,000	\$3,000
PAYROLL TAXES	Same percentage rates as 17-18 and including Social Security @ 6.2%	Same percentage rates as 18-19 and including Social Security @ 6.2%	Same percentage rates as 19-20 and including Social Security @ 6.2%
HEALTH BENEFITS-EXECUTIVE DIRECTOR	17-18 Rates plus 2%. Reflects cost sharing.	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.
HEALTH BENEFITS-ACCOUNTING & HUMAN RESOURCES MANAGER	17-18 Rates plus 2%. Reflects cost sharing.	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.
HEALTH BENEFITS-DEVELOPMENT OFFICER	17-18 Rates plus 2%. Reflects cost sharing.	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.
HEALTH BENEFITS-OPERATIONS & MARKETING DIRECTOR	17-18 Rates plus 2%. Reflects cost sharing.	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.
HEALTH BENEFITS-RETIREE	17-18 Rates plus 2%. Reflects cost sharing.	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.
WORKERS COMP	Based on 2017-18 Budget + 1%	Based on 2018-19 Budget + 1%	Based on 2019-20 Budget + 1%
LIFE AND DISABILITY INSURANCE	Based on 2017-18 Budget + 1%	Based on 2018-19 Budget + 1%	Based on 2019-20 Budget + 1%

Cabrillo College Foundation Budget
Planning Parameters 18-19 to 20-21
Updated 3/21/2018

Description	Projected 2018-19	Projected 2019-20	Projected 2020-21
TRAINING/CONFERENCES	Assume \$6,000; staff to attend CASE, \$2,000 other conferences and staff training	Assume \$6,000; staff to attend CASE, \$2,000 other conferences and staff training	Assume \$6,000; staff to attend CASE, \$2,000 other conferences and staff training
PAYROLL PROCESS FEES	Based on 2017-18 Budget less 25% for fewer employees	Based on 2018-19 Budget plus 1%	Based on 2019-20 plus 1%
RETIREMENT PLAN	Based on 6/30/16 Actuarial: 8.92% for EJH/NAM/GW and 6.842% for KS/CB plus \$16,997 (projected unfunded liability) + \$6,310 side fund pay off. First payment on side fund was 7/1/12 and final payment on side fund pay off is 6/30/21.	Based on 6/30/16 Actuarial: 9.3% for EJH/NAM/GW and 6.8% for KS/CB plus \$22,300 (projected unfunded liability) + \$6,310 side fund pay off. First payment on side fund was 7/1/12 and final payment on side fund pay off is 6/30/21.	Based on 6/30/16 Actuarial: 10.2% for EJH/NAM/GW and 7.1% for KS/CB plus \$27,400 (projected unfunded liability) + \$6,310 side fund pay off. First payment on side fund was 7/1/12 and final payment on side fund pay off is 6/30/21.
RETIREE MEDICAL BENEFITS - FUTURE	\$4,400 per 15-16 actuarial. New actuarial will be prepared in June 2019.	\$15,000 estimated with new actuarial completed in June 2019. (\$10,000 is 50% of average amount of previous adjustments)	\$5,000 (19-20 \$15,000 - \$10,000 adjustment) Next actuarial is June 2022.
ADVERTISING	\$1,000 per year	\$1,000 per year	\$1,000 per year
PRINTING	Based on 2017-18 projected actual plus \$2,562.	Based on 18-19 Projected actual plus \$2,562	Based on 19-20 Projected actual plus \$2,562
PHOTOS	Based on 2017-18 Budget + \$400	Based on 2018-19 Budget + \$400	Based on 2019-20 Budget + \$400
CONSULTANTS	Graphic Artist \$2,000; Web Designer \$0; Proposal Writer \$7,000; Form 5500 \$600; Form 990 \$600; Accounting \$4,000 Audit, \$12,930, Legal \$8,000, CalPERS actuarial \$1,500; Retiree Benefits actuarial \$2,500	Graphic Artist \$2,200; Web Designer \$0; Proposal Writer \$7,500; Form 5500 \$700; Form 990 \$700; Accounting \$4,225 Audit, \$13,420, Legal \$8,500 CalPERS actuarial \$1,600; Retiree Benefits actuarial \$0	Graphic Artist \$2,400; Web Designer \$0; Proposal Writer \$8,000; Form 5500 \$800; Form 990 \$800; Accounting \$4,450 Audit, \$13,558, Legal \$9,000, CalPERS actuarial \$1,700; Retiree Benefits actuarial \$0
FUNDRAISING/EVENTS/PUBLIC RELATIONS	17-18 Budget plus 5%. Does not include postage or printing for invitations to events. President's endowment supplements \$2,000 for Pres. Holiday Party	18-19 Budget plus 5%. Does not include postage or printing for invitations to events. President's endowment supplements \$2,000 for Pres. Holiday Party	19-20 Budget plus 5%. Does not include postage or printing for invitations to events. President's endowment supplements \$2,000 for Pres. Holiday Party
OFFICE EQUIPMENT	Based on 2017-18 Budget plus \$80	Based on 2018/19 Budget plus \$80	Based on 2019/20 Budget plus \$80

Cabrillo College Foundation Budget
Planning Parameters 18-19 to 20-21
Updated 3/21/2018

Description	Projected 2018-19	Projected 2019-20	Projected 2020-21
DEPRECIATION EXPENSE	Actual \$1,210.92 (12 mos.)	Actual \$1,210.92 (12 mos.)	Actual \$1,210.92 (12 mos.)
SOFTWARE MAINTENANCE	Based on 2017-18 Projected Actual + \$750	Based on 2018-19 Budget + \$750	Based on 2019-20 Budget + \$750
BOOKS/PUBLICATIONS/MEMBERSHIPS	Based on 2017-18 Budget + 5%	Based on 2018-19 Budget + 5%	Based on 2019-20 Budget + 5%
OFFICE SUPPLIES	Based on 2017-18 Budget + 5%	Based on 2018-19 Budget + 5%	Based on 2019-20 Budget + 5%
POSTAGE & MAILING SERVICE	Based on 2017-18 Budget + \$100	Based on 2018-19 Budget + \$100	Based on 2019-20 Budget + \$100
BOARD EXPENSES	Based on 2017-18 Budget + 5%	Based on 2018-19 Budget + 5%	Based on 2019-20 Budget + 5%
MISCELLANEOUS	Based on 2017-18 Budget plus \$50	Based on 2018-19 Budget plus \$50	Based on 2019-20 Budget plus \$50
UNCOLLECTIBLE PLEDGES	35% of Annual Fund Income projection	\$0	\$0
MILEAGE & PARKING	Based on 2017-18 Budget plus \$50	Based on 2018-19 Budget plus \$50	Based on 2019-20 Budget plus \$50
INTERNET SERVICE	\$110 for 12 months	\$120 for 12 months	\$130 for 12 months
IT HOSTING SERVICE	Based on 2017-18 Actual (fixed amount through 2019-20)	Based on 2018-19 Actual (fixed amount through 2019-20)	Based on 2019-20 + 15%
BANK CHARGES	Based on 2017-18 Projected Actual plus \$500. Trending towards higher fees because of more online donations	Based on 2018-19 Budget plus \$500	Based on 2019-20 Budget plus \$500
DIRECTOR/OFFICER LIABILITY INS	Based on 2017-18 Actual + 4%	Based on 2018-19 Budget + 4%	Based on 2019-20 Budget + 4%
LIABILITY AND PROPERTY INSURANCE	Based on 2017-18 Actual + 4%	Based on 2018-19 Budget + 4%	Based on 2019-20 Budget + 4%
IN KIND EXPENSE	\$13,320 Rent provided by Cabrillo College	\$13,320 Rent provided by Cabrillo College	\$13,320 Rent provided by Cabrillo College
Projected Surplus/Deficit before use of Reserves	\$45,019	\$2,369	\$6,529

Cabrillo College Foundation
Draft 2018-19 to 2020-21 Budget 4/11/2018

	A	K	L	M	N	O	P
1		16-17 Actual	17-18 Budget Board Approved May 9, 2017	17-18 7 Mos. Actual and 5 Mos. Projected	18-19 Projected	19-20 Projected	20-21 Projected
2	REVENUE						
3	INTEREST AND DIVIDENDS	\$17,755	\$23,400	\$23,400	\$26,000	\$28,600	\$31,200
4	FEE INCOME - PROPOSAL INDIRECT	\$30,984	\$16,000	\$33,980	\$19,346	\$5,000	\$5,000
5	FEE INCOME - OTHER	\$62,164	\$64,268	\$65,518	\$69,176	\$73,127	\$74,922
6	FEE INCOME-GIFT FACILITATION	\$22,395	\$38,833	\$61,582	\$26,005	\$28,606	\$31,466
7	OPERATIONAL ENDOWMENTS PAYOUT	\$14,030	\$14,232	\$14,057	\$15,565	\$16,898	\$18,231
8	ENDOWMENT MANAGEMENT FEE	\$369,364	\$363,879	\$384,879	\$405,358	\$429,978	\$451,884
9	ANNUAL FUND	\$104,637	\$95,000	\$95,000	\$50,000	\$0	\$0
10	PRESIDENT'S CIRCLE GIFTS	\$341,770	\$321,000	\$360,000	\$363,000	\$366,000	\$369,000
11	UNRESTRICTED GIFTS	\$55,455	\$18,467	\$9,864	\$22,414	\$19,388	\$21,864
12	IN KIND REVENUE	\$13,320	\$16,344	\$13,320	\$13,320	\$13,320	\$13,320
13	TOTAL REVENUE	\$1,031,874	\$971,423	\$1,061,600	\$1,010,184	\$980,917	\$1,016,887
14							
15	EXPENSES						
29	TOTAL SALARIES	\$465,314	\$493,459	\$488,459	\$488,988	\$495,898	\$514,450
43	TOTAL PAYROLL TAXES AND BENEFITS	\$252,913	\$237,965	\$243,212	\$246,671	\$271,975	\$275,195
44	ADVERTISING	\$787	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
45	PRINTING	\$18,199	\$19,100	\$21,000	\$21,420	\$21,849	\$22,284
46	PHOTOS	\$2,403	\$3,400	\$3,400	\$3,800	\$4,200	\$4,600
47	CONSULTANTS	\$35,399	\$71,950	\$61,950	\$50,043	\$42,532	\$44,779
48	FOOD	\$372	\$300	\$300	\$0	\$0	\$0
49	FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$46,197	\$50,026	\$53,305	\$57,120	\$59,981	\$62,985
50	OFFICE EQUIPMENT	\$732	\$1,180	\$3,500	\$1,260	\$1,340	\$1,420
51	DEPRECIATION EXPENSE	\$0	\$0	\$808	\$1,211	\$1,211	\$1,211
52	SOFTWARE MAINTENANCE	\$10,236	\$10,986	\$10,953	\$11,736	\$12,486	\$13,236
53	BOOKS/PUBLICATIONS/MEMBERSHIPS	\$2,225	\$1,501	\$328	\$1,577	\$1,656	\$1,739
54	OFFICE SUPPLIES	\$8,107	\$6,379	\$6,379	\$6,679	\$7,013	\$7,364

Cabrillo College Foundation
Draft 2018-19 to 2020-21 Budget 4/11/2018

	A	K	L	M	N	O	P
1		16-17 Actual	17-18 Budget Board Approved May 9, 2017	17-18 7 Mos. Actual and 5 Mos. Projected	18-19 Projected	19-20 Projected	20-21 Projected
55	POSTAGE & MAILING SERVICE	\$8,910	\$10,023	\$10,023	\$10,123	\$10,223	\$10,323
56	BOARD EXPENSES	\$1,271	\$2,170	\$2,170	\$2,279	\$2,392	\$2,512
57	MISCELLANEOUS	\$581	\$450	\$450	\$500	\$550	\$600
58	O'ROURKE/RANCON ADJUSTMENT	\$0	\$0	\$25,434	\$0	\$0	\$0
59	UNCOLLECTIBLE PLEDGES - 35%	\$42,937	\$33,250	\$33,250	\$17,500	\$0	\$0
60	MILEAGE & PARKING	\$227	\$545	\$545	\$595	\$645	\$695
61	INTERNET SERVICE	\$1,052	\$1,081	\$1,081	\$1,320	\$1,440	\$1,560
62	IT HOSTING SERVICE	\$4,002	\$4,602	\$9,295	\$9,295	\$9,295	\$10,689
63	BANK CHARGES	\$8,428	\$7,500	\$9,659	\$10,159	\$10,659	\$11,159
64	INVESTMENT MANAGEMENT FEES	\$49	\$0	\$0	\$0	\$0	\$0
65	DIRECTOR/OFFICER LIABILITY INS	\$4,413	\$4,327	\$4,327	\$4,500	\$4,680	\$4,867
66	LIABILITY AND PROPERTY INSURANCE	\$4,651	\$3,885	\$3,885	\$4,040	\$4,202	\$4,370
67	IN KIND EXPENSE	\$13,320	\$16,344	\$13,320	\$13,320	\$13,320	\$13,320
68	TOTAL EXPENSES	\$932,725	\$981,423	\$1,008,033	\$965,135	\$978,548	\$1,010,358
69	SURPLUS/DEFICIT	\$99,149	-\$10,000	\$53,567	\$45,049	\$2,369	\$6,529

Cabrillo College Foundation
Clerical Salary Schedule
2018/19
(Monthly/Hourly)
effective 7/1/18

2018/19							
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Events Coordinator/Executive Assistant	\$ 3,714.42	\$ 3,900.14	\$ 4,095.15	\$ 4,299.91	\$ 4,514.90	\$ 4,740.65	\$ 4,977.68
	\$ 21.60	\$ 22.68	\$ 23.81	\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.94
Annual Fund Coordinator	\$ 3,370.45	\$ 3,538.97	\$ 3,715.92	\$ 3,901.71	\$ 4,096.80	\$ 4,301.64	\$ 4,516.72
	\$ 19.60	\$ 20.58	\$ 21.60	\$ 22.68	\$ 23.82	\$ 25.01	\$ 26.26
Accounting & Human Resources Specialist II Accounting Assistant II	\$ 3,211.24	\$ 3,371.20	\$ 3,539.76	\$ 3,715.20	\$ 3,900.96	\$ 4,097.04	\$ 4,301.72
	\$ 18.67	\$ 19.60	\$ 20.58	\$ 21.60	\$ 22.68	\$ 23.81	\$ 25.01
Administrative Coordinator	\$ 2,823.68	\$ 2,964.86	\$ 3,113.11	\$ 3,268.76	\$ 3,432.20	\$ 3,603.81	\$ 3,781.00
	\$ 16.42	\$ 17.24	\$ 18.10	\$ 19.00	\$ 19.95	\$ 20.95	\$ 22.00
Accounting & Human Resources Specialist CAP Coordinator/Advisor Foundation Assistant	\$ 2,772.34	\$ 2,910.96	\$ 3,056.50	\$ 3,209.33	\$ 3,369.80	\$ 3,538.29	\$ 3,715.20
	\$ 16.12	\$ 16.92	\$ 17.77	\$ 18.66	\$ 19.59	\$ 20.57	\$ 21.60
Accounting Assistant	\$ 2,652.15	\$ 2,784.76	\$ 2,924.00	\$ 3,070.20	\$ 3,223.71	\$ 3,384.90	\$ 3,554.14
	\$ 15.42	\$ 16.19	\$ 17.00	\$ 17.85	\$ 18.74	\$ 19.68	\$ 20.66
Annual Fund Clerk	\$ 2,237.12	\$ 2,348.98	\$ 2,466.43	\$ 2,589.75	\$ 2,719.24	\$ 2,855.20	\$ 2,997.96
	\$ 13.01	\$ 13.66	\$ 14.34	\$ 15.06	\$ 15.81	\$ 16.60	\$ 17.43
Annual Fund Callers (Minimum Wage Seasonal Position)	\$ 2,064.00						\$ 2,064.00
	\$ 12.00						\$ 12.00

Revised 2/6/18
Executive Committee review 4/19/18

Cabrillo College Foundation
Clerical Salary Schedule
2018/19
(Monthly/Hourly)
effective 7/1/18

2018/19							
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Events Coordinator/Executive Assistant	\$ 3,714.42	\$ 3,900.14	\$ 4,095.15	\$ 4,299.91	\$ 4,514.90	\$ 4,740.65	\$ 4,977.68
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	\$ 16.12	\$ 16.92	\$ 17.77	\$ 18.66	\$ 19.59	\$ 20.57	\$ 21.60
Accounting Assistant	\$ 2,652.15	\$ 2,784.76	\$ 2,924.00	\$ 3,070.20	\$ 3,223.71	\$ 3,384.90	\$ 3,554.14
	\$ 15.42	\$ 16.19	\$ 17.00	\$ 17.85	\$ 18.74	\$ 19.68	\$ 20.66
Annual Fund Clerk	\$ 2,237.12	\$ 2,348.98	\$ 2,466.43	\$ 2,589.75	\$ 2,719.24	\$ 2,855.20	\$ 2,997.96
	\$ 13.01	\$ 13.66	\$ 14.34	\$ 15.06	\$ 15.81	\$ 16.60	\$ 17.43
Annual Fund Callers (Minimum Wage Seasonal Position)	\$ 2,064.00						\$ 2,064.00
	\$ 12.00						\$ 12.00

Revised 2/6/18
Executive Committee review 4/19/18

Cabrillo College FOUNDATION

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PRESIDENT

Leola Lapides

VICE PRESIDENT

William Ow

SECRETARY

Owen Brown

CHIEF FINANCIAL OFFICER

Alan Aman

PAST PRESIDENT

Stephen Snodgrass

COMMUNITY REPRESENTATIVES

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Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

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Charles Montoya

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June Padilla Ponce

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Maria Esther Rodriguez

Gun Ruder

Kate Terrell

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Rachael Spencer

Donna Ziel

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President

Sue Gochis

VP Student Services

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

Date: April 12, 2018
To: Executive Committee
From: Eileen Hill
Subject: Approve 2018-19 Fundraising Goal

Background

The Cabrillo College Foundation staff recommends 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.

2018-19 Target	
ANNUAL APPEALS	
\$363,000	President's Circle
\$50,000	Annual Fund
\$170,000	Women's Educational Success
\$100,000	Cabrillo Advancement Program (Endowed)
\$500,000	Scholarships (Endowed)
\$250,000	Scholarships (Nonendowed)
SPECIAL INITIATIVES	
\$50,000	Cabrillo Stage
\$50,000	Stroke Center
\$50,000	Tutoring Support
\$10,000	Cabrillo Youth Chorus
\$657,000	Additional support for campus departments (Athletics, Dental Hygiene, Children's Center, SBDC, Engineering, etc)
\$250,000	Donor directed interests
\$500,000	Unbooked Planned Gifts
\$3,000,000	TOTAL

RECOMMENDED MOTION:

Approve setting \$3,000,000 fundraising goal for outright and unbooked planned gifts for 2018-19.

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EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

DATE: April 12, 2018

TO: Executive Committee

FROM: Leola Lapidés

SUBJECT: Nominating Committee Recommendations for 2018-19

The Nominating Committee met on January 18, 2018 to discuss prospective Board members, officers, college representatives, and Audit Committee members. The goal was to add three to five new members to the Board. The following update shows the Committee's recommendations.

New Board Members

- Rob Allen
- Karen Semingson
- Rachel Wedeen

2018-19 Officers

President: William Ow

Vice President: Owen Brown

Treasurer: Alan Aman

Secretary: Claire Biancalana

Assistant Secretary: Matt Wetstein

Assistant Treasurer: Victoria Lewis

Past President: Leola Lapidés

College Representatives:

President: Matt Wetstein

Vice President, Student Services: Sue Gochis

Vice President, Administrative Services: Victoria Lewis

Vice President, Instruction: Kathleen Welch

Faculty: Enrique Buelna

Trustee: Rachael Spencer

Trustee: Gary Reece

Trustee: Donna Ziel

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FOUNDATION@CABRILLO.EDU • FOUNDATION.CABRILLO.EDU

Audit Committee Members

- Lee Duffus, Chair
- Pegi Ard
- Carrie Birkhofer
- David Heald
- Barbara Scherer
- Norm Schwartz
- Karen Semingson

RECOMMENDED MOTION:

Recommend forwarding the above mentioned new Board members, officers, college representatives, and Audit Committee members to the Board of Directors.

New Board Members



Karen Semington – Karen moved to Aptos in 1999, relocating from Redding for a job opportunity at Hutchinson and Bloodgood LLP. She became a partner at the firm in October 2005, and has grown her tax and accounting practice since then. While she continues to do tax work, both for individuals and businesses, she also has a significant nonprofit audit practice which keeps her busy year-round. Karen joined Capitola-Aptos Rotary soon after moving to the area, as a way to network and give back. She served as Club Treasurer for many years, and was Club President in 2009-2010. Subsequently, she served as Rotary District 5170 Treasurer for one term. She is also currently on the Board of our Club's Foundation. She served on the Board of CASA from 2006 through 2012, and was there through the purchase of the "CASA House" and transition of the long-term executive director. She went from that

position to the Board of United Way, and is currently serving as Board Treasurer until her term expires in June. The opportunity to serve on the Cabrillo Foundation Board comes at a good time as she was looking at what to do next! In her spare time, Karen enjoys tennis, golf, and travel.



Rob Allen – Rob Allen is a lawyer in Watsonville with the law firm of Allen, Allen & Caroselli, Ltd., focusing his practice in the areas of estate planning, trust and estate administration, and related transactional work. He was born at Dominican Hospital in 1970, and grew up in Corralitos. He received his high school diploma from Aptos High in 1988, his bachelor's degree in Spanish and Latin American Literature and Culture from UC Irvine in 1993, and his Juris Doctor from George Mason University in 2000, living, studying, and working for several years during his life in Spain and Chile. He believes in

community service and has sat and currently sits on the boards of a number of local not-for-profit corporations and also donates his time to informal community service groups and pro bono legal service.



Rachel Wedeen– Rachel is Executive Director of the Wedeen Hammer Group at Morgan Stanley. She is on the Board of Directors of Hospice of Santa Cruz and Catamaran Literary Reader. She has served on the Board of Directors of Community Foundation of Santa Cruz, Dominican Hospital, Big Brothers, Big Sisters of Santa Cruz County, Goodwill Industries, Planned Parenthood and several other organizations. Rachel joined the Cabrillo College Foundation Board in 2000-01. She was a founding member and is a longtime supporter of the WES program at Cabrillo. She is past president of Soroptimist International of Santa Cruz and founding member of the Community Action Network for the Community Foundation of Santa Cruz County.

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VP Instruction

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Faculty Representative

EXECUTIVE DIRECTOR
Eileen Hill

MEMORANDUM

DATE: April 12, 2018
TO: Executive Committee
FROM: Alan Aman
SUBJECT: Updated Statement of Investment Policy

BACKGROUND

Brian Sharpes recommended updating the Statement of Investment Policy for:

- Easier understanding and layout
- Investment guidelines for short term and intermediate term nonendowed funds to optimize returns
- Allocation guidelines for Title III and Title V Endowment federal matching funds which require a more conservative and fairly restrictive approach

RECOMMENDED MOTION

The Finance and Investment Committee recommends the Executive Committee approve the updated Statement of Investment Policy.



STATEMENT OF INVESTMENT POLICY

OBJECTIVES & GUIDELINES

Board of Directors
To be approved May 8, 2018

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Statement of Investment Policy, Objectives, and Guidelines Cabrillo College Foundation

GENERAL INFORMATION

Background Information

The Cabrillo College Foundation (“Foundation”) was established in 1965. The Foundation is crucial to the continuing development of Cabrillo College and the surrounding community.

Mission Statement

The Foundation’s mission is to operate for the advancement of education; to solicit and raise money for scholarship, facilities, equipment, research and education projects; to improve faculty-teaching competence; to provide departmental support; and to otherwise provide aid supplementary to public tax dollars for the support and benefit of Cabrillo College.

Scope of This Investment Policy

This statement of investment policy reflects the investment policy, objectives, and constraints of the Cabrillo College Foundation.

Purpose of This Investment Policy Statement

This statement of investment policy is set forth by the Board of the Cabrillo College Foundation in order to:

1. Outline the philosophy and policies which will guide the investment of Foundation assets toward desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.
2. Define and assign the responsibilities of all involved parties.
3. Establish the relevant investment horizon for which Foundation assets will be managed.
4. Establish a clear statement of the investment goals and objectives of Foundation assets.
5. Set forth guidelines for managing Foundation assets according to prudent standards as established by the Board in accordance with UPMIFA.
6. Offer guidance and limitations to the Investment Consultant regarding the investment of Foundation assets.
7. Establish a basis for evaluating investment results.



DUTIES AND RESPONSIBILITIES

Members of the Board of Directors of the Cabrillo College Foundation are fiduciaries, and are responsible for directing and monitoring the investment of Foundation assets. Additionally, they are responsible for establishing policies used to administer the Foundation's investment activities. As such, the Board is authorized to delegate certain responsibilities and may employ or arrange for the services of such other persons, agents, or assistants as, in its opinion, are deemed necessary or desirable for the proper administration of the Foundation's investments, and to pay reasonable compensation for their services and expenses. The Board expects that any such parties associated with the Foundation will discharge their respective responsibilities in accordance with normal fiduciary standard. These parties may include, but are not limited to:

1. Finance and Investment Committee. The Finance and Investment Committee is established pursuant to Article 7b(3) of the Foundation's Bylaws. Subject to the general supervision and ratification of the Board, the Finance and Investment Committee shall exercise control over the funds of the Foundation. Specific responsibilities of the Finance and Investment Committee include:
 - a. Carrying out all current policies set forth in the Foundation's Investment Policy;
 - b. Advising the Board on the selection of an Investment Consultant;
 - c. Overseeing and monitoring the status of the Foundation's assets;
 - d. Advising the Board on spending (SEE APPENDIX A), investment, and cash management policies, including asset allocation and prohibited transactions;
 - e. Setting and evaluating the target total return on investments;
 - f. Working with the designated Investment Consultant to select Investment Managers;
 - g. Making recommendations to the Board on other fiscal policies and procedures;
 - h. Carrying out a performance review of the Investment Consultant every 5 years, or earlier if conditions warrant;
 - i. Carrying out an annual review of the Investment Policy Statement.
2. Investment Consultant. The Investment Consultant may assist the Finance and Investment Committee in: establishing investment policy, objectives, and guidelines; selecting Investment Managers; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
3. Investment Manager. Investment Managers are typically hired by the Foundation on the recommendation of the Investment Consultant to the Finance and Investment Committee. Investment Managers have discretion to purchase, sell, or hold the specific securities that will be used to meet the Foundation's investment objectives.
4. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Foundation, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Foundation accounts.

5. Additional specialists such as attorneys, auditors, actuaries, retirement plan consultants, and others may be employed by the Finance and Investment Committee to assist the Board in meeting its responsibilities and obligations to administer Foundation assets prudently.

GENERAL INVESTMENT PRINCIPLES

1. Investments shall be made solely in the interest of the Foundation.
2. The Foundation shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the investment of a Foundation of like character and with like aims.
3. Pursuant to UPMIFA, the Foundation will consider the following factors, if relevant, in managing and investing each donor fund, except as otherwise provided by a fund agreement:
 - a. The purposes of the Foundation;
 - b. The purposes of the donor fund;
 - c. General economic conditions;
 - d. The possible effect(s) of inflation or deflation;
 - e. The expected tax consequences, if any, of investment decisions or strategies;
 - f. The role that each investment plays within the overall investment portfolio;
 - g. The expected total return;
 - h. Other resources of the Foundation;
 - i. The needs of the Foundation and the donor fund to make distributions and to preserve capital; and an asset's special relationship or value, if any, to the purposes of the Foundation or donor fund.
4. Cash is to be employed productively at all times by investment in short-term cash equivalents to provide safety, liquidity, and return. As soon as it is practical, the Cabrillo College Foundation will invest in institutions within the FDIC insured limits.

Definition of Risk

The Finance and Investment Committee realizes that there are many ways to define risk. It believes that any person or organization involved in the process of managing the Cabrillo College Foundation assets understands how it defines risk so that the assets are managed in a manner consistent with the Foundation's objectives and investment strategy as designed in this statement of investment policy. The Finance and Investment Committee defines risk as:

The probability of not meeting the Foundation's objectives.



Liquidity

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, the Finance and Investment Committee will periodically provide the Investment Consultant with an estimate of expected net cash flow. The Finance and Investment Committee will notify the Investment Consultant in a timely manner, to allow sufficient time to build up necessary liquid reserves.

To maintain the ability to deal with unplanned cash requirements that might arise, the Finance and Investment Committee requires that a minimum of 2% of Foundation assets shall be maintained in cash or cash equivalents, including money market Funds or short-term U.S. Treasury bills.

Allowable Investments

1. Cash Equivalents
 - Treasury Bills
 - Money Market Funds
 - Short Term Investment Funds
 - Commercial Paper
 - Banker's Acceptances
 - Repurchase Agreements
 - Certificates of Deposit
2. Fixed Income Securities
 - U.S. Government and Agency Securities
 - Corporate Notes and Bonds
 - Mortgage Backed Bonds
 - Preferred Stock
 - Fixed Income Securities of Foreign Governments and Corporations
 - Planned Amortization Class Collateralized Mortgage Obligations (PAC CMOs) or other "early tranche" CMOs
3. Equity Securities
 - U.S. Common Stocks
 - Convertible Notes and Bonds
 - Convertible Preferred Stocks
 - American Depositary Receipts (ADRs) of Non-U.S. Companies
 - International Common Stocks including Developed & Emerging Markets
 - REITS
4. Mutual Funds
 - Mutual Funds which invest in securities as allowed in this statement.

5. Alternative Investments

- Definition

While there is no uniform definition of the term “alternative investments,” for the purpose of this policy, the Foundation defines alternative investments as strategies that seek to provide attractive returns and diversification through the ownership of non-traditional assets (those other than public equities, fixed income, or cash), or through the use of innovative and flexible strategies (such as the ability to short, add leverage and/or hedge). Examples could include, but are not limited to private equity, private real estate, other private investments focusing on real assets, commodities, hedge funds, and derivatives-based strategies. These strategies may be structured as illiquid, partially liquid, or fully marketable investments.

- Liquidity

The Foundation recognizes that certain alternative investments entail a greater degree of illiquidity, such as private equity, real estate, infrastructure, private partnership vehicles, etc. As a long-term investor, the Foundation has the ability to bear some degree of illiquid investments, but consideration should be given to the size that such allocations may comprise in times of market stress to ensure that the overall allocation to such categories does not exceed the intent of policy and negatively impact the Foundation’s ability to meet ongoing cash flow needs. As such, the allocation to investment strategies or vehicles with less than daily liquidity shall be limited to 25% of the overall allocation to alternative investments.

- Transparency

The Foundation shall only invest in alternative investments which provide sufficient transparency into the investment decision-making process and any expenses, and regularly report position-level portfolio holdings.

- Leverage

Leverage is a condition where the net potential monetary exposure of an obligation exceeds the value of the underlying assets. Leverage is not permitted at the total portfolio level. Underlying investment managers may use leverage so long as it is used in a manner consistent with the discipline for which the Foundation hired the investment manager and does not introduce material leverage at the total portfolio level. Use of leverage will be controlled by the investment manager’s guidelines and will be subject to review by the Investment Consultant and Investment Committee.

- Derivatives and Derivative Securities

Certain of the Foundation’s managers may be permitted under the terms of their specific investment guidelines to use derivative instruments. Derivatives are contracts or securities whose market value is related to the value of another security, index, or financial instrument. Investments in derivatives include (but are not limited to) futures, forwards, options, options on futures, warrants, and interest-only and principal-only strips. Examples of appropriate applications of derivative strategies include hedging market, interest rate, or currency risk, maintaining exposure to a desired asset class while making asset allocation changes, gaining exposure to an asset class when it is more cost-effective than the cash markets, and adjusting

duration within a fixed income portfolio. No derivative positions can be established that have the effect of creating portfolio characteristics outside of portfolio guidelines. Investment managers must ascertain and carefully monitor the creditworthiness of any third parties involved in derivative transactions. Each manager using derivatives shall (1) exhibit expertise and experience in utilizing such products; (2) demonstrate that such usage is strategically integral to their security selection, risk management, or investment processes; and (3) demonstrate acceptable internal controls regarding these investments.

Prohibited Investments

Prohibited investments include, but are not limited to the following:

1. Private Placements
2. Venture-Capital Investments
3. Derivative Investments (except as described above)
4. Non traded REITs

Prohibited Transactions

Prohibited transactions include, but are not limited to the following:

1. Short Selling (except within alternative investments)
2. Margin Transactions

Volatility of Returns

The Foundation acknowledges that it will experience volatility of returns and fluctuations in the market value of its assets. While the Foundation's primary concern is the achievement of its investment objectives, it is the policy of the Foundation that its Investment Consultant(s) and Investment Managers minimize the probability of losses greater than 15.0% over any one year period.

Diversification for Investment Managers

The Finance and Investment Committee does not believe it is necessary or desirable that securities held in the Foundation represent a cross-section of the economy. However, in order to achieve a prudent level of portfolio diversification, the securities of any one company or government agency should not exceed 5% of the total Foundation assets, and no more than 20% of the total Foundation assets should be invested in any one industry.



INVESTMENT CONSULTANT REVIEW

Every five years, or earlier if conditions warrant, the Finance and Investment Committee will determine if they want to entertain having other Investment Consultants submit proposals to manage the Cabrillo College Foundation investments.

INVESTMENT POLICY REVIEW

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this statement of investment policy, the Finance and Investment Committee plans to review the Statement of Investment Policy at least annually.

The original Statement of Investment Policy was adopted on March 10, 1999 by the Finance and Investment Committee of the Cabrillo College Foundation.



APPENDIX A - SPENDING POLICY AND INVESTMENT OBJECTIVES FOR ENDOWED FUNDS

SPENDING POLICY

The Endowment's spending policy requires a target total return of 7.0%. The target distribution rate of 4.0% will be calculated over a trailing 12-quarter period for endowment funds with a current market value that is greater than or equal to 80% of the historical gift balance. *The Spending Policy is 7.0% = 4.0% distribution rate + 1.5% inflation factor + 1.5% management fee.*

INVESTMENT OBJECTIVES

1. Preservation of Capital - Consistent with their respective investment styles and philosophies, Investment Consultants should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
2. Risk Aversion - Understanding that risk is present in all types of securities and investment styles, the Finance and Investment Committee recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Foundation's objectives. However, the Investment Consultants are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objectives.
3. Adherence to Investment Discipline - Investment Managers are expected to adhere to the investment management styles for which they were hired. Investment Managers will be evaluated regularly for adherence to investment discipline.
4. In order to meet its needs, the investment strategy of the Cabrillo College Foundation is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income.

APPENDIX B - SHORT-TERM PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Time Horizon

The Short-Term Portfolio is intended for non-endowed donor funds with short-term (0-1 year) spending plans.

Investment Objective

The objectives of the Short-Term Portfolio are capital preservation and liquidity. The portfolio will be invested in cash or cash equivalents, including money market funds.

Asset Allocation Guidelines

Asset Class	Minimum %	Maximum %
Cash & Cash Equivalents	100	100



APPENDIX C - INTERMEDIATE PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Time Horizon

The Intermediate Portfolio is intended for non-endowed donor funds with intermediate-term (1-5 years) spending plans.

Investment Objective

The objective of the Intermediate Portfolio is preservation of purchasing power. The portfolio may hold cash, but will primarily be invested in a combination of U.S. Government and Corporate bonds with a maximum average duration of four years, and no single security maturity greater than 10 years.

Asset Allocation Guidelines

Asset Class	Minimum %	Maximum %
Fixed Income	50	100
Cash & Cash Equivalents	0	50



APPENDIX D - LONG-TERM PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Time Horizon

The Long-Term Portfolio is intended for endowed funds and donor funds with long-term (5+ years) spending plans. Endowed funds must either be invested in the Long-Term Portfolio or the ESG Long-Term Portfolio (See Appendix E).

Investment Objective

The objective of the Long-Term Portfolio is to exceed a total rate of return of 7.0%, net of fees, while making reasonable efforts to minimize volatility and risk.

Asset Allocation Guidelines

Asset Class	Minimum %	Maximum %
U. S. Equities	25	65
International Equities	15	35
Fixed Income	15	40
Alternatives	0	15
Cash & Cash Equivalents	0	5

APPENDIX E - ENVIRONMENTAL, SOCIAL & GOVERNANCE (“ESG”) LONG-TERM PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Time Horizon

The ESG Long-Term Portfolio is intended for endowed funds and endowed donor funds with long-term (5+ years) spending plans. Endowed funds must either be invested in the ESG Long-Term Portfolio or the Long-Term Portfolio (See Appendix D).

Investment Objective

The objective of the ESG Long-Term Portfolio is to exceed a total rate of return of 7.0%, net of fees, while making reasonable efforts to minimize volatility and risk. The Cabrillo College Foundation is sensitive to providing an opportunity to donors wishing to take into consideration Environmental, Social, and Corporate Governance (ESG) issues when making investment decisions.

In accordance with this policy, the Environment, Social, and Governance Portfolio will seek to include those companies that promote environmental, social, and corporate governance concerns and will be screened based on the following:

- *Environmental Screens* – Climate Change, Responsible Disposal of Hazardous Waste, Promotion and Use of Alternative Energy, and Sustainability.
- *Social Screens* – Promotion of Diversity, Human rights, Consumer Protection, and Animal Welfare, in addition to the exclusion of companies producing Alcohol, Nuclear Power, Firearms, Tobacco, Military Weapons, Gambling, and Adult Entertainment.
- *Corporate Governance Screens* – Management Structure, Employee Relations, and Executive Compensation.
- *Exclusionary Screen* – Divestment from ownership of companies that are members of the Global Industry Classification Standard (GICS) sub-industry Coal and Consumable Fuels* (*Defined by MSCI and Standard & Poor’s as companies primarily involved in the production and mining of coal, related products and other consumable fuels related to the generation of energy. Excludes companies primarily producing gases classified in the Industrial Gases sub-industry and companies primarily mining for metallurgical [coking] coal used for steel production.)

Asset Allocation Guidelines

Asset Class	Minimum %	Maximum %
U. S. Equities	25	65
International Equities	15	35
Fixed Income	15	40
Alternatives	0	15
Cash & Cash Equivalents	0	5



APPENDIX F – TITLE III ENDOWMENT PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Background

The Title III Endowment was established in September 2012 as part of The Foundation's efforts to meet the challenge of matching available federal funds, which are to be used to provide STEM scholarships for low-income and Latino students. At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Statement of Investment Policy, and the Board may approve returning a portion of the distributable percentage to the principal to be reinvested.

Time Horizon

The corpus of Title III Endowment is intended to be held in perpetuity.

Investment Objective

The investment objective of the Title III Portfolio is principal preservation and conservative growth.

Allowable Investments

Savings accounts or low-risk securities in which a regulated insurance company may invest under California law, including interest bearing accounts, money market funds, certificates of deposit, mutual funds, stocks, or bonds. The endowment may not be invested in real estate.

Asset Allocation Guidelines

Asset Class	Minimum %	Maximum %
U. S. Equities	5	25
International Equities	5	25
Fixed Income	50	80
Alternatives (Mutual Funds)	0	5
Cash & Cash Equivalents	5	15

Spending Policy

Spendable income from the endowment shall be calculated annually as a percentage of the growth of the endowment. The maximum allowable percentage of earnings on the endowment that may be expended annually must be in compliance with the Cabrillo College Foundation's Title III investment and spending policy and in compliance with Title III Federal guidelines. Of the allowable amount that may be expended annually, fifty percent (50%) shall be returned to the principal and reinvested, and the remaining fifty percent (50%) shall be distributed for the administrative costs and purposes designated by the donor as follows:

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- Up to 1.5% Cabrillo College Foundation management fee as funds are available
- Up to 4.0% of 12 trailing quarters as funds are available after assessing the management fee

At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Statement of Investment Policy. If in the best judgment of the Cabrillo College Foundation Board of Directors it is deemed wise and prudent, a portion of the distributable percentage may be returned to the principal and be reinvested. Endowment funds may be pooled with other invested assets for purposes of determining total annual return.



APPENDIX G – TITLE V ENDOWMENT PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Background

The Title V Endowment was established in October 2009 as part of the Foundation's efforts to meet the challenge of matching available federal funds, which are to be used for scholarships for students. At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Statement of Investment Policy, and the Board may approve returning a portion of the distributable percentage to the principal to be reinvested.

Time Horizon

The corpus of Title V Endowment is intended to be held in perpetuity.

Investment Objective

The investment objective of the Title V Portfolio is principal preservation and conservative growth.

Allowable Investments

Savings accounts or low-risk securities in which a regulated insurance company may invest under California law, including interest bearing accounts, money market funds, certificates of deposit, mutual funds, stocks, or bonds. The endowment may not be invested in real estate.

Asset Allocation Guidelines

Asset Class	Minimum %	Maximum %
U. S. Equities	5	25
International Equities	5	25
Fixed Income	50	80
Alternatives (Mutual Funds)	0	5
Cash & Cash Equivalents	5	15

Spending Policy

Spendable income from the endowment shall be calculated annually as a percentage of the growth of the endowment. The maximum allowable percentage of earnings on the endowment that may be expended annually must be in compliance with the Cabrillo College Foundation's Title V investment and spending policy and in compliance with Title V Federal guidelines. Of the allowable amount that may be expended annually, fifty percent (50%) shall be returned to the principal and reinvested, and the remaining fifty percent (50%) shall be distributed for the administrative costs and purposes designated by the donor as follows:



- Up to 1.5% Cabrillo College Foundation management fee as funds are available
- Up to 4.0% of 12 trailing quarters as funds are available after assessing the management fee

At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Statement of Investment Policy. If in the best judgment of the Cabrillo College Foundation Board of Directors it is deemed wise and prudent, a portion of the distributable percentage may be returned to the principal and be reinvested. Endowment funds may be pooled with other invested assets for purposes of determining total annual return.



Cabrillo College FOUNDATION

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VICE PRESIDENT

William Ow

SECRETARY

Owen Brown

CHIEF FINANCIAL OFFICER

Alan Aman

PAST PRESIDENT

Stephen Snodgrass

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Sue Gochis

VP Student Services

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

DATE: April 12, 2018

TO: Executive Committee

FROM: Leola Lapidés

SUBJECT: Distribution of bequest from the estate of Norman Lezin

BACKGROUND

The Cabrillo College Foundation was notified we will receive \$10,000 as part of the Norman Lezin estate distribution. The terms of the trust indicate that the funds are to be used as its governing board determines.

Norm was annual supporter of the Cabrillo College Foundation beginning with his first gift to the unrestricted fund in December 6, 1968. We continued to receive operational support until his final gift to the President's Circle on March 3, 2007. Until Norm's health declined, he attended and enjoyed many President's Circle events regularly and was an important part of the Cabrillo family.

RECOMMENDED MOTION

Approve directing Norm Lezin's \$10,000 bequest to the President's Circle Endowment.

Cabrillo College FOUNDATION

MEMORANDUM

DATE: April 12, 2018
TO: Executive Committee
FROM: Leola Lapidés
SUBJECT: CAP Scholarship Awards

OFFICERS

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VICE PRESIDENT
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Kathleen Welch
VP Instruction

Enrique Buelna
Faculty Representative

EXECUTIVE DIRECTOR
Eileen Hill

BACKGROUND

We promise each cohort of 60 new students into the CAP program a \$1,000 scholarship upon enrollment in 12 units at Cabrillo and another \$1,000 scholarship for their second year at Cabrillo. CAP Scholarship endowments provide an estimated payout of \$60,000 each year. There is approximately \$23,000 in scholarship funding that is rolled over each year because an average of 13 students enroll directly into a 4-year university, or students do not enroll in 12 units, or students choose to take time off school.

CAP Student Self-Reported Data Obtained May of Senior Year

	Enrolled in College Fall 2017	Enrolled in College Fall 2016	Enrolled in College Fall 2015	Enrolled in College Fall 2014	Enrolled in College Fall 2013	5 Year Average
Anticipate enrolling at Cabrillo	38	35	30	31	30	33
Anticipate enrolling at 4-Year	8	10	16	15	16	13
First Year Scholarships Awarded	19	32	17	20	27	23
Second Year Scholarships Awarded		20	12	18	6	14

In August 2017, the CAP Committee asked the Executive Committee to consider awarding CAP students who enroll directly to a four year college their \$1,000 scholarship. The committee voted unanimously to continue to award CAP scholarships to Cabrillo College students only, with the recommendation that the CAP Committee increase the dollar amount of the awards to students who stay enrolled in Cabrillo and/or expand the CAP program to more students

RECOMMENDED MOTION

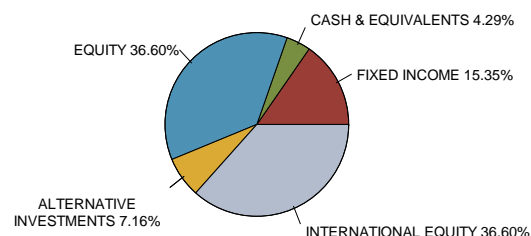
The CAP Committee proposes the following increases to CAP Scholarship awards for approval by the Executive Committee:

- \$1,500 for students enrolled in 12+ units
- \$1,000 for student enrolled in 9-11 units
- \$500 for students enrolled in online or summer courses (3+ units)

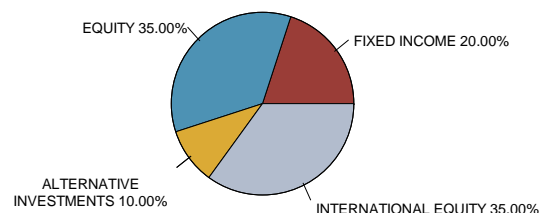
CABRILLO COLLEGE FOUNDATION - LONG-TERM POOL SUMMARY FOR THE PERIOD 7/1/2017 THROUGH 3/31/2018

Asset Allocation Analysis

Asset Allocation as of March 31, 2018

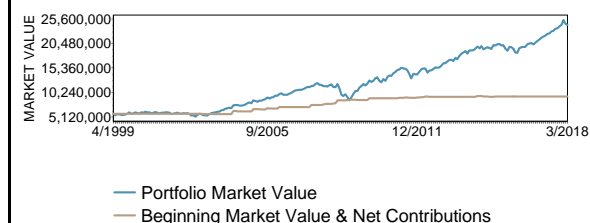


Target Asset Allocation



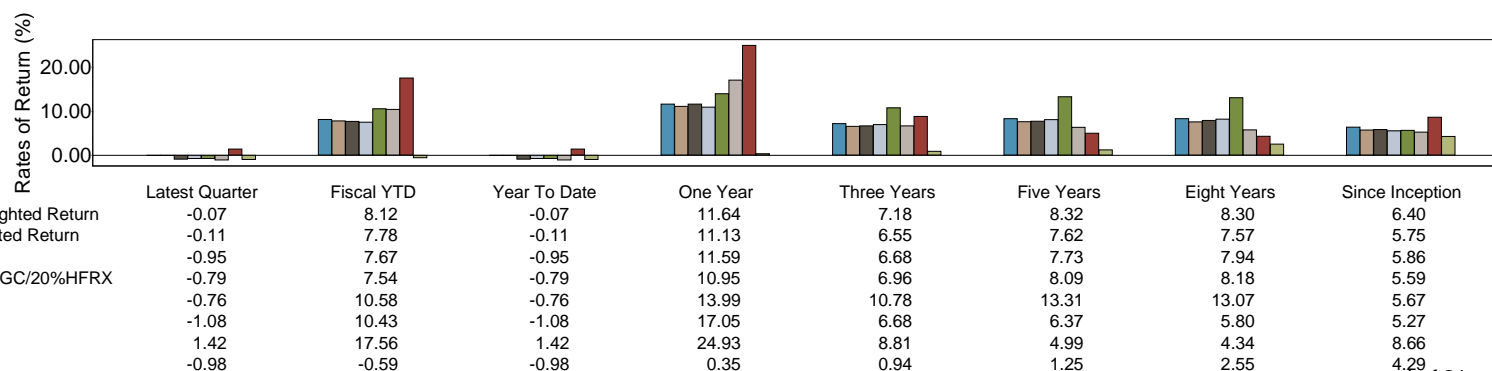
Portfolio Growth

Source of Portfolio Growth
April 30, 1999 Through March 31, 2018



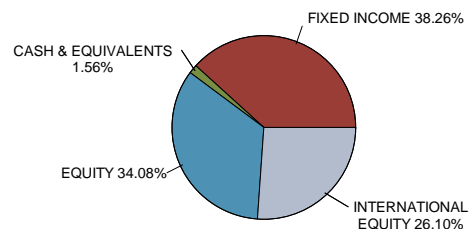
	Dollars	
	Latest Quarter	Since Inception
Beginning Value	24,341,465	5,808,118
Net Contribution	24,005	3,593,875
Investment Return	-26,079	14,937,400
Ending Value	24,339,392	24,339,392

Name	Portfolio Returns										Comparative Index	Latest Quarter	Fiscal Year	Year To Date	One Year	Three Years	Five Years	Eight Years	Since Incep
	Incept. Date	Current Allocation	Latest Quarter	Fiscal YTD	Year To Date	One Year	Three Years	Five Years	Eight Years	Since Incep									
TOTAL FUND																			
Parametric R3000	04/26/99	37.5%	(0.78)	10.08	(0.78)	13.33	9.95	12.85	12.75	6.31	Russell 3000	(0.64)	10.48	(0.64)	13.81	10.22	13.03	13.01	6.14
Breckinridge Intm Fixed	05/31/06	16.3%	(0.93)	(0.24)	(0.93)	0.65	1.22	1.51	3.14	5.02	Barclays Int Gov/Cr *	(0.98)	(0.59)	(0.98)	0.35	0.94	1.39	2.60	3.86
Brandes Intl	04/30/99	12.3%	2.45	9.21	2.45	11.96	5.76	8.15	6.35	6.77	MSCI Net EAFE	(1.53)	8.18	(1.53)	14.80	5.55	6.50	5.93	4.16
Hansberger Intl	01/31/05	9.3%	0.99	17.98	0.99	28.32	10.59	10.06	7.97	7.45	MSCI ACWI x US	(1.18)	10.16	(1.18)	16.53	6.18	5.88	5.33	5.72
Brandes Global MidCap	12/22/08	0.5%	(3.83)	(1.51)	(3.83)	0.96	8.10	10.21	10.41	16.96	MSCI SC World	(0.45)	11.48	(0.45)	16.39	9.97	11.35	11.55	15.32
Accuvest Intl	11/30/11	5.4%	0.44	10.46	0.44	17.76	5.01	5.68	-	6.68	MSCI ACWI x US	(1.18)	10.16	(1.18)	16.53	6.18	5.88	5.33	7.56
Intl Small Cap	10/24/16	10.1%	0.36	10.36	0.36	17.76	-	-	-	18.40	SP Developed ExUS SC	(0.88)	12.65	(0.88)	21.74	11.37	10.44	9.58	21.20
Liquid Alternatives	04/30/13	8.7%	(0.52)	2.59	(0.52)	2.72	2.50	-	-	1.91	HFRX Global Hedge	(1.02)	2.30	(1.02)	3.21	0.51	1.29	0.89	1.18
TOTAL FUND	04/30/99	100.0%	(0.07)	8.12	(0.07)	11.64	7.18	8.32	8.30	6.40	Composite Benchmark	(0.95)	7.67	(0.95)	11.59	6.68	7.73	7.94	5.86

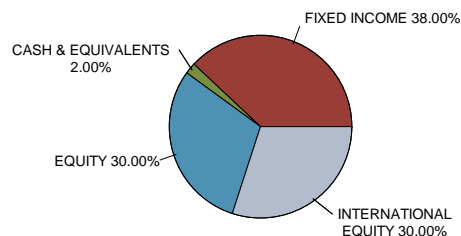


Asset Allocation Analysis

Asset Allocation as of March 31, 2018

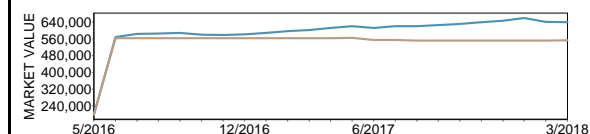


Target Asset Allocation



Portfolio Growth

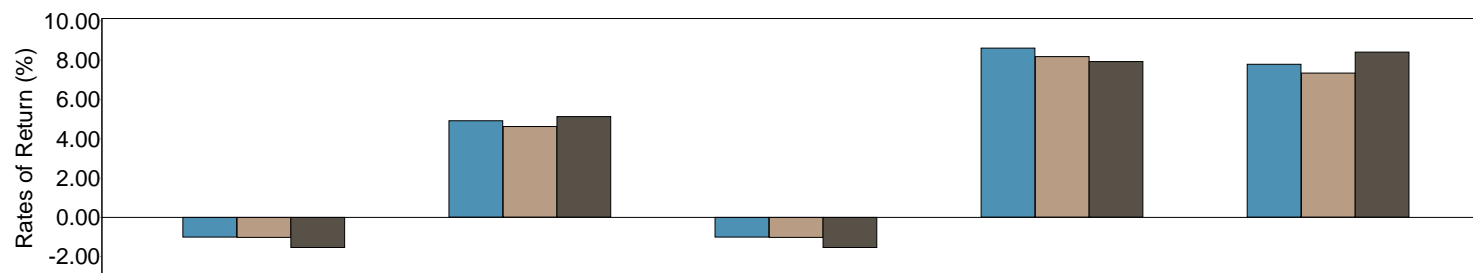
Source of Portfolio Growth
May 18, 2016 Through March 31, 2018



— Portfolio Market Value
— Beginning Market Value & Net Contributions

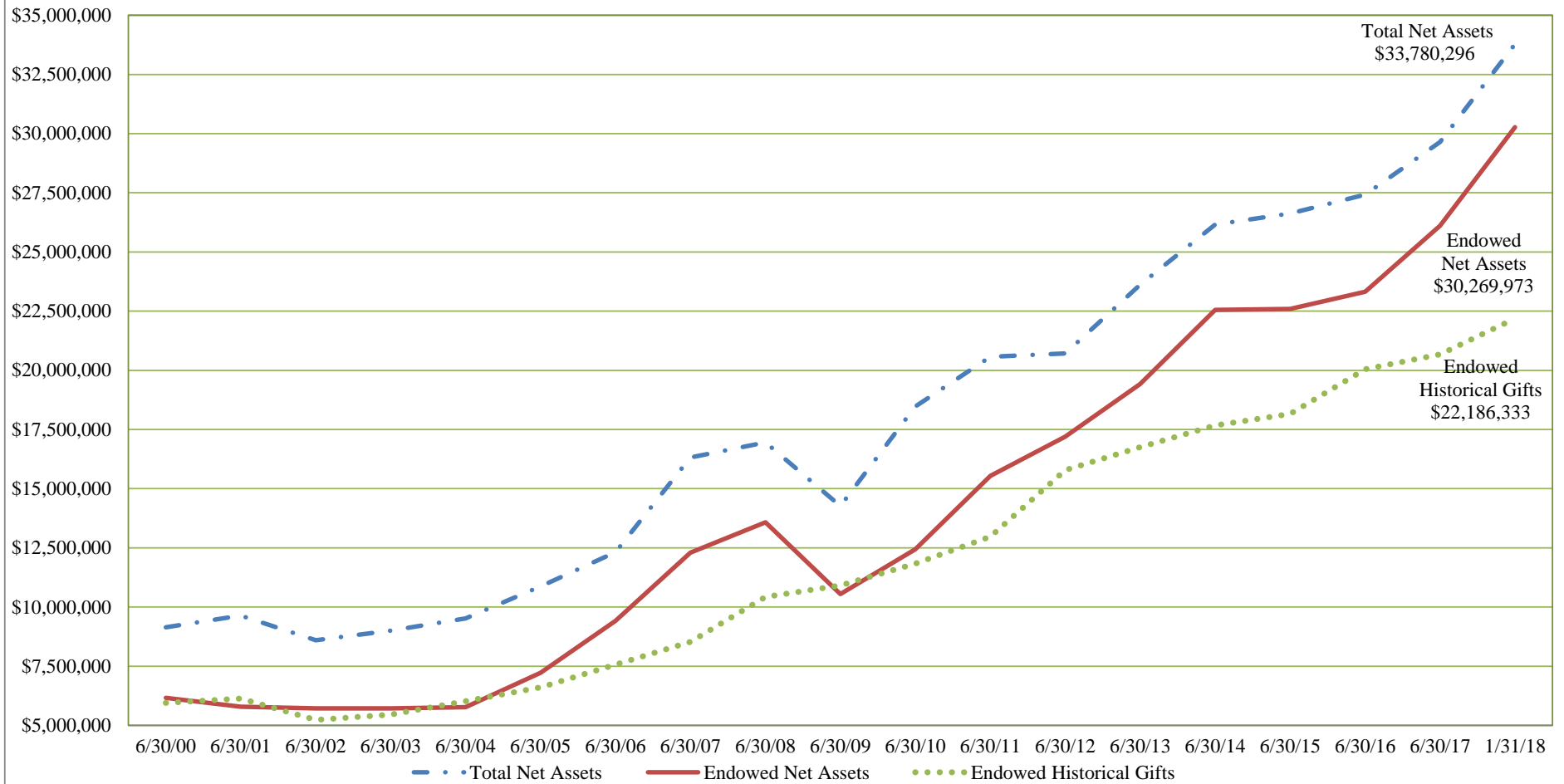
	Dollars	
	Latest Quarter	Since Inception
Beginning Value	645,294	198,742
Net Contribution	983	353,680
Investment Return	-7,163	86,693
Ending Value	639,114	639,114

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	20.8%	(1.13)	7.73	(1.13)	12.23	12.93	S&P 500 Index	(0.76)	10.58	(0.76)	13.99	15.73
ESG Gabelli	01/23/18	14.8%	-	-	-	-	(7.44)	S&P 500 Index	(0.76)	10.58	(0.76)	13.99	(6.13)
ESG Breckinridge Intm Fixed	05/19/16	39.3%	(1.52)	(0.01)	(1.52)	0.95	0.61	BB Int Gov/Cr	(0.98)	(0.59)	(0.98)	0.35	0.34
ESG Intl Funds	05/18/16	25.1%	1.56	11.09	1.56	17.85	14.70	MSCI World x-US ESG*	(2.10)	8.95	(2.10)	13.72	14.21
TOTAL FUND	05/18/16	100.0%	(1.02)	4.91	(1.02)	8.62	7.80	Composite Benchmark	(1.56)	5.13	(1.56)	7.94	8.41



	Latest Quarter	Fiscal YTD	Year To Date	One Year	Since Inception
TOTAL FUND Gross Time Weighted Return	-1.02	4.91	-1.02	8.62	7.80
TOTAL FUND Net Time Weighted Return	-1.04	4.63	-1.04	8.19	7.34
Composite Benchmark	-1.56	5.13	-1.56	7.94	8.41

Cabrillo College Foundation
Total Net Assets, Endowed Net Assets, and Endowed Historical Gifts
June 30, 2000 to January 31, 2018



Total Net Assets highest level was \$33,780,296 as of January 31, 2018

Endowed Net Assets highest level was \$30,269,973 as of January 31, 2018

Endowed Historical Gifts highest level was \$22,186,333 as of January 31, 2018

Cabrillo College FOUNDATION

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VP Instruction

Enrique Buelna

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

DATE: April 12, 2018
TO: Executive Committee
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. Fred McPherson has agreed to be co-chair with Ceil for 2018-19.

As of April 5, 2018:

- \$370,425 has been raised, surpassing our goal of \$332,000
- 191 members have joined
- 32 are NEW members
- 24 rejoining members increased their support
- 89% retention rate of past PC donors

A 2017-18 member list and history report are attached.

2018 President's Circle Events

President Level (\$1,000+)

- Sandy Lydon Historical Tour.....April 21
- Summer Musical and Reception: *Rent*.....June 29
- President's Holiday Party.....November 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

Benefactor Level (\$10,000+)

- Feasting with Faculty.....June 14

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FOUNDATION@CABRILLO.EDU • FOUNDATION.CABRILLO.EDU

CABRILLO COLLEGE FOUNDATION
President's Circle Members 2017-18
Updated 03/27/18

\$10,000+

Brian and Patti Herman
Esther and Gerry Levandoski
Patty Quillin and Reed Hastings
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
Bill and Karen Moncovich
Ned and Dinny Nemacheck
Kelly and Maria Nesheim
Amy Newell
Shadowbrook and Crow's Nest Restaurants
Gayle and Joseph Ortiz
William and Erica Ow
Stephen and Gail Snodgrass
Ginny Solari Mazry
Rachel Wedeen
W. Todd and Corinne Wipke

CABRILLO COLLEGE FOUNDATION
President's Circle Members 2017-2018
Updated 03/27/18

\$1,500+

Kit Anderton
Pegi and Tom Ard
Richard Baer and Bella Babot
Jim Baker and Nancy Millsagle
Edward and Kathleen Banks
Tila Bañuelos
Carrie Birkhofer/Bay Federal Credit
Union
Judy Boemer
Jess and *Laura* Brown
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
Elizabeth and David Doolin
Dwayne and Linda Downing

Edward and Janas Durkee
Charles and Sandra Eldridge
Esch Family
Duf and Paula Fischer
Joe Graney/Santa Cruz Bicycles
John and Sue Gaulty
Stephen B. Green
Nancy Gregg
Ken Haber
David and Jacqueline Heald
Harold and Dorothy Hyde
Kent and Marie Imai
Mary James and George Cook
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

Keith and Della McKenzie
Joan Mertz
Joe and Susan Mingione
Earleen Overend and Wayne Palmer
Laura Pease and Bill Scurr
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
Jane and Carlos Arcangeli
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
Priscilla Brown
George and Elizabeth Bunch
Thomas Bush and Grace Sanchez
Nancy Campeau
Charles and Betty Canfield
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
Gregory DesBrisay
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

Angela and James Hoyt
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
Richard and Diane Klein
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 Mesiti-Miller and Donna Murphy
Kerri Miljanich
Peter and Debbie Nelson
George Newell

Linda and Bruce Nicholson

CABRILLO COLLEGE FOUNDATION

President's Circle Members 2017-2018

Updated 03/27/18

Harvey and Judy Nickelson	Craig Rowell and Corinda Ray	Greg and Tangie Solow
Fane and Corie Opperman	Cherri Rupert-Canfield	Carol and Stephen Spragens
Rock Pfothenhauer and Linda Wilshusen	Mark Sachau and Bill Gielow	Gabrielle Stocker
Peggy Poindexter and Jay Poindexter	Barbara and William Scherer	Bruce and Barbara Swenson
James and Mary Ellen Poth	Norman Schwartz and Mary Ellen Sullivan	Debra Szecsei
Muriel Prolo and Jack Samuelson	Mark and Laurie Scurich	Kate Terrell and David Ryan
Kenneth and Barbara Reed	Ronald and Cynthia Sekkel	Julie Thiebaut
J. Miles and Rosanne Reiter Family Foundation	Martha Shedden and John Buchanan	James and Deborah Thoits
Jenifer A. Renzel	Robert and Helen Shepherd	William and Madaline Tomlinson
Randy Repass and Sally-Christine Rodgers	Melinda and Thomas Silverstein	Susan True
Karl and Lindsey Rice/Santa Cruz Seaside Company	Greg and Robin Sirakides	Jerry and Robynn Walters
	Maryjane Slade	Susan and Nels Westman
	Elaine-Maryse Solari	Matt Wetstein and Cindy Ostberg
		Brad and Linda Wiles
		Terrence Willett and Jennifer Cross
		Patricia Wolf
		Neal and Paula Woods
Phyllis Rosenblum		

Founding President Robert E. Swenson's Lifetime Supporters*

<i>Cornelia Ackley</i>	<i>Jim and Dolores</i>	Walter S. Johnson	Porter Sesnon	<i>Phyllis and Alan</i>
<i>Kate Ashcraft</i>	<i>Graefe</i>	Foundation	Foundation	<i>Simpkins</i>
Jack Baskin and Peggy Downes Baskin	Granite Construction	<i>Eileen and Max Koppes</i>	Rowland and Pat Rebele	Mary and Richard Solari
Mark and Barbara Beck	Graniterock	<i>Albert Leoni</i>	<i>Esther Rice</i>	Rachael Spencer and Kevin Rooney
<i>Greta Bell</i>	Joan and Gerald Griffiths	<i>Jeane and Les Ley</i>	<i>Iris and J. Arthur Rodgers</i>	<i>Robert and Frances Swenson</i>
<i>Neva Bournier</i>	<i>Penry and Marie Griffiths</i>	Fred and Linda McPherson	<i>Barbara Samper</i>	Union Bank of California
California Wellness Foundation	Grove Foundation	<i>Louella Mehne</i>	<i>Erica Schilling</i>	James and Karen Watson
<i>Mary Frances Callantine</i>	The William and Flora Hewlett Foundation	<i>John Morgan</i>	<i>Ben Schneider</i>	<i>Alice Weisenberger</i>
Diane and Donald Cooley	Hewlett-Packard Company	<i>Elice Neubauer</i>	SD Trombetta Foundation	Wells Fargo Foundation
Richard and Theresa Crocker	Harold and Dorothy Hyde	George Ow and Gail Michaelis-Ow	<i>Elinor and Keith Shaffer</i>	
Dominican Hospital	James Irvine Foundation	The David and Lucile Packard Foundation	Paul and Pat Shirley	
		<i>Rena Perlino</i>	Bill and Brigid 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
PRESIDENT'S CIRCLE HISTORY REPORT
Updated 4/12/2018**

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Committee Chair	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
# of Committee Members	35	37	37	36	29	36	33	37
# of Annual Members (\$1,000+)	169	176	192	190	189	206	214	223
# of Annual Members solicited for the first time through Annual Fund (\$1,000+)	6	3	2	1	1	2	3	1
# of New Annual Members (\$1,000+)	23	26	30	20	16	23	19	32
# of Rejoining Annual Members (\$1,000+)	146	150	162	170	179	183	192	191
% of Rejoining Members	88%	88%	92%	88%	94%	97%	93%	89%
# of \$15,000+							1	1
# of \$10,000+	0	0	0	2	3	3	2	3
# of \$5,000-\$9,999	8	8	10	7	7	8	7	9
# of \$2,500-\$4,999	17	16	13	13	13	14	15	21
# of \$1,500-\$2,499 (Starting 2011-2012)*	n/a	37	38	45	52	54	56	59
# of \$1,001-\$1,499 (Prior to 2011-12 included up to \$2,499)	6	3	5	4	2	5		
# of \$1,000 Donations	138	112	126	119	114	127	133	130
# of Donors Who Gave < \$1,000	8	8	9	7	8	9	8	3
# of Prospects Solicited	1,137	1,168	1,085	1,063	1,011	1,045	1,041	1,031
Donations from Annual Fund	\$7,500	\$3,000	\$3,500	\$1,000	\$1,000	\$1,000	\$3,000	\$1,000
Operational Budget Goal	\$218,000	\$225,000	\$250,000	\$280,000	\$285,000	\$317,000	\$318,000	\$332,000
Total Funds Raised	\$225,095	\$250,616	\$271,652	\$282,774	\$311,406	\$318,074	\$330,908	\$370,425
Percent Increase/ Decrease Over Previous Year	3%	11%	8%	4%	10%	2%	4%	12%

Cabrillo College FOUNDATION

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Leola Lapidés

VICE PRESIDENT

William Ow

SECRETARY

Owen Brown

CHIEF FINANCIAL OFFICER

Alan Aman

PAST PRESIDENT

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Linda Burroughs

Ceil Cirillo

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Gun Ruder

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Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

DATE: April 19, 2018
TO: Executive Committee
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. Cabrillo is fortunate to have a robust scholarship program that helps alleviate some of these burdens, allowing our students reach their educational goals.

SCHOLARSHIP PROGRAM

- 1,256 scholarships, ranging from \$100-\$10,000, were awarded during the 2016-17 fiscal year and a total of \$979,527 was distributed to our deserving students.
- Recipient selection for the 2017-18 scholarship cycle is currently in progress and will be completed soon. Scholarship recipients will be notified in mid-May by the Financial Aid Office of their awards and will receive instructions on obtaining their scholarship funds, which will be distributed at the beginning of the Fall Semester.

SCHOLARSHIP COMMITTEE

- Committee members: Rachael Spencer (Chair), Claire Biancalana, Jess Brown, Ceil Cirillo, Linda Downing, Rich Hart, and Rachel Wedeen
- Committee members will serve as community ambassadors for our amazing scholarship program.
- Our first committee meeting was held on March 27, mainly to discuss our upcoming Scholarship Donor Reception. Committee members will be making phone calls to scholarship donors to encourage them to attend the event and thank them for their generous support.

EVENTS

- Scholarship Donor Reception
 - Thursday, May 1, 4:00-6:00 pm at the Sesnon House

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Victoria Lewis

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VP Instruction

Enrique Buelna

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

DATE: April 12, 2018

TO: Executive Committee

FROM: Eileen Hill

SUBJECT: Governing Documents

The Council for Advancement and Support of Education (CASE) recommends that the following governing documents are reviewed every three years by an attorney:

- Articles of Incorporation
- Bylaws
- Master Agreement

The first draft of revisions, which have been reviewed by the attorney, will be provided at the meeting. The final draft of these governing documents will be presented to the Executive Committee in August for approval.

.

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Eileen Hill

MEMORANDUM

DATE: April 12, 2018

TO: Executive Committee

FROM: Eileen Hill

SUBJECT: Succession Plan

The Executive Committee asked Eileen Hill to develop a plan for emergency and planned departure of the Executive Director and key staff.

The first draft of the succession plan will be provided at the meeting. A final draft will be brought to the August Executive Committee meeting for approval.

2017-18 Cabrillo College Foundation Committee Meetings and Events

Updated 4/10/2018

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 (Room 1521 –
next to the small classroom)

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

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

March 28, 2018 5:30 – 7:30pm
(wrap-up party)

WOMEN'S

EDUCATIONAL

SUCCESS (WES)

Sesnon House Room 1804

May 23, 2018

10:00 am – 11:00 am

July 9, 2018

1:00 pm – 5:00 pm

(Signing meeting – Pino Alto)

September 21, 2018

11:30 am – 1:30 pm

(Luncheon)

Horticulture Center

SCHOLARSHIP

Sesnon House Room 1824

March 27, 2018

8:30 – 9:30 am

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

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

Feasting with Faculty

Sesnon House

\$10,000+ Members

June 14, 2018

5:30 pm

**Cabrillo Stage Play, "Rent",
and PC Reception**

\$1,000+ Members

June 29, 2018

5:30 pm

Sesnon House

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 4th 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 29, 2018

4:00 – 5:00 pm

Samper Recital Hall

President's Holiday Party

November 30, 2018

5:30 pm

Sesnon House

2017-18 Cabrillo College Foundation Committee Roster – Updated 3/19/2018

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 Lapidés, 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
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 Lapidés, President
William Ow, Vice President
Steve Snodgrass, Past President
Rachael Spencer
Matt Wetstein, CC President
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 Lapidés
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 Lapidés
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
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
Matt Wetstein
Theo Wierdsma
Staff: Caitlin Bonura

SCHOLARSHIP

Chair: Rachael Spencer
Claire Biancalana
Jess Brown
Ceil Cirillo
Linda Downing
Rich Hart
Rachel Wedeen
Staff: Caitlin Bonura

WOMEN'S EDUCATIONAL SUCCESS (WES)

Co-chairs:
Lindy Bixby
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 Lapidés
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